

Event Details				
Event No:SPMCIL/Security Paper Mill Narmadapuram/Purchase/29/22-23/ET/427[Digitization of old files]				Event Status
Trade:Services				Event Activated
Description of Event:Digitization of old files				Activities
Mode:E-Tender_HTML	Type Of Tender: Open	Bid Submission: Eventwise	Public Opening: YES	Published on: 27-03-2023 16:13:53.78
Tender Fee:Not Applicable		Document Upload:YES Coverwise Document Upload:YES		Activated on:27-03-2023 16:16:11.46 Tender Extended on: - Tender Opened on: - Price Opened on: - Event Cancelled on: -

Online Pre Bid Meeting	Bidding Period	Tender Opening Period	Price Bid Opening Date
Not Applicable	27.03.2023-06:00 PMT028.04.2023-03:00 PM	28.04.2023-03:01 PMT028.04.2024-03:01 PM	-

List Of Tender Document		
SL. No.	Document Details	Document Type
1	22-23-ET-427[Digitization of old files]-170836-NIT-1223663-6000018153.pdf	NIT

Vendor Document Upload Checklist For Technical COVER	
SL. No.	Document Details
1	Kindly submit the documents mentioned in section VII of the tender document and Annexure I part I of TECHNOCOMMERCIAL BID

Vendor Document Upload Checklist For Price COVER
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This report is downloaded from <https://www.mstcecommerce.com/eproc/>. User:NEERAJ KUMAR. Time: 27-03-2023 16:16:27

SL. No.	Document Details
1	Kindly quote the price in e tender column and Upload the filled price schedule as per section XI of the tender document

Tender Committee Members						
Name	Designation	Office	Department	Email	Mobile No.	Encryption public key expiry date
NEERAJ KUMAR	DM PURCHASE	Security Paper Mill Narmadapuram	Purchase	neeraj.kumar@spmcil.com	9425041926	2023-07-09 00:00:00.0
PUSHPLATA KULHARE	MANAGER FINANCE	Security Paper Mill Narmadapuram	Finance	pushplata.kulhare@spmcil.com	9893226539	2023-07-09 00:00:00.0
DHANRAJ KUMAR PRAJAPATI	MANAGER	Security Paper Mill Narmadapuram	Technical	dhanraj.prajapati@spmcil.com	9630560043	2023-08-31 00:00:00.0

Common Terms		
TECHNO COMMERCIAL BID		
Sl.No	Terms	Component
1	Kindly submit the documents mentioned in section VI and annexure-I of the tender documents.	Agree Only

Lot Details						
Lot Name 1	Category	Lot Description	Quantity/UOM	Currency	Ceiling Price	Estimated Price
Digitization	Scanning, Digitisation Services	Digitization of files and records	1.0Activity	INR	-	-

Lot No: 1 Specific Terms

Lot No: 1 Price Parameters/ Formula

Variable Name	Name of Parameters	Sub Total (Example: a+b)	Type of Component	Places of decimal	Lumpsum
a	Grand Total Price(In INR) inclusive of all	-	Numeric Text Only	2	No
Price formula: a (Up to 2 Decimal Place)					



**SECURITY PAPER MILL,
NARMADAPURAM- 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, 14001:2015, 45001:2018, 50001:2018 & IEC17025:2017 Certified)

Website: <http://spmarmadapuram.spmcil.com>

E-Mail: gm.spm@spmCIL.com

CIN: U22213DL2006GOI144763,

Ph.No:91-7574-255259,

GSTIN: 23AAJCS6111J3ZE

Fax No: 07574-255170

PR Number	PR Date	Indenter	Department
11010355	11.02.2023	IT DEPT	TI DEPT

Security Classification: NON-SECURITY

**E-TENDER DOCUMENT PROCUREMENT DIGITIZATION OF OLD FILES AND OTHER
RECORDS**

E-Tender Number: 6000018153/IT /

Dt. 25.03.2023

This Tender Document Contains ---- Pages.

Tender Documents is issued to:

To,

Details of Contact person in SPMCIL regarding this tender:

Name, Designation : Devanand Singh (Manager Material)

Address: SPMN (Security Paper Mill, Narmadapuram)

Phone No : 07574-286791

Email: Devanand Singh (devanand.singh@spmCIL.com)

Section1: Notice Inviting Tender (NIT)

6000018153 /ITDEPARTMENT

14.03.2023

(SPMCIL's Tender SI No.)

(Date)

1. Sealed tenders are invited from eligible and qualified tenderers for supply of following goods & services:

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	Digitization of files and records	1.000 AU	48000.00INR	
1	Digitization of files and records	10,000,00.00		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			TWO-BID National Competetive Bid	
Dates of sale of tender documents:			From to during office hours.	
Place of sale of tender documents			MSTC PORTAL	
Closing date and time for receipt of tenders			As per MSTC Portal	
Place of receipt of tenders			MSTC PORTAL	
Time and date of opening of tenders			As per MSTC Portal	
Place of opening of tenders			MSTC PORTAL	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			DEVANAND SINGH Manager(Material)	

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 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 to be submitted on MSTC Govt. e-procurement portal and the website is www.mstcecommerce.com.eproc/.

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. 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/02022023/J29K1T0ZYMGA.

11. In case of order material in your favour for Rs.2,50,000/- or above, the supplier shall furnish the performance security amount/ Security Deposit (S.D)(3% of the ordered value) before supply of material after issue of NAC/Purchase order by SPM, Narmadapuram in favour of The Security Paper Mill payable at Narmadapuram and valid up to 14 months from the late date of delivery or FAT. The performance security will be return back without any interest to successful tenderer after the completion of all contractual obligations.

12. 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. 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.

(vi) 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



Tender Number:6000018153

requirements and L1 price, 4 per cent 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 women 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.

Encl:

1. Check list (Annexure-I)
2. Declaration (Annexure-II)
3. Declaration (Annexure-III)
4. Declaration (Annexure-IV)
5. Vender Registration form

Yours faithfully,

(Devanand Singh)
Manager (Material)
For Chief General Manager
E-mail: devanand.singh@spmcl.com
PHONE :- (07574)286791 & 286587

CORRESPONDING ADDRESS

THE CHIEF GENERAL MANAGER
SECURITY PAPER MILL
NARMADAPURAM-461005 (M.P.)
Website: <http://spmnmarmadapuram.spmcl.com>
FAX :- (07574)-255170

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL



Tender Number:6000018153

.....

.....

(Name Designation, Address telephone number etc
of the officer signing the document)

For and on behalf of

.....



Tender Number:6000018153

Section II: General Instructions to Tenderers (GIT)

Part 1: General Instructions Applicable to all type of Tenderers

Part I: General Instructions Applicable to all Types of Tenders

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

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL

Section II: General Instructions to Tenderers (GIT)

Part II: Additional General Instructions Applicable to Specific type of Tenderers

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

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL

Section III: Specific 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.)

Sr No	GIT Clause No.	Topic	SIT Provision
01	3	Eligible Tenderers	Applicable
02	3.4	Eligible Goods and Services (Origin of Goods)	Applicable
03	6.1	The tender documents includes:	Applicable
04	8	Pre-bid Conference	Applicable
05	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 SPM in writing or by fax/e-mail/telex. SPM will respond in writing to such request provided the same is received than fourteen days (unless otherwise specified in the SIT) prior to the prescribed date of submission of tender. Copies of the query and clarification shall be sent to all prospective bidders who have received the bidding document.
06	10.1	The Technical bid to be submitted by Tenderer shall contain the	following documents, duly filled in, as required: Applicable
07	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored.
08	12.1	Tender Prices	Applicable
09	12.2,33,36.1	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	16.2 a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Not applicable
14	18.4, 18.5	Earnest Money Deposit (EMD)	Applicable (As per Section VI)
15	19	Tender Validity	120 days from opening date of quotation.
16	20.4	Number of Copies of Tenders to be submitted	One copy in original
17	20.8	Two Bid System	Applicable
18	20.9	E-Procurement	Applicable
19	34. and 35.1	Comparison on CIF Destination Basis	Not applicable
20	35.2 to 35.6	Additional Factors for Evaluation of Offers	Not applicable

Sr No	GIT Clause No.	Topic	SIT Provision
		and Preferential schemes	
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	Not 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	GST Returns	Supplier Should file the GST returns for outward supplies in time. SPM reserves the right to withhold the payment of further supplies till production of evidence of filling of Returns.
32	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
33	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.

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).

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL

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)

Sl.No	GCC Clause No.	Topic	SCC Provision
01	1.2	Abbreviations:	Applicable
02	6.1, 6.3 & 6.5	Performance Bond/ Security	Applicable
03	8.2	Packing and Marking	Not Applicable
04	9	Inspection and Quality Control	Not applicable
05	11.2	Transportation of Domestic Goods	Applicable
06	12.	Insurance	Applicable
07	14.1	Incidental Services	Applicable
08	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	Not applicable
09	16.1	Warrantee Clause	Warranty of the document management application and other system would be for one year from the date of acceptance. This includes all type of technical support or smooth running of the application. No extra charges will be provided for any other reasons.
13	19.3	Option Clause	Not Applicable
14	20.1	Price Adjustment Clause	Not Applicable
15	21.	Taxes and Duties	Applicable
16	22.	Terms and Mode of payments	The payment will be made monthly on satisfactory completion of complete work. Payment shall be made as per the actual count of pages scanned & digitized and work suitability given by user department of all required documents by supplier through NEFT/RTGS

Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc.are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money	Remark
1	Digitization of files and records	AU	1.000	48000.00INR	

SUBMISSION OF TENDER: The bid is to be submitted in two parts are as follows:

(1) Bid: TWO BID (In Two Parts)

PART-A: TECHNO-COMMERCIAL BID:

(1) Consisting of all technical specification as per section VII of this Tender document & commercial conditions. It should not have any price /price elements of the item being offered.

(2) Tender Fee: NIL

(3) EARNEST MONEY DEPOSIT (EMD): The earnest money deposit (No interest bearing) for a total value of i.e.Rs.48,000/- shall be furnished in one of the following forms.

- Account Payee Demand Draft
- Fixed Deposit Receipt
- Banker's cheque.

The demand draft, fixed deposit receipt, or banker's cheque shall be drawn on any scheduled commercial bank in Regd. Office:-16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001

Sec06.1 Tender Number:6000018153 India, in favour of "SECURITY PAPER MILL, NARMADAPURAM" payable at "NARMADAPURAM". The earnest money shall be valid for a period of forty five days beyond the validity period of the tender.

Note-1 Bidder has to upload scanned copy/proof of the EMD along with the bid and has to ensure deliver of hard copy to the buyer within 05 days of Bid End Date/Bid Opening Date. The Earnest Money Deposit of un-successful bidders will be returned.

Note 2 Earnest Money Deposit (EMD) is exempted for firms having MSME/NSIC/DIC registration for the tendered stores. A copy of valid MSME/NSIC/DIC is to be submitted along with bid.

(4). Infrastructure of the bidder along with list of equipment, machine tools available etc. are to be submitted along with offer, for scrutiny of technical capability for MSME and local supplier.

(5) One format of blank Price bid to be furnished without price/ price elements to know whether the firm furnished clearly all charges as required in our Price Schedule shown at Section : XI of this document.

(6) Validity: 120 days from the date of opening of the tender, offer valid for a shorter period shall be treated as unresponsive & rejected.

(7) Service Place : SPM, Narmadapuram .

(8)Service Period : The Vender has to complete the above work within 3 months form the date of the award of the purchase order.

(9) Reports- The vendor is required to provide the scanning/digitized documents report like counting of documents etc. periodically to the SPM. Based on the reports payment will be made after completion.

(10) Payment Terms : The payment will be made monthly basis on satisfactory completion of complete work. Payment shall be made as per the actual count of pages scanned & digitized and work suitability given by user department of all required documents by supplier through NEFT/RTGS only.

(11) Taxes: If any - Please strictly incorporate in our NIT Section - XI.

(12) Warranty: As per Section V

(13) No Deviation Certificate: Bidder should confirm in their quotation, "We acceptance of all terms and condition with technical specification of tender document without any deviation".

(14) All Sections & pages of the tender documents strictly should be signed, name and sealed by bidder firm.

(15) Confidentiality- The Bidder shall treat the details of the documents to be scanned as secret and confidential. The Successful Bidder shall execute separate Non-Disclosure Agreement (NDA) with SPM. The format of NDA will be provided by SPM to the successful bidder along with the work order.

(16) Submit the declaration duly seal and signed by Competent Authority on your letter head as per Ministry of finance Dept. of Expenditure, Public Procurement Division OM No. F.No. 6/18/2019-PPD dated 23.07.2020 as follow (Refer GIT Cluase no. 3.5).

"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) fulfills at requirements in this regard and is eligible to be considered."

PART # B: PRICE BID:

The bidders shall quote the price and other elements of price as per the format given as Section # XI of this tender documents. Insertion, post script, addition and alteration shall not be made, if any, will not be considered for calculating the price.

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.#

NOTE- It is advised to all the firms to visit SPM to visualize the files to be scanned before submitting the quotations.

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL

Section VII: Technical Specifications

Technical Specifications

Security Paper Mill, Narmadapuram (SPM) is one of the units of SPMCIL dealing with security paper manufacturing. In this work, SPM looking for only turnkey solution for digitization of old files and other records. Therefore, Scanning, Digitization, Indexing, Document Management application and Back up Storage are required at SPM. The details are as follows:

1. Scope of Work

Work to be performed

Estimated Work: 15000 Files (10, 00,000 PAGES APPROX.)

S.No. Particulars	Remarks
1. Taking over of files	Handing over/Taking over report
2. Un-tagging of files	Safe handling
3. Scanning	A3, A4, Legal size (in color) or any custom size
4. Digitization	Indexing and cataloguing in Document Management Application
5. Re-tagging of files	Safe handling
6. Barcode/QR on Files	Pasting of Barcode/QR on Files after scanning.
7. Handing over of files	Handing or taking over report
8. Back up storage	Storage in hard disk
9. Document Management System(DMS)	The vendor is responsible for software application for DMS.

The detailed work to be performed as given in the above table is given below:

(a) Setting Up of Scanning and Digitization Centre

On receipt of confirmed purchase order the successful agency shall give their requirement for the space as the files are not allowed to be taken away out of the office. The space will be allocated by the SPM along with other facilities including seating arrangements. It is mandatory that minimum two persons shall be deployed for the aforesaid work including one operator and other qualified person.

The Agency shall set up the digitization and scanning facility commensurate with the requirement of delivery schedule and the type and number of documents to be scanned, digitized and the format of its storage.

Pre-Scanning

1. The Agency will perform all the pre scanning activities which may include (but not limited to) collection of documents, removal of unwanted dust, removal of tags, pins, threads, rubber bands, application of curative techniques to biologically infected or otherwise damaged documents etc., sorting and numbering of pages in the document file in correct order.

2. The documents would be handed over in lots as agreed mutually between the Agency and SPM. The Agency shall provide acknowledgement of number of documents and number of pages in each document received from SPM. Number of documents/ pages in a file shall be checked in presence of the representative of SPM.

3. The Agency will maintain a record of the document details in a log register while collecting these documents. This log register should contain at least the following details:

- # Description of the document collected /< file No.>
- # Size of the pages in document (A4/legal/Full scale/note-sheet) along with the count
- # Total number of pages in the document
- # Collected from (Name of Official and Department)
- # Collected by (Service Provider representative)
- # Date of Collection
- # Returned to (Name of Official and Department)
- # Returned by (Service Provider representative)
- # Actual date of return
- # The files are handed over and taken over on paper

4. The Agency shall maintain and return the documents in their original form to SPM. Document shall be handled with extreme care so that their chronology is not disturbed. For example, Multi-page documents that must be kept together (e.g., a letter with an attachment).

5. The Agency will carefully unfold and flatten the documents to eliminate creases and wrinkles and ensure that document maintain its original form without any damage. Any damage to the documents shall make the Agency liable for penalty. The Agency will take special care in preparing the documents which are too old and that may not be in good physical condition or are very delicate and may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Some old documents may require flat-bed scanners too. Agency may use ironing process to straighten them. Documents should be prepared such that normal scanner can scan it.

6. The Agency shall be responsible for any damage caused by them during the process of scanning and digitization of records and ensure that all such records are repaired at their own cost and information is retrieved. In case such retrieval of data or repair of record is not feasible the Agency will compensate for the same by making payment to the Buyer towards the value of the damaged or lost data/document/record as valued by the Buyer.

(b) Scanning and Digitization

1. Scanning resolution shall 300 dpi or better, and give the clear image.
2. The scanned documents shall be converted into any of the standard file formats such as TIFF/PDF/JPEG/RTF/ODT/PNG/GIF or other standard formats as per the requirement of SPM. All the pages of a single file have to be stitched together to generate an exact replica of the physical file. The stitched document should be represented in a TIFF/ PDF format or any other standard format as per user requirement.
3. The Agency will be responsible for quality assurance and will go through all documents to see if they are complete and legible.
4. In case the documents are not legible, the same may be re-scanned.
5. All the pages in a document including blank pages (only when such blank pages are numbered in the file/document) shall be scanned to produce exact replica of the original document. No page shall be scanned more than once.
6. The Agency will deploy its own human resources for all the above mentioned activities. The Agency will deploy adequately skilled manpower resources to complete the job within the specified time and of specified quality.
7. Depending upon the nature and quality of the documents the vendor shall deploy ADF scanners/Overhead scanners/ Flatbed scanners etc. as the case may be.

(C) Indexing and Cataloguing

1. The Agency will do indexing as per the requirement of SPM in the following manner.

S.No. Department Name File Number File Name No. of Pages Year

2. The Agency will establish procedure for checking the accuracy of indexing and making necessary corrections as accurate indexing is required for efficient retrieval of digital documents from the digitization server.
3. The firm will provide the Document management application (software) for easily retrieval of documents.
4. Once all documents are verified by the concerned division, all paper documents will be returned in their original form to the concerned department.

(D) Post Scanning

1. After scanning, the physical document would be pinned together/ tagged in the same form as it was given for scanning by the individual units of any department. At the end of the process all paper documents will be returned in their original form to the department.
2. Each page shall be serially arranged and shall be counted while giving the documents back to the department.
3. Version Control mechanism should be allowed. Version control has to be done in case of addendum to the pre-existing digitized file.

(E) Storage and Backup

1. A folder structure/ configuration management policy has to be followed while Storing the digitized data in the hard disk and/ or central storage. The firm has to provide the suitable hard disk for backup the scanned documents apart from storing in the DMS application database.
2. Nomenclature of the digitized file should be discussed with the End User Department.
3. The Agency shall use standard methodology for Scanning & digitization and archiving so that in future, any Service Provider can access the archival database.

(F) Document Management System

1. The vendor should have to provide a web based application software to be run on intranet / multi user/ multi-distributed environment with proper security provisions and audit trail for storage and retrieval of records on keys as specified by the SPM.
2. The software should also be able to capture and integrate new arrival of digital /non-digital (after scanning) records.
3. Vendor have to provide application software documentation & user manuals.
4. The training of SPM staff # for two days for one group consisting of up to 15 persons shall be given.
5. The application software should be capable of easy storage and retrieval of documents.
6. The software should have following features:
 - Scanning
 - Storage
 - Indexing
 - Searching & Retrieval
 - Admin Controls
- Scope for future enhancements
7. To index and categorise documents for easy access
8. Managing multiple user accounts for access control
9. DMS should support for min 25 concurrent users.
10. The application software should be delivered to SPM with PERPETUAL LICENSE.
11. Application should have feature to download the reports of the scanned and digitized documents.
12. The application software should be able to generate the barcode/QR code of the scanned/digitized file which can be pasted on the file cover. The minimum data to be stored in barcode will be file name, file no, department name, record number etc. The same will be finalized during the implementation.

2. Basic Terms and Conditions

a) Service Provider Obligations

1. The Agency shall be required to install and maintain adequate IT infrastructures of hardware etc. such as computers, scanners, ups, network setup etc. at his own cost.
2. All the scanned and digitized data and documents shall be the property of SPM and Agency shall have no right, title or interest in it. SPM shall have the exclusive right to use it anywhere and in any manner.
3. The Agency shall ensure that all information, data and or documents given to them by SPM are kept confidential. The entire work of scanning/ digitization/ repairing of old records are entrusted to the Agency under trust and hence any leakage of information or passing of the information for any commercial purpose/exploitation or any other purpose whatsoever shall amount to committing an offence of stealing and criminal breach of trust liable for criminal prosecution.
4. No documents shall be allowed to be taken or transmitted outside SPM premises without written permission from SPM, in any manner whatsoever. Proper confidentiality will be maintained by selected agency and workers deployed by them for SPM records management being scanned & digitized. No employee of the Agency shall share any documents or information relating to it to any outside unauthorized person. Violation of the will render immediate termination of contract and no payments will be made to the Agency. The Agency shall be wholly responsible in case of failure and will be liable to be prosecuted under the jurisdiction of the local court.
5. The Agency shall be principal employer for the entire worker, laborer, out sourced persons and such persons shall not have any right to claim, any right of employment or contract with SPM.
6. The Agency shall obtain prior permission from SPM to work on holidays or on off office hours/ odd hours.
7. All consumables required in digitization process shall viz. SS pins, tapes, print-out, cartridges etc. shall be provided by the Agency.

b) SPM's Obligations

1. SPM shall provide adequate space, electric supply point, working table and access to the authorized personnel of the Service Provider to work in the specified area for scanning & digitization facility. SPM shall also nominate a Nodal officer from its organization to coordinate with the Agency to set up the digitization facility.
2. SPM will provide the necessary hardware infrastructure to deploy the document management application.
3. SPM shall nominate officer (department/unit/cell wise) who will hand over the records to be digitized to the authorized person of the Agency and also take back the same.
4. SPM will verify the work performed during the day by their nodal officer and all such "Daily Worksheets" and all such work sheets will be jointly signed by the nodal officer of SPM and the representative of agency. These worksheets shall be preserved by both and at the time of raising the bill/ invoice these worksheets shall be enclosed.
5. SPM shall nominate officer (department/unit/cell wise) to receive and verify the quality and quantity of the digitized records.

(c) Other Requirements

1. The Agency shall not carry and/or transmit any material, information, application details, equipment or any other goods/material in physical or electronic form, which are proprietary to or owned by buyer, out of Buyer premises without prior written permission from SPM.
2. The Agency acknowledges that SPM's business data and other SPM's proprietary information or materials, whether developed by buyer's or being used by SPM pursuant to a license agreement with a third party (the foregoing collectively referred to herein as "proprietary information") are confidential and proprietary to SPM; and the agency agrees to use reasonable care to safeguard the proprietary information and to prevent the unauthorized use or disclosure thereof, which care shall not be less than that used by the agency to protect its own proprietary information. The Agency recognizes that the goodwill of SPM depends, among other things, upon Agency keeping such proprietary information confidential and that unauthorized disclosure of the same by the Agency could damage SPM and by that reason of Agency's duties hereunder. The Agency may come into possession of such proprietary information, even though the Agency does not take any direct part in or furnish the services performed for the creation of said proprietary information and shall limit access thereto to employees with a need to such access to

perform the services required by this agreement. The Agency shall use such information only for the purpose of performing the said services.

3. The Agency shall, upon termination of this agreement for any reason, or upon demand by buyer, whichever is earliest, return any and all information provided to the Agency by buyer, including any copies or reproductions, both hardcopy and electronic.

4. Ownership and retention of Documents: SPM shall own the documents, prepared by or for the Agency arising out of or in connection with this contract. Forthwith upon expiry or earlier termination of this contract and at any other time on demand by SPM, the Agency shall deliver to buyer all documents provided by or originating from SPM and all documents produced by or from or for the Agency in the course of performing the Services, unless otherwise directed in writing by buyer at no additional cost.

3. Reports

The vendor is required to provide the scanning/ digitized documents report like counting of documents etc. periodically to the SPM. Based on the reports payment will be made after completion.

4. Duration of the work

The vendor has to complete the above work within 3 months from the date of the award of the Purchase order.

5. Warranty

Warranty of the document management application and other system would be for one year from the date of acceptance. This includes all type of technical support or smooth running of the application. No extra charges will be provided for any other reasons.

6. Payment Terms

The payment will be made monthly on satisfactory completion of complete work. Payment shall be made as per the actual count of pages scanned & digitized.

7. Confidentiality

The Bidder shall treat the details of the documents to be scanned as secret and confidential. The Successful Bidder shall execute separate Non-Disclosure Agreement (NDA) with SPM. The format of NDA will be provided by SPM to the successful bidder along with the work order.

Note: It is advised to all the firms to visit SPM to visualize the files to be scanned before submitting the quotations.

FINANCIAL BID FORMAT FOR SCANNING, DIGITIZATION, INDEXING, DOCUMENT MANAGEMENT APPLICATION AND BACK UP STORAGE

The rate should be quoted for the work as indicated below:

S.No.	Description of Service	Qty.	Amount Per	Page(Any Size)-"A"	GST Amount-"B"	Total Amount
A+B	SCANNING, DIGITIZATION, INDEXING, DOCUMENT MANAGEMENT APPLICATION AND BACK UP STORAGE					
	[Rates quoted should be inclusive of all viz. service charges, software application, logistic charges, manpower etc. as mentioned in scope of work]					
2.	Per Page scanning, digitization, indexing, document management application entry and back up storage	10,000 pages Approx.				



Tender Number:6000018153

Note: The "Scope of Work" shall be seen while filling up the financial bid.

Section VIII: Quality Control Requirements

Not Applicable

Section IX: Qualification/Eligibility Criteria

Not Applicable

Section X: Tender Form

Date.....

To,

.....

.....

.....

(Complete address of SPMCIL)

Ref: Your Tender document No..... dated

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 clause19, 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 23rd 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. : _____

SN	Price Break Up	Service Line . 10
	Service Description	Digitization of files and records
1	Basic Price per unit of Scanning/digitized page (In INR) (Cost per page)	
2	Total Quantity	10,00,000.00
3	Unit	Nos.
4	Total Price (In INR) (1x2)	
5	GST @ 18% on 4 (In INR)	
6	Other Taxes/Charges (if any) Please specify (In INR)	
7	Grand Total Price(In INR) (4+5+6)	

SNOTE:

The method of evaluation of L1 criteria for awarding the contract shall be on consolidated total offered price basis at SPM Narmadapuram.

1 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)

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.

- 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.

- 4** Earnests Money/Bid Guarantee for an amount equal to _____ is enclosed in form of _____ (form and reference number, date) as per the Tender Documents.

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.
- vi. Don't quote the price in technical bid in this proforma. Quote in separate price bid envelope only.

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):



Tender Number: 6000018153

- ☐ 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)

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.

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 datedand 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 a Pre-bid Conference/ 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

1. 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.
2. 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.
3. 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.)
9. TCS (u/s 206C (1 H) of IT Act in not applicable, as SPM will deduct TDS U/s 194Q.

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.



Tender Number: 6000018153

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 (Refer as per Section VI-List of Requirement, PART-A)

S.No.	Tender Submission Check Points	Check before submission Tick (<input checked="" type="checkbox"/>)
1	Tender Fee -NIL	Not applicable
2	Earnest Money Deposited as per section VI	applicable
3	Tender Document duly Seal & Signed	
4	Place of Service :- SPM Narmadapuram duly unloaded	
5	Blank Price Bid as per Section XI (Without Price)	
6	Tender Validity 120 days as per the tender	
7	Technical specification/ Scope of work as per Section VII	
8	Payment Terms as per Section V	
9	Submit Manufacturer's Authorization form (if applicable)	Not Applicable
10	Accept the Warranty clause as per Section –V	
11	Fill Tender Form- Section X Duly seal & sign (without mentioning price)	
12	Acceptance of Service period, Service terms, validity of tender. As per Section VI of	
13	Submit declaration as per Annexure I , II, III & IV	
14	Certificate of local content as per public procurement (Preference to Make in India)	Not Applicable-

Part II: - PRICE BID

S.No.	Tender Submission Check Points	Check before submission Tick (<input checked="" type="checkbox"/>)
1	Price Bid as per Section XI (Price including all taxes & other charges)	

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

Note:

1. Copy of this completed checklist to be necessarily enclosed alongwith bid.
2. "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."



Tender Number: 6000018153

ANNEXURE – II

(To be submitted on the letter head)

DECLARATION

We do hereby declare that,

1. 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.
2. We do hereby declare that we have read and understood all terms and conditions of tender document including GIT, SIT, GCC, SCC, Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.
3. "We are accepting all the terms and conditions of the tender document without any deviation and withdraw all deviations if any"

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....



Tender Number: 6000018153

ANNEXURE – III

(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)** fulfills all 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 –IV

(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"))
2020-21					
2021-22					

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%).*

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** tab 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**