



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)
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Ph.No:91-7574-255259,Fax No:07574-255170

Not Transferable

Security Classification: NON-SECURITY

TENDER DOCUMENT FOR HIRING OF: NON COMPREHENSIVE AMC SERVICES FOR OTIS LIFT FOR 02 YEARS

Tender Number: 6000019672 /EL/AMC/PAC/243, Dated: 03.06.2026

This Tender Document Contains _____ Pages.

Tender Document is issued to :

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

Details of Contact person in SPMCIL regarding this tender:

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



Section I: Notice Inviting Tender (NIT)

6000019672 /EL/AMC/PAC/243
(SPMCIL's Tender SI No.)

03.06.2026
(Date)

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 13 a below):

Schd. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	Non-Comp. AMC Services for OTIS Lift	1.000 AU	0.00INR	
1	Non-Comp. AMC Services for OTIS Lift	8.000AU		

Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	ONE-BID PROPRIETARY ARTICLE CERTIFICATE
Security Classification :	NON-SECURITY
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc) are to be made	..
All Financial Instruments to be payable at :	ADMIN. OFFICE, SECURITY PAPER MILL, NARMADAPURAM
Dates and place of issue of tender documents:	ADMIN. OFFICE, SECURITY PAPER MILL, NARMADAPURAM From 03.06.2026 to 29.06.2026 during office hours.
Place of Pre-Bid Conference :	.
Place, Time, and date before which Written queries for Pre-bid conference must be received :	.
Closing date and time for receipt of tenders	30.06.2026 11:00:00
Place of receipt of tenders	ADMIN. OFFICE, SECURITY PAPER MILL, NARMADAPURAM
Time and date of opening of tenders for Technical Bid. Place, Time, and date of Opening of Price (Financial) bid would be intimated later on	30.06.2026 15:00:00
Place of opening of tenders	ADMIN. OFFICE, SECURITY PAPER MILL, NARMADAPURAM
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.1 of GIT)	Biplab Basak Manager (Material)



SECURITY PRINTING AND MINTING
CORPORATION OF INDIA LIMITED

Officer to be contacted for clarifications/ help :	Biplab Basak
Name and Contact Details of Independent Monitor(s) for Integrity Pact (please refer to Clause 44.3 of GIT) for this Tender :	Biplab Basak BIPLAB.BASAK@SPMCIL.COM

Sub: Regarding acceptance of Terms and Conditions for "Non-Comprehensive AMC Services for OTIS Lift for 02 years".

Security Paper Mill, NARMADAPURAM MP invites the quotation/ Proforma Invoice for the " Non-Comprehensive AMC Services for OTIS Lift for 02 years". 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 Email and sent original copy by speed post. The quotation cum proforma invoice may be sent in the favour of the "The Chief General Manager, Security Paper Mill, NARMADAPURAM MP" immediately containing the following:

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

Your's Faithfully,

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

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

TERMS AND CONDITIONS:

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



documents. They may also visit our website mentioned above for further details.

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). (If applicable)

6. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped on or before the closing date and time indicated in the Para 1 above in the tender box located at the address given below, failing which the tenders will be treated as late and rejected. Tenders may also be sent through post at the address as above. However, Purchaser will not be responsible for any postal lapses or delays in receipt of the documents. In case NIT/ SIT provide for uploading of bids to nominated eProcurement portal, bidders must upload their bids along with scanned copies as required enclosures (including proofs of cost of Tender Documents and EMD as applicable - unless an online payment gateway is provided in the instruction) as per instructions given in this regard. Original copies of such scanned uploaded required enclosures must reach in physical form within the date and place as provided in such instructions, otherwise their uploaded bid, would be declared as unresponsive.

7. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the purchase organisation, 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 be debarred by DoE, MoF, GoI; DEA, MoF, GoI; SPMCIL; procuring unit of SPMCIL for participating in its tenders. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).

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

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

12. SPM (as Buyer) is liable to deduct TDS under Income Tax Act with applicable rate.

13. 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/18052026/445YPX7BZK91, dated 18.05.2026

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 VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc. are in Section-VII)	HNS Code	Accounting Unit	Quantity	Amount of Earnest Money	Place of Delivery for GST purpose
1	Non-Comp. AMC Services for OTIS Lift		AU	1.000	0.00INR	ADMIN. OFFICE, SECURITY PAPER MILL, NARMADAPURA M

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 SUBMISSION OF TENDER:

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

Required BID Documents and Accept conditions:

- (1) Consisting of all technical specification as per section VII of this Tender document & commercial conditions.
- (2) Tender Fee: NIL
- (3) Validity: 90 days from the date of opening of the tender.
- (4) Place of Work: SPM, NARMADAPURAM.
- (5) Required Period of work: 02 years from the date of issue of purchase order.
- (6) No. of visits: 08 visits during AMC period (04 visits in a year)
- (7) Payment Terms: 100% payment visit-wise will be made after acceptance and suitability of service by the consignee at destination and on production of all required documents by the all required documents by the supplier and payment will be made through RTGS/NEFT only.
- (9) Warranty: NOT APPLICABLE
- (10) Submit the valid manufacturers authorization certificate of the item supplied as per the standard form duly filled by OEM as per annexure XIV of this tender document.(If applicable)

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



(11) Anti-bribery management clause: "By participating in this tender, the suppliers/vendors/contractors are deemed to have undertaken that they shall not give or take, any financial or non-financial bribe, to or from anyone during the tender or during the execution of the contract thereafter and if they notice any such incident happening, they shall report it to Vigilance."

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

(13) PRICE Schedule:

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

NOTE: "BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER."

FIRM SHOULD STRICTLY FOLLOW SAFETY CONDITIONS AS MENTIONED BELOW :-

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

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

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

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

OTHER 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://spmnamadapura.spmcil.com> and submit.

5. The Purchaser reserves the right to modify the quantity specified in this enquiry.

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

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

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL

Section VII: Technical Specifications

AMC of OTIS Lifts for 2 years

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



Section XI: Price Schedule

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

Price for service

SN Price Break Up

SAC CODE in 6 digits : 998718

1 AMC Charges as per section -VII per visit for OTIS Make Liftes Rs. _____

2 No. of visit 08 No. visits in 02 years

3 TOTAL (1 X 2)

4 GST in % only on 3

5 Total price FOR SPM, Narmadapuram (in figures only) (3+4) Rs. _____

6 Total Price (in words only) Rupees. _____

SIGNATURE OF BIDDER
(WITH NAME, DESIGNATION AND SEAL)



Section XII: Vendor Details

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

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

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

1. Vendor/ Contractor particulars:

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

2. Taxation Details:

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

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

.....
(Signature with date)

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



Section XIV: Manufacturer's Authorization FORM

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

Dear Sirs,

Ref.: Your Tender document No..... dated.....

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

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

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

Yours faithfully,

.....

.....

[Signature with date, name and designation]

for and on behalf of Messrs.....

[Name & address of the manufacturers]

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



Tender Number 600019672

ANNEXURE – I

(To be submitted on the letter head)

DECLARATION

We do hereby declare that,

1. We have not been blacklisted/debarred by DoE, MoF, GoI; DEA, MoF, GoI; 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.
GIT: <https://www.spmcil.com/wp-content/uploads/2024/06/GIT-3.0-1.pdf>
GCC: <https://www.spmcil.com/wp-content/uploads/2024/06/GCC-3.0-1.pdf>
3. We are accepting all the terms and conditions of the tender document without any deviation and withdraw all deviations if any"

Signature.....

Name

Designation.....

Date.....

Stamp of the Organization



Tender Number: 6000019672

ANNEXURE – II

(To be submitted on the letter head)

DECLARATION

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I certify that M/s.....**(firm's name)** is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that M/s **(firm's name)** fulfills 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 itemoriginate in..... (Name of the country).

Signature.....

Name

Designation.....

Date.....

Stamp of the Organization



Tender Number: 6000019672

ANNEXURE – III

(To be submitted on the letter head)

(i) 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.

(ii) We here by confirm that there is no agency commission involved in the supply.

Signature_____

Name_____

Designation_____

Date_____

Stamp of the Organization_____