

**SECURITY PAPER MILL,  
NARMADAPURAM - 461005 (M.P), INDIA**

(A Unit of Security Printing and Minting Corporation of India Limited)

(Wholly owned by Government of India)

(Miniratna Category-I CPSE &amp; ISO 9001:2015 &amp; ISO 14001:2015 CERTIFIED)

Website: <http://spmarmadapuram.spmcil.com>E-Mail: [gm.spm@spmCIL.com](mailto:gm.spm@spmCIL.com)

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**Security Classification: .....**

PR Number	PR Date	Indenter	Department
11012004	20.12.2024	CIVIL	CIVIL WING

**TENDER DOCUMENT FOR: COVERING OF SLAB OPENINGS  
OF MACHINE HOUSE AT +6.0 METER LEVEL IN PM#5 Building****Tender No.: 6000019165/CIVIL/SlabOpening/24-25, Dated:  
27.06.2025**

This Tender Document Contains 39 Pages.

Tender Documents is issued to:

M/s.....  
.....

Details of Contact person in SPMCIL regarding this tender:

Name, Designation: Biplab Basak, Manager (Material)

Address: Security Paper Mill, Narmadapuram, Madhya Pradesh – 461 005

Phone, Fax, email: 07574-286792/6588

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



## Disclaimer

The information contained in this Bid Document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Security Printing and Minting Corporation Limited (hereafter referred as the "Purchaser") or any of its employees or associated agencies, is provided to Bidder(s) on the terms and conditions set out in this Bid Document and such other terms and conditions subject to which such information is provided. This Bid Document is not an agreement and is neither an offer nor invitation by the Purchaser to the prospective Bidder(s) or any other party hereunder. The purpose of this Bid Document is to provide the Bidder(s) with information to assist them in the formulation of their proposal submission. This Bid document does not purport to contain all the information Bidder(s) may require. This Bid document may not be appropriate for all bidders, and it is not possible for the Purchaser to consider particular needs of each Bidder. Each Bidder should conduct its own investigation and analysis, and should check the accuracy, reliability, and completeness of the information in this document and obtain independent advice from appropriate sources. Information provided in this Bid Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Purchaser, its employees and other associated agencies accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. This Bid document and ensuing bids; communications and Contracts would alone determine the legal and commercial relationship between the bidders/ contractors and the Purchaser. No other Government or Purchaser's document/ guidelines/ Manuals including its Procurement Manual (which are for internal and official use of its officers), have any locus standi in such a relationship. These documents/ guidelines/ Manuals therefore should not be cited or referred in any legal or dispute resolution or grievance redressal proceedings. The Purchaser, its employees and other associated agencies make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid Document or arising in any way for participation in this Bid Stage.

The Purchaser, its employees and other associated agencies also accept no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder(s) upon the statements contained in this Bid Document. The Purchaser may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Bid Document.

The issue of this Bid Document does not imply that the Purchaser is bound to select Bidder(s) and the Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.

The Bidder(s) shall bear all its costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations or presentations which may be required by the Purchaser or any other costs incurred in connection with or relating to their Bids. All such costs and expenses will remain with the Bidder(s) and the Purchaser shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder(s) in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process. This disclaimer forms an integral part of the Bid document and shall supplement but not supplant the provision of the Bid Document.

## **Section I: Notice Inviting Tender (NIT)**

Tender Sl. No. **6000019165/CIVIL/SlabOpening/24-25**

**Dated: 27.06.2025**

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

<b>Schedule No.</b>	<b>Brief Description of Goods/ services</b>	<b>Quantity (with unit)</b>	<b>Earnest Money (in Rs.)</b>	<b>Remarks</b>
1	Covering of Slab Opening of Machine House at +6.0 Meter Level in PM#5 Building	1.000 AU	20,000/- INR	

Type Of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	TWO-BID NATIONAL COMPETITIVE BID
Dates of Sale of Tender documents	As per CPP E-procurement portal
Place of sale of tender documents	As per CPP E-procurement portal
Closing date and time for receipt of tenders	As per CPP E-procurement portal
Place of receipt of tenders	On CPP E-procurement portal
Time and date of opening of tenders	As per CPP E-procurement portal
Place of opening of tenders	ADM OFFICE SECURITY PAPER MILL NARMADAPURAM
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)	Biplab Basak (Manager (Material))

### 2. **Information and instructions for bidders:-**

The bidder shall go through the tender document carefully and shall comply with each clause of all the sections of the tender document.

Prospective tenderers are advised to go through <https://etenders.gov.in/eprocure/app> and get themselves aware for e-tendering participation requirements.

Registration:

- a) Bidders are required to register on the e-tendering portal of CPPP (<https://etenders.gov.in/eprocure/app>).
- b) Upon registration, Vendors/Suppliers must have valid Class-III Digital Signature both signing & Encryption type Certificate to participate in tenders. DSC can be procured from any of the Licensed Certifying Authorities by Controller of Certifying Authorities, details available at [www.cca.gov.in](http://www.cca.gov.in)

3. 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.
4. 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).

5. Interested tenderers may obtain further information about this requirement from <https://spmnamadapuram.spmcil.com/> and submit its tender by utilizing CPP E-procurement Portal.
6. 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).
7. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are to be submitted on CPP e-procurement portal.
8. 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.
9. The tender documents are not transferable.
10. 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).
11. EMD amount mentioned in Section VI – List of Requirements shall be furnished in any one of the following forms:
  - 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 Kripa, 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". 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 of tender document.

The earnest money (EMD) should be valid for a period of 45 days beyond the final tender validity period.

In acceptable form, otherwise the tender will not be accepted in any case. The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of account and place of payment specified in the para 1 above. In case of FDR, the same must be printed by bank alongwith first beneficiary name i.e. Security Paper Mill (handwritten anywhere on FDR will not be accepted) Payable at Narmadapuram, in single copy and the same shall be submitted to SPM. 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.

***Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.***

## 12. Enclosed: BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION

1. Price Schedule (Annexure-I)
2. Check list (Annexure-II)
3. Declaration (Annexure-III)
4. Declaration (Annexure-IV)
5. Declaration (Annexure-V)

Yours faithfully,

(Biplab Basak)  
Manager (Material)  
For Chief General Manager  
E-mail: [purchase.spm@spmcl.com](mailto:purchase.spm@spmcl.com) | Phone: (07574) 286792/6588

### CORRESPONDING ADDRESS

THE CHIEF GENERAL MANAGER, SECURITY PAPER MILL, NARMADAPURAM-461005(M.P.)



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

### **Part I: General Instructions Applicable to all Types of Tenders**

<https://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>



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

### **Part II: General Instructions Applicable to all Types of Tenders**

<https://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>



### **Section III: Special 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.)

Sl. No.	GIT Clause No.	Topic	SIT Provision
1	3.	Eligible Tenderers	Applicable
2	3.4	Eligible Goods and Services (Origin of Goods)	Applicable
3	6.1	The tender documents includes:	Applicable
4	8	Pre-bid Conference	Not Applicable
5	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 SPMN in writing or by fax/e-mail/telex. SPMN will respond in writing to such request provided the same is received before 14 days prior to the prescribed date of submission of tender.
6	10.1	The Technical bid to be submitted by Tenderer shall contain the following documents, duly filled in, as required:	Applicable
7	11.2	Tender Currency	Supplier is requested to quote price in INR within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored.
8	12.1	Tender Prices	Applicable
9	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	16.1 a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Not Applicable
14	18.4, 18.5	Earnest Money Deposit (EMD)	Applicable
15	19	Tender Validity	120 DAYS FROM THE DATE OF OPENING OF BID
16	20.4	Number of Copies of Tenders to be submitted	One copy in CPPP Portal with seal & sign
17	20.8	Two Bid System	Applicable.
18	20.9	E-Procurement	Applicable



19	34. and 35.1	Comparison on CIF Destination Basis	Not Applicable
20	35.2 to 35.6	Additional Factors for Evaluation of Offers and Preferential schemes	Not Applicable
21	43	Parallel Contracts	Not Applicable
22	44.1	Serious Misdemeanors	Applicable
23	44.3	Integrity Pact	Not Applicable
24	45.1	Notification of Award	Applicable
25	50.	Applicability of additional GIT for rate Contracts	Not Applicable
26	51.	Applicability of additional GIT for PQB Tenders	Not Applicable
27	52.	Applicability of additional GIT for Tenders involving Samples	Not Applicable
28	53.	Applicability of additional GIT for EOI Tenders	Not Applicable
29	54.	Applicability of additional GIT for Tenders for Disposal of Scrap	Not Applicable
30	55.	Applicability of additional GIT for Development/Indigenization Tenders	Not Applicable
31	Special Condition	GST Returns	Supplier Should file the GST returns 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.



**Section IV: General Conditions of Contract (GCC)**  
**Part I: General Conditions of Contract applicable to all types of Tenders**

<https://www.spmcil.com/spmcil/UploadDocument/GCC.pdf>



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

**Part II: Additional General Conditions of Contract applicable to all types of Tenders**

<https://www.spmcil.com/spmcil/UploadDocument/GCC.pdf>

## **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)

S. No.	GCC Clause No.	Topic	SCC Provision
1	1.2	Abbreviations:	APPLICABLE
2	6.1, 6.3 & 6.5	Performance Bond/ Security	REFER SECTION-VI, CLAUSE NO.5 OF THE TENDER ENQUIRY
3	8.2	Packing and Marking	NOT APPLICABLE
4	9	Inspection and Quality Control	APPLICABLE
5	11.2	Transportation of Domestic Goods	APPLICABLE
6	12.	Insurance	APPLICABLE
7	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	APPLICABLE
8	16.2, 16.4	Warrantee Clause	REFER SECTION-VI, CLAUSE NO.6 OF THE TENDER ENQUIRY
9	19.3	Option Clause	The Purchaser reserves the right to increase the ordered quantity by 25% at any time, till final 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 Delivery Period.
10	20.1	Price Adjustment Clause	NOT APPLICABLE
11	21.	Taxes and Duties	APPLICABLE
12	22.	Terms and Mode of payments	REFER SECTION-VI, CLAUSE NO.4 OF THE TENDER ENQUIRY
13	24.1	Quantum of LD	If the contractor fails to deliver the goods and/or services or any installment thereof within the Delivery Period, SPM Narmadapuram shall, without prejudice to other rights and remedies available to SPM, 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 for each week of delay or part thereof until actual delivery or 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	APPLICABLE
16	36.3.2,	Disposal/ Sale of Scrap by Tender	Not Applicable

## **Section VI: List of Requirements**

<b>Schedule No.</b>	<b>Brief Description of Goods/ services</b>	<b>Quantity (with unit)</b>	<b>Earnest Money (in Rs.)</b>	<b>Remarks</b>
1	Covering of Slab Opening of Machine House at +6.0 Meter Level in PM#5 Building	1.000 AU	20,000/- INR	

Technical bid and financial bid are to be submitted on the CPP E-Procurement Portal. It may be noted that the price not to be quoted in technical bid (Technical Cover). It shall only be quoted in price bid (Price Cover). Non-adherence to this shall be making tender liable for rejection.

Tenders shall be submitted in parts as below:-

SUBMISSION OF TENDER: The bid is to be submitted in two parts as follows:

**I. PART-A: TECHNO-COMMERCIAL BID: KINDLY SUBMIT FOLLOWING DOCUMENTS WITH TECHNO-COMMERCIAL BID:**

- 1) Earnest Money Deposit : Applicable and Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

The EMD shall remain valid for a period of 45 days beyond BID validity i.e. 120+45=165 days after the date of opening of the tender. Any short validity, the tender shall be treated as unresponsive and rejected. The EMD should be in Indian Rupees Only. Successful tendered EMD will returned without any interest, after the receipt of performance security from the tenderer. Unsuccessful tenderer EMD will be returned to them without any interest, after expiry of the tender validity period.

**NOTE: As per MSME office Memorandum No. F.No.1(3)/2018-MP, Part-III dated 25.03.2022. Subjected "Revised FAQs in respect of Public Procurement Policy for MSEs Order, 2012 reg. FAQ Question No.18 the works contracts are excluded from the purview of Public Procurement policy of MSME order 2012."**

**Being a Works Contract EMD is not exempted for Micro and Small Enterprises(MSEs). Hence, EMD must be submitted by the MSEs without any exemption. Non-submission of EMD will lead to rejection of the offer.**

**Only the firm who are registered under Start-ups for tendered item may be exempted from submitting the EMD on producing valid certificate, being a works tender.**

- 2) The tenderer shall submit the acceptance of detailed scope of work as per Section VII of this tender document.
- 3) 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).
- 4) Blank price bid duly sealed and signed without mentioning any price element.
- 5) Please confirm the validity, place of work, period of contract, payment terms and warranty as per the other terms and condition (Part-C, point no.1 to 4 & 6) of Section VI of tender document.
- 6) Submit the following declaration on your letter head with seal and sign as per the Annexure - III of this tender :
  - a. 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.

- b. 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.
  - c. "We are accepting all the terms and conditions of the tender document without any deviation and withdraw all deviations if any"
- 7) All Section & pages (front and back) of the tender documents strictly should be signed, name and sealed by bidder firm.
  - 8) Submit Section-VIII(Quality Control Requirement) with Seal & Sign.
  - 9) Containing un-priced tender consisting of complete Qualification/ Eligibility of the tenderer as per the format specified under Section-IX in this document.  
Note:- Submit all relevant supporting documents(Work Completion Certificates/Purchase Orders) as mentioned in Section-IX of tender document.
  - 10) Submit the declaration duly seal and signed by Competent Authority on your letter head as per annexure-IV as below:  
  
"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."  
  
I, the undersigned, declare that the item.....originate in.....(Name of the country).
  - 11) Submit the declaration duly seal and signed by Competent Authority on your letter head as per annexure-V.

**II. PART – B: PRICE BID:**

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

Note: Un- Workable rates shall be liable for rejection.

**III. PART C: OTHER IMPORTANT TERMS AND CONDITIONS:**

- 1) Validity: 120 days from the date of opening of the tender, offer valid for a shorter period shall be treated as unresponsive & rejected.
- 2) Place of work: Security Paper Mill, Narmadapuram.
- 3) Period of Contract: 90 Days from the date of issue of NAC / PO.
- 4) **TERMS AND MODE OF PAYMENT:**
  - 4.1. Monthly payment shall be made as based on actual measurement of completed work/items on monthly basis after completion, suitability and on production of all required documents by the contractor.
  - 4.2. The payment will be made by SPM through RTGS / NEFT to the contractor after submission of their bill duly certified by CIVIL DEPARTMENT.
  - 4.3. Applicable taxes may please mention on Price schedule/ Invoice of document along with HSN/ SAC code.
  - 4.4. Registration certificate of GSTIN issued from the concerned authority may please

be attached along with tender document.

- 4.5. If income tax is payable then the bill payment will be made after the deduction of such taxes. The TDS certificate will be provided to the Contractor accordingly. The contractor will provide PAN in bills.
- 4.6. Any TDS or surcharge applicable to the contractor then as per rule the deduction from the bill will be made along with surcharge. The copy of the same will be provided accordingly.

## **5) PERFORMANCE SECURITY**

- 5.1. Within twenty-one days after the issue of notification of award by SPMN, the supplier shall furnish performance security of the value equal to 10% of the value of the contract to SPMN, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.
- 5.2. The performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be furnished in any of form as indicated in Clause No. 11 of NIT(Section-I)  
In case of bank guarantee, the same is to be provided from any scheduled commercial bank in India as per the format specified under Section XV of tender document.  
The performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
- 5.3. In the event of any loss due to supplier's failure to fulfill its obligations in terms of the contract, the amount of the performance security shall be payable to SPM to compensate SPM for the same.
- 5.4. 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.

## **6) WARRANTY:**

- 6.1. The supplier warrants that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials unless prescribed otherwise by SPM in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials (except when the design adopted and / or the material used are as per SPM's specifications) or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods under the conditions prevailing in India.
- 6.2. This warranty shall remain valid for twelve months after the goods or any portion thereof as the case may be, have been delivered to the final destination and installed and commissioned at the final destination and accepted by SPM in terms of the contract or for eighteen months from the date of dispatch from the supplier's premises whichever is later.
- 6.3. In case of any claim arising out of this warranty, SPM shall promptly notify the same in writing to the supplier.
- 6.4. Upon receipt of such notice, the supplier shall, with all reasonable speed and time, repair or 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.
- 6.5. 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.

- 6.6. If the supplier, having been notified, fails to rectify/ replace the defect(s) within a delivery 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.

**7) Procurement Preference for MSE**

**NOTE : As per MSME office Memorandum No. F.No.1(3)/2018-MP, Part-III dated 25.03.2022. Subjected “ Revised FAQs in respect of Public Procurement Policy for MSEs Order, 2012 reg.FAQ Question No.18 the works contracts are excluded from the purview of Public Procurement policy of MSME order 2012.”**

**8) EVALUATION:-**

The Evaluation of L1 bidder shall be based on the consolidated Grand total offered by the bidder as per Annexure-I(BoQ of CPP Portal) of this tender document

- 9) Any dispute, arising out of the supply order/ contract will be subject to the exclusive jurisdiction of the competent court at Narmadapuram.

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

- 11) Statutory Compliance: The Contractor must fulfill all the provisions/conditions required under the following Acts;

1. The Contract Labour (Regulation & Abolition) Act, 1970.
2. The Minimum Wages Act, 1948
3. The Payment of Wages Act, 1936
4. The Employee Provident Fund & Misc. Provisions Act, 1936
5. The Employee Estate Insurance Act, 1948.
6. The Industrial Dispute Act, 1947
7. The Employees Compensation Act, 1923
8. The Payment of Bonus Act, 1965
9. Other Misc. as & when Applicable

**12) Safety Conditions:**

- 12.1 The manpower supplied by the contractor will work under their Supervisor and will obey all the instructions given by Supervisors.
- 12.2 The contractor(s) must appoint their supervisor to look after the day to day activity of their labour at site.
- 12.3 Any injury/accident occurred at work place shall immediately be reported to the safety department of SPM/respective section.
- 12.4 The charges of such medical treatment will be borne by the contractor in addition to the various provisions under the ESI Act.
- 12.5 Safety helmet, belt and other safety appliances as per the requirement at the working places shall have to be provided by the contractor.
- 12.6 The firm shall have to ensure the safety of their employee during the course of employment.



**Note: - Successful bidder must provide all PPE kit (Safety shoes, I-card and uniform is compulsory) necessary as per given job and follow the safety norms of factory to all employee provided in Mill Area as per the factory rules.**

- 13) T & P:** All the required T&P shall be arranged by contractor himself.
- 14)** 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.
- 15)** Non submission of any of the above document may lead to rejection of bid.

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

## **Section VII: Technical Specifications**

### **SCOPE OF WORK & SPECIFICATION**

1. The brief Scope of Work is as below.
  - a. PM# 5 Staircase- Size 5.9 M X 1.5 M and 2.25 M height- 3 nos  
Providing and fixing in position MS pipe of 2inch X 2inch as a framed structure, Aluminium section pipe of 18 swg as horizontal and vertical member, aluminium angle of size 1 inch X 1inch with aluminium section clip, side to be cover with ACP sheet of 3.5mm thick, top to be cover with transparent acrylic sheet of 5 mm thick including doors and other required accessories all complete as per direction of SPM official.  
Qty : 26.55 Sqm
  - b. PM#5 Openings - Size 5.8 X 3.1 M - 2 nos  
Providing and fixing in position of MS angle of size 50X 50 X4 mm as bottom and vertical frame, SS 304 pipe 25 X 25 mm as a top frame and intermediate pipe of SS-304 of size 50X25 mm with covering of top by WPC sheet of 12mm thick including cutting of existing railing all complete as per direction of SPM official.  
Qty : 35.96 Sqm

#### **Terms and conditions:**

1. The work shall be carried out as per the drawings.
2. Only plan area of covering shall be measured for payment after successful completion of work.
3. Supervisor shall be provided at the time execution of work and he shall have to monitor the entire activity as per direction of SPM officer/supervisor.
4. The firm shall clean the site after completion of work and shift the malba/debris/leftover material etc.
5. The firm shall have to follow all safety procedure while working and all safety PPE items like safety helmet, belt etc. to be provided by the firm. Contractor will take all the necessary safety measure to prevent accident at site.
6. **Quantity of work:** SPM authority reserve the full rights to decrease the quantities of item, at the time of award tender and any time during execution of contract period or extended period of contract as per its actual requirement.
7. **Measurement:** Only plan area of covering shall be measured for payment after successful completion of work.
8. Any defect in quality of work or deviations from drawings / specifications pointed out during inspection shall be made good by the contractor in the same way as if pointed out by the Engineer, without any cost implication to SPM.
9. As the plant shall run 24 hrs. All the works shall be pre-planned in parts accordingly so that production should not be hampered. Planning of the works should be approved from SPM authority before starting the work and while running.

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

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

- The work shall be carried out as per drawings & details in item description of tender document and in accordance to the CPWD specifications - 2019 (Vol. I & II) with up to date correction slips.

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

### **1. Experience & Past Performance :**

The bidder firm should meet following eligibility criteria to qualify:

(a) For Start-up firm: The bidder should be enlisted in either Central Public Works Department (CPWD) or Military Engineering Services (MES) or any other Government/PSU/Autonomous Bodies.

(b) For other firm - Experience and past performance

The bidder should have experience of having successfully completed similar works during last 7 years ending on 31.03.2024.

- a. Three similar completed works each costing not less than the amount equal to Rs. 3,98,782/- or
- b. Two similar completed works each costing not less than the amount equal to Rs. 4,98,477/- or
- c. One similar completed work costing not less than the amount equal to Rs. 7,97,563/-

### **NOTE :**

1. 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 the above eligibility criteria as submitted by the bidder may be verified by the parties for whom work has been done.
2. Only Start-ups are exempted from Experience and Past Performance criteria, being a works tender. In case any bidder is seeking exemption from Experience & Past Performance criteria, the supporting documents to prove his eligibility for exemption must be submitted for evaluation.
3. As per MSME office Memorandum No. F.No.1(3)/2018-MP, Part-III dated 25.03.2022. Subjected "Revised FAQs in respect of Public Procurement Policy for MSEs Order, 2012 reg. FAQ Question No.18 the works contracts are excluded from the purview of Public Procurement policy of MSME order 2012.
4. Bidder shall submit the supporting document in support of above.

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

**Section X: Tender Form**

Date.....

To,  
The Chief General Manager  
Security Paper Mill  
Narmadapuram, Madhya Pradesh – 461 005

Ref: Your Tender document No: **6000019165/CIVIL/SlabOpening/24-25, Dated: 27.06.2025**

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 upto....., as required in the GIT clause19, read with modification, if any in Section-III - “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We confirm that in case of downloaded Tender Document, we have not changed/ edited its contents. We realise that in case any such change is noticed at any stage including after the award of contract, we would be liable to action under clause 44 of the GIT.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We also solemnly declare as under:

**1. 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

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

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

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

**3. Debarment Status:** Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Depts. of Government of India or by any State Govt:

- ☐ Yes (with period of Ban)
- ☐ No, We, solemnly declare that neither we nor any of our affiliates or subsidiaries – including subcontractors or suppliers for any part of the contract–do not stand declared ineligible/blacklisted/banned/debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations.

**4. 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**  
(As per Annexure-I)

**OFFER FORM** for Tender No. .... Date ..... of opening ..... Time ..... Hours .....

We..... hereby certify that we are established firm of manufacturers / authorized 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:

**Price Schedule as per Annexure-1**

1. **Scope of Work:** Covering of Slab Opening of Machine House at +6.0 Meter Level in PM#5 Building
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 despatched.
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.
6. The method of evaluation of L1 criteria for awarding the contract shall be decided taking into consideration the total landed price up to SPM Narmadapuram.
7. **TCS (u/s 206C (1 H) of IT Act is not applicable, as SPM will deduct TDS u/s 194Q.**

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) Figures in Columns 5 to 7 (both inclusive) and in Break-up of price in column 6, should be in both figures and words.
- (v) 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 & 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)

.....  
.....  
(Full name, designation & address of the person duly authorized sign on behalf of the tenderer)  
For and on behalf of

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

**Section XIII: Bank Guarantee Form for EMD**

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

To,  
The Chief General Manager  
Security Paper Mill  
Narmadapuram, Madhya Pradesh – 461 005

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.

Date  
Place

Signature  
(Printed Name)  
(Designation)

Witnesses

(Bank's Common Seal)

**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,  
The Chief General Manager  
Security Paper Mill  
Narmadapuram, Madhya Pradesh – 461 005

Dear Sir,

1. Against contract vide Notification for Award of the Tender No..... dated ..... covering supply of ..... (hereinafter called the 'contract') entered into between the (insert name of Purchaser) (herein after called as the Purchaser) and M/s ..... (hereinafter 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,
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 ..... **(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.

Date:

Place:

Signature.....

**(Printed Name)**.....

**(Designation)**.....

Witnesses

**(Bank's Common Seal)**

### **Section XVI: Contract Form**

The Chief General Manager, Security Paper Mill, Narmadapuram, Madhya Pradesh – 461 005

Contract No. .... Dated.....

This is in continuation to this office' Notification of Award No ..... dated .....

1. Name & address of the Supplier .....
2. SPMCIL's Tender document No ..... dated .....and subsequent Amendment No ....., dated.....(If any), issued by SPMCIL.
3. Supplier's Tender No..... dated..... and subsequent communication(s) No.....dated ..... (If any), exchanged between the supplier and SPMCIL in connection with this tender.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
  - (i) General Conditions of Contract;
  - (ii) Special Conditions of Contract;
  - (iii) List of Requirements;
  - (iv) Technical Specifications;
  - (v) Quality Control Requirements;
  - (vi) Tender Form furnished by the supplier;
  - (vii) Price Schedule(s) furnished by the supplier in its tender;
  - (viii) Manufacturers' Authorization Form (if applicable for this tender);
  - (ix) SPMCIL's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section – V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:
  - (i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Schedule No.	Brief description of goods/ services	Accounting unit	Quantity to be supplied	Unit Price (in Rs.)	Total price

Any other additional services (if applicable) and cost there of: .....

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

- (ii) Delivery schedule
- (iii) Details of Performance Security
- (iv) Quality Control
  - (a) Mode(s), stage(s), and place(s) of conducting inspections and tests.
  - (b) Designation and address of SPMCIL's inspecting officer
- (v) Destination and dispatch instructions
- (vi) Consignee, including port consignee, if any
- (vii) Warranty clause
- (viii) Payment terms
- (ix) Paying authority

(Signature, name, and address of SPMCIL's authorized official)

For and on behalf of .....

Received and accepted this contract .....

(Signature, name, and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of .....

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

**Section XVII: Letter of Authority for attending / Bid Opening**  
**(Refer to clause 24.2 of GIT)**

To,  
The Chief General Manager  
Security Paper Mill  
Narmadapuram, Madhya Pradesh – 461 005

Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in the Tender of \_\_\_\_\_

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder) in order of preference given below.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signatures</b>
I.		
II.		
Alternate Representative		
Signatures of bidder or  Officer authorized to sign the bid Documents on behalf of the bidder		

**NOTE:**

- Maximum of two representatives will be permitted to attend pre-bid conference/ bid opening. In cases where it is restricted to one, first named representative will be allowed to attend. Alternate representative will be permitted when regular representatives are not able to attend.
- In case of pre-bid conference, self-attested copy of proof of purchase of Bid documents, in the name of the bidder must be enclosed with this authorization, without which entry would be refused. Bid documents would be available for sale at the site also.
- Permission for entry to the hall where even is held may be refused in case authorization as prescribed above is not produced.

For and on behalf of .....

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

**Section XVIII: Proforma of Bills for Payments**  
**(Refer Clause 22.6 of GCC)**

Name and Address of the Firm .....

Bill No ..... Dated .....

Purchase order ..... No ..... Dated .....

Name and address of the consignee

S. No	Authority for purchase	Description of Stores	Number or quantity	Rate Rs. P.	Price per Rs. P.	Amount
Total						

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

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

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,  
The Chief General Manager  
Security Paper Mill  
Narmadapuram, Madhya Pradesh – 461 005  
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**

**TENDER NO. 6000019165/CIVIL/SlabOpening/24-25/, Dated: 27.06.2025**

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

**GSTIN No. of your Firm :**

SN	Description	HS N/S AC	Qty	Unit	Rate	Amount
	<b>Covering of Slab Opening of Machine House at +6.0 Meter Level in PM#5 Building:-</b>					
1	<b>PM# 5 Staircase- Size 5.9 M X 1.5 M</b> PM# 5 Staircase- Size 5.9 M X 1.5 M and 2.25 M height- 3 nos Providing and fixing in position MS pipe of 2inch X 2inch as a framed structure, Aluminium section pipe of 18 swg as horizontal and vertical member, aluminium angle of size 1 inch X 1inch with aluminium section clip, side to be cover with ACP sheet of 3.5mm thick, top to be cover with transparent acrylic sheet of 5 mm thick including doors and other required accessories all complete as per direction of SPM official. Qty : 26.55 Sqm		26.550	M2		
2	<b>PM#5 Slab Openings - Size 5.8 X 3.1 M</b> PM#5 Openings - Size 5.8 X 3.1 M - 2 nos Providing and fixing in position of MS angle of size 50X 50 X4 mm as bottom and vertical frame, SS 304 pipe 25 X 25 mm as a top frame and intermediate pipe of SS-304 of size 50X25 mm with covering of top by WPC sheet of 12mm thick including cutting of existing railing all complete as per direction of SPM official. Qty : 35.96 Sqm		35.960	M2		
3	Any other charges (if any)					
4	Total (1 to 3)					
5	Total GST amount (mention GST % also) on 4					
6	Total Price (F.O.R, SPM, NARMADAPURAM) (in figures only) (4+5)					
7	Total Price (F.O.R, SPM, NARMADAPURAM) (in Words only) (4+5)					

**Note :-**The method of evaluation of L1 criteria for awarding the contract shall be decided taking into consideration the total landed price up to SPM Narmadapuram.

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....

**ANNEXURE – II**

**TWO BID, SINGLE STAGE ( TWO PACKET) TENDER**  
**BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION**

**PART I – TECHNO COMMERCIAL BID**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	Earnest Money Deposit	Applicable
2	Technical Specification –Section VII as per tender	
3	Fill Tender Form – Section X duly seal & sign ( Without mentioning price)	
4	Blank Price Bid as per Annexure-I (Without Price but mention the taxes & other charges )	
5	Accept validity, place of work, delivery terms, contract period, payment terms and warranty as per tender document	
6	Submit Declaration as per Annexure-III of the tender document	
7	Submit Declaration as per Annexure-IV of the tender document	
8	Submit Declaration as per Annexure-V of the tender document	
9	Submit the documents as per Qualification / Eligibility criteria – Section IX	
10	Submit tender document with seal and sign	

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”

**PART II – PRICE BID**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	Price Bid as per BOQ of CPP Portal (Price including all taxes & other charges)	

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

**ANNEXURE – III**

**TENDER NO. 6000019165/CIVIL/SlabOpening/24-25, Dated: 27.06.2025**

**(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-IV**

**TENDER NO. 6000019165/CIVIL/SlabOpening/24-25/, Dated: 27.06.2025**

**(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)** fulfils 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.....

**Annexure-V**

**Declaration for Section 206AB of TDS under income tax Act, 1961**

*(to be submitted on Letter Head)*

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

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

PAN \_\_\_\_\_

GSTIN \_\_\_\_\_

I/We \_\_\_\_\_ <Legal Name and complete address > ,

PAN: \_\_\_\_\_, TAN: \_\_\_\_\_, 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 Acknowledgment Number (15 digit - numeric)  (Attach copy of acknowledgments)	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 Jun 2022 (or any further date as may be notified by CBDT ("Yes / No"))
2021-22					
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%).