



# SECURITY PAPER MILL, HOSHANGABAD - 461005 (M.P), INDIA

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Website: <http://spmshoshangabad.spmcil.com>  
E-Mail: [gm.spm@spmCIL.com](mailto:gm.spm@spmCIL.com)  
CIN: U22213DL2006GOI144763  
Ph.No: 91-7574-255259,

GSTIN: 23AAJCS6111J3ZE  
Fax No: 07574-255170

PR Number	PR Date	Indenter	Department
17005696	25.12.2025	Rahul Raidas	LAB

Not Transferable

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

## TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT AND CALIBRATION OF KONICA MINOLTA CM-3630 SPECTROPHOTOMETER ON PAC BASIS

**Tender no: 6000019552/PAC/25-26/1215, Dated: 30.01.2026**

This Tender Document Contains 15 Pages.

Tender Documents is issued to:

M/s. Jay Instruments and Systems Pvt. Ltd.,  
Plot No. L-80, MIDC, Taloja INDL Area,  
Panvel, Block L MIDC Taloja Road,  
Navi Mumbai-410208

Details of Contact person in SPMCIL regarding this tender:

Name, Designation: BIPLAB BASAK, Manager (Material) & CPSO

Address: (Admin block, SPM Narmadapuram)

Phone, Fax, email: 07574-286776

Email: [Biplab.basak@spmCIL.com](mailto:Biplab.basak@spmCIL.com)

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

Tender Sl. No. **6000019552/PAC/25-26/1215**

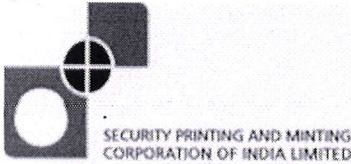
**Dated: 30.01.2026**

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

GeM - Availability Report and Past Transaction Summary-ID (as per para 20 a below):

GEM/GARPTS/31122025/2N93I998G1CH dated 31.12.2025

Schedule No.	Brief Description of Goods/ services		Quantity (with unit)	Earnest Money (in Rs.)	Remarks
010	AMC of Spectrophotometer 1st year		1.000 AU	0.00INR	
	010	AMC of Spectrophotometer for 1st year	1.000 DAY		
	010	Breakdown visit 1 <sup>st</sup> year	1.000 DAY		
Schedule No.	Brief Description of Goods/ services		Quantity (with unit)	Earnest Money (in Rs.)	Remarks
020	AMC of Spectrophotometer 2 <sup>nd</sup> year		1.000 AU	0.00INR	
	010	AMC of Spectrophotometer for 2 <sup>nd</sup> year	1.000 DAY		
	010	Breakdown visit 2nd year	1.000 DAY		
Schedule No.	Brief Description of Goods/ services		Quantity (with unit)	Earnest Money (in Rs.)	Remarks
030	AMC of Spectrophotometer 3rd year		1.000 AU	0.00INR	
	010	AMC of Spectrophotometer for 3rd year	1.000 DAY		
	010	Breakdown visit for 3rd year	1.000 DAY		



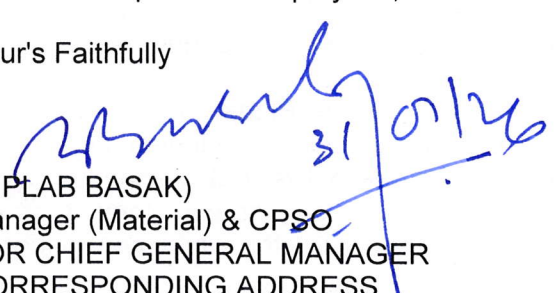
Type Of Tender (Two Bid/ One Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	ONE-BID Proprietary Article Certificate
Security Classification	NON-SECURITY ITEM
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc.) are to be made	SECURITY PAPER MILL
All Financial Instruments to be payable at:	NARMADAPURAM
Dates and place of issue of tender documents	From 30.01.2026 to 02.03.2026 during office hours SECURITY PAPER MILL, NARMADAPURAM
Closing date and time for receipt of tenders	02.03.2026 11:00
Place of receipt of tenders	ADM OFFICE, SECURITY PAPER MILL NARMADAPURAM
Time and date of opening of tenders	02.03.2026 15:00
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, M(M)/MATERIAL HEAD

Sub: Regarding acceptance of Terms and Conditions for "ANNUAL MAINTENANCE CONTRACT AND CALIBRATION OF KONICA MINOLTA CM-3630 SPECTROPHOTOMETER ON PAC BASIS"  
Ref: Quotation No. JISL/CLS/25-26/0233, Dated 10.11.2025

Security Paper Mill, Narmadapuram MP invites the quotation/Proforma Invoice for the "ANNUAL MAINTENANCE CONTRACT AND CALIBRATION OF KONICA MINOLTA CM-3630 SPECTROPHOTOMETER ON PAC BASIS". You are therefore, requested to send the quotation cum proforma invoice for the same on or before closing date & time for receipt of tender by Fax & Email, and sent original copy by speed post. The quotation cum proforma invoice may be sent in the favour of the "The Chief General Manager, Security Paper Mill, Narmadapuram MP" immediately containing the following:

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

Your's Faithfully

  
(BIPLAB BASAK)  
Manager (Material) & CPSO  
FOR CHIEF GENERAL MANAGER  
CORRESPONDING ADDRESS

-----  
THE GENERAL MANAGER  
SECURITY PAPER MILL  
NARMADAPURAM -461 005 (M.P.)

Website: <http://spmnamadapuram.spmcil.com>  
PHONE :-07574 286776

**TERMS AND CONDITIONS:**

1. The quotation must be in the form furnished by procuring entity and should be in ink free from corrections/erasures. In case there is any unavoidable correction it should be properly attested, otherwise the quotation will not be considered.
2. Quotation will be opened on due date at 3.00 p.m. at the indicated venue in presence of tenderer or their representatives who may wish to be present.
3. The Purchaser reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. **Participation in this tender is by invitation only. Unsolicited offers are liable to be ignored. However, vendors who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure. Note: To get registered as approved supplier with procuring entity, please download supplier approval form from <http://spmNarmadapuram.spmcil.com> and submit.**
5. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organization is large scale industry or small-scale industry. If you have NSIC/SSI/MSI Certificate, please attach it to the quotation. Mention your registration details. (if applicable)
6. Complete details and ISI specification if any must accompany the quotation. Make/ Brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
7. Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labelled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted. (NOT APPLICABLE)
8. All drawings sketches and samples if any sent along with this enquiry must be returned along with quotations duly signed. (NOT APPLICABLE)
9. All supplies are subject to inspection and approval before acceptance. Manufacturer/ Supplier Warranty Certificates and Manufacturer/ Government Approved Lab Test Certificate shall be furnished along with the supply, wherever applicable.
10. The Purchaser reserves the right to modify the quantity specified in this enquiry.
11. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Price quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as F.O.R. Destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
12. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included.



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

14. In case your quotation is accepted, and order is placed on you, the supply against the order should be made within the period stipulated in the order. Purchaser reserves the right to recover any Loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle the Purchaser for imposition of Penalty without assigning any reasons @ 1/2% of the total value of the item covered in order as Penalty per week subject to a maximum of 10% unless extension is obtained in writing from the office on valid ground before expiry of delivery period. Penalty + 18% GST will be deducted.

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

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

17. 100% payment visit wise will be made after completion of service and suitability and on production of all required documents by the firm thereof by RTGS/NEFT.

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

19. Undersigned confirms that the required goods mentioned above are not available on GeM as per "GeM - Availability Report and Past Transaction Summary" (GeM - AR&PTS). This unique ID is GEM/GARPTS/31122025/2N93I998G1CH dated 31.12.2025

## 20. OTHER TERMS AND CONDITIONS

1. Place of Work: Security Paper Mill, Narmadapuram (MP).

2. Period of Work: 03 Year.

3. No. of visit: Total 06 visit for 03 year i.e. (01 Preventive maintenance visit & 01 Breakdown maintenance visit per year)

4. Payment terms: 100% payment visit wise will be made after completion of service and suitability and on production of all required documents by the firm thereof by RTGS/NEFT.

5. Warranty: Not Applicable.

6. Submission of Undertaking: You are requested to submit an undertaking stating that the rates quoted by you are the same and not higher than those quoted/delivered to other government, public sector, or private organizations.

7. Submission of Manufacturer's Authorization/Dealers certificate or OEM Certificate.

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

NOTE: KINDLY ACCEPT OUR TERMS & CONDITIONS OF THE NIT WITH SEAL AND SIGNED AND SEND BY RETURN MAIL/SPEED POST AT PRESCRIBED DATE AND TIME.



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

1. Tender Schedule and Technical Specification indicated.
2. Item/ Tender specific conditions for this tender.
3. Terms and Conditions printed overleaf.
4. I/ we confirm that set off for the GST etc. paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST etc.
5. This offer is valid for 90 days from the date of opening of tender.

Signature & seal

Name of Authorised

Place & Date:

Signatory:

Address:

Tel. No/ Fax. No /

Mobile No

Email ID:



## **Section VII: Technical Specifications**

### **Item no. 10 (AMC of Spectrophotometer 1<sup>st</sup> year)**

#### **Material Description:**

Annual Maintenance Contract (AMC) and Calibration of Spectrophotometer, Make: Konica Minolta, Model No.: CM 3630, Serial No.: 21646102

#### **Scope of work:**

- 1) ) General physical examination of external and internal instrument parts. Functional inspection of instrument, identification of defective, broken, worn-out components.
- 2) Cleaning, lubrication and overhauling of instrument. All the necessary tools and tackles grease/lube oil, ethanol's etc. required for this purpose are to be arranged by the agency.
- 3) Replacement of defective parts subject to availability of spares (SPM supply) at site.
- 4) Adjustment of settings, gain, offset etc. for setting the instrument properly to measure within tolerances specified.
- 5) A service report with following information about instrument shall have to be provided by the agency.
  - i) Condition of the instrument before service.
  - ii) Inspection and maintenance work carried out.
  - iii) Requirement for replacement of worn-out, defective, damaged spares.
  - iv) Status of instrument after service work.
- 6) Defective instrument have to be inspected by the agency and problems diagnosed to the extent possible at site shall be informed to SPM. Recommendation on spares to be replaced shall be given by the agency. Such spares are to be replaced by the agency subject to their availability at site.
- 7) Calibration of the instrument with standard reference material for a validity of 1-year.
- 8) Tools and gauges etc. required for calibration of the instrument must be pre-calibrated and certified by authorized testing laboratories and traceable to national/international standards and a copy of the calibration certificate of the tools and gauges used is to be given to SPM for ISO-QM purpose.
- 9) Original signed calibration certificate/report for each individual modules of the instrument clearly mentioning the validity for each of the modules of the instrument shall be provided by the agency.
- 10) Issuance of Calibration Certificate to Security Paper Mill (SPM), Narmadapuram.

**Item no. 20 (AMC of Spectrophotometer 2nd year)**

**Material Description:**

Annual Maintenance Contract (AMC) and Calibration of Spectrophotometer, Make: Konica Minolta, Model No.: CM 3630, Serial No.: 21646102

**Scope of work:**

- 1) ) General physical examination of external and internal instrument parts. Functional inspection of instrument, identification of defective, broken, worn-out components.
- 2) Cleaning, lubrication and overhauling of instrument. All the necessary tools and tackles grease/ lube oil, ethanol's etc. required for this purpose are to be arranged by the agency.
- 3) Replacement of defective parts subject to availability of spares (SPM supply) at site.
- 4) Adjustment of settings, gain, offset etc. for setting the instrument properly to measure within tolerances specified.
- 5) A service report with following information about instrument shall have to be provided by the agency.
  - i) Condition of the instrument before service.
  - ii) Inspection and maintenance work carried out.
  - iii) Requirement for replacement of worn-out, defective, damaged spares.
  - iv) Status of instrument after service work.
- 6) Defective instrument have to be inspected by the agency and problems diagnosed to the extent possible at site shall be informed to SPM. Recommendation on spares to be replaced shall be given by the agency. Such spares are to be replaced by the agency subject to their availability at site.
- 7) Calibration of the instrument with standard reference material for a validity of 1-year.
- 8) Tools and gauges etc. required for calibration of the instrument must be pre-calibrated and certified by authorized testing laboratories and traceable to national/international standards and a copy of the calibration certificate of the tools and gauges used is to be given to SPM for ISO-QM purpose.
- 9) Original signed calibration certificate/report for each individual modules of the instrument clearly mentioning the validity for each of the modules of the instrument shall be provided by the agency.
- 10) Issuance of Calibration Certificate to Security Paper Mill (SPM), Narmadapuram.



### Item no. 30 (AMC of Spectrophotometer 3rd year)

#### Material Description:

Annual Maintenance Contract (AMC) and Calibration of Spectrophotometer, Make: Konica Minolta, Model No.: CM 3630, Serial No.: 21646102

Scope of work:

- 1) ) General physical examination of external and internal instrument parts. Functional inspection of instrument, identification of defective, broken, worn-out components.
- 2) Cleaning, lubrication and overhauling of instrument. All the necessary tools and tackles grease/lube oil, ethanol's etc. required for this purpose are to be arranged by the agency.
- 3) Replacement of defective parts subject to availability of spares (SPM supply) at site.
- 4) Adjustment of settings, gain, offset etc. for setting the instrument properly to measure within tolerances specified.
- 5) A service report with following information about instrument shall have to be provided by the agency.
  - i) Condition of the instrument before service.
  - ii) Inspection and maintenance work carried out.
  - iii) Requirement for replacement of worn-out, defective, damaged spares.
  - iv) Status of instrument after service work.
- 6) Defective instrument have to be inspected by the agency and problems diagnosed to the extent possible at site shall be informed to SPM. Recommendation on spares to be replaced shall be given by the agency. Such spares are to be replaced by the agency subject to their availability at site.
- 7) Calibration of the instrument with standard reference material for a validity of 1-year.
- 8) Tools and gauges etc. required for calibration of the instrument must be pre-calibrated and certified by authorized testing laboratories and traceable to national/international standards and a copy of the calibration certificate of the tools and gauges used is to be given to SPM for ISO-QM purpose.
- 9) Original signed calibration certificate/report for each individual modules of the instrument clearly mentioning the validity for each of the modules of the instrument shall be provided by the agency.
- 10) Issuance of Calibration Certificate to Security Paper Mill (SPM), Narmadapuram.

Signature & seal

Name of Authorised

Place & Date:

Signatory:

Address:

Tel. No/ Fax. No /

Mobile No

Email ID:



SECURITY PRINTING AND MINTING  
CORPORATION OF INDIA LIMITED

**Tender Number: 6000019552**

## **Section XI: Price Schedule**

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

We..... hereby certify that we are established firm of manufacturers / authorised agents of M/s...with factories at .....which are fitted with modern equipment and where the production methods, quality control and testing of all materials and parts manufactured or used by us are open to inspection by the representative of .....(Name of Purchaser)..... We hereby offer to supply the following items at the prices indicated below:

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

PRICE FOR AMC AND CALIBRATION OF SPECTROPHOTOMETER on PAC basis  
HSN/SAC CODE IS 8/6 DIGITS: 998719

S. No.	Price Break up	Qty	AMOUNT (RS.)
1.	Preventive maintenance & calibration visit (1 <sup>st</sup> year)	01 AU	Rs. _____
	Breakdown visit: (1 <sup>st</sup> year)	01 AU	Rs. _____
2.	Preventive maintenance & calibration visit (2nd year)	01 AU	Rs. _____
	Breakdown visit: (2nd year)	01 AU	Rs. _____
3.	Preventive maintenance & calibration visit (3rd year)	01 AU	Rs. _____
	Breakdown visit: (3rd year)	01 AU	Rs. _____
4.	Any other charges (if any):		Rs. _____
A.	Total (1+2+3+4)		Rs. _____
B.	GST @18% on A		Rs. _____
C.	TOTAL (A+B) (In figures only)		Rs. _____
D.	GRAND TOTAL (IN WORDS ONLY)		_____

1. **Scope of Work:** "ANNUAL MAINTENANCE CONTRACT AND CALIBRATION OF KONICA MINOLTA CM-3630 SPECTROPHOTOMETER ON PAC BASIS" as per Section-VII.

2. **Taxation Details:**

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



- 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. The method of evaluation of L1 criteria for awarding the contract shall be on consolidation offer by the bidder and BE DECIDED TAKING INTO CONSIDERATION OF TOTAL OFFERED PRICE.
6. 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 initialled by the bidder.
- (iv) Figures in Columns A & B (both inclusive) and in Break-up of price in column C, 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 & seal

Name of Authorised

Place & Date:

Signatory:

Address:

Tel. No/ Fax. No /

Mobile No

Email ID:



**Section XIV: Manufacturer's Authorization Form**

To

.....

.....

*(Name and address of SPMCIL)*

Dear Sirs,

Ref. Your Tender document No ....., dated .....

We,.....who are proven and reputable manufacturers of  
..... *(name and description of the goods offered in the tender)* having  
factories at ....., hereby authorize Messrs.  
..... *(name and address of the agent)* to submit a tender, process the same further  
and enter into a contract with you against your requirement as contained in the above referred tender  
enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs.....  
..... *(name and address of the above agent)* is authorized to  
submit a tender, process the same further and enter into a contract with you against your requirement  
as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We also hereby extend our full warranty, as applicable as per clause 16 of the General Conditions of  
Contract read with modification, if any, in the Special Conditions of Contract for the goods and services  
offered for supply by the above firm against this tender document.

Yours faithfully,

.....

.....

*[Signature with date, name, and designation]*

for and on behalf of Messrs.....

*Name & address of the manufacturers*

*Note: This letter of authorization should be on the letter head of the manufacturing firm and should be  
signed by a person competent and having the power of attorney to legally bind the manufacturer.*



**ANNEXURE-I**

**Tender No. 6000019552/PAC/25-26/1215, Dated: 30.01.2026**  
**(To be submitted on the letter head)**

**DECLARATION**

We do hereby declare that,

1. "We have not been blacklisted/debarred by DoE, MoF, Gol; DEA, MoF, Gol; SPMCIL; procuring unit of SPMCIL 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-II**

**Tender No. 6000019552/PAC/25-26/1215, Dated: 30.01.2026**  
**(To be submitted on the letter head)**

**DECLARATION**

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

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

Signature.....

Name.....

Designation.....

Date.....

Stamp of the

Organization.....



**ANNEXURE – III**

**Tender No. 6000019552/PAC/25-26/1215, Dated: 30.01.2026**  
**(To be submitted on the letter head)**

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

Signature.....

Name.....

Designation.....

Date.....

Stamp of the Organization.....

