



Tender Number: 6000018623

**INDIA SECURITY PRESS,**  
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**Nashik Road-422101 (Maharashtra)**  
**(ISO-9001:2008 & 14001:2004 Certified Company)**  
**Miniratna Category-I, CPSE**  
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**CIN: U22213DL2006GOI144763 GSTIN: 27AAJCS6111J2Z7**

**Not Transferable**

**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)

**Tender No. 6000018623/48**

**Date:11.01.2024**

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

Schedule No.	Brief Description of Goods/ services	Quantity (With unit)	Earnest Money (In Rupee)	Remark
1.	Hiring of Bichhayat Services	1 AU	Exempted.	Express Tender

Type of Tender (Two Bid/ PQB/ EOI/ RC/Development/Indigenization/ Disposal of Scrap/ Security Item etc):	Single Packet single Stage (Technical & Price Bid) Express National Competitive Bidding (NCB)
Dates of sale of tender documents:	From <b>11.01.2024</b> to <b>22.01.2024</b> during office hours
Price of the tender document:	Nil
Place of sale of tender documents:	Purchase section, India Security Press, Nashik Road-422 101, Maharashtra, India
Closing date and time for receipt of tenders:	<b>22.01.2024</b> up to 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:	15:00 Hours on <b>22.01.2024</b>
Place of opening of tenders:	Purchase Section, India Security Press, Nashik Road-422 101, Maharashtra, India
Nominated Person/ Designation to Receive Bulky Tenders ( Clause 21.21.1 of GIT ):	Manager(HR), India Security Press, Nashik Road-422 101, Maharashtra, India

- 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.
- 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. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped on or before the closing date and time indicated in the Para 1 above in the tender box located at the address given below, failing which the tenders will be treated as late and rejected. Tenders may also be sent through post at the address as above. However, Purchaser will not be responsible for any postal lapses or delays in receipt of the documents. In case NIT/ SIT provide for uploading of bids to nominated eProcurement portal, bidders must upload their bids along with scanned copies as required enclosures (including proofs of cost of Tender Documents and EMD as applicable - unless an online payment gateway is provided in the instruction) as per instructions given in this regard. Original copies of such scanned uploaded required enclosures must reach in physical form within the date and place as provided in such instructions, otherwise their uploaded bid, would be declared as unresponsive.
5. Relaxation of norms from Start-ups and Micro and Small Enterprises on 'Prior Experience', 'Prior Turnover' Criteria may be given subject to meeting of quality and technical specification as per Policy Circular No. 1(2)(1)/2016-MA dated 10/03/2016 issued by Govt. of India, Ministry of Micro, Small and Medium Enterprises, New Delhi.
6. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organisation, the tenders will be sold/ received/ opened on the next working day at the appointed time.
7. 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.
8. The tender documents are not transferable.



11.01.24

Jt. General Manager (Material)  
For Chief General Manager,  
India Security Press,  
Nashik Road. Phone No 0253  
2402219

Address for dropping the tender documents  
Green Gate,  
India Security Press,  
Nashik Road-422 101, Maharashtra,

## SECTION II: SCOPE OF WORK

Sr. No.	Materials	Qty
1	Mandap 15 X 90 ft	2
2	Mandap 30 X 90 ft	2
3	Sofa with cover	8
4	VIP Chair with cover	20
5	Plastic Chair with cover	300
6	Plastic Chair without cover	300
7	Tent for Coffee 20 X30	1
8	Back drop stage 12 X 12	1
9	Site Cover 600.ft. with tent	1
10	Green Matting	15
11	Red Carpet 300 ft	1
12	Song System with Mike and Speaker	1
13	Jhalar	1
14	Service Table	10
15	Table Cloth & Freel	1
16	Coffee Table 1 ft.	3

**Note:**

1. The above Setup should be ready on 25/01/2024.

2. Service shall be provided on 26/01/2024 at Gymkhana Ground, India Security Press, Nashik as per scope of work mentioned above.



## SECTION III: QUALIFICATION / ELIGIBILITY CRITERIA

### (1) Minimum Eligibility Criteria:

- (i) **Experience and Past Performance:** The bidder should have experience of having successfully completed similar services ((Similar means- Event Management etc.) during last 5 years ending on '31.03.2023'. Completed services should not cost less than the amount equal to Rs.70,000/-.

*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:-**

Bidder should have capability to render similar services. Undertaking regarding this requirement shall be submitted by the bidder on their Letter Head.

*Note: At the discretion of the purchaser, the Capacity / Capability Assessment / Verification of bidder / manufacturer firm(s) might be undertaken by a Committee or through a third party Technical Consultancy / Inspection agencies to ensure that the firm is/are identified and capable to supply the machine/item/material/product as required.*

### (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 /Service' 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.)

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## SECTION IV: TENDER SPECIFIC CONDITIONS OF THIS TENDER

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### 1. Signing and Sealing of Tender

(a) An authenticated copy of the document which authorizes the signatory to commit on behalf of the firm shall accompany the offer. The individual signing the tender or any other documents connected therewith should clearly indicate his full name and designation and also specify whether he is signing,

- (i) As Sole Proprietor of the concern or as attorney of the Sole Proprietor;
- (ii) As Partner (s) of the firm;
- (iii) as Director, Manager or Secretary in case the of Limited Company duly authorized by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

(b) The authorized signatory of the Tenderer must sign the tender at appropriate places and initial the remaining pages of the tender.

(c) The tender shall either be typed or written in indelible ink and the same shall be signed by the Tenderer or by a person(s) who has been duly authorized to bind the Tenderer to the contract. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the tender.

(d) All the copies of the tender shall be duly signed at the appropriate places as indicated in the tender documents and all other pages of the tender including printed literature, if any shall be initialed by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the Tenderer and, if there is any such correction; the same shall be initialed by the person(s) signing the tender.

### 2. Scrutiny and evaluation of tenders

(a) Basic Principle: Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. mentioned by the Tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

(b) Minor Infirmary/ Irregularity/ Non-Conformity: If during the preliminary examination, SPMCIL find any minor infirmity and/ or irregularity and/ or non-conformity in a tender, SPMCIL may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the Tenderers. Wherever necessary, SPMCIL will convey its observation on such 'minor' issues to the Tenderer by registered/ speed post etc. asking the Tenderer to respond by a specified date. If the Tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

### 3. Discrepancy in Prices

(a) If, in the price structure quoted by a Tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless SPMCIL feels that the Tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.

(b) If there is an error in a total price, which has been worked out through addition and/ or subtraction of subtotals, the subtotals shall prevail and the total corrected; and

(c) If there is a discrepancy between the amount expressed in words and figures, the amount



in words shall prevail, subject to sub clause (a) and (b) above.

(d) If, as per the judgment of SPMCIL, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the Tenderer by registered / speed post. If the Tenderer does not agree to the observation of SPMCIL, the tender is liable to be ignored.

**4. Clarification of Bids:** During evaluation and comparison of bids, purchaser may, at its discretion ask the bidder for clarification of its bid. The clarification should be received within 2 days from the bidder from date of receipt of such request. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.

**5. Negotiations:** Normally there would be no price negotiations. But SPMCIL reserves its right to negotiate in accordance with CVC guidelines.

**7. Terms of Delivery:** The Setup as per Section II: Scope of Work should be ready on 25/01/2024 at Gymkhana Ground, India Security Press, Nashik. Service shall be provided on 26/01/2024 at Gymkhana Ground, India Security Press, Nashik.

**8. Prices:** Prices to be charged by the supplier for supply of goods and provision of services in terms of the contract shall not vary from the corresponding prices quoted by the supplier in its tender or during negotiations, if any, and incorporated in the contract.

**9. Taxes and Duties:** Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to India Security Press.

**10. Terms and Mode of Payment:** within 30 days, after receipt satisfactory work completion report from the User Department and on production of all required documents by the supplier (Payment will be made at actual basis within limit of total value quoted in price bid by vendor). The payment will be done through online mode only. Therefore, the suppliers have to produce all the bank details such as Name of Bank, Account No., IFSC Code No., MICR No. along with the Tender document. GST as applicable as per rules. TDS, if applicable will be deducted from the firm's bill.

**11. Liquidated damages:** 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.

**12. Resolution of disputes:-** If dispute or difference of any kind shall arise between SPMCIL and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, unless otherwise provided in the SCC, either SPMCIL or the supplier may seek recourse to settlement of disputes through arbitration as per The Arbitration and conciliation Act 1996 as per following clause.



Tender Number: 6000018623

NOTE: The terms and conditions, guidelines of SPMCIL Procurement Manual Version 2.0 will be applicable to this bid at any stage to avoid any conflict at later stage. Kindly refer GIT and GCC of SPMCIL Procurement Manual Version 2.0 for additional terms and conditions as per the links given below:

GIT: <https://spmCIL.com/uploaddocument/GIT/new.pdf>

GCC: <https://spmCIL.com/uploaddocument/GCC/new.pdf>

### 13. Applicable Law

- (a) The contract shall be interpreted in accordance with the laws of India.
- (b) Irrespective of the place of delivery, or the place of performance or the place of Payments under the contract, the contract shall be deemed to have been made at the place from which the notification of acceptance of the tender has been issued.
- (c) The courts of the place from where the notification of acceptance has been issued shall alone have jurisdiction to decide any dispute arising out or in respect of the contract.

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

1. Tender Schedule and Technical Specification indicated
2. Tender specific conditions for this tender.
3. Terms and Conditions printed overleaf
4. General conditions of Contract GCC:
5. I/We confirm that set off for the GST etc. paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST etc.
6. This offer is valid for 120 days from the date of opening of tender.

Signature & Seal Place & Date		Name of Authorised Signatory:	
Address:		Tel. No./Fax. No./ Mobile No./ Email ID:	



### SECTION V: PRICE SCHEDULE

Sr. No.	Description and Specification of Material/Service	Quantity & Unit	In figure and in words Rs.		Total Rate for required quantity Incl. of Taxes & Duties
			Basic Rate per Unit (Rs)	GST % and value in Rs. (if applicable)	
01	Mandap 15 X 90 ft	2 AU			
02	Mandap 30 X 90 ft	2 AU			
03	Sofa with cover	8 AU			
04	VIP Chair with cover	20 AU			
05	Plastic Chair with cover	300 AU			
06	Plastic Chair without cover	300 AU			
07	Tent for Coffee 20 X30	1 AU			
08	Back drop stage 12 X 12	1 AU			
09	Site Cover 600 ft. with tent	1 AU			
10	Green Matting	15 AU			
11	Red Carpet 300 ft	1 AU			
12	Song System with Mike and Speaker	1 AU			
13	Jhalar	1 AU			
14	Service Table	10 AU			
15	Table Cloth & Freel	1 AU			
16	Coffee Table 1 ft.	3 AU			
<b>Total value incl. of GST</b>					