



# प्रतिभूति कागज कारखाना, नर्मदापुरम - 461005 (म.प्र.)

सिक्योरिटी प्रिंटिंग एंड मिंटिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड की इकाई (भारत सरकार के पूर्ण स्वामित्वाधीन)  
मिनिरातन श्रेणी-I सीपीएसई एवं आई.एस.ओ. 9001:2015, 14001:2015, 45001:2018, 50001:2018 एवं आईईसी 17025:2017 प्रमाणित



## SECURITY PAPER MILL, NARMADAPURAM – 461005 (M P )

A Unit of Security Printing & 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  
CIN:U22213DL2006GOI144763, GSTIN: 23AAJCS6111J3ZE

Tel. No.: 07574-255259, E-mail: [gm.spm@spmcil.com](mailto:gm.spm@spmcil.com), Website: <http://spmarmadapuram.spmcil.com>

### INVITATION FOR EXPRESSION OF INTEREST (EOI)

1.	Name of the organization	:	Security Paper Mill, Narmadapuram Madhya Pradesh 461005.
2.	Type of the organization	:	A Miniratna Category-I CPSE and Wholly owned by Government of India
3.	EOI Reference No.	:	EOI/CIVILWORKCONSULTANCY/SPM/NARMADAPURAM/26-27/126
4.	EOI Title	:	Expression of Interest (EOI) for Civil Work Consultancy at SPM, Narmadapuram
5.	Category	:	Non-Security, Non Transferable
6.	Date of Annoucement	:	06.05.2026
7.	Last date for submission	:	05.06.2026 before 11.00 hrs.
8.	EOI Open Date	:	05.06.2026, 03.00 PM
9.	Scope of Work	:	Attached As Annexure I
10.	Budgetary Quotation	:	Firms having proven experience in providing Civil & Structural Consultancy Services for similar projects are invited to submit their Expression of Interest (EOI), along with relevant credentials, in accordance with the attached Scope of Work (Annexure I).
11.	Procurement Process	:	Open
12.	Specimen Response letter to EOI	:	Mr. Biplab Basak (Manager (Material) & Material Head)
13.	Submission of EOI	:	Tenderers shall ensure that their EOI, duly signed and complete in all respects as per the instructions contained in the EOI document, is submitted through email on or before the closing date and time indicated in the EOI, failing which the EOI shall be treated as late and rejected. The EOI shall be submitted in single PDF file (duly signed and stamped) through email, clearly mentioning the EOI Reference No., Date and Due Date in the subject line of the email.  The EOI should be sent to the following email address: Email ID: <a href="mailto:biplab.basak@spmcil.com">biplab.basak@spmcil.com</a> , <a href="mailto:kishor.khandekar@spmcil.com">kishor.khandekar@spmcil.com</a> , <a href="mailto:virendra.bhatt@spmcil.com">virendra.bhatt@spmcil.com</a> , <a href="mailto:purchase.spm@spmcil.com">purchase.spm@spmcil.com</a> .  EOIs received after the due date and time shall not be considered. Submission of EOI through Fax or any mode other than the specified email shall not be accepted and will be summarily rejected.

(Biplab Basak)

Manager (Material) & Material Head  
For Chief General Manager

बिप्लब बसाक / BIPLAB BASAK  
प्रबंधक (सामग्री प्रबंधन) / Mgr (MM)  
प्रतिभूति कागज कारखाना / Security Paper Mill,  
नर्मदापुरम / Narmadapuram (M.P.)-461005

## **Annexure-I**

### **Scope of Work**

Security Paper Mill (SPM, Narmadapuram) is a unit of SPMCIL a Mini-Ratna Category – I CPSE and a wholly owned schedule 'A' Company of Government of India and is under the administrative control of Department of Economic Affairs, Ministry of Finance, and Government of India. It is engaged in sovereign function, production of Currency paper/ Security paper.

Security Paper Mill, Narmadapuram is an ISO 9001:2015, ISO 14001:2015, ISO 45001: 2018 & ISO 50001:2018 certified unit. Also unit is NABL ISO/IEC 17025:2017 certified.

SPM intends to hire the services of a reputed consultancy firm for their ongoing and upcoming civil/constructions/works at SPM starting from Pre-construction stage, Execution stage and completion stage. The activities or consultancy services will be taken at any stage of the ongoing running project depending upon its status at the time of availing the consultancy services. Therefore, the B.Q. rates shall be submitted for each stage of work separately. For all civil works the compliance of CPWD guideline and SPMCIL procurement manual are to be ensured. It is anticipated that various civil works proposed shall be to the value of 5 to 10 crore per annum approx.

#### 1. STAGE OF WORK:

##### A. PLANNING/ PRE-CONSTRUCTION STAGE

Proposal planning, Brief scope of work, CPWD Preliminary Estimate as per Plinth Area Rates or Rough Indication of Cost as per prevailing market rates. Location plan, Detailed Estimate based on CPWD DSR/ including Measurement & Abstract sheet and Market rate analysis of non-scheduled items duly updated with approved cost index, Site plan, Architectural (along with its local body approval wherever required) & Structural Design & Drawing, Bill of Quantities, Technical Specifications of work, Quality control requirement, Special conditions of contract for the work, Tender Documents, Maturity of tender by encouraging vendor's participation etc.

##### B. EXECUTION/CONSTRUCTION STAGE

- Supervision of works
- Quality control (both field & laboratory)
- Site records
- Measurement of work & its Certification etc.

##### C. CERTIFICATION STAGE

Third Party Quality Testing & Certification etc.

Note:

a) Stages of work may differ for individual works depending upon its status at the time of availing the consultancy services. Therefore, the rates shall be obtained for each stage of work separately.

b) Time period of consultancy contract: The Contract Period of Consultancy Service shall be 3 years.

Note:- It is anticipated that various civil works proposed shall be to the value of 5 to 10 crore per annum approx..

2. Time period for each stage of work:

A. For Stage 1 (PLANNING/ PRE-CONSTRUCTION STAGE): 50 days as elaborated below:

- i. Proposal planning, brief scope of work, CPWD Preliminary Estimate as per CPWD Plinth Area Rates or Rough Indication of Cost as per prevailing market rates, location plan: within 10 days after issuance of requisition. The deliverables are to be submitted in three sets in hard copy along with its soft copy (in pen drive).
- ii. Detailed Estimate based on CPWD DSR including Measurement & Abstract sheet and Market rate analysis of non-scheduled items duly updated with approved cost index, site plan: within 15 days after issuance of clearance of PE (Preliminary Estimate). The deliverables are to be submitted in three sets in hard copy along with its soft copy (in pen drive).
- iii. Architectural (along with its local body approval wherever required) & Structural Design & Drawing: within 15 days after issuance of clearance of DE (Detailed Estimate). Further, the approval local body wherever required (the statutory fees for local body approval shall be reimbursed on actual basis upon submission of their receipt) is to be obtained at the earliest. The deliverables are to be submitted in three sets in hard copy along with its soft copy(in pen drive).
- iv. Bill of Quantities, Technical Specifications of work, Quality control requirement, Special conditions of contract for the work, Tender Documents, etc: within 10 days after issuance of clearance of Architectural & Structural Design & Drawing. The deliverables are to be submitted in three sets in hard copy along with its soft copy (in pen drive).

B. For Stage 2 (EXECUTION/CONSTRUCTION STAGE): Supervision of works, Quality control (both field & laboratory), Site records, Measurement of work & its Certification etc – As per Delivery Period (DP) specified in the tender document for the work including its extended DP. All site records, testing records, Measurement & its certification shall be the property of SPMN & to be handed over for each work on its completion.

C. For Stage 3 (CERTIFICATION STAGE): Third Party Quality Testing & Certification etc – As per Delivery Period (DP) specified in the tender document for the work including its extended DP. All testing records & its certification shall be the property of SPMN & to be handed over for each work on its completion.

3. Payment terms: - Following Mile stone are proposed for release of payment for each stage:-

A. for Stage 1 (PLANNING/ PRE-CONSTRUCTION STAGE): (In terms of % of consultancy contract value, say 'X' %)

- I. X % of total estimated cost (PE or DE as per the stage of payment, whichever is lower). Further, its 80% shall be released initially on completion certification of each of the following sub-head and balance 20% shall be released on issuance of PO of that work.
  - a. Proposal planning, brief scope of work, Preliminary Estimate as per Plinth Area Rates or Rough Indication of Cost as per prevailing market rates, location plan: 10% of the 80% of the X % of the consultancy contract value for stage-1 with restriction as above.
  - b. Detailed Estimate based on DSR including Measurement & Abstract sheet and Market rate analysis of non-scheduled items duly updated with approved cost index, site plan: 25% of the 80% of the X% of the consultancy contract value for stage-1 with restriction as above.

- c. Architectural Design & Drawing: 25% of the 80% of the X% of the consultancy contract value for stage-1 with restriction as above. Further, the statutory fees for local body approval shall be reimbursed on actual by SPMN.
- d. Structural Design & Drawing: 25% of the 80% of the X% of the consultancy contract value for stage-1 with restriction as above.
- e. Bill of Quantities, Technical Specifications of work, Quality control requirement, Special conditions of contract for the work, Tender Documents, etc: 15% of the 80% of the X% of the consultancy contract value for stage-1 with restriction as above.

II. 20 % of the X% of the consultancy contract value shall be released on issuance of PO of the work.

B. For Stage 2 (EXECUTION/CONSTRUCTION STAGE): (In terms of the % of consultancy contract value say 'Y'%)

As per progress of work in terms of specified Y % of total estimated cost (PE or DE or PO value of construction work, whichever is lower) for certified progress for payment of the contractor's bill/actual progress of the completed works whichever is less.

C. For Stage 3 (CERTIFICATION STAGE): (In terms of the % of consultancy contract value say 'Z'%)

As per progress of work in terms of specified Z % of total estimated cost (PE or DE or PO value of construction work, whichever is lower) for certified progress for payment of the contractor's bill/actual progress of the completed works whichever is less.

Payment Terms:

Payments shall be done in stages as per progress as given in table below:

S no.	Stages	Payment stages	Payment parts
1	Stage-1 -Pre-construction or Planning	X% of Estimated cost	X% of estimated cost shall be released in parts- 80% of X% shall be released initially on completion certification of following sub-heads: Proposal planning, brief Scope of work, PE as per Plinth rates or Rough Indication of Cost, location plan etc: 10% of 80% of X. Detailed Estimate based on DSR including measurement & abstract sheet & market rate analysis of non-scheduled items duly updated with approved Cost Index, site plan: 25% of 80% of X. Architectural Design & Drawing and the statutory fees for local body approval shall be reimbursed on actual by SPMN: 25% of 80% of X. Structural Design & Drawing: 25% of 80% of X. Bill of Quantities, Technical Specifications of work, Quality control requirement, Special conditions of contract for the work, Tender Documents etc: 15% of 80% of X. Thus 80% of X%= 10%+25%+25%+25%+15%

			20% of X% shall be released on issuance of PO of that work. The total cost which is X% shall be adjusted with PO value accordingly.
2	Stage-2- Execution/ Construction	Y% of Estimated cost (restricted to PO value of construction work, whichever is lower)	As per progress of work in terms of specified Y% of total Estimated cost (PO value of construction work) for certified progress for payment as per actual bill/progress of completed work.
3	Stage-3- Certification	Z% of Estimated cost (restricted to PO value)	As per progress of work in terms of specified Z % of total estimated cost (PE or DE or PO value of construction work, whichever is lower) for certified progress for payment of the contractor's bill/actual progress of the completed works whichever is less after submission of certified test reports, certified progress report etc. to SPM.

4. Proforma for Submission of BQ.

SN	Service Description	Quantity	% of consultancy charges to be released as per payment terms on achieving/completion of the mile stone
1	Planning / preconstruction stage	1 AU	X%
2	Execution / construction stage	1 AU	Y%
3	Certification Stage	1 AU	Z%
4	Total consultancy charge	Addition of 1,2, and 3 above	Sum =( X+Y+Z)%