



**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**  
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**e-mail: purchase.isp@spmci.com Web:http://ispnasik.spmci.com**  
**CIN: U22213DL2006GOI144763 GSTIN: 27AAJCS6111J2Z7**

PR Number	PR Date	Indenter	Department
11010993	04.10.2023	MNT-CIV	MNT-CIV

**Not Transferable**

**Security Classification: Non-Security**  
**TENDER DOCUMENT FOR: Renovation works in HR section at Admin building ISP Nashik**

**Tender Number: SPMCI/ISP/PPP-ET/6000018592**  
**CPPP ID: 2023\_SPMCI\_178350\_1**  
**This Tender Document Contains \_\_\_\_\_ Pages.**

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

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

### ***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 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](http://www.spmcil.com), email: [purchase.isp@spmCIL.com](mailto:purchase.isp@spmCIL.com)

**Tender No.: Tender Number: SPMCIL/ISP/PPP-ET/6000018592**

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

GeM-Availability Report and Past Transaction Summary-GEM/GARPTS/18122023/PLEF9CA5IKGS

Schedule No.	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money (in Rs.)	Remarks
1	<b>Renovation works in HR</b>	1 AU	Rs. 28,900/- (Rupees Twenty Thousand Nine Hundred 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)		
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 18.12.2023 to 18.01.2024 on e-tendering website <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> Tender document can only be obtained after registration of tenderer on the website <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a>		
Closing date and time for receipt of tenders		18.01.2024 up to 15.00 Hrs		
Place of receipt of tenders		On e-tendering website <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> through online mode only duly verified by authorized DSC of vendor.		
Time and date of opening of tenders for Technical Bid. <i>Place, Time, and date of Opening of Price bid would be intimated later on</i>		15:00 Hours on 19.01.2024		
Place of opening of tenders		On e-tendering website <a href="https://etenders.gov.in/eprocure/app">https://etenders.gov.in/eprocure/app</a> through online mode only		
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)		
Security Classification		Non-Security		

## 2. Information and instructions for bidders:

The Bidder shall go through the tender document carefully and shall comply with each clause of all the sections of the tender documents.

Prospective Tenderers are advised to go through <https://etenders.gov.in/eprocure/app> and get themselves aware for e-tendering participation requirements.

### REGISTRATION:

- a) Bidders are required to register on the e-tendering portal of CPPP (<https://etenders.gov.in/eprocure/app>).
- b) Upon registration, Vendors/Suppliers must have valid Class-III Digital Signature both Signing & Encryption type Certificate to participate in tenders. DSC can be procured from any of the Licensed Certifying Authorities by Controller of Certifying Authorities, details available at [www.cca.gov.in](http://www.cca.gov.in).

3. 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.

4. 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).

5. 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.

6. Tenderers shall strictly ensure that their tenders, duly stamped and signed and authorized by DSC, complete in all respects as per instructions contained in the Tender Documents, will be submitted only through online mode on <https://etenders.gov.in/eprocure/app> on or before the closing date and time indicated in the Para 1 above, failing which the tenders will not be accepted. 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 (*including proofs of cost of Tender Documents and EMD as applicable - unless an online payment gateway is provided in the instruction*) 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 organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.

8. The tender documents are not transferable.

9. The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract – should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).

10. 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/18122023/PLEF9CA5IKGS.



11. 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.

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



## **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.

### 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		Not Applicable
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
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 2(Mentioned below)
14	19	Tender Validity	Modify	SIT-3(Mentioned below)
15	20.4	Number of Copies of Tenders to be submitted	Modify	Tenderer shall submit their tender in "Original" only.

Sl. No.	GIT Clause No.	Topic	Modify/ Substitute/ Supplement	SIT Provision
16	20.8	Two Bid System	Modify	SIT 4 (Mentioned below)
17	20.9	E-Procurement		Applicable
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 EOJ 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
- Section X - Tender Form
- Section XII – Vendor Details
- 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: 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 **Demand Draft/Pay Order / Bankers cheque drawn from any Scheduled Commercial Bank in India** only in favor of India Security Press,



Unit of SPMCIL payable at Nashik. Tenderers must upload scanned copies of above document along-with their bids **as proofs of EMD submission**. However, for the purpose of realization, the bidder shall send the demand draft/bankers cheque/pay order **in original** to Mr. Ashok Sharma, Joint General Manager (Materials), Purchase department, India Security Press, Nashik Road, Nashik-422101 through Post or by hand **so as to reach within 5 days time of opening**.

Only the firm who are registered under Startups may be exempted from submitting the EMD on producing valid certificate, being a works tender. Otherwise, certificate will not be considered for exemption of EMD.

### **SIT 3: Tender Validity**

**3.1.** 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.

**3.2** 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.

**3.3** 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.

**3.4** 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 4: Two Bid System:** E-Tender will consist of Two Bid system i.e. **Technical Bid and Financial/ Price Bid. Technical bid and the Price Bid** are to be submitted through e-tendering portal only on or before the due date of submission of tenders. The tenderer shall quote their prices (**Price bid**) strictly as per the price parameters given in e-tendering portal only.

Earnest Money Deposit (EMD) in original (in case of Demand Draft/Pay Order / Bankers cheque) shall be sent to the designated officer Mr. Ashok Sharma, Joint General Manager (Materials), Purchase department, India Security Press, Nashik Road, Nashik-422101 through post or by hand so as to reach within 5 days' time of tender opening.



#### **SECTION IV: GENERAL CONDITION OF CONTRACT (GCC)**

Please refer the below link for further details:

<https://spmci.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.

## 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	Warranty Clause	Modify	SCC 4 (Mentioned Below)
10	19.3	Option Clause		SCC 5 (Mentioned Below)
11	20.1	Price Adjustment Clause		Not Applicable
12	21	Taxes and Duties	Modify	SCC 6 (Mentioned Below)
13	22	Terms and Mode of payments	Modify	SCC 7 (Mentioned Below)
14	24.1	Quantum of LD	Modify	SCC 8 (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:

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:** One year from the date of Site handover to ISP after successful completion of the work as per Purchase Order, Scope of Work, Terms and Conditions and accepted by ISP.

**SCC 5: Option clause:** Purchaser reserves the right to increase the ordered works by 25% at any time, till final completion date of the contract by giving reasonable notice even though the ordered works initially has been completed in full before the last date of delivery Period.

**SCC 6: 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 7: Terms and Mode of Payment:**

i) No advance payment will be made under any circumstances.

ii) Payment can be made in maximum of three installments against the running bills, raised by the firm, upon actual satisfactory completion of work and duly certification by ISP.

a) After completion of 40% of the work, firm may raise its 1st invoice for 20% payment of the completed work.

b) After completion of next 40% of the work, firm may raise its 2nd invoice for 20% payment for the completed work.

c) After full completion of the work, the firm can raise its final bill for settlement.

iii) Settlement of bill for each installment will subject to actual and satisfactory completion of the work and joint measurements recorded by the firm and ISP.

iv) ISP however , reserves the right to modify the payment terms or not to settle the raised bills of the firm at any stage , if deemed necessary, based upon the slow progress and satisfactory performance if the firm, upon duly recording it in written form and intimating to the agency.

**SCC 8: 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.

### Section VI: List of Requirements

Sch No.	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money (in Rs)	Place of Delivery for GST Purpose
1	<b>Renovation works in HR</b>	1 AU	Rs. 28,900/- (Rupees Twenty Thousand Nine Hundred Only).	Delivery Schedule  As per section VI: List of Requirement and detailed Technical Specification mentioned in Section VII.

(a)	Required Delivery Schedule	:	The work shall be completed within 04 months from the date of issue of PO.
(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 documents as per the following Check list along with the Technical bid Documents (Technical Cover):

Sr. No.	Description	Submitted/ Not Submitted
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 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)	Tender Form: As per Section X	

Sr. No.	Description	Submitted/ Not Submitted
<b>12)</b>	Vendor Details: As per Section XII.	
<b>13)</b>	NEFT Mandate as per section XIX	
<b>14)</b>	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.	

**Note:** The Bidder has to submit Prices in Price bid (**Price Cover**) as per price parameters given in BOQ of e-tendering portal. (Excel Format)

## **SECTION VII: TECHNICAL SPECIFICATIONS**

### **Work Description:-**

The work of "Renovation works in HR section at Admin Building ISP Nashik Road" involves flooring, false ceiling etc. any unforeseen item or work requirement felt essential for the completion of said work.

### **Brief Scope of civil work is as below.**

- 1) Removing and refixing of existing aluminium cabins.
- 2) Removing existing flooring.
- 3) Providing and fixing vitrified tile flooring.
- 4) Providing and fixing skirting.
- 5) Removing existing false ceiling.
- 6) Providing and fixing false ceiling.
- 7) Disposal of debris away from the site.

### **Terms and Conditions**

1. During execution of work as per site condition & site requirement alignment of work may change & if required items other than considered in estimate may be required to be executed.
2. The entire work will be executed as per directions of Competent Authority of ISP and his decision will be final in case where ambiguity / difference of opinion etc arises during execution of the work.
3. Construction material to be used in the work (such as cement etc) shall be ISI marked.
4. Testing of Materials if required shall be done as per the IS standards through NABL certified/Govt engineering college laboratory and cost of the testing shall be borne by the firm/contractor. Report to be submitted to ISP during work.
5. Stipulated time period for the work = 04 Months from the date of P.O. The Firm shall complete the execution of the work as per the schedule of the work and the delivery period specified.
6. Firm/ contractor shall provide all PPEs and safety gears to all its workmen and fully responsible for the safety and well being of its staff. ISP shall not be responsible for any damage what so ever.  
If any accident /injury /casualty happens the sole responsibility will be of the firm. No compensation will be borne by ISP.
7. ISP, Nasik Road is a security sensitive organisation. Hence, it is advised that the firm shall have a site visit to understand the security procedures, nature of the work, before participating in the bidding process.
8. Firm shall have to ensure that it should not damage any existing ISP property such as Underground cables, pipelines, adjacent structures. The damage, if any shall be rectified by the firm immediately at its own cost.
9. All requisite raw material, tools & plants shall be arranged by the firm.
10. Electric and water supply will be provided by ISP.  
Required size of electric cable, switch board etc for, rubber pipe etc for water supply should have to be arranged by the agency.
11. Working Hours - 8.00am to 6.00pm (Including lunch hour)  
If required work will be permitted during extended hours and Sundays and Holidays also.
12. The firm shall clean the area/work site thoroughly daily after completing the day's work.
13. The said scope of work with mentioned quantity as per attached annexure A is tentative and may be increased or decreased at the time of execution of work on the unit rate basis of the firm as submitted in its quotation/offer.
14. Payment Terms :
  - i) No advance payment will be made under any circumstances.
  - ii) Payment can be made in maximum of three installments against the running bills, raised by the firm, upon actual satisfactory completion of work and duly certification by ISP.
    - a) After completion of 40% of the work, firm may raise its 1st invoice for 20% payment of the completed work.
    - b) After completion of next 40% of the work, firm may raise its 2nd invoice for 20% payment for the completed work.
    - c) After full completion of the work, the firm can raise its final bill for settlement.

- iii) Settlement of bill for each installment will subject to actual and satisfactory completion of the work and joint measurements recorded by the firm and ISP.
- iv) ISP however , reserves the right to modify the payment terms or not to settle the raised bills of the firm at any stage , if deemed necessary, based upon the slow progress and satisfactory performance if the firm, upon duly recording it in written form and intimating to the agency

<b>Annexure - A</b>			
<b>Scope of work for the "Renovation works in HR section at Admin Building ISP, Nashik Road."</b>			
<b>S.No.</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>
1	Removing and refixing (after laying of tiles) of existng aluminium cabins viz. Aluminium door, frame, fittings, panels, wooden panels, glass etc complete. In position.	SQM	250
2	Dismantling tile work in floors and roofs laid in cement mortar including stacking material within 50 metres lead.		
2.1	For thickness of tiles 10 mm to 25 mm	SQM	300
3	Providing and laying Vitrified tiles in floor in different sizes (thickness to be specified by the manufacturer) with water absorption less than 0.08% and conforming to IS:15622, of approved brand & manufacturer, in all colours and shade, laid on 20 mm thick cement mortar 1:4 (1 cement: 4 coarse sand) jointing with grey cement slurry @3.3 kg/sqm including grouting the joints with white cement and matching pigments etc. The tiles must be cut with the zero chipping diamond cutter only. Laying of tiles will be done with the notch trowel, plier, wedge, clips of required thickness, leveling system and rubber mallet for placing the tiles gently and easily.		
3.1	Double charge vitrified tile polished finish of size		
3.1.1	Size of Tile 600 x 600 mm	SQM	300
3.2	Providing and laying Vitrified tiles in different sizes (thickness to be specified by manufacturer), with water absorption less than 0.08 % and conforming to I.S. 15622, of approved make, in all colours & shade, in skirting, riser of steps, over 12 mm thick bed of cement mortar 1:3 (1 cement: 3 coarse sand), jointing with grey cement slurry @ 3.3 kg/sqm including grouting the joint with white cement & matching pigments etc. complete		
3.2.1	Size of Tile 600x600 mm	SQM	20
4	Dismantling of existing (metallic) false ceiling and taking it away from the site.	SQM	300
5	Providing and fixing false ceiling at all heights with integral densified calcium silicate reinforced with fibre and natural filler false ceiling tiles of Size 595x595 mm of approved texture, design and patterns having NRC (Noise Reduction coefficient) of 0.50 (minimum) as per IS 8225:1987, Light reflectance of 85% (minimum). Non combustible as per BS:476 (part-4), fire performance as per BS:476 (part 6 &7), humidity resistance of 100%, thermal conductivity < 0.043 W/m K as per ASTM 518:1991, in true horizontal level suspended on inter locking metal powder coated T-Grid of hot dipped galvanised iron section of 0.40 mm thick on Silhouette profile, rotary stiched double webbed white with 6mm reveal profile (white/black), comprising of main-T runners of size 15x42mm of length 3000 mm, cross - T of size 15x42 mm of length 1200 mm and secondary intermediate cross T of size 15x42 mm of length 600mm to form grid module of size 600 x 600 mm, suspended from ceiling using galvanised mild steel items (galvanizing @ 80 grams per sqm) i.e. 50 mm long, 8 mm outer diameter M-6 dash fasteners, 6 mm dia fully threaded hanger rod upto 1000 mm length and L-shape level adjuster of size 85x25x2 mm. Galvanised iron perimeter wall angle of size 22x19x0.40 mm of length 3000 mm to be fixed on periphery wall / partition with the help of plastic rawl plugs at 450 mm center to center and 40mm long dry wall S.S screws. The work shall be carried out as per specifications, drawing and as per directions of the Engineer-in- charge.		
5.1	With 15 mm thick integral densified micro edge light weight calcium silicate false ceiling tiles	SQM	300



6	Disposal of building rubbish / malba / similar unserviceable, dismantled or waste materials by mechanical means, including loading, transporting, unloading to approved municipal dumping ground or as approved by Engineer-in-charge, beyond 50 m initial lead, for all leads including all lifts involved.	CUM	50
---	--	-----	----

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.

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

The work executed/material 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.

## **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 ((Similar means- Related civil works such as laying of vitrified tiles, fixing of false ceiling etc)during last 7 years ending on '31.03.2023'
- a. Three similar completed work each costing not less than the amount equal to Rs.5,76,987/-.
- or
- b. Two similar completed work each costing not less than the amount equal to Rs.7,21,234/-.
- or
- c. One similar completed work costing not less than the amount equal to Rs.11,53,974/-.

*Note: Only Start-ups are exempted from Experience and Past Performance criteria, being a works tender. 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:-**

- a. The bidder should be enlisted in either Central Public Works Department (CPWD) or Military Engineering Services (MES) or any other Government /PSU / Autonomous bodies.
- b. Bidder should have successfully completed civil works. Purchase Order of Civil Works from above mentioned entities must be submitted along with Completion Certificate.

### **(iii) Financial Standing:**

- (i) Average annual financial turnover of the bidder during the last three years, ending on 31.03.2023, should be at least Rs.5,76,987/- as per the annual report (audited balance sheet and profit & loss account of FY 2020-21, 2021-22 and 2022-23) 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 only, being a works tender. 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 31.03.2023.

- (iii) The net worth of the bidder should not be negative as on 31.03.2023 and also not have eroded by more than 30% in the last three years, ending on 31.03.2023.

**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 submitted.
- (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.

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

- (a) The firm should give undertaking that, *"We M/s \_\_\_\_\_ 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 awarded 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:**

**For Existing successful Past Suppliers:** In case the bidder 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.)

**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 clause19, 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 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 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 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

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

Witnesses

**(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.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signatures</b>
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