



**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](mailto:gm.spm@spmCIL.com)

CIN: U22213DL2006GOI144763,

Ph.No:91-7574-255259,

GSTIN: 23AAJCS6111J3ZE

Fax No: 07574-255170

PR Number	PR Date	Indenter	Department
17004314	10.04.2023	IT	IT

***Security Classification: NON-SECURITY***

**TENDER DOCUMENT Hiring of Services for Monthly Attendance Summary Report**

**Tender Number: 6000018242/PAC/IT/**

**Dt. 03.05.2023**

**This Tender Document Contains 13 Pages.**

**Tender Documents is issued to:**

**To,**

**M/s Bartronics India Ltd.  
Plot No. 193, S.V. Chambers,  
1<sup>st</sup> Floor, Kavuri Hills, Madhapur,  
Hyderabad-500081. TELANGANA**

**Email- [fms.india@bartronics.com](mailto:fms.india@bartronics.com)**

**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](mailto:devanand.singh@spmCIL.com))**

## Section1: Notice Inviting Tender (NIT)

6000018242 /ITDEPARTMENT

03.05.2023

(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	Monthly attendance summary report	1.000 AU	0.00INR	
1	Monthly attendance summary report	1.000AU		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			ONE-BID PROPRIETARY ARTICLE CERTIFICATE	
Dates of sale of tender documents:			From 03.05.2023 to 02.06.2023 during office hours.	
Place of sale of tender documents			SPM NARMADAPURAM	
Closing date and time for receipt of tenders			01.06.2023 05:00:00	
Place of receipt of tenders			SPM NARMADAPURAM	
Time and date of opening of tenders			02.06.2023 03:00:00	
Place of opening of tenders				
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			DEVANAND SINGH Manager(Material)	

Sub: Regarding acceptance of Terms and Conditions for "Services of Monthly Attendance Summary Report".

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

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

Your's Faithfully

(Devanand Singh)  
Manager(Material)  
FOR CHIEF GENERAL MANAGER  
CORRESPONDING ADDRESS

-----  
THE GENERAL MANAGER  
SECURITY PAPER MILL  
NARMADAPURAM-461005 (M.P.)  
Website: <http://spmarmadapura.spmcil.com>,  
Email :devanand.singh@spmCIL.com  
PHONE :-07574 286792 /286587

**TERMS AND CONDITIONS :**

1. The quotation must be in the form furnished by procuring entity and should be in ink free from corrections/erasures. In case there is any unavoidable correction it should be properly attested, otherwise the quotation will not be considered.
2. Quotation will be opened on due date at 3.00 p.m. at the indicated venue in presence of tenderer or their representatives who may wish to be present.
3. The Purchaser reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. Participation in this tender is by invitation only. Unsolicited offers are liable to be ignored. However, vendors who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure. Note: To get registered as approved supplier with procuring entity, please download supplier approval form from <http://spmnamadapura.spmcil.com> and submit.
5. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organization is large scale industry or small-scale industry. If you have NSIC/SSI/MSI Certificate, please attach it to the quotation. Mention your registration details.
6. Complete details and ISI specification if any must accompany the quotation. Make/ Brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
7. Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labelled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted. (NOT APPLICABLE)
8. All drawings sketches and samples if any sent along with this enquiry must be returned along with quotations duly signed. (NOT APPLICABLE)
9. All supplies are subject to inspection and approval before acceptance. Manufacturer/ Supplier Warranty Certificates and Manufacturer/ Government Approved Lab Test Certificate shall be furnished along with the supply, wherever applicable.
10. The Purchaser reserves the right to modify the quantity specified in this enquiry.
11. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Price quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as F.O.R. Destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
12. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included.
13. Delivery Period : AMC Contract for 30 days.
14. Liquidity Damages : In case your quotation is accepted, and order is placed on you, the supply against the order should be made within the period stipulated in the order. Purchaser reserves the right to recover any Loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall

entitle the Purchaser for imposition of Penalty without assigning any reasons @ 1/2% of the total value of the item covered in order as Penalty per day subject to a maximum of 10% unless extension is obtained in writing from the office on valid ground before expiry of delivery period. Penalty + 18% GST will be deducted.

kindly accept Liquidity Damages condition.  
.....

15. If the deliveries are not maintained and due to that account the Purchaser is forced to buy the material at your Risk and Cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.

16. Dispute Clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Narmadapuram only.

17. It is a service contract(CAMC) so payment after every quarter subject to satisfactory services .

18. Technical Specifications: Submit Technical Specifications duly seal & signed.

19. Performance Security Deposit : Not Applicable.

20.SPM (as Buyer) is liable to deduct TDS u/s 194Q @ applicable rate on goods purchases (if applicable). In case of deduction of TDS under section 194Q; The supplier (Vendor) need not to charge TCS u/s 206C (1H) on invoicing on or after 01.07.2021 Vendor has to submit declaration in specified format for the compliance of section 206AB of Income tax Act, 1961. In case of non-submission of declaration; TDS will be deducted at higher rates (as applicable) as per section 206AB.

Kindly accept above tax condition with seal and sign.  
.....

21.Supplier/Vendor should file GST returns in time. SPM reserves the right to withhold the payment of GST till production of evidence of filling of GST returns.

Kindly accept above GST return condition with seal and sign.  
.....

22. 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 Nil.

#### OTHER TERMS AND CONDITIONS :

(1) Validity: 90 days from the date of opening of the tender.

Kindly accept above condition with seal and sign.  
.....

(2) . Warranty: //Not Applicable//

(3)PLACE OF WORK : SPM, NARMADAPURAM (for Service)

Kindly accept above condition with seal and sign  
.....



Tender Number:6000018242

(4) Required Delivery Period : within 30 days from the date of issue of purchase order/NAC whichever is earlier.

Kindly accept above condition with seal and sign  
.....

(5) Payment Terms : 100% payment within 30 days of quarterly visit-wise shall be made after maintenance and suitability of each services/visit by the consignee at destination.

Kindly accept above condition with seal and sign  
.....

(6) 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".

Kindly accept above condition with seal and sign.  
.....

(7) Submit the valid manufacturers authorization certificate of the item supplied as per the standard form duly filled by OEM as per annexure XIV of this tender document.

Manufacturer Authorization Certificate should be signed by a person competent and having the power of attorney to legally bind the manufacturer. (Not Applicable)

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

1. Tender Schedule and Technical Specification indicated.
2. Item/ Tender specific conditions for this tender.
3. Terms and Conditions printed overleaf.
4. I/ we confirm that set off for the GST etc. paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST etc.
5. This offer is valid for 90 days from the date of opening of tender.

Signature & seal

Name of Authorised

Place & Date:

Signatory:

Address:

Tel. No/ Fax. No /

Mobile No

Email ID:



Tender Number:6000018242

.....

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

For and on behalf of

.....

---

## **Section VII: Technical Specifications**

---

The following points must be taken into consideration while development of new monthly attendance summary report:

1. InTime: Report must capture first IN\_Punch of the day.
2. OutTime: Report must capture last OUT\_Punch of the day.
3. The report should be able to correctly display the attendance record even if employee has punched either IN or OUT once during the day.
4. TotalWorkingHours: Calculate working hours based on InTime and OutTime of the employee. In case of single punch during the day, display "0".



## Section XI: Price Schedule

Tender No. 6000018242

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:

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

SN	Service Description	CAMC of Crash Barrierm.
	<b>SAC Code</b>	
	<b>Service Line</b>	<b>10</b>
1	Basic Price per unit upto F.O.R. SPM, Hoshangabad duly unloading (for Service)	
2	Service wise required Quantity	1
	Unit	AU
3	<b>TOTAL (1 X 2)</b>	
4	(a) GST in % only on 3	
5	Other taxes/charges (if any) Please specify	
6	Total Price (in figures only) (3+4+5) Rs.	
7	(b) TCS at applicable rate (u/s 206C (1 H) of IT Act (presently @ .075%) on Total Price at "6" (if applicable)	
8	Total price FOR SPM, Narmadapuram (in figures only) (6+7) Rs.	
9	<b>Total Price (F.O.R, SPM, Narmadapuram) (in words only) Rupees.</b>	

NOTE:

The method of evaluation of L1 bidder for awarding the Contract shall be on consolidated offered total price as per Section – XI (Price schedule) of this tender document.

1. Scope of Supply: (Cost break-up of the quoted cost, showing inter-alia costs of all the concomitant Installation/ Commissioning/ Training/ Technical Support/ incidental services/ software/ accessories, considered necessary to make the proposal self-contained and complete must be indicated here.)

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)

.....  
.....

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 dispatched within the prescribe time.

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) This Section should not bring in any new Technical Parameter that has not been mentioned in the Technical Bid.

---

**SIGNATURE OF BIDDER**

**(WITH NAME, DESIGNATION AND SEAL)**



Tender Number: 6000018242

**ANNEXURE – I**

**(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: 6000018242

**ANNEXURE – II**

**(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 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**

**(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"))
<b>2018-19</b>					
<b>2019-20</b>					

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%).*

**ANNEXURE – IV**

**(To be submitted on the letter head)**

Submission of Undertaking:

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