

# Standard Bidding Document



## **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 Certified)

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

E-Mail: [gm.spm@spmCIL.com](mailto:gm.spm@spmCIL.com)

CIN: U22213DL2006GOI144763, GSTIN: 23AAJCS6111J3ZE

Ph.No:91-7574-255259, Fax No: 07574-255170



PR Number	PR Date	Indenter	Department
11010797	04.07.2023	GARAGE	MECHANICAL

Not Transferable

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

### **E-TENDER DOCUMENT FOR HIRING OF VEHICLE WITH DRIVER (BHOPAL TRIP) ON ANNUAL RATE CONTRACT BASIS**

**E-Tender Number: 6000018650/GARAGE/23-24/1361, dated: 10.02.2024**

**This Tender Document Contains   37   Pages.**

**Tender Documents is issued to:**

M/s -----  -----
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**Details of Contact person in SPMCIL regarding this tender:**

**Name, Designation: Balbir S. Prajapati, Manager (Material)**

**Address: Security Paper Mill, Narmadapuram (M.P.), Pin Code :-461005**

**Phone No. 07574-286848**

**Email: [balbirs.prajapati@spmCIL.com](mailto:balbirs.prajapati@spmCIL.com)**

## Section 1: Notice Inviting Tender (NIT)

6000018650 /GARAGE/23-24/1361

10.02.2024

(SPMCIL's Tender SI No.)

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	Engaging an Agency on contract Basis	1.000 AU	0.00INR	
2	1 Hiring of AC Vehicle for Bhopal Trip 4+1	100.000nos		
	2 Hiring of AC Vehicle for Bhopal Trip 4+1	40.000nos		
	Engaging an Agency on contract Basis	1.000 AU		
	1 Hiring of AC Vehicle for Bhopal Trip 6+1	12.000nos		
	2 Hiring of AC Vehicle for Bhopal Trip 6+1	18.000nos		
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:			AS PER MSTC E-PROCUREMENT PORTAL	
Place of sale of tender documents			MSTC E-PROCUREMENT PORTAL	
Closing date and time for receipt of tenders			AS PER MSTC E-PROCUREMENT PORTAL	
Place of receipt of tenders			MSTC E-PROCUREMENT PORTAL	
Time and date of opening of tenders			AS PER 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)			BALBIR SINGH PRAJAPATI Manager(Purchase)	

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/](http://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 service 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/08072023/JDH31VWBFQHP

11. Performance Security Deposit : In case of order service in your favour for Rs. 2,50,000/- or above, the supplier shall furnish the performance security amount/ Security Deposit(S.D) (10% of the ordered value) before supply of service after issue of Purchase order by SPM, Narmadapuram in favour of The Security Paper Mill payable at Narmadapuram. 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 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,

(Balbir S. Prajapati)  
Manager (Material)  
For Chief General Manager  
E-mail: balbirs.prajapati@spmci.com  
PHONE :- (07574) 286848 & 286586

CORRESPONDING ADDRESS

-----  
THE CHIEF GENERAL MANAGER  
SECURITY PAPER MILL  
NARMADAPURAM-461005 (M.P.)  
Website: <http://spmarmadapuram.spmcil.com>



Tender Number:6000018650

FAX :- (07574)-255170

SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

.....

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

For and on behalf of

.....



Tender Number:6000018650

## **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)

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## **Section II: General Instructions to Tenderers (GIT)**

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

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

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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	Not 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	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)	Not Applicable
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.



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## **Section IV: General Conditions of Contract (GCC)**

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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).

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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)

SI.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	Not 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	Not Applicable
10	19.3	Option Clause	Not Applicable
11	20.1	Price Adjustment Clause	Not Applicable
12	21.	Taxes and Duties	Applicable
13	22.	Terms and Mode of payments	As per Section VI, point No. (8)
14	24.1	Quantum of LD	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, under the contract, deduct from the contractor price, as Liquidated damages, a sum equivalent to the rate of 0.5 % of the delivered price of the delayed goods and/or services for each week of delay or part thereof until actual delivery or....
15	24.1	Quantum of LD	..... performance, subject to a maximum deduction of the 10% of the delayed goods or services
16	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor	Not applicable
17	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between SPM and the supplier in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either



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Sl.No	GCC Clause No.	Topic	SCC Provision
.			SPM or the supplier may seek recourse to settlement of disputes through arbitration act 33.2.

## 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	Engaging an Agency on contract Basis	AU	1.000	0.00INR	
2	Engaging an Agency on contract Basis	AU	1.000		

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 : Not Applicable.

(4) 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.

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

(6) Place of Service : Detail mentioned as per section vii.

(7) Period of Contract : One Year from the date of issue of NAC or purchase order whichever is earlier.

(8) Payment Terms : Trip wise payment will be made after suitability of service and production of all required documents submitted by supplier through RTGS/NEFT only..

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

(10) Warranty: Not Applicable.

(11) Manufacturer Authorization Certificate: Not Applicable.

(12) Bidder should provide copy of the RTO registration of firm.

(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) 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



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(Refer GIT Clause 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 :** Quantities mentioned above are illustrative/ inductive and not exhaustive the actual requirement may vary (increase/ decrease) as per the need.

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SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

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## Section VII: Technical Specifications

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### Schedule No. 1(i) and 1(ii)

Hiring of A.C. vehicle (4+1, Seater) for official visits and pick-up and drop delegates on Annual Rate contract basis.

Schedule No. 1(i): SPM Narmadapuram (M.P.) to Bhopal airport (M.P.) and return back (To & Fro) - 100 Nos. trips.

Schedule No. 1(ii): SPM Narmadapuram (M.P.) to Bhopal local (M.P.) with 12 Hrs. stay - 40 Nos. trips.

Note : Schedule No. 1(ii) for 40 nos. trips the vehicle is required to Bhopal for official work and shall be stay there for a period of 12 hrs. along with driver.

Distance in Kilometer : upto 250 kms (Approx.)

Seating Capacity : 4+1, Seater - A.C.

Engine Capacity : 1150 cc and Above

Note : Vehicle should be Latest or newly vehicle launched before two years

### Schedule No. 2(i) and 2(ii)

Hiring of A.C. vehicle (6+1, Seater) for office tour by VIPs on Annual Rate contract basis.

Schedule No. 2(i) : SPM Narmadapuram (M.P.) to Bhopal airport (M.P.) and return back (To & Fro) - 12 Nos. trips.

Schedule No. 2(ii): SPM Narmadapuram (M.P.) to Bhopal local (M.P.) with 12 Hrs. stay - 18 Nos. trips.

Note : Schedule No. 2(ii) for 18 nos. trips the vehicle is required to Bhopal for official work and shall be stay there for a period of 12 hrs. along with driver.

Distance in Kilometer : upto 250 kms (Approx.)

Seating Capacity : 6+1, Seater - A.C.

Engine Capacity : 1950 cc and Above

Note : Vehicle should be Latest or newly vehicle launched before two years)

The specification is intended to cover supplying Vehicles on hiring basis at short notice for visiting of official (To and Fro) :-

a. Bhopal (M.P.) Airport and Local - (4+1, Seater # A.C.), Engine Capacity : 1150 cc and above.

b. Bhopal (M.P.) Airport and Local - (6+1, Seater # A.C.), Engine Capacity : 1950 cc and above.

### 1. SCOPE OF SUPPLY:

The scope of supply of the Tenderer covered under supplying Vehicles as per requirement on hiring basis at short notice for conveyance of officers. The actual requirement may vary (increase / decrease) as per the need.

### 2. SCOPE OF WORK

The scope of work of the Tenderer covered under supplying Vehicles on hiring basis from Security Paper Mill, Hoshangabad, M.P to , the following destinations (To & Fro) :-

a. SPM Narmadapuram to Bhopal Airport (Pick-up / Drop)

b. SPM Narmadapuram to Bhopal local with 12 hours stay (To & Fro)

### 3. TECHNICAL SPECIFICATIONS/ REQUIREMENT:-

Vehicle provided should not be more than two years old (from the date of purchase) and fit for movement on highway. The vehicle should have capacity to carry (6+1) passengers (Engine Capacity : 1950 cc

and above.) and The vehicle should have capacity to carry (4+1) passengers (Engine Capacity : 1150 cc and above.) Vehicle should have insurance papers and vehicle should not be older than two years (from the date of purchase) Valid registration of vehicles to be submitted by the tenderer after award of contract.

**4. OTHER IMPORTANT CONDITIONS:-**

- a) All the charges towards repair/servicing, salary and other benefits of the Driver, Fuel expenses, any other Incidental expenses on operations & maintenance of the hired vehicle would be borne by the bidder.
- b) Vehicles should have commercial road permits for respective states, Insurance, all statutory payments for both driver and vehicle#s etc.
- c) The vehicle should be registered with the concerned authority of Central / State Govt. for the designated commercial use.
- d) The firm should be registered and should furnish a copy of registration certificate in support thereof.
- e) The vehicle should have necessary permits from the transport Dept./Authority. SPMCIL will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
- f) The vehicles should be available at short notice i.e. within 01 days or even less of our notice over phone / E-mail / Fax.
- g) All the vehicles driver and other personnel#s accompanying the vehicles have to abide by all security norms right from entering our premises for carrying the security materials till the issue of clearance certificates by respective in-charge/authority of different destination.
- h) The vehicles should have other provision like spare Tyre, tool kit, First Aid Kit, Portable Fire Extinguisher, Heavy Duty Torch, etc. for emergency purpose. And in case of any puncture of Tyre, it should be replaced within half an hour.
- i) In case of any breakdown of the vehicle, the owner has to arrange a substitute vehicle failing which penalty charges will be deducted from the bill at the discretion of the Company. Similarly in the event of non-availability of driver due to sickness or for any reason during journey period, substitute driver to be provided for the supplied vehicles.
- j) All the papers/certificates related to hired vehicles must be in proper condition at all times.
- k) The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office and each driver employed by the firm must have a cell-phone duly activated. The firm should be able to provide vehicles on holidays / Sunday also.
- l) The service provider is directly responsible for injuries/death of vehicle driver or any person employed by him as well as to the third party occupants or other users arising due to accidents or otherwise of vehicle during the contractual period. At any point of time, SPM Hoshangabad will not be responsible for any loss/damage either to the person or to the vehicle arising out of accident of the vehicle for performing the contractual obligations.
- m) All Drivers should be competent, experienced, physically fit and having a valid professional (Commercial) driving license issued by a Competent Authority with minimum five years# experience in case of light vehicle or in case having Heavy Commercial Vehicle License, he should have at least 3 years# experience, apart from being sober, gentle, courteous and well behaved person with at least one year working experience in any reputed Organization. Drivers should be covered by comprehensive Insurance policies for safety and security.
- n) Their character and antecedents should be verified by the police authorities. If a particular driver#s performance/conduct is not acceptable to the Company, he must be replaced immediately. In case of being intoxicated condition, indiscipline on the part of driver, he should be replaced immediately as this is life risk and detrimental to the safety of the vehicle. Further, they have to abide by all directions / advices given by our representative/ officers/CISF from time to time.
- o) The service provider shall ensure that vehicle deployed under this contract is covered by a comprehensive insurance policy. Under no circumstances shall SPM Hoshangabad to compensate for any loss or damage that may be caused to the vehicle by accident or complications arising out of such contingencies like fire, theft, riots, strike and terrorism damage whether inside or outside SPM Hoshangabad premises while engaged.
- p) In case of any dispute of any kind and in any respect whatsoever, the decision of SPMCIL shall be final and binding. The contractor shall not engage any sub-contractor or transfer the contract to any other person.
- q) All security norms are to be followed by the driver and any other personnel accompanying with the vehicle. Besides, it is prerogative of Company to decide how many security personnel will be posted in a normal condition.
- r) It will be the responsibility of the transporter to ensure that the routes fixed for the running of transporter while running do not violate any road or traffic laws or any other laws.





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- s) The transporter shall take out and keep alive valid insurance covers as per provision of the Motor Vehicles Act, 1939. The transporter shall also take out and keep alive for the vehicles riot risk insurance.
- t) The contract between SPMCIL and the Contractor can be cancelled with a notice period of one month from SPMCIL side but with a notice period of two months from the Contractor side.
- u) All the obligations under this contract will rest with the contractor i.e. service provider and not on SPM, Hoshangabad.
- v) Log book shall be maintained by & with the driver of vehicle & the log book may be got signed by the user and proper entry with respect to place visited, time , kilometer#s etc. be made indicating name and designation of the officer who have utilized the vehicle.
- w) Firm should have valid service tax registration / proof of exemption.
- x) Bidder firm shall mention the make of the vehicles to be provided.
- y) Submit the copy of PAN and GST Registration Certificate of bidder firm.
- z) Submit the copy of:
- A) Vehicle Registration book issued by R.T.O.
  - B) Documents of upto date Road Tax.
  - C) Comprehensive Insurance.
  - D) Fitness Certificate.
  - E) P.U.C. Certificate.
  - F) Any other related documents obtained from competent authority.

Note: All the above documents mention in point no. (z) are to be submitted after issue of NAC/Service Order.

-----  
-----  
-----

Seal and Signature of Bidder



Tender Number:6000018650

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## **Section VIII: Quality Control Requirements**

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The Vehicle should have good running condition, good interior, floor mate & exterior in all respect, along with white curtains and white seat cover and also with safety compliances

Seal and Signature of Bidder

-----  
-----  
-----



Tender Number:6000018650

---

## **Section IX: Qualification/Eligibility Criteria**

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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 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 6000018650 Date of opening ..... Time 15:00 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:

SN	Price Break Up	Schd. No. 1 (i) (SPM to Bhopal Airport to & for) (4+1)	Schd. No. 1(ii) (SPM to Bhopal Local to & fro) (4+1)
1	<b>SAC code (6 digits)</b>		
2	Basic Price per trip as per Section VII for SPM to Destination (To & Fro)		
3	Total Trips Quantity	100 Trips	40 Trips
4	Price (2x3) Rs.		
5	GST % on Sl. no. 4		
6	Other charges (if any) pls. specify		
7	<b>Total Price (4+5+6) Rs.</b>		
8	<b>Net Total (F.O.R.) Rupees.</b>		

SN	Price Break Up	Schd. No. 2 (i) (SPM to Bhopal Airport to & for) (6+1)	Schd. No. 2 (ii) (SPM to Bhopal Local to & fro) (6+1)
1	<b>SAC code (6 digits)</b>		
2	Basic Price per trip as per Section VII for SPM to Destination (To & Fro)		
3	Total Trips Quantity	12 Trips	18 Trips
4	Price (2x3) Rs.		
5	GST % on Sl. no. 4		
6	Other charges (if any) pls. specify		
7	<b>Total Price (4+5+6) Rs.</b>		
8	<b>Net Total (F.O.R.) Rupees.</b>		



**NOTE: The method of evaluation of L1 criteria for awarding the contract shall be on item wise.**

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.

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.

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.

**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.**



## **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



**Tender Number: 6000018650**

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)

**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 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 .....



**Tender Number: 6000018650**

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



**Tender Number: 6000018650**

**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: 6000018650**

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





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**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 at MSTC e-procurement portal	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	Tender Fee	Not applicable
2	Earnest Money Deposited	Not applicable
3	Tender Document duly Seal & Signed	
4	F.O.R. /Place of work:- As per Individual Schedules	
5	Blank Price Bid as per Section XI (Without Price)	
6	Tender Validity <b>120 days</b> as per the tender	
7	Technical specification/ Scope of work as per Section VII	
8	Payment Terms as per Section VI	
9	Submit Manufacturer's Authorization form (if applicable)	
10	Accept the Warranty clause as per tender (if applicable)	
11	Submit Eligibility Criteria - Section IX Duly seal & sign	
12	Fill Tender Form- Section X Duly seal & sign (without mentioning price)	
13	Period of Work/Delivery Terms : As per Section VI of our tender	
14	Submit declaration as per Annexure II, III & IV	

**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 along with 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."



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**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.....



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**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 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.....



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**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 2022 (or any further date as may be notified by CBDT ("Yes/No"))
<b>2021-22</b>					
<b>2022-23</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%).*

## **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](https://bit.ly/v3mstcvid)