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Nashik Road-422101 (Maharashtra)  
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CIN: U22213DL2006GOI144763 GSTIN: 27AAJCS6111J2Z7

PR Number	PR Date	Indenter	Department
12005097	05.09.2023	MICR Technical	Technical

Not Transferable

Security Classification: Non-Security

TENDER DOCUMENT FOR: Supply, Installation, Testing and commissioning of Stapling and Tape Application Machine.

Tender Number: 6000018690/SY-15-13(36)/2023

CPP ID: 2024\_SPMCI\_189082\_1

This Tender Document Contains \_\_\_\_\_ 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

### ***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 standi 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 0091 2532402200, 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. 6000018690/SY-15-13(36)/2023****Date:01.03.2024**

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

*GeM-Availability Report IDand Past Transaction Summary GEM/GARPTS/01032024/3LT6NVEE6OKT (as per para 11 a below)*

Schedule No.	Brief Description of Goods/ services	Quantity (With unit)	Earnest Money (In Rupee)	Remark
1	Supply, Installation, Testing and commissioning of Stapling and Tape Application Machine	01 EA	Rs. 29,500/- (Rs. Twenty Nine Thousand Five Hundred Only)	

Type of Tender (Two Bid/ PQB/ EOI/ RC/Development/Indigenization/ Disposal of Scrap/ Security Item etc):	Two Bid, single stage (two packets), National Competitive Bidding (NCB)
Security Classification	Non-Security
Authority in whose favour all tender related financial instruments (FD, DD, Banker's Cheque, epbg et) 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 <b>01.03.2024</b> to <b>04.04.2024</b> 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 tender 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:	<b>04.04.2024</b> up to 15:00Hrs
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, Place, Time and date of opening of price bid would be intimated later on	15:01 Hours on <b>05.04.2024</b>
Place of opening of tenders:	On e-tendering website <a href="https://etenders.gov.in/procure/app">https://etenders.gov.in/procure/app</a> through online mode only.

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 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:**

- Bidders are required to register on the e-tendering portal of CPPP (<https://etenders.gov.in/eprocure/app>).
- Upon registration, vendors/ Suppliers must have valid Class-III Digital Signature both signing & Encryption type Certificate of 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. 6/18/219-PPD dated 23<sup>rd</sup>/24<sup>th</sup> 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 Preference 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 Tenderes may obtain further information about his 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 bid 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 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 mentioned above are not available GeM as per "Gem-Availability Report and Past Transaction Summary" (GeM-AR&PTS). This unique ID is mentioned in para 1 above
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 (Material) & CPSO  
India Security Press, Nashik Road 422 101.  
Phone No 0253 2402219  
For and on behalf of  
Chief General Manager,

**SECTION II: GENERAL INSTRUCTIONS TO TENDERERS (GIT)**

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

Please refer the link Click here or <http://www.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.

<b>Sr. No.</b>	<b>GIT Clause No.</b>	<b>Topics</b>	<b>Modify/ Substitute/ supplement</b>	<b>SIT Provision</b>
1.	3.	Eligible Tenderes		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	Prebid Conference		Not Applicable
5.	9	Time Limit for receiving requests for clarifications of Tender Documents		SIT 2: Mentioned below
6.	10.1	The Technical bid to be submitted by Tenderer shall contain the following documents, duly filled in, as required:	Modify	As Applicable
7.	11.2	Tender Currency		The tenderer shall quote only in Indian Rupees
8.	12.1	Tender Prices		As Applicable
9.	12.2, 33, 36.1	Schedule wise evaluation		Not Applicable
10.	12.6	GST details		As Applicable
11.	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
12.	14.4 to 14.7	Exchange rate variation (ERV)		Not Applicable
13.	16.2 (a) to (c)	Documents Establishing Tenderer's Eligibility and Qualifications	Modify	As per Section IX: Qualification/ Eligibility Criteria
14.	18.4, 18.5	Earnest Money Deposit (EMD)	Substitute	SIT 3: Mentioned below
15.	19	Tender Validity		SIT 4: Mentioned below
16.	20.4	Number of copies of Tenders to be submitted	Modify	SIT 5: Mentioned below
17.	20.8	Two Bid System		SIT 6: Mentioned below
18.	20.9	E-Procurement		As Applicable
19.	34 and 35.1	Comparison on CIF Destination Basis		Not Applicable
20.	35.2 to 35.6	Additional Factors for Evaluation of Offers and Preferential schemes		As Applicable
21.	43	Parallel Contracts		Not Applicable
22.	44.1	Serious Misdemeanors		As Applicable
23.	44.3	Integrity Pact		Not Applicable
24.	45.1	Notification of Award		As Applicable
25.	50	Applicability of additional GIT for rate contract		Not Applicable
26.	51	Applicability of additional GIT for PQB Tenders		Not Applicable
27.	52	Applicability of additional GIT for Tenders involving Samples		Not Applicable
28.	53	Applicability of additional GIT for EOI Tenders		Not Applicable
29.	54.	Applicability of additional GIT for Genders for Disposal of Scrap.		Not Applicable
30.	55	Applicability of additional GIT for Development/ Indigenization Tenders		Not Applicable

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

1.	Section I	-	Notice Inviting Tender (NIT)
2.	Section II	-	General Instructions to Tenderers (GIT)
3.	Section III	-	Special Instructions to Tenderes (SIT)
4.	Section IV	-	General Conditions of Contract (GCC)
5.	Section V	-	Special Conditions of Contract (SCC)
6.	Section VI	-	List of Requirements
7.	Section VII	-	Technical Specifications
8.	Section VIII	-	Quality Control Requirements
9.	Section IX	-	Qualification/ Eligibility Criteria
10.	Section X	-	Tender Form
11.	Section XI	-	Price Schedule
12.	Section XII	-	Vendor Details
13.	Section XIV	-	Manufacturer's Authorization Form
14.	Section XV	-	Bank Guarantee Form for Performance Security
15.	Section XVI	-	Contract Form
16.	Section XVII	-	Letter of Authority for attending a Bid Opening
17.	Section XVIII	-	Proforma of Bill for Payments
18.	Section XIX	-	NEFT Mandate

**SIT-2: Clarification of Tender Documents:** 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 **21days prior** to the prescribed date of submission of tender.

**SIT-3: Earnest Money Deposit:** The required EMD as mentioned in Section VI, List of Requirements. 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 be in the Indian Rupees only.

EMD must be submitted along with the tender in form of Demand Draft/ Pay Order/ Bankers cheques drawn from any schedule commercial Bank in India only in favour 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 Jt. General Manager (Materials), India Security Press, Nashik Road, Nashik 422101 through Post or by hand so as to reach within 5 days time of opening.

The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category. Under MSE category only manufacturers for goods and service providers are eligible for exemption from EMD. Traders are excluded from the purview of this policy.

**SIT-4: Tender Validity:**

(i) 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.

(ii) In exceptional cases, the tenderers may be requested by ISP Nashik to extend the validity of their tender upto a specified period. Such request(s) and response thereto shall be conveyed by surface mail or by fax/ e-mail 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.

(iii) In case the day upto which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for ISP Nashik, the tender valid shall automatically be extended upto the next working day.

(iv) 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: Number of Copies of Tenders to be submitted:** Tenderer shall submit their tender in **"Original"** only.

**SIT-6: Two Bid (Envelope/ packet)/ System:**E-Tender will consist of Two Bid system i.e.**Technical bid and the Financial bid (Price Bid)**. Technical bid and the Price Bid are to be submitted through e-tendering portal only 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 the Jt General Manager (Materials), India Security Press, Nashik Road, Nashik 422 101 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 link **Click here** or <http://www.spmcil.com/UploadDocument/GCC/new.pdf> for further details.

**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.

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	Supplement	SCC-2: Mentioned below
6.	12	Insurance	Supplement	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		As Applicable
11.	20.1	Price Adjustment Clause		Not Applicable
12.	21	Taxes and Duties	Supplement	SCC-5: Mentioned below
13.	22	Terms and Mode of Payments	Supplement	SCC-6: Mentioned below
14.	24.1	Quantum of LD	Supplement	SCC-7: Mentioned below
15.	25.1	Bank Guarantee and Insurance for Material Loaned to Contactor		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: (Clause No. 6.1)** Within twenty-one days after the issue of notification of award by ISP, the supplier shall furnish performance security to ISP for an amount equal to three (03) percent of the total value of the contract valid up to Sixty (60) days after the date of completion of all contractual obligations by the supplier, including the warranty obligations i.e. for 17 months.

**SCC-2: Transportation of 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:** A specific insurance cover for each consignment / supply is to be given by the firm, as applicable.

**SCC-4: Warranty Clause:** The supplier will give warranty with free service for a period of 12 (twelve) months (one year) after completion of successful commissioning and trial run of the machine and FAT.

**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 shall be made within 30 days after receipt and acceptance of goods and after issue of Final Acceptance Certificate (FAC) by the Purchaser.

**SCC-7: 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, ISP shall, without prejudice to other rights and remedies available to ISP under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to ½ percent 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% of the delayed good or services contract price(s).

## **SECTION VI: LIST OF REQUIREMENTS**

serial No	Brief Description of goods and services (Related specifications etc. are in Section -VII)	HSN Code	Accounting Unit	Quantity	Amount of Earnest Money (INR)	Place of Delivery for GST Purpose
1	Stapling and Tape Application Machine	To be Mentioned by the bidder	No.	01	Rs.29,500/-	India Security Press, Nashik, Maharashtra, India

**1. Required Delivery Schedule:** The firm shall complete the Supply, Installation, Testing and Commissioning work within 90 days from the date of issue of Notification of Award of Contract (NAC).

**2. Required Terms of Delivery, Destination, Ultimate Consignee and preferred mode of transportation**

**Required Terms of Delivery, Destination and preferred mode of Transportation:** The delivery shall be on FOR ISP Nashik, Maharashtra basis by Road.

3. 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.

4. The total cost inclusive of all elements as cited above on FOR India Security Press, Nashik Road (Maharashtra), India, basis should be indicated clearly both in words and figures in the price bid.

5. The Bidder has to submit the Check list as per Format given below along with the Technical Documents (**First Envelope**):

Sr. No.	Description	Submitted /Not Submitted	Page No.
1.	EMD (Earnest Money Deposit)		
2.	Duly Filed Section X: Tender Form		
3.	Duly Filed Section XII: Vendor Details		
4.	Manufacturer Authorisation Certificate/ Dealership Certificate		
5.	NEFT Mandate		
6.	<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.		
7.	Documentary evidence towards Experience as per clause 1(a) of section IX.		
8.	Documentary evidence towards capability as per clause 1(b) of section IX.		
9.	Documentary evidence towards Financial data as per clause 1 (c) (i), (ii) & (iii) of section IX.		
10.	Declaration/ undertaking as per clause Nos. 7 & 8 of Section IX: Qualification/ Eligibility Criteria.		
11.	Copies of PAN and GST Registration Certificate		
12.	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.		
13.	Adherence to Acceptance of Delivery Schedule as Per Annexure VI: List of Requirement on Bidder's letter Head.		
14.	Adherence to the Technical Specification as per Section VII on Bidder's Letter Head.		
15.	Adherence to the Quality Control Requirements as per Section VIII on Bidder's Letter Head.		

Note: The Bidder has to submit price in price bid (Price cover) in excel format.

## **SECTION VII: TECHNICAL SPECIFICATIONS**

### **STATEMENT OF REQUIREMENT:-**

Procurement of one Stapling/ Wire Stitching and Spine Tape Application Machine for processing of Cheque books (like-stitching & Binding Operations) in MICR (Tech.) Section.

1. **SCOPE OF WORK:-**

Design, engineering, supply, installation, commissioning and testing of One Stapling/ Wire Stitching & Spine Tape Application Machine for processing of Cheque books (like-stitching & Binding operations) in MICR (Tech.) Section.

2. **REQUIREMENT CONCEPT:-**

The Machine should be designed for Stapling/ Wire Stitching & Spine tape/ Binding of Cheque Books for Books of 10 to 120 Cheque Leafs. The System is designed to produce finished Cheque Booklets which are printed in sheet format on MICR Printers (OCE-7300 & Xerox-Nuvera-144 MICR Printer) in 3 Ups (sheet Size 219 X 279 mm) pre-assembled in proper collated Folios. The thicknesses of the collated folios are from 2 mm to 15 mm. Each Book should be stitched in Single/ Two places as per requirement on single Cheque Book (size 93 X 219 mm), Spine should be bound the Folio/ Single Cheque Book with proper self- adhesive paper tapes.

3. **BROADLY THE MACHINE SHALL HAVE 02 SUB-ASSESMBLIES:**

3.1 Stitching Unit

3.2 Binding Unit

4. **TECHNICAL REQUIREMENTS OF THE MACHINE:**

4.1 **Feeder:** The machine shall have continuous feeder to carry 2 to 3 books slots running continuously for feeding the booklet to stitching section. The Continues feeder slots have suitable provision to keep each book aligned from all sides as well as top & bottom. In addition, the transfer of each booklet to stitching unit should be smooth and it should not misaligned the unstitched booklet during transfer. The feeder speed should be synchronized with machine speed.

4.2 **Stitching Operation:** The Stitching unit is equipped with a heavy-duty Stitching heads able to stitch the Cheque Books neatly and securely. The machine should be having minimum two Stitching heads to Stitch the Cheque Books in two places at a time (Total 6 stitches in one Folio) in a continuous feeder format so that the folio once feeded should do all the operations in one pass. Automatic adjustment of the Stitching wire should be in running machine for Cheque Books Stitching. Suitable arrangement shall be made to ensure proper stitching of booklet varying thickness from 2 mm to 15 mm to accommodate proper stitching of the booklet. There should be facility for use different thickness of wire i.e. from 28 guage to 20 guage, which is suitable for stitching of booklet thickness from 2 mm to 15 mm. The stitching position from leading edge to trailing can be changed as per requirement of job. Hence suitable programme should be there in the machine to cover number of stitches, position, thickness of booklet size of booklet, etc. as per machine requirement.

4.3 **Binding Operation:** After stitching the booklet shall be automatically transferred to binding unit for the application of spine tape at its edge. The Binding unit is provided to apply the Self-adhesive paper Tapes on spine of the total length of the Folios. Automatic adjustment of Back Binding Tapes while applying Tapes to Cheque Book spine in running machine condition. The machine should be capable to feed our previous Self Adhesive Brown paper Tape width from 32mm to 38mm of 70gsm and 250 meters length suitable tape cutting mechanism should be provided after binding/ spine tapping as per booklet length/ size. The cutting of tape after applicating on the spine should be smooth & have sharp/ finished cut. The tape at the edge of booklet, the self-adhesive spine tape having the width of 32 to 36 mm should be cover at the spine of book in such a way that total width of tape cover the spine from the front and back side on leading edge to trailing edge of booklet including the stapled area of booklet in gutter margin. Binding tapes in the biding unit should not be proprietary item so that the machine (binding unit) should work with any binding tapes (variable thickness).

- 4.4 **Delivery Unit:** The delivery unit should have the provision to pile up the individual booklet from bottom to top. The delivery unit have the capacity to keep 200 nos booklet pile at its delivery stacker.
- 4.5 **Nature of Jobs:**The machine is capable to process Cheque Booklet for Stitching and Binding in a single operation.
- 4.6 **Machine Speed:**The machine is capable to produce minimum 500 Booklet per hour.
- 4.7 The machine should run with the program and with individual unit working in by-pass system, especially for position of Stitching, Step & repeat, Wire Stitching should be such that no wire should be piercing out from the spine/ cover of the book, proper interlocking and book binding should be done along with cover pasting to the spine of book.
- 4.8 The System should in no way interface/ hinder the existing process, and if required at any time, the machine should be able to be bypassed through a switch so that the operations (like-Stitching, Binding) of the machine should working it-self independently (separately) as when required.
- 4.9 The requirement given is generic in nature. The offering firm should give the offer in detail.
- 4.10 The supplier shall ensure himself about the special requirement and its total completeness. Any equipment and technical services which might not be elaborated and specifically mentioned in the specification relating to the unit under the scope of supply and not expressly included therein, but necessary for the best performance of the unit in accordance with the specification for normal and efficient running and maintenance in the said condition during its life, are to be provided for and rendered by the supplier and hence the tenderer has to take care while quoting and specifying for the tender and to make specific mention on it, explaining its necessary.

#### **STANDARD CHEQUE BOOKS DETAILS:**

- I) Cheque booklet size (3 Up)-219 mm X 279 mm
- II) Cheque book size-Height-93 mm (variable from 70 to 110 mm)
- III) Cheque Book Width-219 mm (variable from 190 to 297 mm)
- IV) Cheque Book thickness: 2mm to 15 mm
- V) Enclosures: 1<sup>st</sup> page is Front cover, 1<sup>st</sup> enclosure after the front cover is memorandum. 2<sup>nd</sup> enclosure is counter foil (3 nos for POSB, 10 Nos. for books of 100 pages). 3<sup>rd</sup> enclosure is Requisition slip and last page is Back cover.

#### **PAPER SPECIFICATIONS OF CHEQUE BOOKS:**

- I) Front Cover & Back Cover : 150 to 220 GSM
- II) Enclosures : 70 to 90 GSM
- III) Cheque Leafs : 80 to 95 GSM

For other miscellaneous jobs-Length, Width & Thickness should be variable & adjustable. The programmable will be made as per jobs nature and requirement. Size: A4 & Legal.

#### **SPECIFICATIONS OF SPINE TAPE & STITCHING WIRE:**

- 1) Spine Tape: Self-adhesive paper Tape 32 mm and 36 mm X 250 mtrs.
- 2) Stitching Wire: 28 Guage to 20 Guage,

#### **SAFETY PRODCUT STANDARDS:**

The machine shall confirm to National machinery standard guidelines and applicable strength besides safety regulations/ guidelines. The certificate of the same shall be produced along with supply of the machine.

## **5. TECHNICAL DETAILS OF THE MACHINE:**

1. Self-Diagnosis: The machine should have facility of Self-diagnosis of faults related to stitching, Binding and also problems related to the total machine operations to be displayed in the monitor with remedies for the faults.
2. Speed of the Machine: 500 Booklets of 3up Cheque Book (Books of 10 to 120 leafs)/ per hour.
3. Software of the Machine: The machine programming for processing of jobs should be user friendly. Suitable machine operating Software for Stitching & Binding for different size, varieties & thickness of the Cheque Books or other miscellaneous jobs.
4. All operations (like-Stitching and Binding) of the machine should working it-self independently (separately) as and when required.
5. The machine should be capable to Stitching & Binding of other miscellaneous jobs with variable thickness up to 15 mm.
6. Power supply to machine: 50 Hz 220 V single phase 440V 3 phase.

## **GENERAL CONDITIONS:**

- i) The successful bidder will have to submit 4 (four) sets of complete technical literature (operational and maintenance) for trouble shooting instructions, electrical & electronic circuit diagram, description of machine functional, spare parts catalogue shall be supplied in English language (both Hard copy and Softcopy) by the supplier firm free-of-cost.
- ii) The supplier shall transfer the complete technology to ISP for the operation and maintenance of the machine from all electrical & mechanical hazards and shall be provided with required safety guards, safety switches, heating areas, high tension areas and static areas.
- iii) The machine should be provided with all safety devices, both for the operators and machine itself.
- iv) The machine should be equipped with all required accessories (including Compressor, if required).
- v) Machine should be proper exhaust system to avoid fumes generated/ accumulated at work site.
- vi) Graphical user interface combined with menu driven self- explaining operator interface with visible warning and error signals and messages shall be provided.
- vii) The supplier shall supply all necessary required operating and maintenance software of machines.
- viii) The requirement of power supply, ambient temperature, humidity and working place for the machine must be given along with suitable floor space plan to ISP.
- ix) The rate (cost) of consumables/ spare-parts shall remain valid for three years from the date of installation of the machine, if any.  
Thereafter, the supplier shall supply the consumables/ Spare-parts at the rates which shall not increase more than 5% per year and the increase or decrease in the foreign exchange rate for rupee will also be taken into account while arriving at the rates of the consumables.
- x) System software for operating and servicing validity will be provided till the machine life.
- xi) The Design of the machine should be such as that, it should provide easy access to various operational adjustments for jobs change over and replacement of consumables/ spares.
- xii) The firm should provide all accessories and auxiliary units of the machine if any.

## **TRAINING:**

Training will be provided by the firm free-of-cost ISP officials at Firms premises. The training will be imparted by OEM certified engineers. The training will be given by the Firm for maintenance & operations of the machine. The training will be covered all aspects like i) operational aspects in details. ii) Maintenance aspects in details on all functional aspects, fault finding, parameters loading various

electromechanical settings. The expenditure towards T.A. & D.A. for deputation of above ISP officials will be borne by ISP.

**PRE-SHIPMENT INSPECTION:-**

Four ISP Officials will carry out the pre-shipment inspection of the entire machine for a period of 4 (four) working days excluding journey period/ holidays. During inspection complete machine will be checked.

**INSTALLATION AND COMMISSIONING:**

The firm will carry out installation & commissioning work at ISP site by their engineers. The machine will be handed over to ISP after successful completion of installation and commissioning and all trial runs as per the tender and specification.

**WARRANTY:**

The supplier will give warranty with free service for a period of 12 (twelve) months (one year) after completion of successful commissioning and trial run of the machine and FAT.

**PERFORMANCE GUARANTEE:**

The supplier should give performance guarantee bond for its best workmen ship, design, material and satisfactory performance for a period of one year.

**MAINTENANCE WARRANTY:**

I) The supplier will be liable to modify/ replace free-of-cost may fail/ go defective/ requires modification during warranty period.

II) In case a particular part fails during maintenance guarantee period of one year, the supplier shall be liable to extend warranty of the fresh supply of the part for a further one year from the date of replacement.

**FINAL ACCEPTANCE TRIAL:**

After successful installation, commissioning and trial run the actual performance and production trial for the period of 5 (five) working days should be taken in the presence of firms representative/ Tech expert for Cheque Books processing for Stitching, Binding & Cutting or vice-versa operations for eight hours per day, conforming to the machine configuration and output/ production as per contract signed mutually between the Supplier and Purchaser.

If the parameters will not be achieved due to any reason, the acceptance test will be conducted ab-initio with mutual consent

- i) For not meeting the machine output/ production as per the contract.
- ii) Other parameters of the machine, if not met.
- iii) Specification committed machine speed, variable job processing operations if not met as per specification
- iv) Any other un-avoidable reason such as power, air, steam failure.
- v) A fresh trial will be conducted for a period of another 5 (five) days. Afterwards, FAT will be issued.

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

After successful installation, commissioning and trial run the actual performance and production trial for the period of 5 (five) working days should be taken in the presence of firms representative/ Tech expert for Cheque Books processing for Stitching, Binding & Cutting or vice-versa operations for eight hours per day, conforming to the machine configuration and output/ production as per contract signed mutually between the Supplier and Purchaser.

If the parameters will not be achieved due to any reason, the acceptance test will be conducted ab-initio with mutual consent

- i) For not meeting the machine output/ production as per the contract.
- ii) Other parameters of the machine, if not met.
- iii) Specification committed machine speed, variable job processing operations if not met as per specification
- iv) Any other un-avoidable reason such as power, air, steam failure.
- v) A fresh trial will be conducted for a period of another 5 (five) days. Afterwards, FAT will be issued.



## **SECTION IX: QUALIFICATION/ ELIGIBILITY CRITERIA**

### **1. The bidder firm should meet the following eligibility criteria to qualify**

**(a)** For MSE/Start-up firm: Capability- Equipment and Manufacturing Facilities: The bidder firm should have capability to manufacture and supply of tendered item i.e. Stapling and Tape Application Machine.

**(b)** For other firm: Experience and Past Performance: The bidder firm may be Manufacturer/ Proven supplier/ Authorised dealer or distributor of tendered item i.e. Stapling and Tape Application Machine or bidder may participate with manufacturing authorization form (issued by manufacturer of tendered item)

Note: Participating bidder needs to submit all related documents along with bid.

2. The bidder shall indicate/ certify that authorized signatory is competent and legally authorized to submit the tender and/ or to enter into legally binding contract.

3. The bidder firm should submit declaration that the firm has not blacklisted/ debarred by any Government agency/ Public Sector Unit/ Reputed Organisation.

4. The bidder firm should submit the 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”

5. The bidder firm require to submit the Attested copies of GST Registration Certificate and PAN alongwith the technical offer.

## **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 **(Do not mention any price components here. Price has to be mentioned only in Section XI: Price Schedule).**

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 realise 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. MSME 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 any country whose bidders are notified as ineligible on
- ☐ 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**

**4. 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 bidder are notified as ineligible under this order

**5. 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. Solemnly declare that neither we nor any of our affiliates or subsidiaries including Subcontracts 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.

**6. 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 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 .....  
Bank Guarantee No .....

Date.....

To,  
**The Chief General Manager,  
India Security Press,  
Nashik Road**

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. ...., (hereinafter 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**  
**India security press, Nashik Road**

(Address of SPMCIL's office issuing the contract)

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

This is in continuation to this office's 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 asunder:

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

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

Total value(infigure)\_\_\_\_\_ (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

(Refer to clause 24.2 of GIT)

The Chief General Manager India

Security Press,

Nashik Road

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/ IGSTAmount
2. Freight (ifapplicable)
3. Excise Duty (ifapplicable)
4. Packing and Forwarding charges (ifapplicable)
5. Others (Pleasespecify)
6. PVC Amount (with calculation sheetenclosed)
7. (-)deduction/Discount
8. Net amount payable (in wordsRs.)

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

Dated.....(enclosed)

InspectionCertificateNo.....Dated. .... (enclosed)

Place and Date

ReceivedRs.....

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 thereunder.
- 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 thereunder.
- c. We are registered with above indicated GSTIN as dealer in the State where in their Billing address is located for the purpose ofGST.



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.	
<p>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.</p>		

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