



**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 & IFC17029:2017 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
17004967	25.06.2024	PM5 Mech	MECHANICAL

Not Transferable

**Security Classification: NON-SECURITY**

**TENDER DOCUMENT FOR HIRING AN AGENCY FOR SERVICE VISIT AND ONLINE  
SUPPORT OF SHEETER ON PAC BASIS**

**Tender Number: 6000018881/IMP/MECH/PAC/24-25/535, Dt. 26.07.2024**

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

Tender Documents is issued to:

M/s Pasaban, S.A.

Auzo Txikia, 17, Post Box No. 53 20400

Tolosa (Gipuzkoa) - SPAIN

Details of Contact person in SPMCIL regarding this tender:

Name, Designation: Balbir Prajapati, Manager (Material)

Address: Security Paper Mill, Narmadapuram

Phone: 07574-28-6848

Email: [purchase.spm@spmCIL.com](mailto:purchase.spm@spmCIL.com)



Tender Number:6000018881

## Section1: Notice Inviting Tender (NIT)

6000018881 /IMP/MECH/PAC/24-25/535

26.07.2024

(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	Hiring agency for servicevisit of Sheete	1.000 AU		
1	Service visit of Pasaban 2 no's Foreign	1.000nos		
2	One hour connection at office hours	10.000HR		
3	More than one hour connection at office	20.000HR		
4	One hour connection out of office hours	5.000HR		
5	More than one hour connection out of off	15.000HR		
6	Service visit of Pasaban 1 no Indian	1.000nos		
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 26.07.2024 to 27.08.2024 during office hours.	
Place of sale of tender documents			SECURITY PAPER MILL NARMADAPURAM	
Closing date and time for receipt of tenders			27.08.2024 15:00:00	
Place of receipt of tenders			SECURITY PAPER MILL NARMADAPURAM	
Time and date of opening of tenders			27.08.2024 15:30:00	
Place of opening of tenders			SECURITY PAPER MILL NARMADAPURAM	
Nominated Person/ Designation to Receive BulkyTenders (Clause 21.21.1 of GIT)			Balbir Prajapati Manager(Material)	

Sub: Regarding acceptance of Terms and Conditions for procurement of "Hiring an agency for service visit and online support of Sheeter".

Ref: Quotation No. S/XXXXX/X Dt. 03.05.2024

Security Paper Mill, Narmadapuram MP invites the quotation/Proforma Invoice for the procurement of "Hiring an agency for service visit and online visit of Sheeter". 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.



Tender Number:6000018881

Your's Faithfully

(Balbir Prajapati)  
Manager (Material)  
FOR CHIEF GENERAL MANAGERE  
mail ID : purchase.spm@spmCIL.com  
PHONE :-07574-286848 \*6848  
CORRESPONDING ADDRESS:-  
THE CHIEF GENERAL MANAGER  
SECURITY PAPER MILL  
NARMADAPURAM-461005 (M.P.)  
Website: <http://spmNarmadapuram.spmCIL.com>

**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://spmNarmadapuram.spmCIL.com> and submit.
5. Name of Manufacturer and country of origin of materials/service offered must be clearly specified. Please quote whether your organisation 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. (If Applicable)
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 or service 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. (NOT APPLICABLE)



Tender Number:6000018881

10. The Purchaser reserves the right to modify the quantity specified in this enquiry.
11. The prices quoted should be firm till the supplies or service 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 or Place of service. 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. (Not Applicable)
13. Delivery/Service Period required for supplying the material/service should be invariably specified in the quotation.
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.
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 New Delhi only.
17. Our normal payment terms as per Section-VI, point no. 7.
18. Technical Specifications: submit Technical Specifications duly seal & signed.
19. SPM (as Buyer) is liable to deduct TDS u/s 195 of IT act @ applicable rate on goods or service purchases (if applicable).
20. Undersigned confirms that the required goods mentioned above are not available on GeM as per "GeM - Availability Report and Past Transaction Summary" (GeM - AR&PTS). This unique ID is GEM/GARPTS/10092022/NOFMO4ID2QCB

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

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

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



Tender Number:6000018881

GST etc. (if applicable)

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:

.....

.....

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

For and on behalf of

.....



Tender Number:6000018881

## **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://sPMCIL.com/uploaddocument/GIT/new.pdf> for further details (GIT contains 61 pages)

-----  
SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL



Tender Number:6000018881

---

## **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	PREBID 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 FOLLOW	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	Not 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	90 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	Not Applicable





Tender Number:6000018881

---

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

---

Part I: General Conditions of Contract applicable to all types of Tenders

Kindly refer <https://spmcil.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:	Not applicable
02	6.1, 6.3 & 6.5	PERFORMANCE BOND/ SECURITY	Not 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	Not applicable
07	14.1	INCIDENTAL SERVICES	applicable
08	15	DISTRIBUTION OF DESPATCH DOCUMENTS FOR CLEARANCE/ RECEIPT OF GOODS	Not applicable
09	16.2, 16.4	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. 7

## 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	Hiring agency for servicevisit of Sheete	AU	1.000		

SUBMISSION OF TENDER: The bid is to be submitted in one part are as follows:

(1) Bid: ONE BID (In One Parts)

Required BID Documents and Accept conditions:

(1) Consisting of all technical specification as per section VII of this Tender document & commercial conditions.

(2) Tender Fee: NIL

(3) Submission of Undertaking: Kindly submit undertaking as per Annexure IV.

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

(5) Place of Service: SPM, Narmadapuram.

(6) Period of Service : with in 01 year from the date of issue of contract or purchase order.

(7) Payment Terms : Firm should accept our following standard payment terms-

Visit wise payment shall be made after completion and suitability of service visit and submission of all required document by supplier through LC.

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

(09) Warranty: Not applicable.

(10) Firm has to submit manufacturer authorization form as per following :-

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

(b) If the bidder firm is not the manufacturer then firm has to submit the valid 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.

(11) 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".

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



Tender Number:6000018881

(13) PRICE Schedule:

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.

(14) Firm should confirm that there is no Agency Commission maintained in their offer.

(15) Firm should confirm that they have not quoted rate lower than their quoted rate for lower than their quoted rate f or similar service to any other firm.

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."

-----  
SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

---

## Section VII: Technical Specifications

---

Specification:-

Hiring an agency for service visit of Finishing End (Sheeter, Ream line & Rewinder) equipment's.

To ensure Healthiness of equipment's, periodic maintenance and online troubleshooting support for Finishing End Equipment's.

1. Service visit of Pasaban 2 no's Foreign Engineer (1 Electrical & Electronics + 1 Mechanical) for AMC of Finishing End Equipment (1 visit= 5 working day at site (SPM Narmadapuram) excluding travelling time)

2. Total Online visit charges in Hrs (a+b+c+d) :- 50hrs

a. One hour connection at office hours( Qty. in Hrs- 10 hrs.)

b. More than one hour connection at office hours (Qty. in Hrs - 20 hrs.)

c. One hour connection out of office hours(Qty. in Hrs - 5 hrs.)

d. More than one hour connection out of office hours (Qty. in Hrs - 15 hrs.)

3. Service visit of Pasaban 1 no Indian service Engineer (Mechanical) for AMC of Finishing End Equipment (1 visit= 3 working day at site excluding travelling time)

Other term and condition:-

1. Other local tax/TDS is extra as applicable as per last PO and will be the scope of SPM.

2. Other term and condition like: local lodging, boarding and transportation from plant to guest house will be scope of SPM as per last PO term and condition.

3. Transportation charges from Airport to SPM plant vice versa will be scope of M/s Pasaban.

4. Installation & commissioning of equipment's shall be in vendor scope and provisioning of material & manpower shall be provided by SPM.

5. Maintenance persons must be expertise in maintenance of Finishing End Equipment's.



Tender Number:6000018881

---

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

---

Not Applicable



Tender Number:6000018881

---

## **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.



**Tender Number: 6000018881**

We also solemnly declare as under:

**1. 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.

**2. 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 6000018881 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:

SR	Service Descriptions	Qty	Rate per Qty. in Euro	Total Basic Cost of Service in Euro
1	Service visit of Pasaban 2 nos Foreign	1 No.		
2	One hour connection at office hours	10 HRS.		
3	More than one hour connection at office	20 HRS.		
4	One hour connection out of office hours	5 HRS.		
5	More than one hour connection out of off	15 HRS.		
6	Service visit of Pasaban 1 no. Indian	1 Nos.		
(A) Sub Total of Basic Service visit in Euro				
(B) Other Taxes and Duties in Euro.				
(C) Other Charges in Euro (pls specify)				
(D) Grand Total of Service visit in Euro				

**Note-L1 Criteria for awarding the contract shall be on consolidated of the total offered price.**

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. 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.



**Tender Number: 6000018881**

3. 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.

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 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.

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

SIGNATURE OF BIDDER  
(WITH NAME, DESIGNATION AND SEAL)



**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: .....

.....  
(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 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





**Tender Number: 6000018881**

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:



**Tender Number: 6000018881**

**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: 6000018881**

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**

**ONE BID, SINGLE STAGE (ONE PACKET) TENDER**

**BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION**

**Part I: - Tender Documents and Bid (Refer as per Section VI-List of Requirement)**

S.No.	Tender Submission Check Points	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 section vi	
5	Blank Price Bid as per Section XI (Without Price)	Not applicable
6	Tender Validity <b>90 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	

.....  
(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: 6000018881

**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: 6000018881

**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.....



Tender Number: 6000018881

**ANNEXURE – IV**

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

**DECLARATION**

We here by confirm that the rates quoted by us are the same and not higher than those quoted/delivered to other government, public sector, or private organizations.

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....