



Government  
eProcurement  
System

Government eProcurement System

Tender Details

Date : 23-Sep-2024 10:04 AM

Print

**Basic Details**

<b>Organisation Chain</b>	SECURITY PRINTING AND MINTING CORPORATION OF INDIA-SPMCIL  SECURITY PAPER MILL NARMADAPURAM(MP)  Purchase Deptt -SPMCIL		
<b>Tender Reference Number</b>	6000018941/PM5/PROD./PVA-HV		
<b>Tender ID</b>	2024_SPMCI_208998_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Supply
<b>Tender Category</b>	Goods	<b>No. of Covers</b>	3
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Direct Credit
	2	Personal Cheques
	3	Demand Draft
	4	FDR
	5	Bankers Cheque
	6	Bank Guarantee
	7	NEFT
	8	R-T-G-S
	9	Insurance Surety Bond

**Cover Details, No. Of Covers - 3**

Cover No	Cover	Document Type	Description
1	PQB	.pdf	PQB
2	Technical	.pdf	TECHNICAL BID
3	PRICE	.xls	PRICE BID

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil
<b>Tender Fee Exemption Allowed</b>	No		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	6,57,000	<b>EMD Exemption Allowed</b>	Yes
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	SECURITY PRINTING AND MINTING CORPORATION OF INDIA	<b>EMD Payable At</b>	SECURITY PRINTING AND MINTING CORPORATION OF INDIA

[Click to view modification history](#)

**Work /Item(s)**

<b>Title</b>	PROCUREMENT OF POLY VINYL ALCOHOL- HIGH VISCOSITY
<b>Work Description</b>	PROCUREMENT OF POLY VINYL ALCOHOL- HIGH VISCOSITY
<b>Pre Qualification Details</b>	Please refer Tender documents.

Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	6,56,78,800	Product Category	Consumables-Raw materials	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work (Days)	300
Location	Security Paper Mill, Narmadapuram	Pincode	461005	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	NARMADAPURAM, MP
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

**Critical Dates**

Publish Date	23-Sep-2024 03:15 PM	Bid Opening Date	24-Oct-2024 03:30 PM
Document Download / Sale Start Date	23-Sep-2024 03:15 PM	Document Download / Sale End Date	23-Oct-2024 03:30 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	23-Sep-2024 03:30 PM	Bid Submission End Date	23-Oct-2024 03:30 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	PROCUREMENTOFPOLYVINYLALCOHOLHV	2166.28	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	PVAHV.pdf	Procurement of Poly Vinyl Alcohol - High Viscosity	2149.79
	2	BOQ	BOQ_228564.xls	Procurement of Poly Vinyl Alcohol - High Viscosity - Financial Bid	279.00

**Bid Openers List**

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	biplab.basak@spmcil.com	Biplab Basak	Biplab Basak
2.	dhanraj.prajapati@spmcil.com	Dhanraj Kumar Prajapati	"DHANRAJ KUMAR PRAJAPATI"
3.	anupama.baxla@spmcil.com	Anupama Baxla	ANUPAMA BAXLA

**GeMARPTS Details**

GeMARPTS ID	MHIEI603VWDP
Description	Poly Vinyl Alcohol - HV
Report Initiated On	30-Aug-2024
Valid Until	29-Sep-2024

**Tender Properties**

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Comparative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

**TIA Undertaking**

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	TIA UNDERTAKING GEM	Agree	
2	PPP-MII Order 2017	Agree	
3	MSEs Order 2012	Agree	

**Tender Inviting Authority**

Name	DGM(MATERIALS)
Address	SECURITY PAPER MILL, NARMADAPURAM

**Tender Creator Details**

Created By	Biplab Basak
Designation	Manager
Created Date	21-Sep-2024 06:47 PM





SECURITY PAPER MILL,  
HOSANGABAD - 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 & IEC 17025:2017 CERTIFIED)  
Website:<http://spmarmadapuram.spmcil.com>  
E-Mail:[gm.spm@spmCIL.com](mailto:gm.spm@spmCIL.com) CIN: U22213DL2006GOI144763  
Ph.No:91-7574-255259,Fax No:07574-255170

PR Number	PR Date	Indenter	Department
10032614	16.08.2024	PM 5	PM PROD

Not Transferable

Security Classification:

## TENDER DOCUMENT FOR PURCHASE OF: PROCUREMENT OF POLY VINYL ALCOHOL- HIGH VISCOSITY

**Tender Number: 6000018941/PM5/PROD./PVA-HV**

This Tender Document Contains 46 Pages.

Details of Contact person in SPMCIL regarding this tender:

**Name:** SANJAY KUMAR GAVASKAR  
**Designation:** Dy. General Manager (Mate  
**Address:** SPM (Security Paper Mill, Narmadapuram)  
India  
  
SANJAY.GAVASKAR@SPMCIL.COM

## Section1: Notice Inviting Tender (NIT)

6000018941 /PM5/PROD./PVA-HV

(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	Poly Vinyl Alcohol (PVA) RMCH000036	220.000 MT	657000.00INR	
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			THREE-BID National Competetive Bid	
Dates of sale of tender documents:			AS PER CPP PORTAL	
Place of sale of tender documents			AT CPP PORTAL	
Closing date and time for receipt of tenders			AS PER CPP PORTAL	
Place of receipt of tenders			AT CPP PORTAL	
Time and date of opening of tenders			AS PER CPP PORTAL	
Place of opening of tenders			AT CPP PORTAL	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			SANJAY KUMAR GAVASKAR Dy. General Manager (Material)	

2. Eligibility to participate as per Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Ministry of Finance, Department of Expenditure, Public Procurement Division's Orders (Public Procurement 1, 2 and 3) F.No.6/18/2019-PPD dated 23rd/ 24th July 2020 (or any further amendments thereof) regarding eligibility of bidders from neighboring countries shall apply to this tender.

3. Please note that SPMCIL reserves its right to grant Purchase preferences in accordance with Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, 2018 (as amended/ revised).

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

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

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

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

(vi) Under Public Procurement Policy for MSEs, a minimum 25 percent 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 Programs/ Buyer-Seller Meets for SCs/STs entrepreneurs.

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

(a) In case of proprietary MSE, proprietor(s) shall be SC/ST or women

(b) In case of partnership MSE, the SC/ST or 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.

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 dropped on or before the closing date and time indicated in the Para 1 above in the tender box located at the address given below , failing which the tenders will be treated as late and rejected. Tenders may also be sent through post at the address as above. However, Purchaser will not be responsible for any postal lapses or delays in receipt of the documents. In case NIT/ SIT provide for uploading of bids to nominated e-Procurement portal, bidders must upload their bids along with scanned copies as required enclosures (including proofs of cost of Tender Documents and EMD as applicable - unless an online payment gateway is provided in the instruction) as per instructions given in this regard. Original copies of such scanned uploaded



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required enclosures must reach in physical form within the date and place as provided in such instructions, otherwise their uploaded bid, would be declared as unresponsive.

7. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.
8. The tender documents are not transferable.
9. The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract – should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).
10. Bidders are requested to attend a pre-bid conference for clarification on technical specifications and commercial conditions of the Tenders, on the time, Date and Place mentioned in Para 1 above, Participation in the Pre-bid conference is restricted to prospective bidders who have been invited to participate in the tender or who have purchased the tender documents. Participation is not mandatory, however, in case a bidder chooses not to participate (or fails to do so) in the pre bid conference, it would be assumed that they have no issues regarding the Technical/ commercial specifications/ conditions. (If applicable.)
11. EMD amount mentioned in Section VI – List of Requirements shall be furnished.
12. All Bidders shall have to sign the Integrity Pact with the purchaser as per format given in Section XX; otherwise, their bids are liable to be summarily rejected. (If Applicable)
13. 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/30082024/MHIEI603VWDP

Encl:

1. Check list (Annexure-I)
2. Declaration (Annexure-II)
3. Declaration (Annexure-III)
4. Declaration (Annexure-IV)
5. CAPACITY and CAPABILITY ASSESSMENT FORM

Yours faithfully,

(Devanand Singh)  
Manager (Material)  
For Chief General Manager  
E-mail: devanand.singh@spmci.com  
PHONE :- (07574) 286847 & 286588

CORRESPONDING ADDRESS

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





Tender Number:6000018941

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:6000018941

## **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://www.spmcil.com/spmcil/UploadDocument/GIT.pdf> for further details.

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SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL



Tender Number:6000018941

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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://www.spmcil.com/spmcil/UploadDocument/GIT.pdf> for further details.

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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 prior to the prescribed date of submission of tender.
06	10.1	The Technical bid to be submitted by Tenderer shall contain the	following documents, duly filled in, as required: Applicable
07	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place.Quotation with price quote beyond 2 decimal place is ignored.
08	12.1	Tender Prices	Applicable
09	12.2,33,36.1	Schedule wise evaluation	Not Applicable
10	12.6	GST details	Applicable
11	14	PVC Clause & Formula	Not Applicable
12	14.4 to 14.7	Exchange Rate Variation (ERV)	Not applicable
13	16.2 a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Applicable
14	18.4, 18.5	Earnest Money Deposit (EMD)	Applicable
15	19	Tender Validity	180 days from opening date of tender.
16	20.4	Number of Copies of Tenders to be submitted	SINGLE COPY TENDER DOCUMENT WITH SEAL AND SIGN
17	20.8	Three Bid System	Applicable
18	20.9	E-Procurement	Applicable
19	34. and 35.1	Comparison on CIF Destination Basis	Applicable
20	35.2 to 35.6	Additional Factors for Evaluation of Offers and Preferential schemes	Not applicable
21	43	Parallel Contracts	Applicable
22	44.1	Serious Misdemeanors	Applicable

Sr No	GIT Clause No.	Topic	SIT Provision
23	44.3	Integrity Pact	Not applicable
24	45.1	Notification of Award	Applicable
25	50	Applicability of additional GIT for rate Contracts	Not applicable
26	51	Applicability of additional GIT for PQB Tenders	Applicable
27	52	Applicability of additional GIT for Tenders involving Samples	Not applicable
28	53	Applicability of additional GIT for EOI Tenders	Not applicable
29	54	Applicability of additional GIT for Tenders for Disposal of Scrap	Not applicable
30	55	Applicability of additional GIT for Development/Indigenization Tenders	Not applicable
31	Special Condition	GST Returns	Supplier Should file the GST returns for outward supplies in time. SPM reserves the right to withhold the payment of GST 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://www.spmcil.com/spmcil/UploadDocument/GCC.pdf> for further details.

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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	Applicable
04	9	Inspection and Quality Control	Applicable
05	11.2	Transportation of Domestic Goods	Applicable
06	12	Insurance	Applicable
07	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	Not applicable
08	16	Warrantee Clause	Applicable as per Section VI : List of Requirements
09	19.3	Option Clause	Applicable as per Section VI : List of Requirements
10	21	Taxes and Duties	Applicable
11	22	Terms and Mode of payments	100% on receipt and acceptance (suitability) of goods by the SPM, Narmadapuram and on production of all required documents by the supplier.
12	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 Narmadapura shall, without prejudice to other rights and remedies available to SPM, Narmadapuram under the contract, deduct from the contractor price, as Liquidated damages, a sum equivalent to the rate of 0.5 % of the delivered price of the delayed goods and/or services the LD amount, for each week of delay or part thereof until actual delivery or....
13	24.2	Quantum of LD	performance, subject to a maximum deduction of the 10% of the delayed goods or services”
14	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor	Not applicable
15	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between SPMN 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
			SPMN or the supplier may seek recourse to settlement of disputes through arbitration act 33.2.
16	36.3.2	Disposal/ Sale of Scrap by Tender	Not Applicable
17	33.2	Disputes Clause	Any dispute relating to the enquiry/contract shall be subject to the jurisdiction of the court at Narmadapuram only.



## 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	RMCH000036 Poly Vinyl Alcohol (PVA)	MT	220.000	657000.00IN R	

Tenders shall be submitted in three parts as below: -

### PART I – PRE-QUALIFICATION BID:

#### (A) For MSME Firms:

1. Earnest Money Deposit: Earnest Money Deposit (EMD) is exempted for firms having MSME/NSIC/DIC registration for the tendered stores. A copy of valid MSME/NSIC/DIC is to be submitted along with bid.
2. Firm shall submit the valid MSME certificate and the tendered item/service must be listed in the MSME certificate store list. Non-submission of valid MSME certificate and non-availability of the tendered item /service in the store list of this certificate shall lead to rejection of the offer.
3. One original Tender Document shall be submitted. It should not have any price aspect.
4. Dully filled tender form as per Section-X is to be submitted. No price details are to be given in this bid. In case if any price detail is given, then the bids are liable to be rejected.
5. Firm shall accept and submit the documents as per qualification criteria of section-IX for MSME firm.
6. If required SPM may visit the factory during PQB stage, to ascertain the bidder manufacturing capability & quality control methodology as per capacity and capability assessment form.
7. Firm should submit the capacity and capability assessment form.
8. Firm shall submit the declaration on letter head duly seal & signed by competent authority as per attached Annexure II, III and IV.
9. The firm shall quote for 25% (i.e. 55 Mt.) of tender quantity, offers that are received for less than 25% (i.e. 55 Mt.) quantity shall be considered as unresponsive and bid shall be liable to be rejected.
10. The bidder shall submit a certificate regarding the percentage of the local content in the manufacturing of tender item and the details of locations at which the local value addition is made along with their bid as per public procurement Policy (Preference to Make in India), Order 2017.

#### (B) For Non MSME Firms:

1. One original Tender document shall be submitted. It should not have any price aspects.
2. Tender document - Nil
3. EARNEST MONEY DEPOSIT (EMD): The earnest money deposit (No interest bearing) for a total value of i.e. Rs.6,57,000.00 shall be furnished in one of the following forms.



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- a) Account Payee Demand Draft or
- b) Fixed Deposit Receipt or
- c) Banker's cheque or
- d) Bank Guarantee; in acceptable form, otherwise the tender will not be accepted in any case,
- e) Insurance security bonds,
- f) e-PBG.
- g) Online Payments.

Bank Account Details for online transaction :

Beneficiary Name - SECURITY PAPER MILL, NARMADAPURAM

Account Number - 201003487038

IFSC Code - INDB0000449

Bank Name - INDUSIND BANK

Branch Address - Ground Floor, Shree Sai Krupa, Sat Rasta, Main Road, Namadapuram, (M.P.) 461001

The demand draft, fixed deposit receipt, or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of "SECURITY PAPER MILL, NARMADAPURAM" payable at "NARMADAPURAM". In case of bank guarantee, the same is to be provided from/confirmed by any scheduled commercial bank in India as per the format specified under Section XIII in these documents.

The earnest money shall be valid for a period of forty five days beyond the validity period of the tender.

Bidder has to upload scanned copy/proof of the EMD along with the bid and has to ensure deliver of hard copy to the buyer within 5 days from Bid End Date/Bid Opening Date. The Earnest Money Deposit of un-successful bidders will be returned.

4. Manufacturing/Authorization Certificate: As per below.

(i) In case of waiver of MAF : Experience & Past Performance, Capability and Financial Standings documents of the bidder (i.e. participated agent/trader) may be considered for evaluation in PQB.

(ii) In case of bidder/ trader participates with Manufacturer Authorization Form : In that case the Experience & Past Performance, Capability and Financial Standings documents of the either bidder (i.e. participated agent/trader) or the credentials of the Principal manufacturer may be considered for evaluation in PQB, as the case may be.

(iii) When the manufacturer himself participates in the tender : In that case, Experience & Past Performance, Capability and Financial Standings documents of the manufacturer may be considered for evaluation in PQB.

5. Audited Financial Standing of last 3 years i.e. 2021-22, 2022-23 & 2023-24 should be certified by accountant's e.g. Chartered Accountants (CA) in India.

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

7. Firm shall submit the experience and past performance documents as per mentioned in Section IX.

8. Firm should submit the capacity and capability assessment form.

9. Firm shall submit the declaration on letter head duly seal & signed by competent authority as per attached Annexure II, III and IV.

10. The bidder shall submit a certificate regarding the percentage of the local content in the manufacturing of tender item and the details of locations at which the local value addition is made along with their bid as per public



procurement Policy (Preference to Make in India), Order 2017.

**PART- II: 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. 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.
3. Validity: 180 days from the date of opening of tender, offer valid for a shorter period shall be treated as unresponsive & rejected.
4. F.O.R.: SPM, Narmadapuram, door delivery duly unloading.
5. Required Delivery Period :
  - (i) 90 Mt. within 90 days from the issue of NAC/PO whichever is earlier.
  - (ii) 80 Mt. between 120 to 180 days from the issue of NAC/PO whichever is earlier.
  - (iii) 50 Mt. between 210 to 300 days from the issue of NAC/PO whichever is earlier.

Note- The allowable periodic variation would be +/- 5%. Under no circumstances, materials will be accepted beyond (+)5% allowed quantity tolerance. Any variation in periodic rate of supply more than (-)5% in each delivery schedule would be considered as delay in delivery. LD will be imposed on such short supplies beyond (-)5% for each delivery. This is without prejudice to Force Majeure Clause. In any circumstances, the total Purchase Order qty. will not be exceeded.

6. Payment term: 100% on after receipt and acceptance (suitability) of goods by the SPM, Narmadapuram and on production of all required documents by the supplier through RTGS/NEFT only.

**7. Warranty Condition:**

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

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

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

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

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

**8. PARALLEL CONTRACTS:**

a. The Chief General Manager, Security Paper Mill, Narmadapuram reserves the right to conclude parallel contracts,

a. The Chief General Manager, Security Paper Mill, Narmadapuram reserves the right to conclude parallel contracts, with more than one bidder for this tender.

b. The bidders should quote for at least 25% of the tendered quantity in this tender. Offers that are received for less than 25% shall be considered as unresponsive and shall be rejected and the accepted firms shall be ranked as L1, L2, L3, etc. in the ascending order as per the rate quoted in the Price Bid.

c. The parallel contracts shall be executed in the following sequence. In case, no parallel contracts could be executed under c (i), the same shall be evaluated under c (ii). Further, in case no parallel contracts could be executed under c (ii), the same shall be executed under c (iii).

i. Criteria for splitting in two contracts in the ratio 70:30:

Parallel contracts in the ratio 70:30 shall be executed in the following cases:

-In case the L1 bidder has quoted for at least 70% of the tendered quantity and L2 bidder has quoted for at least 30% of the tendered quantity, the lowest rate accepted will be counter offered to L2 firm. On non-acceptance of the counter offer by L2 firm, similar counter offer shall be given to L3, L4 and so on provided the firms has quoted for at least 30% of the tendered quantity. No counter offer shall be given to the succeeding ranked firm if the preceding ranked firm has not quoted for at least 30% of the tendered quantity and no parallel contracts in the ratio 70:30 shall be executed in such cases.

-Only on acceptance of counter offer by the other firm, L1 bidder shall be awarded 70% of the total tendered quantity and rest 30% of the total tendered quantity shall be awarded to the other firm. No parallel contracts in the ratio 70:30 shall be executed if the counter offer for 30% of the total tendered quantity is not accepted by the firms.

Further, no parallel contracts in the ratio 70:30 shall be executed in the following cases:

-The L1 bidder has not quoted for at least 70% of the tendered quantity.

-The L1 bidder has quoted for at least 70% of the tendered quantity but L2 bidder has not quoted for at least 30% of the tendered quantity.

ii. Criteria for splitting in three contracts in the ratio 50:30:20:

Parallel contracts in the ratio 50:30:20 shall be executed in the following cases:

-In case the L1 bidder has quoted for at least 50% of the tendered quantity and L2 bidder has quoted for at least 30% of the tendered quantity, the lowest rate accepted will be counter offered to L2 firm. On non-acceptance of the counter offer by L2 firm, similar counter offer shall be given to L3, L4 and so on provided the firms has quoted for at least 30% of the tendered quantity. No counter offer shall be given to the succeeding ranked firm if the preceding ranked firm has not quoted for at least 30% of the tendered quantity and no parallel contracts in the ratio 50:30:20 shall be executed in such cases.

-Only on acceptance of counter offer for 30% of the tendered quantity, similar counter offer for the balance 20% of the tendered quantity shall be given to the succeeding ranked firms as per the ranking.

- Only on acceptance of counter offer by the other firms for 30% and 20% of the tendered quantity, L1 bidder shall be awarded 50% of the total tendered quantity and rest 30% and 20% of the total tendered quantity shall be awarded to the other firms. No parallel contracts in the ratio 50:30:20 shall be executed if the counter offer for 30% and 20% of the total tendered quantity are not accepted by the firms.

Further, no parallel contracts in the ratio 50:30:20 shall be executed in the following cases:

- The L1 bidder has not quoted for at least 50% of the tendered quantity.



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- The L1 bidder has quoted for at least 50% of the tendered quantity but L2 bidder has not quoted for at least 30% of the tendered quantity.

iii. In case parallel contracts could not be executed by either of the above two criteria, following procedure shall be followed for execution of the contracts:

The L1 bidder shall be awarded its quoted quantity. In case the total tendered quantity is not meet by the L1 bidder, the lowest rate accepted will be counter offered to L2, L3, L4 and so on as per the ranking. On acceptance of the counter offers, the firms shall be awarded their respective quoted quantities or the balance quantity whichever is lower till the total tendered quantity is exhausted.

#### 9. Performance Security:-

9.1. Within twenty-one days from the date of issue of notification of award of contract by Security Paper Mill, Narmadapuram, the supplier shall furnish performance security of 05% of the order value to Security Paper Mill, Narmadapuram, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.

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

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

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

c) e-PBG or online payments.

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

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

10. OPTION CLAUSE:- The Chief General Manager, SPM reserves the right to increase/decrease the ordered quantity by up to 25% at any time, till the final delivery date of the contract (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of expiry of Delivery period (or the extended delivery period of the contract).

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

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

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

12. The Chief General Manager, SPM reserves the right at any stage by giving one week's notice without assigning the reason-



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- (i) To short close or terminate the order at any time during process of supply against our supply order.
- (ii) To reduce the tender quantity at the time of concluding the final supply order.

**PART – III: PRICE BID:**

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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 :- All Section & pages of the tender documents strictly should be signed, name and sealed by bidder 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



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## Section VII: Technical Specifications

Scope: It should be fully hydrolyzed type degree of hydrolysis 99% minimum with manufacturer's certificate.

Poly Vinyl Alcohol (Non-Foaming Grade) as per IS: 12715/1989 Specifications

S.No.	Characteristic	Requirement
01	Moisture Content Percent By Mass	6% (Max)
02	pH of 1% Solution	6.5-7.5
03	Viscosity at 20°C (4% Solution)	28 CPS (Min)
04	Total ASH (Na <sub>2</sub> O) Percent By Mass	0.5% (Max)
05	Degree of Hydrolysis As per IS 12715 of 1989)	99% (Min)
06	PVA should not create foam and adversely effecting to the paper production during plant scale run.	

Packing: - The material should be packed into strong reinforced doubled lined polythene bags of 20/25 Kgs conforming to the following specifications as per IS 12715 of 1989.

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

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



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## Section VIII: Quality Control Requirements

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- i. The bidder firm must give an undertaking in their techno-commercial bid that the product offered by them conform to the technical specifications as mentioned in the tender and relevant I.S.S.
- ii. Firm should mention the Grade, Make, Manufacturer's name, and Country of origin etc. of the product in their techno-commercial bid.
- iii. The firm must indicate whether they are manufacture or a dealer/trader of the item offered by them.
- iv. The bidder has to provide certificate regarding stability of the product for at least five years along with the techno-commercial bid.
- v. The bidder firm has to provide technical leaflet of the product offered by the firm containing the specifications along with the techno-commercial bid.
- vi. Material shall be tested in SPM QC lab & decision of SPM QC shall be final & binding on the contract. The material will be tested as per the methods specified in IS- 12715/1989.
- vii. MSDS: Copy of Material Safety Data Sheet should be sent by bidder along with the every dispatch documents of supplies. Material Safety Data Sheet should be as per ISO guidelines or in the format prescribed in Factories Act,1948.
- viii. Sample: Not required.

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Seal and Signature of Bidder



## Section IX: Qualification/Eligibility Criteria

### Section IX: Qualification/ Eligibility Criteria

(i) Criteria for Minimum Offer Quantity:-

The firm should quote at least 55 Mt. in the tender. Offers that are received for less than 55 Mt. shall be considered as unresponsive and shall be rejected.

(ii) Experience & Past Performance:-

The bidder should have supplied Poly Vinyl Alcohol (5CP/99%) Low Viscosity or Poly Vinyl Alcohol (28/99%) High Viscosity of at least 88 Mt. in any one of the last five years ending on 31st March 2024.

Note: "Start-ups and Micro and Small Enterprises" are exempted from "Experience and Past Performance Criteria".

(iii) Capability Equipment & Manufacturing Facilities:-

(a) The bidder must have an annual capacity to supply at least 88 Mt. of Poly Vinyl Alcohol (5CP/99%) Low Viscosity or Poly Vinyl Alcohol (28/99%) High Viscosity.

(b) The bidder has to submit the capacity and capability assessment form.

"Note : Documents for (iii) (b) is applicable only for those bidders who participated in tender on the behalf of their principal manufacturer or as manufacturer."

(iv) Financial Standings :

a) The average annual financial turnover of the bidder during the last three years, ending on 31.03.2024, should be at least Rs. 2,62,71,520.00 as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India or equivalent in relevant countries.

b) i) The net worth of the Bidder should not be negative on 31.03.2024 and also

ii) should not have eroded by more than 30% in the last three years, ending on 31.03.2024

{Note: 'For MSEs and Start-ups (registered for tendered item)' all financial criteria shall be exempted. However, its capacity and capability may be verified (if necessary) by the respective unit as per the standard format.

Note:

1. Manufacturing/Authorization Certificate: As per below.

(i) In case of waiver of MAF : Experience & Past Performance, Capability and Financial Standings documents of the bidder (i.e. participated agent/trader) may be considered for evaluation in PQB.

(ii) In case of bidder/ trader participates with Manufacturer Authorization Form : In that case the Experience & Past Performance, Capability and Financial Standings documents of the either bidder (i.e. participated agent/trader) or the credentials of the Principal manufacturer may be considered for evaluation in PQB, as the case may be.

(iii) When the manufacturer himself participates in the tender : In that case, Experience & Past Performance, Capability and Financial Standings documents of the manufacturer may be considered for evaluation in PQB.

2. All experience, past performance and capacity / capability related / data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder may be verified from the parties for whom work has been done.

3. All financial standing data should be certified by certified accountant's e.g. Chartered Accounts (CA) in India and Certified Public Accountants/Chartered Accountants of other countries.



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4. Bidder to furnish stipulated documents in support of fulfillment of qualifying criteria. Non- submission or incomplete submission of documents may lead to rejection of offer.

5. For Existing successful Past Suppliers:  
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In case the bidder (manufacturer or principal of authorised representative) who is a successful past supplier of 'The Product' in at least one of the recent past three procurements, who do not meet any or more of requirements above, would also be considered to be qualified in view of their proven credentials, for the maximum quantity supplied by him in such recent past.



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## Section X: Tender Form

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**Date:**

To,  
Security Paper Mill, Hoshangabad  
A Unit of Security Printing & Minting  
Corporation of India Limited  
(Wholly Owned by Govt. of India)  
Hoshangabad

Ref: Your Tender document No.6000018941 /PM5/PROD./PVA-HV

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 up to ....., as required in the GIT clause 19, read with modification, if any in Section-III - 'Special Instructions to Tenderers' or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to 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. Deptt. / PSU/ Others:....

(c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):.....

(d) MSME Registration no. (with copy of registration):.....



(e) Udyog Aadhaar Memorandum no.....

(f) Whether Proprietor/ Partner belongs to SC/ ST or Women category.  
(Please specify names and percentage of shares held by SC/ST Partners):.....

## 2. Make in India Status:

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

(a) Self-Certification for category of supplier:

Class-I Local Supplier/

Class-II Local Supplier/

Non-Local Supplier.

(b) We also declare that

There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for offered product, or

We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order .

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

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

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

## 4. Debarment Status:

Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptts. 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 ;V 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 6000018941 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 o .....(Name of Purchaser). We hereby offer to supply the following items at the prices indicated below:

Price Schedule							
SR	Description	Quantity	Unit	Rate per Mt.	Basic Cost of Material	GST Amt.	Total
1	PVA-HV	220	Mt.				
Other Charges with GST if any (Pls. specify) in Rs.							
Net Total in Rs.							

Price Evaluation Method : **Consolidated Basis.**

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.

.....

\_\_\_\_\_  
SIGNATURE OF BIDDER  
(WITH NAME, DESIGNATION AND SEAL)



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## Section XII: Vendor Details

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

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

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

### 1. Vendor/ Contractor particulars:

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

### 2. Taxation Details:

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

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

.....

(Signature with date)

.....

.....

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





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## Section XIII: Bank Guarantee FORM for EMD

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### BANK GUARANTEE FOR BID GUARANTEE (ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref .....

Date .....

Bank Guarantee No .....

To,  
(Insert Name & Address of the Purchaser)

Dear Sir,

Whereas ..... (Hereinafter called the "Tenderer") has submitted its bid numbered ..... dated ..... for the supply of ..... (Hereinafter called the "tender") against ..... 's (insert name of Purchaser) (hereinafter called as the 'Purchaser') tender enquiry

No. .... opened on ..... Know all persons by these presents that we ..... of ..... (hereinafter called the "Bank") having our registered office at ..... are bound unto the Purchaser, in the sum

of ..... for which payment will and truly be made forthwith, on demand by the Purchaser, without demure to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of ..... 20...

The conditions of this obligation are —

(1) If the Tenderer withdraws or amends, impairs, or derogates from the tender, in any respect within the period of validity of this tender.

(2) If the Tenderer or anyone employed by it or acting on its behalf (whether with or without the knowledge of the Tenderer) breaches any of the provisions of the pre-bid/ Pre-contract Integrity Clause.

(3) If the Tenderer having been notified of the acceptance of his tender by Purchaser during the period of its validity:-

a) Fails or refuses to furnish the performance security for the due performance of the contract.

b) Fails or refuses to accept/ execute the contract.

We undertake to pay Purchaser up to the above amount, upon receipt of its first written demand, without Purchaser having to substantiate its demand, provided that in its demand Purchaser will note that the amount claimed by it, is due to it owing to the occurrence of one or more or all the above conditions, specifying the occurred condition(s). We agree that the decision of the Purchaser, whether above conditions have occurred, shall be final and binding on us. This guarantee will remain in force for a period of ..... (insert the period of validity plus 45 days, in words and figures) days after the date of ..... (insert date of tender opening) and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch



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## Section XIV: Manufacturer's Authorization FORM

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To,  
Security Paper Mill, Hoshangabad  
A Unit of Security Printing & Minting  
Corporation of India Limited  
(Wholly Owned by Govt. of India)  
Hoshangabad

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  
..... here by 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.



SECURITY PRINTING AND MINTING  
CORPORATION OF INDIA LIMITED

## Section XV: Bank Guarantee Form for Performance Security

### PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE GUARANTEE BOND (ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref .....

Date .....

Bank Guarantee No .....

To,  
(Insert Name & Address of the Purchaser)

Dear Sir,

1. Against contract vide Notification for Award of the Tender No ..... dated ..... covering supply of ..... (herein after called the 'contract') entered into between the .....(insert name of Purchaser) (herein after called as the Purchaser) and M/s. .... (here in after called the 'Contractor'), this is to certify that, at the request of the Contractor, we ..... (name of the bank), are holding in trust in favour of the Purchaser, the amount of .....(write the sum here in words), to indemnify and keep indemnified the Purchaser, against any loss or damage that may be caused to, or suffered by the Purchaser, by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Contractor; and the amount of loss or damage that has been caused or suffered by the Purchaser, shall be final and binding on us, and the amount of the said loss or damage shall be paid by us, forthwith on demand and without demur to the Purchaser.

2. We ..... (name of the bank), further agree that, the guarantee herein contained, shall remain in full force and effect, for sixty days after the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period whichever is later, i.e. till ..... (hereinafter called the 'said date') and that if any claim accrues or arises against us ..... (name of the bank), by virtue of this guarantee before the said date, the same shall be enforceable against us ..... (name of the bank), notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us ..... (name of the bank), by the Purchaser, before the said date. Payment under this bond of guarantee shall be made promptly, upon our receipt of notice to that effect, from the Purchaser.

3. It is fully understood that this guarantee is effective from the date of the said contract and that we ..... (name of the bank), undertake not to revoke this guarantee during its currency, without the consent in writing of the Purchaser.

4. We undertake to pay to the Purchaser, any money so demanded, notwithstanding any dispute or disputes raised by the Contractor, in any suit or proceeding pending before any Court or Tribunal, relating thereto, our liability under this present, being absolute and unequivocal. The payments so made by us under this bond, shall be a valid discharge of our liability for payment thereunder, and the Contractor shall have no claim against us, for making such payments.

5. We..... (name of the bank), further agree that the Purchaser shall have the fullest liberty, without



affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said contract, or to extend time of performance by the Contractor, from time to time, or to postpone for any time or form, time to time, any of the powers exercisable by the Purchaser, against the said Contractor and to for bear or enforce any of the terms and conditions relating to the said contracts and we..... (name of the bank), shall not be released from our liability under this guarantee, by reason of any such variation or extension being granted to the said Contractor, or for any forbearance and/or omission on the part of the Purchaser, or any indulgence by the Purchaser towards the said Contractor, or by any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision, have the effect of so releasing us from our liability under this guarantee.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

.....  
(Signature with date of the authorized officer of the Bank)

.....

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

.....  
Name and designation of the officer

.....

.....  
Seal name& address of the Bank and address of the Branch



## Section XVI: Contract Form

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 clause 0 of 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:
- (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 to 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	No.or qty.	Rate Rs. P.	Price per Rs. P	Amount
TOTAL						

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

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

Dated.....(enclosed)

Inspection Certificate No.....Dated.....(enclosed)

Place and Date



Received Rs.....

Rupees).....

We solemnly certify that:

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

Revenue stamp

Signature and of Stamp Supplier





## Section XIX: NEFT Mandate

(Refer clause 22.2 of GCC)

From : M/s .....

Date:.....

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

Sub: NEFT payments

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

### NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

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

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

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

Date

Signature of the Customer

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

Stamp and  
Signature of authorized  
official of the bank

**ANNEXURE – I**

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

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

**Part I : - PRE-QUALIFICATION BID**

Sl.	Tender Submission Check Points at CPP Portal	Check before submission ( <input checked="" type="checkbox"/> )
	<b>(A) For MSME Firms:</b>	
1	Firm has to submit the valid MSME certificate and the tendered item must be listed in the MSME certificate store list.	
2	Earnest Money Deposit of Rs.6,57,000.00	<b>Exempted</b>
3	Submit the documents for Capability as per <b>Section IX</b>	
4	Fill Tender Form – Section X duly seal & sign ( <b>Without mentioning any price</b> )	
5	Submit declarations as per Annexure – II, III, IV & Capacity and Capability Assessment Form	
	<b>(B) For Non MSME Firms:</b>	
1	Earnest Money Deposit of Rs.6,57,000.00	<b>Applicable</b>
2	Submit Power of Attorney/Authorization with the seal of the company of person signing the tender documents.	
3	Submit Manufacturer's Authorization form	
4	Submit the documents as per Qualification / Eligibility criteria – <b>Section IX</b> Copy of Purchase orders as per eligibility criteria last five financial years Financial statements for last three years (Balance sheet and Profit & Loss statement) certified by CA.	
5	Fill Tender Form – Section X duly seal & sign ( <b>Without mentioning any price</b> )	
6	Submit declarations as per Annexure – II, III, IV & Capacity and Capability Assessment Form	

**Part II : - TECHNO-COMMERCIAL BID**

Sl.	Tender Submission Check Points at CPP Portal	Check before submission ( <input checked="" type="checkbox"/> )
1	Submits Technical Specification & Quality Control Requirement –Section VII & VIII as per tender.	
2	Confirm the delivery period as per section VI	
3	Confirm Required Destination ( F.O.R.) and Place of Service : SPM, Narmadapuram door delivery duly unloaded as per section VI	
4	Confirm the Tender validity as per section VI	180 days
5	Confirm the payment terms as per section VI	
6	Accept the Warranty clause as per GCC clause Submit acceptance of all sections of this tender document (GIT, SIT, SCC, Quality control requirements, Tender Form, Questionnaire, etc.	
7	Submit Blank Price Bid as per Section XI ( <b>Without mentioning any price</b> ).	

**Part III : - PRICE BID**

Sl.	Tender Submission Check Points at CPP Portal	Check before submission ( <input checked="" type="checkbox"/> )
1	Price Bid as per Section XI (Price including all taxes & other charges ).	

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

**Note: Copy of this completed checklist to be necessarily enclosed alongwith bid.**



Tender Number: 6000018941

**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: 6000018941

**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: 6000018941

**ANNEXURE – IV**

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

**Declaration for Section 206AB of TDS under Income Tax Act, 1961**

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

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

PAN \_\_\_\_\_

GSTIN \_\_\_\_\_

I/We (Legal Name and Complete Address) \_\_\_\_\_ PAN: (PAN No.) \_\_\_\_\_, TAN: (TAN No.) \_\_\_\_\_, referring to the provisions of 206AB of the IT Act, 1961, hereby declare the following:-

Financial Year	Aggregate TDS & TCS credit in our name was Rs. 50,000 or more ("Yes/No")	Income Tax Return ("ITR") Filed ("Yes/No")	E-filing Acknowledgement Number (15 digit – number) (Attach copy of acknowledgements)	Date of Filing of Return of income u/s 139/1 (DD/MM/YYYY)	Linked PAN with Aadhaar number or will link it before 30 June 2021 (or any further date as may be notified by CBDT ("Yes/No"))
<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%).*

CAPACITY and CAPABILITY ASSESSMENT FORM						
	Questionnaire				Firm Response	Committee Observation
<b>A</b>	<b>Technical Capability</b>					
1	Total annual production capacity of the plant. (Documentary evidence to be provided).					
2	Number of item/product making lines available.					
3	Details of machines for making the item/product					
	Sr.No.	Machine Type	Machine Make	Machine Speed, if applicable	Machine Capability	
	a)					
	b)					
	c)					
<b>B</b>	<b>Manufacturing Process</b>					
1	Details of available SOP for manufacturing process.					
2	Brief Details of Manufacturing Process from Raw Material to Finished Product.					
	2a. Technology used					
	2b. Is there any SPM used? (Special Purpose equipment/machinery). If yes, details.					
	2c. Lab testing facilities available along with standards followed.					
	2d. Process parameters and their controls to achieve the quality.					
3	Is there any hazardous material used in the process / during manufacturing?					

<b>C</b>	<b>Quality Control</b>		
1	Online/offline quality control system deployed		
2	Any specific verification system and procedures for finished products?		
3	Conditioning facility required for Laboratory test, If applicable		
4	Details of third-party verification of produced material and stock control, if any.		
5	Is there any SOP available for online / offline quality control.		
<b>D</b>	<b>General</b>		
1	Details of Manpower employed a) Technical/Supervisory b) Skilled Worker (Permanent) c) Skilled Worker (Casual) d) Administration		
2	Is the plant certified by ISO or equivalent bodies? If yes, provide details?		
3	Contingency plan for breakdown?		
4	Is any activity outsourced? If so, list of activities outsourced.		
5	Details of Raw Material & its Quality Assurance/Control.		
6	Whether the factory premises is in complete possession of the bidder by way of lease which is current or ownership?		
	6a. Factory area (in Sq. meters) & its adequacy		

	6b. Production		
	6c. Storage of raw material		
	6d. Bonded room facility		
<b>E</b>	<b>Experience</b>		
1	Documentary evidence for past experience, if any,		
2	Annual quantities of item/product supplied in the last five years (documentary evidence to be provided).		
<b>Additional Points only for Security Items:</b>			
<b>F</b>	<b>Details of Security Precautions Followed</b>		
1	Provision of secured storage of material in the factory and SOP for material transaction.		
2	Details of security and surveillance system in the factory.		
<b>G</b>	<b>Material Accounting Procedures</b>		
1	Do you have systematic accounting procedures for raw materials, dies / special tools (if any), color coatings, additives, etc.		
2	Periodicity of verification for physical stock of above items.		
3	Accountability for destruction of these items.		
<b>H</b>	<b>Spoil Management</b>		



1	What is the method of disposal of product in case of rejection/ spoil management? Furnish details of the method adopted at production site. Is there any SOP in place? Also, provide details of environment compliance, if any.		
2	Facilities for destruction of security items (online/offline), details thereof.		
3	Facilities for destruction of die / specials tools (if any), details thereof; and		
4	Effluent Generation and Management, if any.		
<b>I</b>	<b>Dispatch</b>		
1	Details of secured transport mechanism.		
2	Details of safe & secure dispatch such as CCTV recordings of despatch operations.		
3	Accounting system for finished products inward & dispatch;		
4	Conditioning required for security items before despatch, during transit, during storage and before application (use in the system); and		
<b>J</b>	<b>Manufacturing Process</b>		
1	Is there any special tool (like mould, die etc.) used for Manufacturing? If yes, do they have any in house making facility or is it outsourced. Details to be shared for accountability of usage of special tools till its destruction record.		
2	If outsourced, clearance certificates for outsourced companies after scrutinizing manufacturing process, security of the product, accountability to maintain confidentiality may be provided.		

<b>K</b>	<b>General</b>		
1	Is entire operation of production from raw material to finishing, testing, die / special tool preparation, complete manufacturing process and destruction of spoils controlled in the premises of the plant?		
2	Are employees involved in R&D or any other resource personal for this technology are still with your organization? If not, what is their employment status after leaving your organization?		
3	“Source of Raw Materials (Raw Material, other additives, Specifically the security material)”		
4	Names of the countries to which you have supplied Security item in the last five years indicating annual quantity supplied (documentary evidence to be provided) if applicable.		

Member 1

Member 2

Member 3

Authorised  
Representative of  
Bidder/Firm

Signature  
Name  
Designation  
date

Signature  
Name  
Designation  
date

Signature  
Name  
Designation  
date

Signature  
Name  
Designation  
date