



Tender Number: 6000018239/ISP/CorR&D/Officesetup/2023 Dated 04.05.2023

**India Security Press,**  
**(A UNIT OF SECURITY PRINTING & MINTING CORPORATION OF INDIA LTD.)**WHOLLY OWNED BY GOVERNMENT OF INDIA  
Nashik Road-422101 (Maharashtra)  
(ISO-9001:2008 & 14001:2004 Certified Company)  
Miniratna Category-I, CPSE  
Tel.No:+91-253-2-402200;Fax No:+91-253-2462718,2466389  
e-mail: purchase.isp@spmcil.com Web:http://ispnasik.spmcil.com  
CIN: U22213DL2006GOI144763 GSTIN: 27AAJCS6111JZZ7

PR Number	PR Date	Indenter	Department
12004662	31.03.2023	Business Technology Analyst	CBSI

**Not Transferable**

**Security Classification: Non-Security**  
**TENDER DOCUMENT FOR: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING WORK FOR OFFICE SETUP AND INTERIOR WORKS OF CBSI OFFICE AT CORPORATE R&D CENTRE, NASHIK ROAD.**

**Tender Number: 6000018239/ISP/CorR&D/Officesetup/2023**

**Dated 04.05.2023**

**This Tender Document Contains 37 Pages.**

**Details of Contact person in SPMCIL regarding this tender:**

**Name:** Ashok Sharma  
**Designation:** Jt. General Manager (Materials)  
**Address:** ISPN (India Security Press, Nashik) India



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### ***Disclaimer***

The information contained in this Bid Document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Security Printing and Minting Corporation Limited (hereafter referred as the "Purchaser") or any of its employees or associated agencies, is provided to Bidder(s) on the terms and conditions set out in this Bid Document and such other terms and conditions subject to which such information is provided.

This Bid Document is not an agreement and is neither an offer nor invitation by the Purchaser to the prospective Bidder(s) or any other party hereunder. The purpose of this Bid Document is to provide the Bidder(s) with information to assist them in the formulation of their proposal submission. This Bid document does not purport to contain all the information Bidder(s) may require. This Bid document may not be appropriate for all bidders, and it is not possible for the Purchaser to consider particular needs of each Bidder. Each Bidder should conduct its own investigation and analysis, and should check the accuracy, reliability, and completeness of the information in this document and obtain independent advice from appropriate sources.

Information provided in this Bid Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Purchaser, its employees and other associated agencies accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

This Bid document and ensuing bids; communications and Contracts would alone determine the legal and commercial relationship between the bidders/ contractors and the Purchaser. No other Government or Purchaser's document/ guidelines/Manuals including its Procurement Manual (which are for internal and official use of its officers), have any locus standii in such a relationship. These documents/guidelines/Manuals therefore should not be cited or referred in any legal or dispute resolution or grievance redressal proceedings.

The Purchaser, its employees and other associated agencies make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid Document or arising in any way for participation in this Bid Stage.

The Purchaser, its employees and other associated agencies also accept no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder(s) upon the statements contained in this Bid Document.

The Purchaser may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Bid Document.

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

The Bidder(s) shall bear all its costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations or presentations which may be required by the Purchaser or any other costs incurred in connection with or relating to their Bids. All such costs and



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expenses will remain with the Bidder(s) and the Purchaser shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder(s) in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

This disclaimer forms an integral part of the Bid document and shall supplement but not supplant the provision of the Bid Document.

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**SECTION I: NOTICE INVITING TENDER (NIT)**

**INDIA SECURITY PRESS**

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

Wholly owned by Government of India

Nashik Road – 422 101 (Maharashtra) Tel No 00 91 253 2402200, Fax No 00 91 253 2462718

Website: www.spmcil.com, email: [purchase.isp@spmCIL.com](mailto:purchase.isp@spmCIL.com)

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


GeM-Availability Report and Past Transaction Summary- GEM/GARPTS/24012023/O190YBUYSFRJ

Schedule No.	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money (in Rs.)	Remarks
	<b>SUPPLY, INSTALLATION, TESTING AND COMMISSIONING WORK FOR OFFICE SETUP AND INTERIOR WORKS OF CBSI OFFICE AT CORPORATE R&amp;D CENTRE, NASHIK ROAD</b>	1 AU	Rs. 1,43,158/- (Rupees One Lakh Forty Three Thousand One Hundred Fifty Eight Only)	Delivery Schedule As per section VI: List of Requirement and detailed Technical Specification mentioned in Section VII.
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/Indigenization/ Disposal of Scrap/ Security Item etc.)			Two Bid, Single stage (two packets), NCB National Competitive Bidding) (Open Express Tender)	
Security Classification			Non-Security	
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc) are to be made			India Security Press, Nashik Road, Unit of SPMCIL	
All Financial Instruments to be payable at:			Payable at Nashik	
Dates and place of issue of tender documents:			From 04.05.2023 to 05.06.2023 during office hours At ISP, Nashik	
Place of Pre-Bid Conference			India Security Press, Nashik Road, 18.05.2023, 11.00 Hrs,	
Place, Time and date before which Written queries for Pre-bid conference must be received			Purchase Section, India Security Press, Nashik upto 11.00 Hrs on 13.05.2023	
Closing date and time for receipt of tenders			06.06.2023 upto 14.30 Hrs,	
Place of receipt of tenders			Green Gate, India Security Press, Nashik Road-422 101, Maharashtra, India	
Time and date of opening of tenders for Technical Bid. Place, Time, and date of Opening of Price bid would be intimated later on			06.06.2023 up to 15.00 Hrs	
Place of opening of tenders			Purchase Section, India Security Press, Nashik	



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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 the above office selling the documents. They may also visit our website mentioned above for further details.
5. 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 e-Procurement 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.
6. 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.
7. The tender documents are not transferable.
8. 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).
9. Undersigned confirms that the required Goods (as per technical specification provided by User Section) are not available on GeM as per "GeM-Availability Report and Past Transaction Summary". The Unique ID is GEM/GARPTS/24012023/O190YBUYSFRJ.
10. The Chief General Manager, ISP Nashik reserves the right to accept / reject / cancel any or all tender document without assigning any reason thereof. Chief General Manager, ISP Nashik also reserves the right to accept the tender in whole or in part. Incomplete documents, not submitted in accordance with the directions issued, will be liable for rejection.

  
04/05/23

(Ashok Sharma)  
Jt. General Manager (Materials)  
India Security Press,  
Nashik Road-422101  
Phone No 0253 2402219  
**For and on behalf of**  
Chief General Manager,  
India Security Press, Nashik Road



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

**PART I & II: GENERAL INSTRUCTIONS Applicable to all Types of Tenders:**

Please refer the link to <https://spmCIL.com/uploaddocument/GIT/new.pdf> for further details.

GIT (Total pages: 61)

BIDDERS ARE REQUESTED TO DOWNLOAD 61 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DOCUMENT.



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**SECTION III: SPECIAL INSTRUCTIONS TO TENDERERS (SIT)**

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

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail. (Clauses of GIT listed below include a possibility for variation in their provisions through SIT. There could be other clauses in SIT as deemed fit.)

Sl. No.	GIT Clause No.	Topic	Modify/ Substitute/ Supplement	SIT Provision
1	3	Eligible Tenderers		As Applicable
2	3.4	Eligible Goods and Services (Origin of Goods)		As Applicable
3	6.1	The tender documents includes:	Modify	SIT 1 (Mentioned below)
4	8	Pre-bid Conference		SIT 2 (Mentioned below)
5	9	Time Limit for receiving request for clarification of Tender Documents	Modify	A tenderer requiring any clarification or elucidation on any issue of the tender document may take up the same with ISP Nashik in writing or by fax/ e-mail/ post. ISP Nashik will respond in writing to such request provided the same is received by ISP Nashik not later than <b>21 days prior</b> to the prescribed date of submission of tender.
5	10.1	The Technical bid to be submitted by Tenderer shall contain the following documents, duly filled in, as required		As Applicable
6	11.2	Tender Currency	Modify	The tenderer shall quote only in Indian rupees
7	12.1	Tender Prices		As Applicable
8	12.2, 33, 36.1	Schedule wise evaluation		Not Applicable
9	12.6	GST details		As Applicable
10	14	PVC Clause & Formula	Modify	Prices quoted by the tenderer shall remain firm and fixed during the currency of the contract and not subject to variation on any account
11	14.4 to 14.7	Exchange Rate Variation (ERV)		Not Applicable



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Sl. No.	GIT Clause No.	Topic	Modify/ Substitute/ Supplement	SIT Provision
12	16.2 a) to c)	Documents Establishing Tenderer's Eligibility and Qualifications	Modify	As per Section IX: Qualification / Eligibility Criteria
13	18.4, 18.5	Earnest Money Deposit (EMD)	Modify	SIT 3(Mentioned below)
14	19	Tender Validity	Modify	SIT-4(Mentioned below)
15	20.4	Number of Copies of Tenders to be submitted	Modify	Tenderer shall submit their tender in "Original" only.
16	20.8	Two Bid System	Modify	SIT 5 (Mentioned below)
17	24	Opening of Tender & Evaluation Process	Modify	SIT 6 (Mentioned below)
18	34 and 35.1	Comparison on CIF Destination Basis		Not Applicable
19	35.2 to 35.6	Additional Factors for Evaluation of Offers and Preferential schemes		As Applicable
20	43	Parallel Contract		Not Applicable
21	44.1	Serious Misdemeanours		As Applicable
22	44.3	Integrity Pact		Not Applicable
23	45.1	Notification of Award		As Applicable
24	50	Applicability of additional GIT for rate contracts		Not Applicable
25	51	Applicability of additional GIT for PQB Tenders		Not Applicable
26	52	Applicability of additional GIT for Tender involving Samples		Not Applicable
27	53	Applicability of additional GIT for EOI Tenders		Not Applicable
28	54	Applicability of additional GIT for Tenders for disposal of Scrap		Not Applicable
29	55	Applicability of additional GIT for Development/Indigenization Tenders		Not Applicable

**SIT 1:- The tender documents includes:-** The tender documents includes:

- Section I - Notice Inviting Tender (NIT)
- Section II - General Instructions to Tenderers (GIT)
- Section III - Special Instructions to Tenderers (SIT)
- Section IV -General Conditions of Contract (GCC)
- Section V - Special Conditions of Contract (SCC)
- Section VI - List of Requirements
- Section VII - Technical Specifications
- Section VIII - Quality Control Requirements
- Section IX – Qualification/ Eligibility Criteria





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- Section X - Tender Form
- Section XII – Vendor Details
- Section XIV: Manufacturer’s Authorization Form
- Section XV - Bank Guarantee Form for Performance Security
- Section XVI - Contract Form
- Section XVII: Letter of Authority for attending a Bid Opening
- Section XVIII: Proforma of Bills for Payments
- Section XIX: NEFT Mandate

**SIT 2: Pre-bid conference:** The pre-bid conference will be held on 18.05.2023 at 11.00 hrs IST. The prospective bidders interested to participate in this tender are requested to attend the pre-bid conference for clarifications on PQB and Technical issues, at India Security Press, Nashik Road. The queries of Pre-bid conference if any, shall reach to CGM, ISP, Nashik on or before 13.05.2023 in writing by Fax/mail.

**SIT 3: Earnest Money Deposit (EMD):** The required EMD, as mentioned in Section VI, List of requirements submitted along with the tender in techno-commercial offer. The EMD shall be valid for a period of 45 days beyond Bid Validity i.e.  $120+45 = 165$  days. Any short validity, the tender shall be treated as unresponsive. The EMD should in the Indian Rupees only.

EMD must be submitted along with the tender in form of DD/ Bankers cheque/ FDR drawn from any Scheduled Commercial Bank in India only in favor of SPMCIL unit ISP payable at Nashik

The firm who are currently register Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) may be exempted from submitting the EMD on producing valid certificate. The certificate should clearly indicate validity of the certificate (Valid upto XXXXXX) otherwise, certificate will not be considered for exemption of EMD.

#### **SIT 4: Tender Validity**

**4.1.** The tenders shall remain valid for acceptance for a period of 120 days after the date of tender opening prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.

**4.2** In exceptional cases, the tenderers may be requested by SPMCIL to extend the validity of their tenders upto a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/email/ telex/ cable followed by surface mail. The tenderers, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD accordingly.

**4.3** In case the day upto which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for SPMCIL, the tender validity shall automatically be extended upto the next working day.



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**4.4 Compliance with the Clauses of this Tender Document:** Tenderer must comply with all the clauses of this Tender Document. In case there are any deviations, these should be listed in a chart form without any ambiguity along with justification.

**SIT 5: Two Bid System: Submission of tender: Techno Commercial Bid and the Price Bid** are to be submitted in Two Separate double sealed Envelopes on or before the due date of the submission of the tender as stated below otherwise tender/ bid / quotation shall be liable for rejection.

**PART I : Techno-Commercial bid :- (First Envelope):**

1. **Earnest Money Deposit:** Exempted. Rs. 1,43,158/-(Rupees One Lakh Forty Three Thousand One Hundred Fifty Eight Only)  
EMD must be submitted along with the tender in form of DD/ Bankers cheque/ FDR drawn from any Scheduled Commercial Bank in India only in favor of SPMCIL unit ISP payable at Nashik. Firm who are currently register Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) may be exempted from submitting the EMD on producing valid certificate. The certificate should clearly indicate validity of the certificate (Valid upto XXXXXX) otherwise, certificate will not be considered for exemption of EMD.
2. **Power of Attorney/ Authorization** with the seal of company indicating that authorized signatory is competent and legally authorized to submit the tender and/ or to enter into legally binding contract.
3. The eligibility criteria for the tender are given in **Section IX- Qualification/ Eligibility Criteria**. The bidder has to submit all the desired documents and relevant documentary proof in support of relevant clauses mentioned in Section IX: Qualification/ Eligibility Criteria. The Qualifying Criteria should be submitted in original.
4. The tenderer shall submit detailed techno-commercial offer as per Technical Specifications mentioned as per Section-VII and List of Requirement as per Section-VI of the tender document.
5. The tenderer has to submit sealed and signed tender document by authorized signatory of the tenderer as a token of acceptance of all section/ terms and conditions of this tender document (GIT, SIT, GCC & SCC, Quality Control Requirement, List of Requirement, Technical Specification, Tender form etc.)

**Part-II: Price Bid (Second Envelope):**

The tenderer shall quote their prices strictly as per the proforma given in Section-XI of the Tender document. No additional/ extra item with price shall be included other than that of Section XI.



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**NOTE:-**

- i. Each envelope containing bids shall be super scribed as, Techno-commercial Bid and Price Bid separately as the case may be for “**SUPPLY, INSTALLATION, TESTING AND COMMISSIONING WORK FOR OFFICE SETUP AND INTERIOR WORKS OF CBSI OFFICE AT CORPORATE R&D CENTRE, NASHIK ROAD**”. The sealed envelopes shall be again put in another envelope and super scribed as tender for “**SUPPLY, INSTALLATION, TESTING AND COMMISSIONING WORK FOR OFFICE SETUP AND INTERIOR WORKS OF CBSI OFFICE AT CORPORATE R&D CENTRE, NASHIK ROAD**” due on 15:00 hrs. IST on 06.06.2023.
- ii. If the tender is not submitted as per above format, offer/ bid/ tender will be liable for rejection.
- iii. Late Tender shall not be accepted. Tenderer shall submit their offer only on prescribed form. Tenders by fax/ email shall not be accepted. Tender by Post/hand/courier received on or before the due date and time shall be accepted. Postal delay/ delay by courier services etc. shall not be condoned, what so ever reason may be.

**SIT 6: Opening of Tender & Evaluation Process:**

6.1 In the first instance, the **Techno-Commercial** part of Tender document will be opened and considered for the evaluation. These offers/ bid will be scrutinized and evaluated by the competent committee/ authority with reference to the parameters prescribed in the eligibility criteria (**Section IX**). The technical acceptance of the bids is on the basis of **Technical Specifications** offered by the bidders as per **Section -VII** Technical Specification and Section-VI List of Requirement of the tender document and acceptance of the terms and conditions as per GIT, SIT, GCC, SCC, other conditions of tender. **Conditional offers will be liable for rejection.**

6.2 In the second stage, the Price Bid of only Techno Commercially Qualified firm offers (as mentioned first stage) will be opened for further scrutiny and evaluation.

6.3 The intimation regarding opening of price bids shall be given to qualified tenderers to enable them to attend the price bid opening, if they so desire.

6.4 **Price bid evaluation:** In the second stage, the price bid of only Techno Commercially Qualified firm will be opened for further scrutiny and evaluation. The price quoted shall be compared on Total Price basis (FOR ISP Nashik Road), including all taxes, duties, etc. The evaluation criteria for awarding the contract shall be to individual L1 bidder's schedule mentioned in **Section XI Price Bid.**



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SECTION IV: GENERAL CONDITION OF CONTRACT (GCC)

Please refer the below link for further details:

<https://spmCIL.com/uploaddocument/GCC/new.pdf> **GCC (Total pages: 36)**

BIDDERS ARE REQUESTED TO DOWNLOAD 36 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DCOUMENT.



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**SECTION V: SPECIAL CONDITIONS OF CONTRACT (SCC)**

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

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.  
(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

S. No.	GCC Clause No.	Topic	Modify/ Substitute/ Supplement	SCC Provision
1	1.2	Abbreviations:		As Applicable
2	6.1, 6.3 & 6.5	Performance Bond/ Security	Modify	SCC 1 (Mentioned below)
3	8.2	Packing and Marking		As Applicable
4	9	Inspection and Quality Control		As Applicable
5	11.2	Transportation of Domestic Goods	Modify	SCC 2 (Mentioned below)
6	12	Insurance	Modify	SCC 3 (Mentioned below)
7	14.1	Incidental Services		As Applicable
8	15	Distribution of Despatch Documents for clearance/ Receipt of Goods		As Applicable
9	16.2, 16.4	Warrantee Clause	Modify	SCC 4 (Mentioned Below)
10	19.3	Option Clause		Not Applicable
11	20.1	Price Adjustment Clause		Not Applicable
12	21	Taxes and Duties	Modify	SCC 5 (Mentioned Below)
13	22	Terms and Mode of payments	Modify	SCC 6 (Mentioned Below)
14	24.1	Quantum of LD	Modify	SCC 7 (Mentioned Below)
15	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor		Not Applicable
16	33.1	Resolution of Disputes		As applicable
17	36.3.2, 36.3.9	Disposal/ Sale of Scrap by Tender		Not Applicable

**SCC 1 Performance Bond/ Security:** The successful bidder has to submit Performance Bond/ Security equivalent to 3% of the order(s) value, valid for a period of 60 days beyond the completion of all contractual obligations, within 21 days from the date of issue of Letter of Intent.

The Performance security shall be denominated in Indian Rupees in one of the following forms:



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- a) Account Payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank in India, in favour of India Security Press, Unit SPMCIL.
- b) Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in section XV of this document.

**SCC 2: Transportation of Domestic Goods:** The transportation of goods to be procured will be done by the supplier on FOR ISP Basis. The total cost of the transportation should be indicated in the price bid of the item to be procured.

**SCC 3: Insurance:** Specific Insurance cover for each consignment /supply is to be given by the firm, as applicable.

**SCC 4: Warranty Clause:** The firm will have to give minimum warranty as mentioned in the scope of work for the respective material to be supplied and installed.

**SCC 5: Taxes and Duties:** If the tenderer fails to include taxes and duties as per law of the land in the tender, no claim thereof will be considered by purchaser at a later stage.

**SCC 6: Terms and Mode of Payment:** 100% payment within 30 days of after successful completion of works to Corporate (R&D) centre, Nashik Road and receipt of suitability report from CBSI. The tenderer shall give his consent in a mandate form for receipt of payment through NEFT (Section XIX).

**SCC 7: Quantum of LD:** Subject to GCC clause 28, if the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, SPMCIL shall, without prejudice to other rights and remedies available to SPMCIL under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the ½% percent (or any other percentage if prescribed in the SCC) of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% (or any other percentage if prescribed in the SCC) of the delayed goods' or services' contract price(s). During the above-mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 23.4 above shall also apply. In all such cases GST would also be applicable on LD.



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**Section VI: List of Requirements**

Schedule No.	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money (in Rs.)	Remarks
	SUPPLY, INSTALLATION, TESTING AND COMMISSIONING WORK FOR OFFICE SETUP AND INTERIOR WORKS OF CBSI OFFICE AT CORPORATE R&D CENTRE, NASHIK ROAD	1 AU	Rs. 1,43,158/- (Rupees One Lakh Forty Three Thousand One Hundred Fifty Eight Only)	Delivery Schedule As per section VI: List of Requirement and detailed Technical Specification mentioned in Section VII.
(a)	Required Delivery Schedule	:	The project shall be completed within 3 months of the placement of Purchase order. All the amenities for interior set up shall be completed within this period.	
(b)	Required Terms of Delivery	:	On FOR ISP Basis.	
(c)	Destination	:	India Security Press, Nashik Road-422101 Maharashtra, India	
(d)	Preferred mode of transportation	:	By Road (FOR)	

1. All the copies of tenders shall be complete in all respects with all their attachments/ enclosures duly numbered and signed on each and every page.

2. The total cost should be inclusive of all elements as cited above on FOR India Security Press, Nashik Road (Maharashtra), India, basis.

3. The Bidder has to submit the Check list as per Format given below along with the Techno-commercial Documents (**First Envelope**):

Sr. No.	Description	Submitted/ Not Submitted	Page No.
1)	EMD (Earnest Money Deposit)		
2)	Documentary evidence towards Experience and past performance as per clause 1(i) of section IX.		
3)	Documentary evidence towards Capability, equipment and manufacturing facilities as per clause 1(ii) of section IX.		
4)	Documentary evidence towards Financial Standing as per clause 1(iii) of section IX.		
5)	Undertaking as per clause 3 under section IX		
6)	Copy of PAN and GST registration certificate.		
7)	<b>Power of Attorney/ Authorization</b> with the seal of company indicating that authorized signatory is competent and legally		



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Sr. No.	Description	Submitted/ Not Submitted	Page No.
	authorized to submit the tender and/ or to enter into legally binding contract.		
8)	Adherence to the Delivery Schedule as per Section VI on Bidder's Letter Head.		
9)	Adherence to the Technical Specification as per Section VII: Technical Specifications on Bidder's Letter Head		
10)	Adherence to the Quality Control Requirements as per Section VIII on Bidder's Letter Head.		
11)	Duly filled Tender form as per Section X alongwith required documents		
12)	Duly filled Section XII: Vendor details & alongwith required documents		
13)	Manufacturer's Authorization Form: As per Section XIV, if applicable		
14)	NEFT Mandate as per section XIX		
15)	All pages of the tender documents (including GIT, GCC, SIT, SCC, List of requirements, Technical specification, quality requirements, etc.) duly signed and stamped by the Authorized signatory of the bidder.		

The Bidder has to submit the Check list as per Format given below along with the Price Bid (**Second Envelope**):

Sr. No.	Description	Submitted / Not Submitted	Page No.
1.	Duly filled Section XI: Price bid		





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## **SECTION VII: TECHNICAL SPECIFICATIONS**

### **TERMS & CONDITIONS/SCOPE OF WORK**

This scope of work pertains to establishing of new CBSI office at the Ground Floor of Corporate R&D Centre on turnkey basis. The office should have the following sections:

- a) Reception
  - b) Conference Hall
  - c) Workspace
  - d) Boss cabin – 3 nos.
  - e) Recreation room
  - f) Pantry
1. The project should be completed within 3 months of the placement of Purchase Order. All the amenities for interior set up should be completed within this period.
  2. The representative of firms shall inspect the site with every detail and understand the scope of work.
  3. Providing architectural, structural & interior consultancy services for the project including architectural and interior design and drawing etc.
  4. Bidder firm shall submit 3d & 2d drawings of entire interior with all the working drawings with actual measurements and pictures of actual material to be used before starting of work and approved by ISP Nashik.
  5. While designing the interior all the offices and cubical shall be taken care for allocation of power, network and telephone cables points. Accordingly wiring shall be laid and concealed in the floor or wall. There will not be visible wires or hanging wires.
  6. Removing / dismantling all the existing pipelines, partitions, ceilings, doors, floorings, paints, windows, storage racks, wall cabinets, concealed storage spaces including cleaning, shifting etc. Complete, if necessary as per the design.
  7. Supplying & laying of electrical wiring as per the design for circuit, fixing of lights, panels, fans, switches, fixing of AC, MCB, etc. complete. Grounding materials and connections. All fittings, supports, brackets, anchors, clamps and connections. Telephone connections socket, plugs along with the wiring and all accessories.
  8. Supply and fixing AC's as per the size of the room requirement. Includes minimum 6 nos. of 1 ton split 5 star AC system of inverter type along with indoor & outdoor units. The condenser shall be of copper. Make: Samsung/Voltas/LG/Blue star/Daikin/Carrier/- (inverter units) with copper condenser.
  9. Supply and fixing of Fire Alarm System.
  10. Supply and fixing ac's as per the size of the room requirement. Includes minimum 6 nos. of 1 ton split 5 star ac system of inverter type along with indoor & outdoor units. The condenser shall be of copper. Make: voltas/lg/blue star/daikin/carrier/- (inverter units) with copper condenser as per the design with all the required hardware, inlet outlet connections etc. Complete. The overall ambiance shall be able to maintain at 25 degree temp. All the system shall be designed as per green building concept basis.
  11. All the wiring shall be concealed type. While designing the interior of all the cabins and cubical shall be taken care for allocation of power, network and telephone cables points. Accordingly wiring shall be lay and concealed in the floor or wall. No hanging wires.



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12. Wiring for maximum 120 light points as per the design with all the light point/ fan point/ wall fan point/ exhaust fan/ light sockets etc. Using pvc conduits, accessories such as bends, tees, saddles, draw boxes, mounting boxes, inner plates, cover plates, ceiling rose etc. (wherever required) and chromium plates brass screws/ rowel plug etc. The conduit to be laid in ceiling with proper clamps/ wall/ floor and filling the chase with cement mortar and finishing the same in original form/ wooden partition/ above false ceiling with proper clamps etc. All complete. The circuit wiring starting from switchboard to point control box/ switch box using 2 x 2.5 sq.mm + 1 x 1.5 sq mm pvc insulated 1100 v frls grade multi stranded copper conductor wire (primary point) & 2 x 1.5 sq.mm + 1 x 1.5 sq mm pvc insulated 1100 v frls grade multi stranded copper conductor wire for looping (secondary point).(modular type switch/ socket/ plate/box etc. Complete assembly) pvc insulated earth wire (color code to be used). (flexible conduit/ elbow not allowed).
13. Providing and laying telephone black / amba white /adbury brown / ruby red / ocean brown / matching colour granite stone of 18 to 20 mm thick for door frame/ dado/ window boxing etc. On c.m. 1:6 including filling joints with polymer base filler nosing the sharp edges wherever necessary, curing, etc. Complete as per the design. (qty. = 40.76 sq. M.)
14. Providing and fixing in position upvc sliding/open able window of three tracks with rectangular pipe 95 x 38.10 x0.90 mm at weight 0.637 kg/rmt. With window frame bottom track section 92 x 31.75 x 1.30 mm at weight 1.070kg/rmt. Top and side track section 92 x 31.75 x 1.30 mm at weight 0.933kg/rmt. The shutter should be of bearing bottom 40 x 18 x 1.25 mm at weight 0.417 kg/rmt. Inter locking section 40 x 18 x 1.10 mm at weight 0.469kg/rmt. and handle and top section 40 x 18 x 1.25 mm at weight 0.417 kg/rmt. As per detailed drawings and as directed by engineer in charge with all necessary aluminum sections fixtures and fastenings such as roller bearing in nylon casting and self-locking catch fitted in vertical section of shutter including 5 mm thick plain glass and aluminum mosquito net shutter with stainless steel jail with all required screws and nuts etc, complete. (qty. = 18.10 sq. M.)
15. Providing & fixing as per design with suspended false ceiling consisting of 8mm to 12mm. Thickness gypsum board / 6mm to 12mm thick pvc panels of size 3m to 5.9m in length and 250mm to 300mm in width suspended on frame work of anodized aluminum consisting of t 50 mm x 40 mm weighing 0.39 kg/m. At 60 cms c/c and fixed with ( 15 x 15 mm) flanges weighing 0.119kg/m suspended on 6 mm dia. Mild steel rod weighing 0.22 kg/m fixed on wall and beams including rounding of the edges with t of 50 mm x 40 mm weighing 0.39 kg/m or gi. Framework consists of gi. Perimeter channels 0.55 mm thick. X 20mm .x 30mm. Along perimeter of false ceiling; screw fixed to wall/partition with nylon sleeves & screws @ 600mm. Including all labor etc. Complete as per the design. (qty. = 170.21 sq. M.)
16. Providing and applying gypsum plaster at particular areas as per the design (with gypsum material of gypsum india / mega sign or equivalent make) with finishing with gypsum material in 10 to 13 millimeter thickness to previously plastered surface. (qty. = 60.21 sq. M.)
17. Providing and laying vitrified tiles / ceramic tiles / pvc tiles / floor laminate / vinyl flooring of approved quality of size 600 x 600 mm / as per the design and minimum thickness of 6 mm to 8 mm. (qty. = 170.21 sq. M.)
18. Providing & fixing partitions as per the design / solid partition made up of 19 mm bwp grade waterproof plywood of size 8'x4' / 6'x 4' & 1 mm laminate from both sides or toughened, crack proof, seamless finish, long lasting glass of thickness - 12mm should be finished with specified finish and all required hardware etc. Complete as per the design. (qty. = 80.54 sq. M.)
19. Providing & fixing 30 mm to35 mm thick flush door with necessary lipping patti polished or 12 mm toughened glass doors and all necessary hardware like ball bearing hinges, door closures, cylindrical lock with key, door stopper etc. Complete as per the design. (qty. = 5 nos.)



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20. All provisions to be made for all electrical, networking, telephone etc. Boxes onto partition framework at required heights/levels with necessary additional supports &/or scaffolding as required.
21. Providing and fixing low height partition up to 5' height made of 19 mm bwp grade waterproof plywood & 1 mm laminate from both sides or toughened, crack proof, seamless finish, simple to clean long lasting *glass* of *thickness* - 12mm should be finished with specified finish as per design. Includes all necessary hardware. (qty. = 15.20 sq. M.)
22. Providing and fixing paneling / covering / framing on walls, front facia, and various parts of the interior as required with ply framework for leveling, supporting and beatification with 18 mm thick mr grade plywood , and limited use of 6mm - 8mm ply for paneling columns, beams etc. Including fixing as per pattern and style with 1mm thick laminate shall be fixed as per the design. (qty. = 70.44 sq. M.)
23. Providing & fixing tables, for boss cabins and conference hall and workspace of height upto 2'5" made up of 19mm bwp grade waterproof plywood & 1 mm waterproof veneer / laminate or toughened / fiber / acrylic glass on the top as per the design. The table shall be provided with drawers, key board drawer, c.p.u. space, ply footrest, wire manager, & other required hardware as per the design.
24. The counter should have necessary holes of required sizes for wire managers. The counter should have necessary passages & ledges for data cables, electrical cables and telephone lines. The counter should be finished with 0.8 mm thick plain laminate from internal side. All the exposed edges of plywood including lower edges should have lipping patti. Lipping patti should be finished in polish. Includes necessary hardware moldings, handles & godrej or equivalent make drawer locks with key for drawers. Drawers to be made of 12 mm thick plywood and finished with laminate on front and enamel painted inside. All the furniture should complete as per the design.
25. Providing & fixing miscellaneous furniture like side unit, individual storage cabinets, bookshelf's, racks, centre tables etc. As per the design made up of 19mm thick Plywood framework & 6mm thick plywood as backing. Side unit / storage cabinets should have minimum 2 numbers of drawers / sections. Drawers should be made up of 12 mm / 18 mm thick plywood facia and 12mm thick plywood sides with 6mm thick plywood bottom. Drawers should be mounted on heavy duty drawer sliders of approved brand. Side unit should be finished with 1 mm thick laminate. (qty. = 15 nos.)
26. Providing & fixing storage cabinet made up of 19mm thick plywood framework & 8mm thick plywood back or metal locker storage cabinet with powder coated made from c.r.c.a. sheet. Dimensions as per the space availability. (qty. = 2 nos.)
27. Boss chairs for cabins -high back revolving chairs with mesh black / beige/ approved colour with all attachments like tilting & gas lift, hand rest , headrest, etc. Complete as per the design. (qty. 4 nos.)
28. Premium visitor chairs for cabins -high back revolving / non revolving chairs with mesh black / beige/ approved color Complete as per the design. (qty. 12 nos.)
29. Chairs for staff and conference room - medium back revolving chair with mesh black/ beige/ approved colour with all attachments like tilting & gas lift ,hand rest, etc. (qty. = 25 nos.)
30. Providing and fixing of sofa set for reception area and recreation room with side arms made for best wood framework and legs fitted with rubber nylon shoes fixing with 8mm thick commercial ply back side. Providing 150 mm thick high density (min 40) foam rubber of approved quality to seat and 50 mm thick foam rubber of approved quality, density mini. 32 to the back covered with leather upholstery as per the design. (qty. = 6 nos.)

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31. Providing and fixing main door using 12mm clear toughened glass (entire elevation area of the main door shall look glass with patch fittings only, no wooden or plywood sections/panels). Include all the hardware required, dorma or approved equivalent make floor springs, patch fittings etc its accessories, top pivot, center lock, 900mm glass door handle etc. Shall be provided. Privacy film to be pasted and complete as per design.
32. Paint at selected areas as per the design applying painting of two or more coats of plastic/ acrylic/ emulsion paint of approved shade & manufactured by asian paints, burger, nerolac or equivalent after scraping the original surface rubbing with sand paper of zero size for smooth, surface , two coats putty / waterproofing chemicals if necessary & two coats of emulsion paint of approves colour or as per the design. Coats have to be made successively after drying each coat and finishing with sponge roller. (qty. = 280.60 sq. M.)
33. Providing & applying enamel paints to doors, windows, grills, metallic surfaces, walls, etc. Removing, scrapping & cleaning the existing enamel paint on doors, windows, grills, metallic surfaces, etc. Paint by scrapping, sand papering and scrubbing. Then first coat of primer to be applied. (qty. = 12.40 sq. M.)
34. Providing & installing vertical blinds as per the design and window sizes of trac / vista or equivalent with medium range fabric (synthetic material), of approved shade and color, pull cords shall be 1.7mm dia. Braided nylon with a core of rayon threads. The blinds shall be able to operate in any direction with a flight upto 180 degrees and can slide to one side for opening purposes. (qty. = 52.50 sq. M.)
35. Providing & constructing zade black granite platform for pantry and wash basin counter complete as per design with 18-24 mm kota stone stand and kota stone or ms angle/t section supports as required and as instructed, including base stone in kota stone and fixing of 15-18 mm thick mirror polished, machine cut jet black granite with simple full round edge moulding and facia for pantry counter and double thick edges with full round moulded edges and of required size. The granite full round moulding shall be fixed with araldite adhesive to the counter top. The cost shall be inclusive of cutting for sink, basin, taps etc. As and when required.(qty. = 4.10 sq. M.)
36. Providing and fixing stainless steel sink of nirali / jindal/ hindware make or equivalent, size of minimum approx. 18inch x 18 inch or as per the including all required cutting, filling, preparation for installation, connecting waste coupling, waste pipe, adhesives/ sealers/ fillers etc. (qty. = 1 nos.)
37. Providing and fixing vitrified tiles for pantry wall of minimum size 450 mm x 300 mm of make simpolo, kajaria, nitco, bell, johnson, etc, or equivalent with all the required cement mortar and chemicals. (qty. = 4.64 sq. M.)
38. Providing and fixing 15mm dia swan type cp bib cock of jaguar or equivalent make for pantry sink. And fixing pvc waste pipe for wash basin and kitchen sink including rubber ring, adhesive lubricant solvent cement with pvc clips bends, joints, bends with doors, etc. Pvc waste fittings complete as per design. (qty. = 1 nos.)
39. Supplying and installation of the electronics as per the design includes lighting fixtures includes supplying, installation with hanging support, testing and commissioning of light fixtures as per the design with led ceiling panel lights / electronic ballasts / led battens/ lamps / spot lights/ decorative lights and all fixing materials including connecting wires etc. Complete as per the design. (all led light fixtures should be covered with minimum 2 years onsite replacement warranty).
40. Supply, installation, testing and commissioning of ceiling fans / exhaust fans if necessary or as per the design with all fixing materials like white polycarbonate 2 mm hylem sheet cover, down rods, fan box as required etc.
41. Supply and installation of 56" 4k professional led smart display with minimum configuration of wall mount, 4k picture quality, resolution uhd (3840 x 2160), built in speaker(minimum 10w), 350 nits brightness, native contrast ratio 1200:1, best viewing angle, hdmi 2.0 (2), usb (2), display port connectivity, haze 25% or higher,



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rs232c (in/out) through stereo jack, rj45 external control of make : sony/samsung/lg/ panasonic or equivalent with minimum comprehensive warranty of 2 years. (qty. = 3 nos.)

42. Supply and installation of 5 star inverter direct-cool single door refrigerator of minimum 190 litres with maximum annual energy consumption of 104 kilowatt hours having toughened glass shelves , durable, silent operations etc. (qty. = 1 nos.)
43. Supply & Installation of Wireless Projector with Wifi Connection along with Ceiling mount of make Epson / Ben Q/ Philips.
44. Complete refurnishing, painting & setting up of Visitor Room at Main Gate Entrance.
45. Providing & fixing of 06 Chairs& 02 tables for Visitor Room at Main Gate Entrance.
46. Make list:
  - a) Electronics : TV/AC - LG / Samsung/ Panasonic or equivalent.
  - b) Cable/wires : Polycab/Finolex/RRCable/Havells or equivalent.
  - c) Paints : Asian paints/Berger/Akzonobel/Nerolac or equivalent.
  - d) Sanitary fitting : Jaquar/Kohler/Eleganza or equivalent.
  - e) Sanitaryware : Jaquar/Kohler/Cera/Parryware or equivalent.
  - f) Switches/MCB/sockets: GM/Crabtree/Legrand/Polycabe/Havells or Equivalent.
  - g) Plyboard: Century Ply/Grenply/Kitply/Sarda Plywood/National Plywood or equivalent.

Description of Services	QTY/AREA	UNIT	MAKE
<b>SERVICES FOR INTERIOR DESIGNING</b>			
<b>Pre-Construction</b>			
1.2D Designing with actual measurements.	1600	Sq.ft.	
2.3D Designing with actual measurements and exact theme 3D Snapshots only 7.	1600	Sq.ft.	
3. Existing interior dismantling and demolition.	1600	Sq.ft.	
4.Plumbing (Installing pipes under the floor) for Wash Basins, Pantry, WC, waste outlets, etc.			Jaquar/ Kohler/ Eleganza/ Cera/ Parryware or equivalent
5. Electrical Layout, Survey & Certification by the Engineer.	1600	Sq.ft.	
6. Electrical wiring work under the floor and wiring for power outlets (Workspace, Pantry, Ac's etc.)	120	Points	Polycab/ Finolex/ RR kabel/ Havells or equivalent
8. Flooring waterproofing, Leveling and filling the gaps.	1600	Sq.ft.	
<b>Construction</b>			



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1. PVC false ceiling with framing.(Plain design)	1600	sq. ft.		
2.PVC Carpet on the floor	1600	sq. ft.		
3.Sliding Windows Aluminum.(Powder coating)	400	sq. ft.		
4.Marblework for Windows sills, Door Frames, Kitchen Platform , Wash basins, Pantry etc.	380	sq. ft		
5. Wooden Partitions with waterproof Ply board and PVC/Wooden veneer.	450	sq. ft	Century Ply/ Greenply/ Kitply/ Sarda Plywood/ National Plywood or equivalent	
6. Wooden wall paneling with ply board and water proof veneer.	500	sq. ft.	Century Ply/ Greenply/ Kitply/ Sarda Plywood/ National Plywood or equivalent	
7. Glass Partitions with 12mm glass	600	sq. ft.		
8. Office Furniture -	Cabin Tables	3	Nos.	Godrej Interio/ Neelkamal / Herman Miller/ Stanley or equivalent
	Cabinets	6		
	Workspace tables	15		
	Boss Chairs	4		
	Visitor chairs	12		
	Sofa	6		
	Conference Table	1		
	Conference chairs	25		
	Individual storage cabinets	15		
Centre tables	4			
9.Curtains and Blinders with rollers.	1260	sq. ft.		
10. Electricals-Switchboxes, junction boxes, Wires, Switches, Plates, light boxes, Fan boxes etc.			Polycab/ Finolex/ RR kabel/ Havells or	



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				equivalent
11.Electronics-	Lights-Ceiling and ambience lighting		Nos.	
	56" TV Screens	3		Sony/lg / samsung/ panasonic or equivalent
	Air conditioners	8		lg / samsung/ panasonic or equivalent
	Routers/network switches	4		
	Bells	3		
	Sound bars	2		
	Shredder	2		
12.Office décor items (wall arts, show pieces, flower vases, artificial plants, table lamps etc.)				
<b>Pantry</b>				
Small Refrigerator - 1, Kitchen sink - 1, Exhaust fan - 1, Utensil stand - 2, Glasses, Water bottles, Storage cabinets and boxes, Plates, Trays, Tea cups etc.				

Note: Tenderer's attention is drawn to GIT clause 17 and GIT sub-clause 10.1.

The tenderer is to provide the required details, information, confirmations, etc accordingly, failing which it is tender is liable to be ignored. Prospective bidders shall comply with the feature specifications (including Warrantee Obligations) and submit a "Specification Compliance Certificate" with their Technical Bid.



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### **SECTION VIII: QUALITY CONTROL REQUIREMENTS**

The materials supplied by the successful bidder will be accepted on all parameters as per specification as stated in Section-VII. The purchaser reserves the right to get the material supplied tested from in-house laboratory or any other laboratory of repute and in case the material is found not meeting the specification, the purchaser shall be entitled to cancel the contract, and if so desired, purchase or otherwise the purchase of the stores at the risk and cost of the contractor.

2. Final Acceptance Certificate will be issued on Complete Supply, Installation, testing and commissioning of all works as per scope of work stated in Section VII. All the relevant certificates to specified standard is to be provided.





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**SECTION IX: QUALIFICATION/ ELIGIBILITY CRITERIA**

**(1) Minimum Eligibility Criteria:**

- (i) Experience and Past Performance:** The bidder should have experience of having successfully completed similar works during last 7 years ending on '31.03.2022'
- Three similar completed works each costing not less than the amount equal to Rs.28,63,152/-  
or
  - Two similar completed works each costing not less than the amount equal to Rs.35,78,940/-  
or
  - One similar completed work costing not less than the amount equal to Rs.57,26,304/-.

*Note: Start-ups are exempted from Experience and Past Performance criteria. In case any bidder is seeking exemption from Experience and Past Performance criteria, the supporting documents to prove his eligibility for exemption must be submitted for evaluation.*

**(ii) Capability, equipment and 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.

**(iii) Financial Standing:**

(i) Average annual financial turnover of the bidder during the last three years, ending on 31.03.2022, should be at least Rs.28,63,152/- 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.

*Note: The Average Annual Turnover criteria are exempted for Start-ups. In case any bidder is seeking exemption from Average Turnover criteria, the supporting documents to prove his eligibility for exemption must be submitted for evaluation.*

(ii) The bidder should not have suffered any financial loss for more than one year during the last three years, ending on 31.03.2022.

(iii) The net worth of the bidder should not be negative as on 31.03.2022 and also should not have eroded by more than 30% in the last three years, ending on 31.03.2022.

**Note: The criteria for Capability, Equipment and Manufacturing facilities as well as financial loss and net worth under the financial standing eligibility criteria (above) shall be applicable to all the bidder firms including Startup Firms.**

**(2) Other Requirements:**

- (a) PAN:** The Bidder should be registered with the Income tax. Relevant proof in support shall be Psubmitted.
- (b) Goods & Services Tax Registration:** - The Bidder should be registered with the Goods & Services Tax Department. The bidder firm should submit GST Registration Certificate. Relevant proof in support shall be submitted.



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**(3) Undertaking(s) on firm's letter head:-**

- (a) The firm should give undertaking that, *"We have not been black-listed/ debarred for dealing with any Govt. Organization / Public Sector Undertaking (PSU) / Reputed Organization in the past"*.
- (b) That *"the information given in the documents are correct and the Bidder is aware that in case any information provided is found to be false at a later stage, ISP reserves the right to reject/ disqualify the bidder at any stage of the tendering process without assigning any reason."*
- (c) The firm should give undertaking that, *"We agree to withdraw all the deviations, if any, unconditionally and accept all the terms and conditions of the tender document including the technical specifications"*.

**(4) Applicability in Special Cases**

- (a) Authorized Representatives: Bids of bidders quoting as authorized representative of principal manufacturer would also be considered to be qualified, provide: (i) their principal manufacturer meets all the criteria above without exemption, and (ii) the principal manufacturer furnishes a legally enforceable tender-specific authorization in the prescribed form assuring full guarantee and warranty obligations as per the general and special conditions of contract; and (iii) the bidder himself should have been associated, as authorized representative of the same or other Principal Manufacturer for same set of services as in present id (supply, installation, satisfactorily commissioning, after sales service as the case may be) for same or similar Product for past three years ending 31.03.2022.
- (b) For Existing successful Past Suppliers: In case the bidder (manufacturer or principal of authorised representative) who is a successful past supplier of 'The Product' in at least one of the recent past three procurements, who do not meet any or more of requirements above, would also be considered to be qualified in view of their proven credentials, for the maximum quantity supplied by him in such recent past. (This clause is not applicable for Security Items as notified by Government of India from time to time.)
- (c) Joint Ventures and Holding Companies: Credentials of the partners of Joint Ventures cannot (repeat cannot) be clubbed for the purpose of compliance of PQC in supply of Goods/ Equipment, and each partner must comply with all the PQC criteria independently. However, for the purpose of qualifying the Financial Standing Criteria, the Financial Standing Credentials of Holding Company can be clubbed with only one of the fully owned subsidiary bidding company with appropriate legal document proving such ownership.



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**Section X: Tender Form**

Date.....

To

.....  
.....  
.....

(complete address of SPMCIL)

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

We, the undersigned have examined the above-mentioned tender enquiry document, including amendment No. -----, dated ----- (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver..... (description of goods and services) in conformity with your above referred document for the sum shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V – —Special Conditions of Contract||, for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto -----, as required in the GIT 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 upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

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

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

We also solemnly declare as under:

**1. MSMEs Status:**

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- (a) Company /Partnership Firm /Proprietary Concern / Society/Trust / NGO/Others (Please Specify):.....
- (b) Micro/ Small / Medium Enterprise/ SSI/ Govt. Deptt. / PSU/ Others:....
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):.....
- (d) MSME Registration no. (With copy of registration):.....
- (e) Udyog Aadhaar Memorandum no.....
- (f) Whether Proprietor/ Partner belongs to SC/ ST or Women category.  
(Please specify names and percentage of shares held by SC/ST



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Partners):.....

**2. Make in India Status:**

Having read and understood the Public Procurement (Preference to Make in India PPP\_MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

(a) Self-Certification for category of supplier:

- Class-I Local Supplier /
- Class-II Local Supplier /
- Non Local Supplier /

(b) We also declare that:

- There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for offered product, or
  
- We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order.

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

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

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

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

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

**5. Penalties for false or misleading declarations:** I/we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details. We understood that any wrong or misleading self- declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender document, including debarment.

.....  
(Signature with date)

.....  
(Name and designation)  
Duly authorized to sign tender for and on behalf of

.....  
.....



**Section XI Price Bid**  
**Indigenous Offers : All prices to be in Indian Rupees**

To,  
Chief General Manager  
India Security Press,  
(A unit of Security Printing & Minting Corporation of India Ltd.)  
Nashik Road - 422101 (Maharashtra), India.

**OFFER FORM for Tender No: 6000018239/ISP/CorR&D/Officesetup/2023 Dated 04.05.2023, Opening on 06.06.2023 Time 15.00.Hours**

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

Schedule No.	Description	Specification	Unit	Qty	Total Price per unit (INR) See table below for Break-up of Price	Total Value of offer (INR)	Terms of Payments	Delivery Period	Gross weight and dimensions of package per unit
1	2	3	4	5	6=J*	7 = 6 x 5	8	9	10
1	SUPPLY, INSTALLATION, TESTING AND COMMISSIONING WORK FOR OFFICE SETUP AND INTERIOR WORKS OF CBSI OFFICE AT CORPORATE R&D CENTRE, NASHIK ROAD	As per Section VII	AU	1			As per Section V: SCC 6 of Tender document	As per Section VI List of Requirement	

**Break-up of Price in Column - 6 (In Indian Rupees)**

Item Description	Basic unit price	Name of Manufacturer/OEM	Country of Origin	HSN/SAC Code	GST % (incl GST Cess, if any) with Break-up of CGST/STGST/IGST	Per unit GST Total	Packing & Forwarding in details	F.O.R. Station of Despatch Price	Freight (& Insurance charges) upto destination	FOR Destination Price
SUPPLY, INSTALLATION, TESTING AND COMMISSIONING WORK FOR OFFICE SETUP AND INTERIOR WORKS OF CBSI OFFICE AT CORPORATE R&D CENTRE, NASHIK ROAD	A	B	C	D	E	F= (A x E)/100	G	H=A+F+G	I	J*=H+I
<b>Grand Total</b>										



1. Scope of Supply: (Cost break-up of the quoted cost, showing inter-alia costs of all the concomitant Installation/Commissioning/ Training/Technical Support/Incidental Services/Software/accessories, considered necessary to make the proposal self-contained and complete must be indicated here.)

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) Contract Names, Nos & email IDs for GST matters ( Please mention primary and secondary contracts)

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 Requirement and other stipulations in Section VII & VIII required and out 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 tenders (i.e. upto.....). We shall be bound by the communication of acceptance dispatched within the prescribe time.

5. Earnests Money/Bid Guarantee for an amount equal to .....is enclosed in form of .....(form and reference number, date) as per the Tender documents.

Dated .....

Signature and Seal of Manufacturer/Bidder

Note:-

- (i) The Bidder may prepare their own offer forms as per this proforma.
  - (ii) in the proforma is permissible.
  - (iii) No erasures or alterations in the text of the offer are permitted. Any correction made in the offer shall be initialled by the bidder.
  - (iv) Figures in Columns 5 to 7 (both inclusive) and in Break-up of price in column 6, should be in both figures and words.
- This Section should not bring in any new Technical Parameter that has not been mentioned in the Technical Bid.



**Section XII: Vendor Details**

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

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

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

**1. Vendor/ Contractor particulars:**

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

**2. Taxation Details:**

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

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

.....  
(Signature with date)  
.....

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

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



**Section 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  
authorise 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 authorisation 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.





**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 ..... (hereinafter 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.

Date

Place

Witnesses

Signature  
**(Printed Name)**  
**(Designation)**

**(Bank's Common Seal)**



**Section XVI: Contract Form**

(Address of SPMCIL's office issuing the contract)

Contract No..... dated.....

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

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

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

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

(i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

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

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

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

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

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

For and on behalf of.....

Received and accepted this contract .....

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

For and on behalf of .....

(Name and address of the supplier)

.....  
(Seal of the supplier)

Date:

Place:



**Section XVII: Letter of Authority for attending a  
Pre-bid Conference/ Bid Opening**

The General Manager

Unit Address

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

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

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

**Note:**

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

**Section XVIII: Proforma of Bills for Payments**

(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....

Bill No.....

Dated.....

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

Name and address of the consignee.....

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

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

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

Dated.....(enclosed)

Inspection Certificate No.....Dated.....(enclosed)

Place and Date

Received Rs.....

Rupees).....

We solemnly certify that:

- a. Goods and Services Tax (GST) charged on this Bill is not more than what is payable under the provision of the relevant Act or the Rules made there under.
- b. Goods on which GST has been charged have not been exempted under the GST Act or the rules made there under and the charges on account of GST on these goods are correct under the provisions of that Act or the Rules made there under.
- c. We are registered with above indicated GSTIN as dealer in the State where in their Billing address is located for the purpose of GST.
- d. This bill form / invoice is not a replacement for the GST invoice. The proper GST invoice as per requirements of GST rules has been sent to the Purchaser as and when deliveries are made to the consignee.
- e. that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier



**Section XIX: NEFT Mandate**

(Refer clause 22.2 of GCC)

From: M/s. .... Date: .....

To:

(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

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