



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 CIN: U22213DL2006GOI144763
Ph.No:91-7574-255259,Fax No:07574-255170

Not Transferable

Security Classification:

**TENDER DOCUMENT FOR HIRING OF: HIRING OF SERVICE FOR
TECHNICAL ASSISTANCE AND SUPERVISION TO MAINTAIN
"COBB" VALUE.**

E-Tender Number: 6000019302/PM5/PROD./SERVICE

This Tender Document Contains____16____Pages.

Details of Contact person in SPMCIL regarding this tender:

Name:

Designation:

Address: ()

Section1: Notice Inviting Tender (NIT)

6000019302 /PM5/PROD./SERVICE/

(SPMCIL's Tender SI No.)

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

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	Services of technical assistance	1.000 AU	49000.00INR	
1	Services of technical assistance	600.000MT		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			TWO-BID LIMITED	
Dates of sale of tender documents:			As per Government E-Procurement Portal.	
Place of sale of tender documents			Government E-Procurement Portal	
Closing date and time for receipt of tenders			As per Government E-Procurement Portal	
Place of receipt of tenders			As per Government E-Procurement Portal	
Time and date of opening of tenders			As per Government E-Procurement Portal	
Place of opening of tenders			Government E-PROCUREMENT PORTAL	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)				

"Hiring of Service for Technical Assistance and Supervision and Supply of chemicals like Boilout chemical, AKD, Defoamer, Coagulant, flocculant, Biocide etc. required to attain the "Cobb" value in the range of 40-45".

Security Paper Mill, NARMADAPURAM M.P. invites the quotation/ Proforma Invoice for the Service Technical Assistance/Supervision to maintain the "Cobb" value the range of 40-45" during Passport Paper Manufacturing. 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 their offer on Government E-Procurement portal within due date and time.

Yours Faithfully

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

THE GENERAL MANAGER
SECURITY PAPER MILL
NARMADAPURAM-461005 (M.P.)
Website: <http://spmarmadapuram.spmcil.com>,
Email :devanand.singh@spmCIL.com
PHONE :-07574 286847 /286588

Tenders shall be submitted in two parts as below: -

Part-I : Technical Bid

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 and time at Government E-Procurement Portal.
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://spmnamadapuram.spmcil.com> and submit.
5. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organization is large scale industry or small-scale industry. If you have NSIC/SSI/MSI Certificate, please attach it to the quotation. Mention your registration details.
6. Complete details and ISI specification if any must accompany the quotation. Make/ Brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
7. Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labelled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted. (NOT APPLICABLE)
8. All drawings sketches and samples if any sent along with this enquiry must be returned along with quotations duly signed. (NOT APPLICABLE)
9. All supplies are subject to inspection and approval before acceptance. Manufacturer/ Supplier Warranty Certificates and Manufacturer/ Government Approved Lab Test Certificate shall be furnished along with the supply, wherever applicable.
10. The Purchaser reserves the right to modify the quantity specified in this enquiry.
11. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Price quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as F.O.R. Destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
12. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included.

13. Delivery Period required for supplying the material should be invariably specified in the quotation.

14. Liquidity Damages (Penalty) : In case your quotation is accepted, and order is placed on you, the supply/service 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/service 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 week subject to a maximum of 10% unless extension is obtained in writing from the office on valid ground before expiry of delivery period.

Kindly accept above Liquidity Damages (Penalty) condition.
.....

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

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

17. Our normal payment terms are 100% on receipt and acceptance of service at our site in good condition.

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

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

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

20. Supplier Should file the GST returns for outward supplies in time. SPM reserves the right to withhold the payment of further supplies till production of evidence of filling of Returns.

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

21. 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/12052025/KXCBFXZ5CWYM.

OTHER TERMS AND CONDITIONS :

(1) Performance security deposit : 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.



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Kindly accept above condition with seal and sign.

.....

(2) Validity: 120 days from the date of opening of the tender. Kindly accept above condition with seal and sign.

.....

(3) Place of Service : SPM, NARMADAPURAM. Kindly accept above condition with seal and sign

.....

(4) Period of Service : The contract may remain valid for one year. Delivery/Service may be taken in staggered manner.

(i) For further supplies/services SPM, shall inform minimum 20 days in advance for the date of delivery & required supply/services.

Kindly accept above condition with seal and sign.

.....

(5) Payment Terms : Payment may be made on the basis of production booked in SAP at Paper Machine end.

Kindly accept above condition with seal and sign

.....

(6) Warranty: Not Applicable.

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

.....

(8) Manufacturing Authorization Certificate: Not Applicable.

(9) EARNEST MONEY DEPOSIT (EMD): The earnest money deposit (No interest bearing) for a total value of i.e. Rs.49,000.00 shall be furnished in one of the following forms before end date of tender enquiry.

- 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, Narmadapuram, (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".



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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.

(10) 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.

(11) The Purchaser reserve the right at any stage by giving one week's notice without assigning the reason-

(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 – II: PRICE BID:

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

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

1. Tender Schedule and Technical Specification indicated.
2. Item/ Tender specific conditions for this tender.
3. Terms and Conditions printed overleaf.
4. I/ we confirm that set off for the GST etc. paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST etc.
5. This offer is valid for 120 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:



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.....

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

For and on behalf of

.....



Tender Number:6000019302

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>

SIGNATURE OF BIDDER WITH NAME, DESIGNATION & SEAL



Tender Number:6000019302

Section IV: General Conditions of Contract (GCC)

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

Kindly refer:

<https://www.spmcil.com/wp-content/uploads/2024/06/GCC-3.0-1.pdf>

SIGNATURE OF BIDDER WITH NAME, DESIGNATION & SEAL

Section VII: Technical Specifications

Technical Specifications :-

a. Service charge for Technical assistance & supervision to maintain "Cobb" Value in the range of 40-45 during manufacturing of Passport Paper at Paper Machine. It is based on per MT of Good Paper Produced at Paper Machine.

b. Supply of chemicals like Boilout chemical, AKD, Defoamer, Coagulant, flocculant, Biocide etc. required to attain the "Cobb" value in the range of 40-45.

Production quantity shall be tallied through the production booked in SAP at Paper Machine end.

This includes:

1. The Deputation cost of Technical experts/engineers responsible to maintain the "Cobb" value in the range of 40-45. Firm shall ensure the service support 24x7 for 600 MT Passport Paper.

2. To provide suitable AKD & to ensure the dosing of AKD to maintain Cobb value-40 to 45.

3. To provide suitable defoamer to avoid foaming while using of AKD, Talcum/Titanium di oxide as Ash content will of paper is maximum 6%.

4. To provide suitable Biocide, flocculant, coagulant, Boil-out chemical and any other chemical to get the desired "Cobb" value.

5. Dosing of process aid chemicals necessary to maintain the "Cobb" value & desired paper quality shall be done by firm's technicians/engineers.

6. Any special tool/tackle pump set, required shall be arranged by supplier on returnable basis.

7. Biocide should be non-oxidizing type.

8. Defoamer should be non-silicon water based.

9. Per day production at machine remain as 20 MT tentatively.

10. Lodging boarding of service personal of the respective firms shall be in scope of SPMN free of cost.

Apart from the chemicals available at SPM, any special grade chemical if required to attain desired paper quality as per specification shall also be provided by the firm free of cost on Non-returnable basis.

Supplier shall be responsible to provide technical assistance to attain desired quality of paper and for this payment shall be made on the basis of per MT production carried at Paper Machine.

Seal and Signature of bidder

Section VIII: Quality Control Requirements

Technical service/assistance & supervision to maintain "Cobb"

Value in the range of 40-45 during manufacturing of Passport Paper at Paper Machine. It is based on per MT of Good Paper Produced at Paper Machine.

Seal and Signature of Bidder

Section XI: Price Schedule

To,
The Chief General Manager
Security Paper Mill
Narmadapuram

OFFER FORM for Tender No 6000019302 Date of opening as per Government E-Procurement portal.....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:

Service Description: Service Charges for Technical Assistance and supervision AND Supply of chemicals like Boilout chemical, AKD, Defoamer, Coagulant, flocculant, Biocide etc. required to attain the "Cobb" value in the range of 40-45.

Qty.: 600 MT

1. Basic Rate (Rs/MT):
2. Total Charges(1*2):
3. GST (%):
4. GST (Rs):
5. Net Total:
6. Other Charges with GST if any (Pls. specify) in Rs.:
7. Grand Total (5+6):

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 120 days from the date of opening of tender (as per Government E-Procurement Portal), 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.



Tender Number:6000019302

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:

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)

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

Supplement

ANNEXURE – I

(To be submitted on the letter head)

DECLARATION

We do hereby declare that,

1. We have not been blacklisted /debarred by BNPMIPL /BRBNMPL /SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.

2. We do hereby declare that we have read and understood all terms and conditions of tender document including GIT, SIT, GCC, SCC, Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.

3. "We are accepting all the terms and conditions of the tender document without any deviation and withdraw all deviations if any"

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....

ANNEXURE – II

(To be submitted on the letter head)

DECLARATION

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I certify that M/s.....(firm's name) is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that M/s..... (firm's name) fulfills all requirements in this regard and is eligible to be considered." (where applicable, evidence of valid registration by the competent Authority shall be attached)"

I, the undersigned, declare that the item.....originate in.....(Name of the country).

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....

ANNEXURE – III

(To be submitted on the letter head)

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

Vendor Code: _____

M/s _____

PAN _____

GSTIN

I/We _____ (Legal Name and Complete Address)
_____, 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"))

2022-23

2023-24

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%).