



<b><u>Tender Inviting Authority</u></b>	
<b>Name</b>	Manager(Material)
<b>Address</b>	Security Paper Mill, Nammadapuram



SECURITY PAPER MILL,  
HOSANGABAD - 461005 (M.P), INDIA  
(A Unit of Security Printing and Minting Corporation of India Limited)(Wholly owned by Government of India)  
(Miniratna Category-I CPSE & ISO 9001:2015,  
14001:2015,45001:2018,50001:2018 & IEC 17025:2017 CERTIFIED)  
Website:<http://spmarmadapuram.spmcil.com>  
E-Mail:[gm.spm@spmCIL.com](mailto:gm.spm@spmCIL.com) CIN: U22213DL2006GOI144763  
Ph.No:91-7574-255259,Fax No:07574-255170

Not Transferable

Security Classification:

## **TENDER DOCUMENT FOR HIRING OF: ANNUAL RATE CONTRACT FOR CIVIL REPAIR AND MAINTENANCE OF OF MILL AND ANCILLARY BUILDING**

**Tender Number: 6000019446/CIVIL/ARCMILL, Dated:18.12.2025**

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

Details of Contact person in SPMCIL regarding this tender:

**Name:** Biplab Basak  
**Designation:** Manager (Material)  
**Address:** SPMH (Security Paper Mill,Hoshangabd)  
India

BIPLAB.BASAK@SPMCIL.COM

## Section1: Notice Inviting Tender (NIT)

6000019446 /CIVIL/ARCMILL

18.12.2025

(SPMCIL's Tender SI No.)

(Date)

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

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	ARC for AR&MO mill and ancillary buildin	1.000 AU	0.00INR	
2	1 Civil repair and maintenance work	1.000AU	49,300.00/-	
	Supply of Manpower	1.000 AU		
	1 Supply of skilled /clerical worker	1248.000D		
	2 Supply of Unskilled worker	1248.000D		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			TWO-BID National Competetive Bid Rate Contract	
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			CPP E-Procurement Portal	
Time and date of opening of tenders			As per CPP E-Procurement Portal	
Place of opening of tenders			CPP Portal	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			Biplab Basak Manager (Material)	

1. 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:

- Bidders are required to register on the e-tendering portal of CPPP (<https://etenders.gov.in/eprocure/app>).
- 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)

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

3. Please note that SPMCIL reserves its right to grant Purchase preferences in accordance with Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/revised) and

Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, 2018 (as amended/revised).

4. Interested tenderers may obtain further information about this requirement from <https://spmnamadapuram.spmcil.com/> and submit its tender by utilizing CPP E-procurement Portal.
5. Tenderer may also download the tender documents from the web site mentioned above and submit its tender by utilizing the downloaded document; the bidder must not make any changes to the contents of the documents, except for filling the required information. A certificate to this effect must be submitted by the bidder in the Tender Form (Section X).
6. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are to be submitted on CPP e-procurement portal.
7. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.
8. The tender documents are not transferable.
9. The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract – should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).
10. 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.



Tender Number:6000019446

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.

11. The Purchaser reserve the right at any stage by giving one week's notice without assigning the reason- To short close or terminate the order at any time during process of supply/Works against our Work order. The contractor will not be entitled to claim any compensation against such termination.

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

1. Price Schedule(BoQ of Tender Document/Annexure-I of tender Document)
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 | Phone: (07574) 286792/6588

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

.....

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

For and on behalf of

.....

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

### **Part 1: General Instructions Applicable to all type of Tenderers**

Section II: General Instructions to Tenderer (GIT)

Part I: General Instructions Applicable to all Types of Tenders

Please CLICK the link for further details:-

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

Bidders are requested to download the above pages by clicking the above given link and submit an undertaking for acceptance of all terms and conditions mentioned in the GIT, duly stamped and signed along with tender document.

Unsigned/un-stamped printout of the undertaking is not acceptable

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

### **Part II: Additional General Instructions Applicable to Specific type of Tenderers**

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Section II: General Instructions to Tenderer (GIT)

Part I: General Instructions Applicable to all Types of Tenders

Please CLICK the link for further details:-

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

Bidders are requested to download the above pages by clicking the above given link and submit an undertaking for acceptance of all terms and conditions mentioned in the GIT, duly stamped and signed along with tender document.

Unsigned/un-stamped printout of the undertaking is not acceptable

### Section III: Specific Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

(Clauses of GIT listed below include a possibility for variation in their provisions through SIT. There could be other clauses in SIT as deemed fit.)

Sr No	GIT Clause No.	Topic	SIT Provision
01	3	Eligible Tenderers	Applicable
02	3.4	Eligible Goods and Services (Origin of Goods)	Applicable
03	6.1	The tender documents includes:	Applicable
04	8	Pre-bid Conference	Not Applicable
05	9	Time Limit for receiving request for clarification of Tender Documents	A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with 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.
06	10.1	The Technical bid to be submitted by Tenderer shall contain the	Applicable
07	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored.
08	12.1	Tender Prices	Applicable
09	12.2,33,36.1	Schedule wise evaluation	Applicable
10	12.6	GST details	Applicable
11	14	PVC Clause & Formula	Not Applicable
12	14.4 to 14.7	Exchange Rate Variation (ERV)	Not applicable
13	16.2 a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Applicable
14	18.4, 18.5	Earnest Money Deposit (EMD)	Applicable
15	19	Tender Validity	120 days from opening date of tender.
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



Sr No	GIT Clause No.	Topic	SIT Provision
23	44.3	Integrity Pact	Not applicable
24	45.1	Notification of Award	Applicable
25	50	Applicability of additional GIT for rate Contracts	Not applicable
26	51	Applicability of additional GIT for PQB Tenders	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 TENDER	Not Applicable
31	Special Condition	GST Returns	Supplier Should file the GST returns for outward supplies in time. SPM reserves the right to withhold the payment of GST till production of evidence of filling of Returns.
32	Special Condition	TCS u/s 206C (1H) read with TDS u/s 194Q	SPM (as Buyer) is liable to deduct TDS u/s 194Q @ applicable rate on goods purchases (if applicable). In case of deduction of TDS under section 194Q; the supplier (Vendor) need not to charge TCS u/s 206C 1(H) 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

**Other Terms & Conditions:-**

1) Renewal of Rate Contract:- Applicable "In case, it is not possible to conclude new rate contracts before the expiry of existing ones, due to some special reasons, the existing rate contracts would be extended with same terms, conditions etc for a suitable period, with the consent of the rate contracts holders. Rate contracts of the firms, who do not agree to such extension, will be left out. Period of such extension would generally not be more than three months."

2) The performance against such earlier/current rate contracts shall be critically reviewed before they are considered for award of new rate contracts.

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

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Section IV: General Conditions of Contract (GCC)

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

Please CLICK the link for further Details:-

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

Bidders are requested to download the above pages by clicking the above given link and submit an undertaking for acceptance of all terms and conditions mentioned in the GCC, duly stamped and signed along with tender document.

Unsigned/un-stamped printout of the undertaking is not acceptable

## Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

Sl.No.	GCC Clause No.	Topic	SCC Provision
01	1.2	Abbreviations:	Applicable
02	6.1, 6.3 & 6.5	Performance Bond/ Security	REFER SECTION-VI, CLAUSE NO. 5 OF THE TENDER ENQUIRY
03	8.2	Packing and Marking	Not Applicable
04	9	Inspection and Quality Control	Applicable
05	11.2	Transportation of Domestic Goods	Applicable
06	12	Insurance	Applicable
07	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	Applicable
08	16	Warranty Clause	Applicable as per Section VI : List of Requirements
09	19.3	Option Clause	Applicable for schedule-II The Purchaser reserves the right to increase/decrease the ordered quantity by 25% at any time, till final delivery date of the contract,(or the extended delivery date of the contract) by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of Delivery Period.(or the extended delivery period of the contract.)
10	21	Taxes and Duties	Applicable
11	22	Terms and Mode of payments	REFER SECTION-VI, CLAUSE NO. 4 OF THE TENDER ENQUIRY
12	24.1	Quantum of LD	If the contractor fails to deliver the goods and/or services or any installment thereof within the Delivery Period, SPM Narmadapura shall, without prejudice to other rights and remedies available to SPM, Narmadapuram under the contract,deduct from the contractor price, as Liquidated damages, a sum equivalent to the rate of 0.5% of the delivered price of the delayed goods and/or services for each week of delay or part thereof until actual delivery of performance, subject to a maximum ded
13	24.2	Quantum of LD	uction 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
17	36.3.2,36.3.9	DISPOSAL/ SALE OF SCRAP BY TENDER	Not Applicable

## Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specification etc. are in section-VII)	Quantitiy (With unit)	Amount of Earnest Money	Remark
1	<b>ARC for AR&amp;MO mill and ancillary building</b>	1.00 AU	.....	
	i. Civil repair and maintenance work			
2	<b>Supply of Manpower</b>	1.00 AU	49,300.00/-	
	I. Supply of skilled/clerical worker	1248.00 D		
	II. Supply of Unskilled worker	1248.00 D		

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 : As per above mentioned.
- 2) The tenderer shall submit declaration for 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(Annexure-I/BoQ of tender document) duly sealed and signed without mentioning any price element.
- 5) Please submit declaration on your letter head for acceptance of 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) Audited Financial Standing of last 3 years i.e. 2022-23, 2023-24 & 2024-25 should be certified by accountant's e.g. Chartered Accountants(CA) in India.
- 8) 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 as mentioned in Section-IX of tender document.

9) 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 all requirements in this regard and is eligible to be considered."

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

10) Submit the declaration duly seal and signed by Competent Authority on your letter head as per annexure-V.

11) Firm should submit a declaration on its letter head that whether firm is participating for Schedule-I(Civil Repair and Maintenance Work as per DSR 2023), Schedule-II(Supply of Manpower) or for both Schedule.

## II. PART – B: PRICE BID:

The bidders shall quote the price and other elements of price as per BoQ of this tender document on CPP Portal. 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: 01 Year from the date of issue of Notification of Award of Contract/Purchase Order whichever is earlier.

### 4) TERMS AND MODE OF PAYMENT:

4.1 Contractor will execute the work based on the requirement of SPM.

4.2. 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.

4.3. The payment will be made by SPM through RTGS / NEFT to the contractor after submission of their bill duly certified by CIVIL DEPARTMENT.

4.4. Applicable taxes may please mention on Price schedule/ Invoice of document along with HSN/ SAC code.

4.5. Registration certificate of GSTIN issued from the concerned authority may please be attached along with tender document.

4.6. 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.

4.7. 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 Section-I of tender document.

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) SCHEDULE WISE EVALUATION:-

a. Schedule-I:- The Evaluation of L1 bidder shall be based on the lowest rate offered by the bidder as per DSR 2023 to execute the Schedule-I Work.

b. Schedule-II:- The Evaluation of L1 bidder shall be based on the lowest rate offered by the firm for Supply of Manpower.

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

10) Authorized representatives of the tenderers, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority through firm.

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

12) 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

13) Safety Conditions:

- 13.1. The manpower supplied by the contractor will work under their Supervisor and will obey all the instructions given by Supervisors.
  - 13.2. The contractor(s) must appoint their supervisor to look after the day to day activity of their labour at site.
  - 13.3. Any injury/accident occurred at work place shall immediately be reported to the safety department of SPM/respective section.
  - 13.4. The charges of such medical treatment will be borne by the contractor in addition to the various provisions under the ESI Act.
  - 13.5. Safety helmet, belt and other safety appliances as per the requirement at the working places shall have to be provided by the contractor.
  - 13.6. 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.

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.

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SIGNATURE OF BIDDER WITH NAME, DESIGNATION & SEAL



## Section VII: Technical Specifications

### I. DESIGN, SCOPE & SPECIFICATIONS:

After examining the present internal and external ground situation of mill and ancillary building, the scope of work has been prepared based on DSR-2023 by considering the following sub heads of DSR-2023.

#### A. BASIC RATES

##### 0.3 MATERIALS

#### B. SUB -HEADS

1. Carriage of Materials
2. Earth Work
3. Mortar
4. Concrete Work
5. Reinforced Cement Concrete
6. Masonry Work
7. Stone Work
8. Cladding Work
9. Wood and PVC Work
10. Steel Work
11. Flooring
12. Roofing
13. Finishing
14. Repairs to Building
15. Dismantling and Demolishing
16. Road Work
17. Sanitary Installations
18. Water Supply
19. Drainage
20. Pile work
21. Aluminium Work
22. Water Proofing
23. Rain Water Harvesting & Tubewells
25. Structural Glazing Aluminium Composite Panel
26. New Technologies and Materials

The following provisions have been considered while framing the annual item rate contract for civil repair and maintenance work.

- 1) Repairing of plaster (External and Internal)
- 2) C/o hard standing, RCC work, Brick work Flooring and Tile work
- 3) Internal and external painting of buildings.
- 4) Water Supply: attending leakage of supply line, providing new pipe line, change of damaged pipe line etc.
- 5) Fixing of WC seat, wash basin, sink, Replacing damaged & providing New PVC rain water pipes and sewer line works.
- 6) Arresting leakages from water supply line, Supply and fixing of water supply fittings, bib cock, drainage pipes nipples, pipes, mirror cement bricks aggregate door windows fittings, lead for pipe jointing etc.
- 7) Roof treatment, cleaning of water storage tanks, drain, diversion of line and other small work.
- 8) The annual rate contracts will include various items related to civil and allied works, Day-to-day repair, maintenance and construction of civil and structural works, fabrication, providing scaffolding wherever required and removal of the same at all heights and levels and miscellaneous works depending on the job to be carried out.
- 9) Shop drawings for fabrication work and any other works shall be prepared & submitted by contractor by their internal designers if any or any outsourced consultant as per the requirement of SPM for approval for which no extra claim shall be given.
- 10) The job includes all kind of civil and other related works as per item described in DSR-2023.
- 11) Supply of materials as mentioned in sub-head 0.3 of basic rates of DSR-2023 for day to day maintenance
- 12) The successful bidder should supply the required material and attend the complaints with in 24 hrs after receiving requirement from SPM.
- 13) The successful bidder should maintain the stock of materials like cement, sand, aggregate, pipes, fitting, tap,



WC, wash basin, sink etc.

14) Supply of skilled/clerical workers like Masson, plumber, carpenter, welder, painter, complaint writer/storekeeper etc and unskilled workers for day to day repair and maintenance work.

15) Penalty:-

a. If successful bidder fail to provide required manpower, the payment of Rs.100/- per day per absence shall be deducted from bill.

b. If attending of any complaint is not started within 24 hrs after receipt, the payment of Rs.100/- per complaint per day shall be deducted from bill.

c. 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.

d. T & P : Shall be arranged by contractor if required.

e. Rate: The contractor shall give the rate above (+) or below (-) on the Delhi Schedule of Rates (DSR) – 2023 as a SINGLE PERCENTAGE RATE only for all the items. Single quoted percentage rate by bidder shall be applicable on each item of DSR -2023.

f. Quantity of work: SPM authority reserve the full rights to increase or 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. The tentative quantities of work demarked as the Delhi Schedule of Rate 2023 (DSR) items and the possible items for execution listed as above may be executed. SPM reserve the rights "that it is not necessary that all the items will be executed in the said period of contract one year and therefore the contractor has no right to claim for any works/item of works for the execution in the time period of contract or extended period of the contract."

g. Cost: The breakup of the expenditure on this work is attached in Annexure-"A". (TOC#1)

h. Records:- The Firm shall maintain complete official records like material brought at site register, site order book, attendance register, measurement book, cement register, test register, hindrance register, complaint register, workers note book, and any other records/documents to be required during execution of work etc.. SPM have rights to see these records any time and firm shall submit all records as mentioned in this point to SPM as and when required. These documents shall be signed daily by the contractor or his representative and representative of SPM.

Format of complaint register

Sr No. Date, Time and Mode of complaint received Qtr No./ Building Description of complaint Complaint attended by with time and date Work checked by Name with signature Remark

i. The contractor shall construct shed / sheds as per direction of the Engineer-in-charge of the work for storing the materials brought at site. The material shall be taken out for use in the presence of the SPM representative only.

j. Specifications: The work shall be carried out as per relevant IS Code, CPWD specification 2019 Vol. I & Vol. II with up to date correction slips and CPWD maintenance manual 2023.

k. Time: One year from award of NAC/Purchase order

## II. Other Terms and Conditions

1) Firm should submit the bill upto 10th of next month after completion of calendar month. After satisfactory completion of the work, the contractor has to submit the detailed measurement sheets (hard and soft copy) along with the bill in the prescribed format for payment. The payment of bills only after providing the documents related to statutory compliances such as ESI, PF and other clearances as applicable if any by state/central govt. regulatory bodies.

Complaint Sr No. Qtr. No. Description of work with DSR code Qty Unit DSR rate Amount in Rs (Qty X DSR Rate)

2) They have to make themselves available for taking final measurement failing which, the company reserves the right to take final measurement at its own & no claim later on shall be entertained.

3) The contractor should ensure the complete site clearance on each day by removing of debris/ Malba and cleaning.

4) Bill for the work done shall be raised by the Contractor and submitted in prescribed format, the measurements

should be submitted in MS excel in standard measurement format for verification which shall be verified and released by the SPM Officers after satisfactory completion of the job and certification as per the items description and satisfaction of the Officer Concerned.

5) Water – The Contractor is permitted to avail the services available at site free of charge.

6) Electricity – The Contractor is permitted to avail electricity at site free of charge for performance of their scope of work.

7) The bidder shall submit the guarantee bond on stamp paper for period of 5/10 years to SPM for aluminium and waterproofing work etc. as applicable as per items.

8) Security Paper Mill Narmadapuram is a security organization have been declared as PROTECTED AREA by the Govt. of India. Hence the bidder shall have to abide by the prevailing security Norms. Any of the bidder's employee/works man/worker deployed at site found by the Company as having doubtful integrity, shall be removed from the premises at the risk and cost.

9) The bidder shall provide security provisions to check infiltration, and safeguard of the works till the complete work is handed over. Nothing, extra shall be paid to the bidder by the SPM on this account.

10) The contractor should scrupulously conform to the safety and security norms and stipulations while working in the security area. The contractor should maintain site clean during the progress of the work and also after the completion of the work.

11) The Contractor will be required to take —Workmen's Compensation Insurance policy to all of his workmen engaged for the said job and copy of the same to be submitted. It shall be the sole responsibility of the contractor to ensure safety to all his workers. The contractor shall take all the precaution during the repainting/rework against any type of personnel injury or any damage to the property, which can arise during working. Adequate safety gadgets shall be provided by the contractor to the workmen as per norms.

12) It shall be the sole responsibility of the contractor to ensure safety to all his workers. The contractor shall take all the precaution during execution of work against any hazards, personnel injury or any damage to the property. The contractor shall provide adequate safety gadgets to the workmen as per norms.

13) In respect of all workers, directly or indirectly employed on the works for the performance and execution of the contractor's work under the contract, the contractor shall at his own expense arrange for all the safety provisions as listed in (i) Indian Standards Regulations, Rules and orders made there under and such other acts as applicable.

14) Precautions as stated in the safety clause are the minimum necessary and shall not preclude the Contractor taking additional safety precautions as may be warranted for the particular type of work or situations. Also mere observance of these precautions shall not absolve the contractor of his liability in case of loss or damage to property or injury to any person including the contractor's worker, the SPM representatives or any member of the public or resulting in the death of any of these.

15) Protective gear such as safety helmets, boots, belts etc. shall be provided by the contractor at his own cost to all his manpower at site. The Contractor shall impose such requirements on all sub-contractors also. It shall be the responsibility of the contractor to ensure that such protective gear is worn at all times by all personnel working at site. SPM shall have the right to stop any person not wearing such protective gear from working on the site.

16) Accommodation: The contractor shall make their own arrangement for accommodation for their workers/labour/employee etc.

17) The contractor shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to SPM.

18) The contractor shall have to fulfill all the statutory requirements as per the provisions of law i.e. MP Factory Act, Contract Labour Act, Minimum wages Act/Payment of wages act and other related labour legislatures, EPF & MP acts, ESI act etc., indemnify Company (SPM) from any claims in future or due to any breach of the statutory requirements. The Company, as a principal employer, shall enforce the provisions of these Acts. All statutory requirements shall be scrupulously followed, non-compliance in this regard may lead to necessary action as deem fit.

19) The contractor shall take instructions from the Engineer-in-charge

regarding collection and stacking of materials in any place. 20) The contractor shall himself engage an authorized all time agent on

the work capable of managing and guiding the work and understanding the specifications and contract conditions. A qualified and experienced Civil Engineer shall be provided by the contractor as his agent for technical matters. Site engineer can also be designated as an agent of the contractor. Agent will take orders as will be given by the Engineer in charge or his representative and shall be responsible for carrying them out. This agent shall not be changed without prior intimation of the Engineer in charge and his representative on the work site. The

Engineer-in-charge has the unquestionable right to ask for changes in the quality and strength of supervisory staff of contractor and to order removal from work of any of such staff. The contractor shall comply with such order and effect replacements of the satisfaction of the Engineer-in-charge. 21) A qualified store keeper and complaint writer shall be provided by

contractor for registering complaints, manpower and material management at store and complaint receiving office.

III. Individual firm offering lowest rate for each schedule (A and B separately) (TOC#1) shall be selected for award of contract.

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## Section VIII: Quality Control Requirements

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- 1) "The work shall be carried out as per relevant IS code, CPWD specifications-2019 (vol-I & II) with up-to-date corrections slips and CPWD Maintenance Manual 2023."

## Section IX: Qualification/Eligibility Criteria

For Bidders quoting for Schedule-I- Civil Repair and Maintenance Work as per DSR 2023 Rate

### 1. Experience & Past Performance

The bidder should have experience of having successfully completed similar works during last 7 years ending on 31.03.2025.

- Three similar completed works each costing not less than the amount equal to Rs. 55,19,263/- or
- Two similar completed works each costing not less than the amount equal to Rs.68,99,079/- or
- One similar completed work costing not less than the amount equal to Rs. 1,10,38,526/-

### 2. Capability - Equipment & Manufacturing Facilities

The bidder should be enlisted in either Central Public Works Department (CPWD) or Military Engineering Services (MES) or any other Government / PSU / Autonomous bodies.

### 3. Financial Standing

The average annual financial turnover of the bidder during the last three years, ending on 31.03.2025, should be at least Rs. 55,19,263/- (or equivalent in foreign currency at exchange rate prevalent on 31.03.2025 as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India or equivalent in relevant countries.

- The net worth of the Bidder should not be negative on 31.03.2025 and also
- should not have eroded by more than 30% in the last three years, ending on 31.03.2025.

### NOTE:

The contractor is required to upload the following documentary proof:

- Purchase orders/Work Completion certificates from the appropriate authority of client, clearly indicating the nature/scope of work done, actual completion cost and actual date of completion for such work.
- 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.
- The Bidder Firm should upload the documents regarding the enlistment in CPWD/MES/any other government/PSU/Autonomous bodies.
- Copy of Financial Statement for three years duly certified by chartered accountant/cost accountant.
- For Start-ups (registered for the tendered item) all financial criteria shall be exempted. However, its capacity and capability may be verified (if necessary) by the respective unit as per the standard format of Capacity And Capability Assessment Form included under point D of Anx 29 of SPMCIL Procurement Manual.
- Start-up Enterprises: Requirements of prior experience and turnover would be relaxed for Start-up enterprises as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), subject to their meeting the quality and technical specifications.
- Provide the names of Organization(s)/ Firm(s) with Address & Telephone Numbers, Fax Numbers, E-Mail addresses to which they have provided similar type of services annually during the last 7 years as per Section-VI

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

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

For Bidders quoting for Schedule-II- Supply of Manpower for Civil Repair and Maintenance at SPM, Narmadapuram

1. Experience & Past Performance: The bidder should have experience of having successfully supplied the manpower services of 998 Man-Days, in any one of the last five years ending on '31.03.2025'

2. Capability: The bidder must have capability to provide the relevant services.

3. Financial Standing: The average annual financial turnover of the bidder during the last three years, ending on '31.03.2025', should be at least Rs. 9,85,890/- as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/ Cost Accountant in India.

i) The net worth of the Bidder should not be negative on '31.03.2025' and also

ii) Should not have eroded by more than 30% in the last three years, ending on '31.03.2025'.

Note 1: To ascertain this criteria net worth of initial and last financial year should be compared.

Note 2: For MSEs and Start-ups (registered for the tendered item) all financial criteria shall be exempted.

Note 3: Prior Experience and Prior Turnover are relaxed for MSE and Start Up firms registered for tendered item.

Note 4: Option Clause:- Applicable for Schedule-II "The Purchaser reserves the right to increase/decrease the ordered quantity by up to 25% at any time, till final delivery date of the contract (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of Delivery Period (or the extended delivery period of the contract)".

Note: (Applicable for Schedule-I & II Both):- Apart from ensuring compliance with labour laws and statutory norms in manpower and service tenders/POs, it should be ensured that the firm/supplier complies with the Workmen's Compensation Act and should submit an undertaking for its compliance on its letter head.

I, \_\_\_\_\_ (Name of Firm/Contractor), hereby undertake that all workmen engaged by us for the said work will be covered and fully compliant under the Workmen's Compensation Act.

In case of any accident, injury or claim, full responsibility and liability will be ours, and the principal employer will not be held responsible.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature & Seal

Name: \_\_\_\_\_

Firm Name:- \_\_\_\_\_



Tender Number:6000019446

## Section X: Tender Form

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.6000019446 /CIVIL/ARCMILL dated 03.10.2025

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 of ..... (total tender amount in figures and words), as 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 further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

.....  
(Signature with date)

.....  
(Name and designation)

Duly authorized to sign tender for and on behalf of

.....

.....

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## Section XI: Price Schedule

SUMMARY OF PRICE SCHEDULE (FOR INDIAN BIDDERS); PRICES SHOULD BE ON FOR SPM, NARMADAPURAM BASIS.

As per CPP Portal.



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## Section XII: Vendor Details

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

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

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

### 1. Vendor/ Contractor particulars:

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

### 2. Taxation Details:

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

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

.....

(Signature with date)

.....

.....

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

## Section XIII: Bank Guarantee FORM for EMD

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

Ref .....

Date .....

Bank Guarantee No .....

To,  
(Insert Name & Address of the Purchaser)

Dear Sir,

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

No. .... opened on ..... Know all persons by these presents that we ..... of ..... (hereinafter called the "Bank") having our registered office at ..... are bound unto the Purchaser, in the sum of ..... for which payment will and truly be made forthwith, on demand by the Purchaser, without demure to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of ..... 20...

The conditions of this obligation are —

- (1) If the Tenderer withdraws or amends, impairs, or derogates from the tender, in any respect within the period of validity of this tender.
- (2) If the Tenderer or anyone employed by it or acting on its behalf (whether with or without the knowledge of the Tenderer) breaches any of the provisions of the pre-bid/ Pre-contract Integrity Clause.
- (3) If the Tenderer having been notified of the acceptance of his tender by Purchaser during the period of its validity:-
  - a) Fails or refuses to furnish the performance security for the due performance of the contract.
  - b) Fails or refuses to accept/ execute the contract.

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

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

.....

.....  
Name and designation of the officer

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

## Section XV: Bank Guarantee Form for Performance Security

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

Ref .....

Date .....

Bank Guarantee No .....

To,  
(Insert Name & Address of the Purchaser)

Dear Sir,

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

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

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

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

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

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

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

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

.....

.....  
Name and designation of the officer

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

.....  
Name and designation of the officer

.....

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

## Section XIX: NEFT Mandate

(Refer clause 22.2 of GCC)

From : M/s .....

Date:.....

To:

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

Sub: NEFT payments

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

### NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

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

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

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

Date

Signature of the Customer

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

Stamp and  
Signature of authorized  
official of the bank

**ANNEXURE-I**

**TENDER NO. 6000019446/CIVIL/ARCMILL , Dated: 03.10.2025**

**Annual Rate Contract for Civil Repair and Maintenance of Mill and Ancillary Building, As per DSR-2023**

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

**GSTIN No. of your Firm:**

**Schedule-I:- Items as mentioned in DSR 2023(Schedule-I).**

SN	Description	HSN/ SAC	Unit	Amount
1	All the items as mentioned in sub-heads 1 to 26 of sh. No. B of DSR-2023 and supplying of materials required during execution of work. As per the rates mentioned in point 0.3 of Sh. No. A of BASIC RATES of DSR-2023 and as approved by engineer in charge		As per DSR - 2023	1,37,98,158/-
2	% offered above(+) or below (-) on the Delhi Schedule of Rates (DSR)-2023			
3	Total Price including all statutory compliance including GST after quoted price (percentage above(+)) or percentage Below(-)			
4	Total Price (in words Only)			

Note:- 1) The contractor shall give the rate above(+) or below(-) on the Delhi Schedule of Rates (DSR) – 2023 as a SINGLE PERCENTAGE RATE only for all the items. Same Single quoted percentage rate by bidder shall be applicable on each item of DSR -2023.

**Schedule-II: Supply of Manpower for Civil Repair and Maintenance Work at SPM, Narmadapuram**

Supply of Manpower(Schedule-II)			
Providing of Skilled Workers like Carpenters, Plumbers, Masons, Painters, Welder, Storekeeper/complaint writer, for aluminium work etc. and Unskilled workers for attending day to day complaints as and when required on daily basis along with all T&P required for work			
S.No.	Description	Unskilled Labour	Skilled/ Clerical Worker
1	Minimum Wages as per circular no. F. No. 1/6(3)/2025-LS-II dated 25.09.2025 w.e.f 01.10.2025	541.00	760.00
2	EPF @ 13% of Sr. No. 1	70.33	98.80
3	ESIC @ 3.25% of Sr. No. 1	17.58	24.70
4	Bonus @ 8.33% of Sr. No. 1	45.07	63.31
5	<b>Total (Sr. No. 1+2+3+4)</b>	673.98	946.81
6	Required total Man-days	1,248.00	1,248.00
7	<b>Total (Sr. No 5*6)</b>	8,41,127.04	11,81,618.88
8	GST @ 18%	1,51,402.37	2,12,691.40
9	<b>Total (Sr. No 7+8)</b>	9,92,529.91	13,94,310.28
10	Service Charge inclusive of GST- % on Sr. No. 7 (Minimum 3.85%)	32,383.39	45,492.33
11	Total (Sr. No. 9+10)	10,24,913.30	14,39,802.61
12	Other Charges (inclusive of GST)		
13	<b>Grand Total (Sr. No 11+12)</b>		

**Note:-**

- a. **For Schedule-I:-** The evaluation for L1 bidder shall be based on the lowest rate offered by the bidder as per DSR 2023 to execute the Schedule-I Work.
- b. **For Schedule-II:-** The evaluation of L1 bidder shall be based on the lowest rate offered by the firm for Supply of Manpower.

**NOTE:**

1. **Rs. 541.00** per day is the prevailing minimum wages fixed for unskilled, **Rs. 632.00** per day is the prevailing minimum wages fixed for Semi-skilled/Unskilled Supervisory, **Rs 760.00** is the prevailing minimum wages fixed for Skilled/Clerical and **Rs 893.00** is the prevailing minimum wages fixed for Highly-skilled manpower as per Circular no. **Minimum Wages as per circular no. F. No. 1/6(3)/2025-LS-II dated 25.09.2025** of Government of India, Ministry of Labour & Employment, office of the Chief Labour Commissioner (C), New Delhi w.e.f. 01.10.2025. Any increase in the rate of minimum wages of labour (as fixed by Central Govt.) with consequential statutory payments shall be reimbursed.
2. The Contractor/Service provider is required to submit complete rates/Quotations only after satisfying each and every condition as laid down.
3. Rate/Quotations should be in compliance with the Minimum Wages Act and any other relevant Acts/Orders of Government of India that is applicable. The minimum wages rate is prescribed vide Circular no. **circular no. F. No. 1/6(3)/2025-LS-II dated 25.09.2025** issued by the Chief Labour Commissioner(C), Ministry of Labour & Employment, New Delhi.
4. L-1 bidder will be rejected in financial bid evaluation, if the rate quoted is not in compliance with the prescribed minimum wages norms. The bid will be offered to the next lowest bidder (L-2) subject to the fulfillment of other conditions.
5. That the Contractor shall pay and continue to pay Minimum Wages to the workers and if it is found that less wages were paid, contract will be terminated forthwith and the deficient wages will be deducted by the Buyer from tenderer and paid directly to the workers employed by them and further, payment to the firm will be made only on satisfactory performance of work for each period as certified by the User Department.
6. Insurance cover protecting the agency against all claims applicable under Employees State Insurance Act, 1948, shall be taken by the contractor / service provider. The contractor / service provider shall arrange necessary Insurance coverage for any person deployed by him even for a short duration. This Buyer shall not entertain any claim arising out of mishap if any, that may take place. In the event of any liability/claim falling on buyer, the same shall be reimbursed/indemnified by the contractor/service provider.
7. Contractor/service provider shall be directly responsible for any/all disputes arising between him and his personnel and keep this office indemnified against all actions, losses, damages, theft, expenses and claims whatsoever arising thereof.
8. Deduction towards EPF and ESI etc. be factored in rates being quoted on per month basis and the same would not be payable over and above the rates thus quoted. The contractor / service provider would be liable for ensuring compliance with the relevant rules and regulations as notified by the Government in this regard from time to time.
9. It is made clear that the engagement of the contractor/service provider does not in any way confer any right to the contractor/service provider or the persons that may be deployed by him with the Buyer for claiming any regular or part time employment with the Buyer.
10. All fields are mandatory to quote.

11. Declaration: We confirm that the quoted prices are all inclusive i.e. basic minimum wages, DA, PF, ESI, Bonus, Contractors overhead profit, uniform charges, etc. There would not be any price escalation during the service period. We also confirm that we will abide by all the tender conditions and we do not have any counter conditions.

**12. Terms and Mode of Payment:**

- a. The service provider is required to pay salaries/wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like PF, ESIC etc. as well as the bank statement of payment done to staff.
- b. Payment of Minimum wages for Laborers shall not be less than the minimum wages notified time to time by Office of the Dy. Chief Labour Commissioner (Central), Jabalpur.
- c. The payment will be made by SPM through RTGS/NEFT to the contractor after submission of their monthly bill duly certified by CIVIL Department. Any deviation as reported by the supervisor will be taken care separately during the next month.
- d. Applicable taxes may please mention on Price schedule/Invoice of document alongwith HSN/ SAC code.
- e. Registration certificate of GSTIN issued from the concerned authority may please be attached alongwith tender document.
- f. 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.
- g. 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.

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	Not 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 Section (Annexure-I) (Without Mentioning Price)	
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/Annexure-I(Price including all taxes )	

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

**ANNEXURE – III**

**TENDER NO. 6000019446/CIVIL/ARCMILL, Dated: 03.10.2025**

**(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".
4. "We Declare that If we withdraw or modify our bids during period of validity of tender etc. than we will be suspended for the period of 03 years from the date of opening of tender."

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....

**ANNEXURE-IV**

**TENDER NO. 6000019446/CIVIL/ARCMILL, Dated: 03.10.2025**

**(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"))
2022-23					
2023-24					
2024-25					

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%).