



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://spmnmarmadapuram.spmcil.com>  
E-Mail:[gm.spm@spmCIL.com](mailto:gm.spm@spmCIL.com) CIN: U22213DL2006GOI144763  
Ph.No:91-7574-255259,Fax No:07574-255170

Not Transferable

Security Classification: NON-SECURITY

## TENDER DOCUMENT FOR HIRING OF: ANNUAL MAINTENANCE CONTRACT OF 02 NOS OF OTIS MAKE LIFTS

Tender Number: 6000019303 /EL/PAC/AMC/\* & , Dated: % .0+.2025

This Tender Document Contains\_\_\_\_\_Pages.

Tender Document is issued to :

Otis Elevator Company (India) Ltd. ( 120196 )  
Plot No.206, L 20-21,  
Srishti Complex, M.P. Nagar Zone-1  
462011 BHOPAL  
INDIA

Details of Contact person in SPMCIL regarding this tender:

<b>Name</b>	Biplab Basak
<b>Designation</b>	Manager (Material)
<b>Address</b>	SPMH (Security Paper Mill,Hoshangabd) India
<b>Email</b>	BIPLAB.BASAK@SPMCIL.COM
<b>Phone</b>	
<b>Fax</b>	

## Section I: Notice Inviting Tender (NIT)

6000019303 /EL/PAC/AMC/625

(SPMCIL's Tender SI No.)

14.07.2025

(Date)

1. Sealed tenders are invited from eligible and qualified tenderers for supply of the following29:

GeM - Availability Report and Past Transaction Summary - ID (as per para 13 a below): .....

Schd. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	AMC of OTIS make Lifts.	1.000 AU	0.00INR	
1	AMC of OTIS make Lifts	4.000AU		

Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	ONE-BID PROPRIETARY ARTICLE CERTIFICATE
Security Classification :	NON-SECURITY
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc) are to be made	Security Printing and Minting Corporation of India
All Financial Instruments to be payable at :	ADMIN. OFFICE, SECURITY PAPER MILL, NARMADRAPURM
Dates and place of issue of tender documents:	ADMIN. OFFICE, SECURITY PAPER MILL, NARMADRAPURM From 14.07.2025 to 07.08.2025 during office hours.
Place of Pre-Bid Conference :	N.A.
Place, Time, and date before which Written queries for Pre-bid conference must be received :	, 00:00:00 ADMIN. OFFICE, SECURITY PAPER MILL, NARMADAPURAM
Closing date and time for receipt of tenders	08.08.2025 11:00:00
Place of receipt of tenders	ADMIN. OFFICE, SECURITY PAPER MILL, NARMADAPURAM
Time and date of opening of tenders for Technical Bid. Place, Time, and date of Opening of Price (Financial) bid would be intimated later on	08.08.2025 15:00:00
Place of opening of tenders	ADMIN. OFFICE, SECURITY PAPER MILL, NARMADAPURAM
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.1 of GIT)	Biplab Basak Manager (Material)
Officer to be contacted for clarifications/ help :	Biplab Basak



Name and Contact Details of Independent Monitor(s) for Integrity Pact (please refer to Clause 44.3 of GIT) for this Tender :	Biplab Basak BIPLAB.BASAK@SPMCIL.COM
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Sub: Regarding acceptance of Terms and Conditions for "Annual Maintenance Contract 02 Nos of OTIS make LIFTS ".

Security Paper Mill, NARMADAPURAM MP invites the quotation/ Proforma Invoice for the "Annual Maintenance Contract 02 Nos of OTIS make LIFTS ". You are therefore, requested to send the quotation cum proforma invoice for the same on or before closing date & time for receipt of tender by Fax & Email, and sent original copy by speed post. The quotation cum proforma invoice may be sent in the favour of the "The Chief General Manager, Security Paper Mill, NARMADAPURAM MP" immediately containing the following:

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

Your's Faithfully,

(Biplab Basak)  
Manager(Material)  
FOR CHIEF GENERAL MANAGER  
CORRESPONDING ADDRESS

-----  
THE GENERAL MANAGER  
SECURITY PAPER MILL  
NARMADAPURAM-461005 (M.P.)  
Website: <http://spmarmadapura.spmcil.com>,  
Email :biplab.basak@spmCIL.com  
PHONE :-07574-286776/286893/286586

#### TERMS AND CONDITIONS :

- 1.The quotation must be in the form furnished by procuring entity and should be in ink free from corrections / erasures. In case there is any unavoidable correction it should be properly attested, otherwise the quotation will not be considered.
2. Quotation will be opened on due date at 3.00 p.m . at the indicated venue in presence of tenderer or their representatives who may wish to be present.
3. The Purchaser reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. Participation in this tender is by invitation only. Unsolicited offers are liable to be ignored. However, vendors who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure. Note: To get registered as approved supplier with procuring entity, please download supplier approval form from <http://spmarmadapura.spmcil.com> and submit.
5. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organisation is large scale industry or small-scale industry. If you have NSIC/ SSI/ MSI. certificate, please attach it to the

quotation. Mention your registration details.

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.

8. All drawings sketches and samples if any sent along with this enquiry must be returned along with quotations duly signed.

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. In case your quotation is accepted, and order is placed on you, the supply against the order should be made within the period stipulated in the order. Purchaser reserves the right to recover any Loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle the Purchaser for imposition of Penalty without assigning any reasons @ 1/ 2% of the total value of the item covered in order as LD for each week or part thereof of delay. The total damages shall not exceed 10 (ten) per cent of the value of delayed goods.

Kindly accept Liquidity Damages condition.

.....

15. If the deliveries are not maintained and due to that account the Purchaser is forced to buy the material at your Risk and Cost from elsewhere, the loss or damage that may be sustained thereby 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% within 30 days on receipt and acceptance of material at our site in good condition.



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

19. Performance Security Deposit : Not Applicable.

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

Kindly accept above tax condition with seal and signature.

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21. Supplier Should file the GST returns for outward supplies in time. In case of any Input Credit Loss to SPM by way of their failure to file GST Returns in time, SPM reserves the right to withhold the payment of further supplies till production of evidence of filing of Returns.

Kindly accept above GST return condition with seal

and sign.

22. Undersigned confirms that the required goods mentioned above are not available on GeM as per "GeM - Availability Report and Past Transaction Summary" (GeM - AR&PTS). This unique ID is GEM/GARPTS/03052025/093FMOA5ESR2 on dated: 03.05.2025.

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 set off as may become available in future under GST etc.
5. This offer is valid for 90 days from the date of opening of tender.

Signature & seal

Name of Authorised

Place & Date:

Signatory:

Address:



Tel. No/ Fax. No /  
Mobile No  
Email ID:

## Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc.are in Section-VII)	HNS Code	Accounting Unit	Quantity	Amount of Earnest Money	Place of Delivery for GSTpurpose
1	AMC of OTIS make Lifts.		AU	1.000	0.00INR	ADMIN. OFFICE, SECURITY PAPER MILL, NARMADRAPU RM

1. Required Delivery Schedule:

2. Required Terms of Delivery, Destination, Ultimate Consignee, and preferred mode of Transportation

3. Scope of Supply, including any Accessories, Mand atory Spares, Installation, Commissioning, Training , or any other incidental requirements

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

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

Required BID Documents and Accept conditions:

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

(2) Tender Fee: NIL

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

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

Kindly accept above condition with seal and sign

(5) Place of Work : SPM, NARMADAPURAM.

Kindly accept above condition with seal and sign

(6) Required Period of work : 1 year from the date of issue of purchase order.

Kindly accept above condition with seal and sign

(7) No. of visits : 4 Preventive maintenance visit or 02 nos. Elevator in period of every 03 month during the AMC

period.

Kindly accept above condition with seal and sign

.....

(8) Payment Terms : 100% payment visit-wise will be made after acceptance and suitability of service by the consignee at destination and on production of all required documents by the all required documents by the supplier and payment will be made through RTGS/NEFT only.

Kindly accept above condition with seal and sign

.....

(9) Warranty: NOT APPLICABLE

Kindly accept above condition with seal and sign.

.....

(10) 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.

.....

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

Manufacturer Authorization Certificate should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

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

(13) PRICE Schedule:

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

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."

Terms and Condition:

1. The quotation must be in the form furnished by procuring entity and should be in ink free from corrections / erasures. In case there is any unavoidable correction it should be properly attested, otherwise the quotation will not be considered.



2. Quotation will be opened on due date at 3.00 p.m . at the indicated venue in presence of tenderer or their representatives who may wish to be present.
3. The Purchaser reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. Participation in this tender is by invitation only. Unsolicited offers are liable to be ignored. However, vendors who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure. Note: To get registered as approved supplier with procuring entity, please download supplier approval form from \_\_\_\_\_ and submit.
5. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organisation is large scale industry or small-scale industry. If you have NSIC/ SSI/ MSI. certificate, please attach it to the quotation. Mention your registration details.
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.
8. All drawings sketches and samples if any sent along with this enquiry must be returned along with quotations duly signed.
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. In case your quotation is accepted, and order is placed on you, the supply against the order should be made within the period stipulated in the order. Purchaser reserves the right to recover any Loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle the Purchaser for imposition of Penalty without assigning any reasons @ 1/ 2% of the total value of the item covered in order as LD for each week or part thereof of delay. The total damages shall not exceed 10 (ten) per cent of the value of delayed goods.



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 thereby 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% within 30 days on receipt and acceptance of material at our site in good condition

FIRM SHOULD STRICTLY FOLLOW SAFETY CONDITIONS AS MENTIONED BELOW :-

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(1) The work has to be carried out under proper supervision and all safety rules and regulations should be followed and also as per direction of our officials.

(2) You have follows all safety norms and labour law act police verification of your employees, insurance, without which your employees can not permitted for work in our premises.

(3) It will be sole responsibility of the contractor to insure your workmen against risks of accident and injury while at work as required by the relevant rules and to pay compensation, if any to them as per workmen's compensation act. the work will be carried out in a protected area and all the rules and regulations of S.P.M. in that area that are in force from time to time will have to be followed by the contractor.

(4) The contractor shall assign to his workmen task commensurate with their experience and state health condition.

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SIGNATURE OF BIDDER WITH NAME,  
DESIGNATION & SEAL

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## Section VII: Technical Specifications

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### AMC of OTIS Lifts

1. Checking of Door locks, Ropes, Door Operators, Brake liners, Door condition.
2. Cleaning of lifts top, pit, hoist way and all landing doors.
3. Lubrication of guide rails of car and counter weight, diverter pulley etc.
4. Checking of oil in gear box & top-up if required and motor bush bearings condition check.
5. Checking of safety shoes, ensure level starting/stopping jerks any abnormal sound etc. and rectified if any.
6. Checking of Landing and car entrances (Collapsible doors, landing seal, Auto door hanger, roller, safety edges, nylon gibs, door closer these parts to be repaired/replaced depending upon the condition, Rope tightness check & alignment with respect to pulley.
7. Checking of all other safety devices should be checked and replace if found damage.
8. Checking of Machine gear box preventive checkup and replacement of damaged bearing and gear.
9. Checking the healthiness of the limit switches, cards, operating panel, emergency and safety systems, contractors, drives, brakes, motor all junction boxes etc.
10. Checking of PLC and Drive and other electronic control for safe operation.
11. Maintaining the proper functioning of lift as per required service and as per Industrial lift safety norms

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## Section X: Tender Form

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**Date:**

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

Ref: Your Tender document No.6000019303 /EL/PAC/AMC/625, dated 14.07.2025

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/ Depts. of Government of India or by any State Govt:

☐ Yes (with period of Ban)

☐ No, We, solemnly declare that neither we nor any of our affiliates or subsidiaries (including subcontractors or suppliers for any part of the contract - do not stand and 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 ..... Date of opening ..... Time.....Hours  
.....We..... hereby certify that we are established firm of manufacturers / authorised agents of  
M/s.....with factories at..... which are fitted with modern equipment and where the production methods,  
quality control and testing of all materials and parts manufactured or used by us are open to inspection by the  
representative of.....(Name of Purchaser). We hereby offer to supply the following items at the prices indicated below:  
Section XI: Price Schedule

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

Price for service

SN Price Break Up

SAC CODE in 6 digits : 998718

- |   |   |               |
|---|---|---------------|
| 1 | AMC Charges as per section -VII per visit for 02 Nos. Elevators     | Rs. _____     |
| 2 | No. of visits<br>(Preventive maintenance service)                   | 04 No. visits |
| 3 | TOTAL (1 X 2)   |               |
| 4 | GST in % only on 3  |               |
| 5 | Total price FOR SPM, Narmadapuram (in figures only) (3+4) Rs. _____ |               |
| 6 | Total Price (in words only) Rupees. _____                           |               |

SIGNATURE OF BIDDER  
(WITH NAME, DESIGNATION AND SEAL)

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:

- PAN number
- Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.)
- GSTIN number
- Registered Address as per GST registration and Place of Delivery for GST Purpose
- 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.

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 initialled by the bidder.
- (iv) This Section should not bring in any new Technical Parameter that has not been mentioned in the Technical Bid

SIGNATURE OF BIDDER  
(WITH NAME, DESIGNATION AND SEAL)





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## Section XIV: Manufacturer's Authorization FORM

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

Narmadapuram

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.



**Tender Number 6000019303**

**ANNEXURE – I**

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

**DECLARATION**

We do hereby declare that,

1. We have not been blacklisted /debarred by BNPMIPL /BRBNMPL /SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.
2. We do hereby declare that we have read and understood all terms and conditions of tender document including GIT, SIT, GCC, SCC, Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.
3. "We are accepting all the terms and conditions of the tender document without any deviation and withdraw all deviations if any"

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....



**Tender Number: 6000019303**

**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.....



**Tender Number: 6000019303**

**ANNEXURE – III**

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

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

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

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

PAN \_\_\_\_\_

GSTIN \_\_\_\_\_

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

Financial Year	Aggregate TDS & TCS credit in our name was Rs. 50,000 or more ("Yes/No")	Income Tax Return ("ITR") Filed ("Yes/No")	E-filing Acknowledgement Number (15 digit – number) (Attach copy of acknowledgements)	Date of Filing of Return of income u/s 139/1 (DD/MM/YYYY)	Linked PAN with Aadhaar number or will link it before 30 June 2021 (or any further date as may be notified by CBDT ("Yes/No"))
<b>2022-23</b>					
<b>2023-24</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%).*



**Tender Number: 6000019303**

**ANNEXURE – IV**

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

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

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....