



दिनांक /Dated: 26-08-2025

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details				
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-09-2025 15:00:00			
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-09-2025 15:30:00			
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)			
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Finance			
विभाग का नाम/Department Name	Department Of Economic Affairs			
संगठन का नाम/Organisation Name	Security Printing And Minting Corporation Of India Limited (spmcil)			
कार्यालय का नाम/Office Name	3rd Floor Tower G World Trade Centre Nauroji Nagar			
कुल मात्रा/Total Quantity	6020			
वस्तु श्रेणी /Item Category	Multi Colour Ultra Violet Thread Qnty 6020 Reels			
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	Multicolour UV thread			
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	transilluminators uv, SPECTROPHOTOMETER, UV Light, Thread sealant, Nylon Thread, Twine Thread, Silk Thread, Cast Copper Alloy Screw Down Bib Taps and Stop Valves for Water Services as per IS 781, Thread Plug Gauge, Thread Locking Adhesive			
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	Nylon ThreadSilk ThreadTwine Thread			
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	37 Lakh (s)			
मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)/OEM Average Turnover (Last 3 Years)	37 Lakh (s)			
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	1 Year (s)			
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete			

बिड वि	वरण/Bid Details
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria, Past Performance, Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover, Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
विगत प्रदर्शन /Past Performance	40 %
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	7 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
अनुमानित बिड मूल्य /Estimated Bid Value	9150400
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	Indusind bank	
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ईएमडी राशि/EMD Amount	183100	
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	Indusind bank	
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	3.00	
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26	

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance securityshould be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Chief General Manager India Security Press, Nashik Road-422101 (India Security Press A Unit Of Spmcil)

विभाजन/Splitting

विभाजन/Splitting

विभाजन/Splitting Applied	Yes	
बोलीदाताओं की अधिकतम संख्या, जिनके बीच ऑर्डर विभाजित किया जा सकता है। / Maximum No. Of Bidders Amongst Which Order May Be Split	2	
विभाजन मानदंड इस बात पर आधारित है कि कौन सी क्यांटिटी को वितरित किया जाएगा / Split Criteria based on which quantity will be distributed	5.4 Bid Splitting/Parallel contracts: India Security Press, Nashik reserves its right to conclude Bid Splitting/Parallel Contract with more than one bidder (maximum upto two bidders for the same tender) without any prejudice to the capacity of the L1 bidder, as given below: a) Among all qualified bids, the lowest bid will be termed as L1. The rate quoted by L1 bidder will be counter offered to L2 bidder and, if agreed, orders shall be placed at a ratio L1: L2 = 70:30 of the total tendered quantity. b) However, Purchaser also reserves the right to place Purchase Order for the 100% tendered quantity on the lowest qualified bidder in case L2 bidder does not accept L1 rates. c) In case of only one eligible bidder, 100% quantity will be allocated to the eligible bidder.	

एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes

- 1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
- 2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
- 3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
- 4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
- 5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
- 6. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
- 7. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
- 8. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .The

buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

- 9. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
- 10. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
- 11. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 40% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.
- 12. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

Multi Colour Ultra Violet Thread Onty 6020 Reels (6020 pieces)

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

तकनीकी विशिष्टियाँ /Technical Specifications

Specification Document	क्रेता विशिष्टि दस्तावेज़ /Buyer Specification Document	Download
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परेषिती /रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती / रिपोर्टिंग अधिकारी / Consignee Reporting/Officer	पता/Address	prarambh	होने की तारीख	Schedule अनुबंध से दिनों की संख्या में from contract s)
			मात्रा /Quanti ty	प्रारंभ होने की तारीख से डिलीवरी /Delivery to start after	डिलीवरी तक पूरी कर ली जाए /Delivery to be completed by
1	Ravi Shankar Kushwaha	422101,India Security Press, Nashik Road Nashik , Maharashtra	10	1	20
			610	31	60
			600	61	90
			600	91	120
			600	121	150
			600	151	180
			600	181	210
			600	211	240
			600	241	270
			600	271	300
			600	301	330

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be (Increased quantity \div Original quantity) \times Original delivery period (in days), subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

2. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

India Security Press a Unit of SPMCIL payable at Nashik

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy

to the Buyer within 5 days of Bid End date / Bid Opening date.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

India Security Press a Unit of SPMCIL

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

4. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of

India Security Press a Unit of SPMCIL pavable at Nashik

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

5. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary

India Security Press, Nashik (Unit of SPMCIL)

Account No.

201003551135

IFSC Code

INDB0001451

Bank Name

IndusInd Bank

Branch address

Ashoka Marg, Ground Floor shop No. 5 Aryan Plaza, Ashoka Marg, NASHIK (MAHARASHTRA)

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of online transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

6. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

India Security Press a Unit of SPMCIL pavable at

Nashik

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

7. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

India Security Press a Unit of SPMCIL

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

8. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

India Security Press, Nashik (Unit of SPMCIL)

Account No.

201003551135

IFSC Code

INDB0001451

Bank Name

IndusInd Bank

Branch address

Ashoka Marg, Ground Floor shop No. 5 Aryan Plaza, Ashoka Marg, NASHIK (MAHARASHTRA)

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

9. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Seller is requested to refer clause No. 10.; Buyer uploaded ATC document to sub mit the required document s and Terms and condition of ATC. Also the firm has to submit dully sealed and singed copy of the 10. Buyer Added Bid Specific ATC.

10. Buyer Added Bid Specific ATC

Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

- 1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
- 2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- 3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- 4. Creating BoQ bid for single item.
- 5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- 6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- 7. Floating / creation of work contracts as Custom Bids in Services.
- 8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
- 9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.

- 10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
- 11. Creating bid for items from irrelevant categories.
- 12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
- 13. Reference of conditions published on any external site or reference to external documents/clauses.
- 14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
- 15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
- 16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

यह बिंड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

1. QUALIFICATION/ELIGIBILITY CRITERIA

a) Experience and past performance: The bidder (manufacturer or principal of authorised representative – hereinafter referred simply as 'The Bidder') should have manufactured and supplied Multicolour Ultra Violet Thread at least 2408 reels (each reels in the minimum length of 2000 mtrs.) in any one of the last five years ending on "31st March 2024".

Note: *i)* *Copies of PO's and completion/experience certificates issued by customers to be provided in support of above.

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

b) <u>Capability, equipment and manufacturing facilities:</u>

- i) The bidder must have an annual capacity to manufacture and supply at least 2408 Reels of Multicolour Ultra Violet Thread.
- ii) The bidder has to submit the following details along with the bid:
 - a) Name of the machine utilized to supply the quoted product.
 - b) The number of machines being utilized for the production and the capacity of each machine.
 - c) Total Annual capacity of Manufacturer.
 - d) Supply orders in hand and proportionate capacity to supply quoted amount.

Note:

- (i) At the discretion of the purchaser, the Capacity / Capability Assessment / Verification of bidder / manufacturer firm(s) might be undertaken by Tender Evaluation Committee or through a third party Technical Consultancy / Inspection agencies to ensure that the firm is/are identified and capable to supply the item/material/product as required.
- (ii) During the capacity / capability assessment, the firm have to manufacture the Multicolour Ultra Violet Thread meeting the ISP tender specification in presence of the committee nominated by ISP. The samples produced in presence of committee shall be taken by committee for machine trial at ISP and capability assessment shall be finalized based on Lab test and machine trial.
- (iii) All the Capacity/capability related data must be certified by the authorized signatory of the bidder firm.

c) <u>Financial standing:</u>

- (i) **Average Annual Turnover**: The average annual financial turnover of the bidder during the last three years, ending on '31 March 2024', should be at least Rs.36,60,200/- on 31st March 2024 as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/Cost Accountant in India
- (ii) a) The net worth of the Bidder should not be negative on 31st March 2024 and also b) should not have eroded by more than 30% in the last three years, ending on '31st March 2024'.

- Note:- i) To ascertain this criteria the net worth of initial and last financial year shall be compared.
 - ii) For MSEs and Start-ups (registered for the tendered item) all financial criteria shall be exempted. However, capacity and capability of the firm may be verified.
 - iii) All the financial data has to be duly certified by certified accountants e.g. Chartered Accountants (CA). The bidder has to submit a copies of audited financial documents (Balance sheets, Profit & Loss account statement, etc), or Audited Annual reports in support of clause no. 1(c) above.

2. Applicability in Special Cases:

- (i) Applicability to 'Make in India': Applicability to 'Make in India': Bidders (manufacturer or principal of authorised representative) If the product is being manufactured in India under a license from a foreign manufacturer who holds intellectual property rights and where there is a technology collaboration agreement/ transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phased increase in local content, and who while meeting all other criteria above, except for any or more of sub-criteria in Experience and Past Performance above, would also be considered to be qualified provided: i) their foreign manufacturer who holds intellectual property rights, meets all the criteria above without exemption, and ii) the Bidder submits appropriate documentary proof for technology collaboration agreement/ transfer of technology agreement for indigenous manufacture of a product developed abroad with clear phased increase in local content. Iii) the bidder (manufacturer or principal of authorised representative) furnishes along with the bid a legally enforceable undertaking jointly executed by himself and such foreign Manufacturer for satisfactory manufacture, Supply (and erection, commissioning if applicable) and performance of 'The Product' offered including all warranty obligations as per the general and special conditions of contract.
- (ii) **Authorized Representatives:** Bids of bidders quoting as authorised representative of a principal manufacturer would also be considered to be qualified, provided: i) their principal manufacturer meets all the criteria above without exemption, and ii) the principal manufacturer furnishes a legally enforceable tender-specific authorisation in the prescribed form assuring full guarantee and warranty obligations as per the general and special conditions of contract for same or similar 'Product' for past three years ending on 31.03.2024.
- (iii) **For Existing successful Past Suppliers:** In case the bidder (manufacturer or principal of authorised representative) who is a successful past supplier of 'The Product' in at least one of the recent past three procurements (within SPMCIL/BRBNMPL/BNPMIPL), 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 to any units of SPMCIL.
- (iv) **Joint Ventures and Holding Companies:** Credentials of the partners of Joint ventures cannot (repeat cannot) be clubbed for the purpose of compliance of PQC in supply of Goods/Equipment, and each partner must comply with all the PQC criteria independently However, for the purpose of qualifying the Financial Standing Criteria, the Financial Standing credentials of a Holding Company can be clubbed with only one of the fully owned subsidiary bidding company, with appropriate legal documents proving such ownership.
- (v) **Start-up Enterprises:** Requirements of prior experience and turnover would be relaxed for Start-up enterprises as recognised by Department for Promotion of Industry

and Internal Trade (DPIIT), subject to their meeting the quality and technical specifications. Such Start-ups maybe either MSE or otherwise.

3. <u>Undertaking(s):</u>

- (i) The bidder has to provide the undertaking that "We M/s. <Name of the firm> have not been black-listed/ debarred for dealing with any Govt. Organization / Public Sector Undertaking (PSU) / Reputed Organization in the past".
- (ii) The firm should give undertaking that, "We M/s. <Name of the firm> agree to withdraw all the deviations, if any, unconditionally and accept all the Terms and conditions of the document including the technical specifications".
- (iii) The bidder has to provide the undertaking that "We M/s. <Name of the firm> have read and accept all the terms & conditions of GIT & GCC of the Bid document".
- (iv) The bidder has to provide the undertaking that "We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; and solemnly certify that we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). We hereby certify that we fulfill all requirements in this regard and are eligible to be considered."

4. Other Eligibility requirements for the Bidders:

- **4.1** The bidder shall submit Local Content details as per clause No. 9; Verification of Local content, of Public procurement (Preference to make in India) order 2017 No. P-45021/2/2017-PP(BE-II) including detail location where the value addition will done.
- **4.2** The bidder shall provide names of Organization(s)/ Firm(s) with Addresses and Telephone numbers, Fax numbers, E-mail addresses to which manufacturer/ bidder firm has supplied similar type of Multicolour Ultra Violet Thread in past.
- **4.3** The bidder has to submit **Power of Attorney/ Authorization** indicating that authorized signatory is competent and legally authorized to submit the tender and / or enter into legally binding contract.

4.4 Manufacturer's Authorisation Letter:

- a) Wherever Authorised Distributors/service providers are submitting the bid, Authorisation Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.
- b) The bidder shall submit the manufacturer's authorization letter to this effect as per the standard form provided in buyer uploaded ATC Uploaded document.
- c) One manufacturer can participate through one authorized agent or one agent can participate on behalf of one Principal Manufacturer only.
- **4.5** All experience, past performance and capacity/ capability related/ data should be certified by the authorized signatory of the bidder firm.
- **4.6** The application should be submitted in English Language. The authenticated copies of the documents in support of the applicant's claims must be submitted in **English language**.
- **4.7** Decision on Finalization of tender will be taken based on the documents submitted along with the tender. All documents must be submitted as per tender requirement failing

which offers will be liable for rejection and no further correspondence will be made/entertained for clarification after opening of the tender.

- **4.8** All the pages submitted are to be required & sealed by Authorised Signatory.
- **4.9** Bidder firm shall submit the copy of PAN & GST Registration Certificate.
- **4.10** Certificate of Local Content against Make in India Order.
- **4.11 Anti-Bribery Management System (ABMS)**: By participating in this tender, the suppliers/Vendors/Contractors are deemed to have undertaken that they shall not give or take, any financial or non-financial bribe, to or from anyone during the tender or during the execution of the contract thereafter and if they notice any such incident happening, they shall report it to Vigilance.

5. General Condition of Contract (GCC):

- 5.1 Packing and Marking: As per Technical Specifications of the tender document.
- 5.2 **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.
- 5.3 **Inspection and Quality Control** In addition to clause No. 9 of GCC the following shall also be applicable:
 - i) The material supplied by the successful bidder will be accepted on manufacturer's conforming to all parameters as per specification as stated in Technical Specification. The material will be accepted on manufacturers guarantee certificate to be sent to purchaser. If any defects observed or the material is found unsuitable, then the same will be returned to the supplier for free replacement upto India Security Press, Nashik or the purchaser shall be entitled to cancel the contract, and if so desired, purchase or authorize purchase of the stores at the risk and cost of the contractor.

5.4 Bid Splitting/Parallel contracts:

India Security Press, Nashik reserves its right to conclude Bid Splitting/Parallel Contract with more than one bidder (maximum upto two bidders for the same tender) without any prejudice to the capacity of the L1 bidder, as given below:

- a) Among all qualified bids, the lowest bid will be termed as L1. The rate quoted by L1 bidder will be counter offered to L2 bidder and, if agreed, orders shall be placed at a ratio L1 : L2 = 70:30 of the total tendered quantity.
- b) However, Purchaser also reserves the right to place Purchase Order for the 100% tendered quantity on the lowest qualified bidder in case L2 bidder does not accept L1 rates.
- c) In case of only one eligible bidder, 100% quantity will be allocated to the eligible bidder.
- 5.5 **Insurance:** A specific insurance cover for each consignment / supply is to be given by the firm, as applicable.
- 5.6 **Warranty Clause:** As per Technical Specification.

- 5.7 **Taxes and Duties:** Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to SPMCIL. 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.
- 5.8 **Terms and Mode of Payment:** Payment will be released within Thirty (30) days of issue of Consignee Receipt-cum Acceptance Certificate (CRAC) and submission of bills.
- 5.9 **Distribution of Dispatch Documents for Clearance/Receipt of Goods:** The supplier shall send all the relevant dispatch documents well in time to ISP Nashik to enable ISP Nashik to clear or receive (as the case may be) the goods in terms of the contract.
- 5.10 India Security Press, Nashik reserves the right to terminate the contract, in whole or in part for ISP's convenience, by serving written notice on the supplier at any time during the currency of contract.
- 5.11 If there is any change in policy of Government of India, Purchaser reserves the right to foreclose the order placed at any point of time with a written notice of one month in advance.

5.12 Clarification of Bids/Shortfall Documents:

i. During the evaluation and comparison of bids, the purchaser may, at his discretion, ask the bidder for clarifications on the bid. The request for clarification shall be sought only once on GeM portal, asking the bidder to respond by a specified date/period (i.e. Seven days). If the bidder does not comply or respond by the date / period (i.e. within Seven days), his tender will be liable to be rejected. Depending on the outcome, such bids are to be ignored or considered further. No post-bid clarification at the initiative of the bidder shall be entertained.

Note: While submitting the Clarification/Shortfall Document any technical difficulty occurs on GeM portal, then the bidder can submit the Clarification/Shortfall Document through e-mail (e-mail id: purchase.isp@spmcil.com).

ii. The Procuring Entity reserves its right to, but without any obligation to do so, seek any shortfall information/ documents only in case of historical documents that pre-existed at the time of the Bid Opening, and which have not undergone change since then and does not grant any undue advantage to any bidder. As far as the submission of documents is concerned regarding qualification criteria, after submission of the bid, only related shortfall documents shall be asked for and considered.

For example, if the bidder has submitted a supply order without its completion/performance certificate, the certificate will be asked for and considered. However, no new supply order shall be asked for to qualify the bidder.

- 5.13 **Quantum of LD:-** If the Seller/Service Provider fails to deliver any or all of the Goods/ Services within the original / re-fixed delivery period(s) specified in the contract, the Buyer will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% of the contract value of delayed quantity per week or part of the week of delayed period as pre-estimated damages not exceeding 10% of the contract value of delayed quantity without any controversy/dispute of any sort whatsoever.
- 5.14 **Anti-Bribery Management System (ABMS):** By participating in this tender, the suppliers/Vendors/Contractors are deemed to have undertaken that they shall not give or

take, any financial or non-financial bribe, to or from anyone during the tender or during the execution of the contract thereafter and if they notice any such incident happening, they shall report it to Vigilance.

5.15 **Online EMD** / **Performance Security**: The bidder firm who is submitting the EMD / Performance Security through online mode has to send the EMD / Performance Security transaction details, name of the firm, GeM bid details on **finance.isp@spmcil.com**. **Cashbranchisp@spmcil.com**, **purchase.isp@spmcil.com**.

Note:

- 1. "Bidders may please note that GeM is capturing and showing the IP addresses used by the bidder(s). The received bids having matching / common IP address with bidder(s), shall be out rightly rejected & shall not be considered for further evaluation".
- 2. Request for extension of the bid opening date and / or any other query related to bid should be made through GeM portal only, no other means of communication will be entertained.

NOTE: The terms and conditions, guidelines of SPMCIL Procurement Manual Version 3.0 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 3.0 for additional terms and conditions as per the links given below:

GIT: https://spmcil.com/uploaddocument/GIT3.0.pdf
GCC: https://spmcil.com/uploaddocument/GCC3.0.pdf

6. Delivery Schedule: for 6020 Reels of Multi-colour Ultra Violet Thread is as under:

Sr. No.	Require quantity	Delivery period
01	10 Reels of Multi-colour Ultra Violet Thread as a Pilot Batch has to be supplied within 20 days from the date of issue of award of contract. Bulk supply shall start after the receipt of acceptance of pilot batch in writing from ISP (which will take approx. 10 days).	01 to 20 days
02	610 Reels	31-60 days
03	600 Reels	61-90 days
04	600 Reels	91-120 days
05	600 Reels	121-150 days
06	600 Reels	151-180 days
07	600 Reels	181-210 days
08	600 Reels	211-240 days
09	600 Reels	241-270 days
10	600 Reels	271-300 days
11	600 Reels	301-330 days

Note: In case the Purchase Order(s) will be issued more than one firm under parallel contract/ eligible MSE Firm, each of the above delivery shall be proportionately placed in the ratio 70:30.

7. The bidder has submit the acceptance of ISP Delivery Schedule on letter head.

- **8.** The bidder has submit the acceptance of ISP Technical Specification on letter head.
- 9. Ministry of Finance, Department of Expenditure, Public Procurement Division, 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 specified countries shall be applicable to this tender. Bidders are required submit the appropriate undertaking in this regard. Salient features of this are:
- (i) Any bidder from a country which shares a land border with India (excluding countries as listed in the website of Ministry of External Affairs, to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects) will be eligible to bid in this tender only if the bidder is registered with the Registration Committee constituted by the Department for promotion of Industry and Internal Trade (DPIIT). The bidders shall enclose following certificate in this regard.

"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; and solemnly certify that we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). We hereby certify that we fulfill all requirements in this regard and are eligible to be considered."

(ii) In tenders for Turnkey contracts including works contracts, the successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is similarly registered with the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT). In such cases the bidders shall enclose following certificate:

"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries,; and solemnly certify that we are not from such a country or, if from such a country, we are registered with Competent Authority (copy enclosed) and we will not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. We hereby certify that we fulfill all requirements in this regards and are eligible to be considered."

- (iii) "Bidder" including the terms 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- (iv) "Bidder from a country which shares a land border with India" for the purpose of this Order means:-
- a) An entity incorporated, established or registered in such a country; or
- b) A subsidiary of an entity incorporated, established or registered in such a country; or
- c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d) An entity whose beneficial owner is situated in such a country; or
- e) An Indian (or other) agent of such an entity; or
- f) A natural person who is a citizen of such a country; or
- g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- (v) The beneficial owner for the purpose of (III) above will be as under:
- a) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more judicial person, has a controlling ownership interest or who exercise control through other means.
- b) Explanation:
- (1) "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent of shares or capital or profits of the company.

- (2) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of Capital or profits of the partnership.
- (3) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- (4) Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.
- (5) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- (vi) An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

Format for capacity verification

CAPACITY AND CAPABILITY ASSESSMENT FORM							
	Questionnaire				Firm Response	Committee Observation	
Α	Technical Capability						
1.	Total annual production capacity of the plant.						
				e provided).			
2.				iking lines av			
3.				ing the item/			
	Sr. No.	Machine Type	Machine Make	Machine Speed, if applicable	Machine Capability		
	a						
	b						
	С						
	d						
В		ufacturing Pi					
1				nanufacturii			
2		Details of M rial to Finish		ng Process fr t.	om Raw		
	2a. T	echnology u	sed				
				Special Purp	ose		
		pment/mach					
				lable along v	vith		
	standards followed. 2d. Process parameters and their controls to achieve the quality.						
3	Is there any hazardous material used in the process / during manufacturing?						
С		ity Control					
1		•	ality contro	ol system de	ploved		
2				tem and pro			
	finisl	ned products	s?				
3	Cond	litioning faci		d for Labora	tory test, If		
4	applicable Details of third party varification of produced				duced		
ı .	Details of third-party verification of produced material and stock control, if any.			iuccu			
5	Is there any SOP available for online / offline			fline			
	quality control.						
D	General						
1	Details of Manpower employed						
	a)Technical/Supervisory						
	b)Skilled Worker (Permanent) c)Skilled Worker (Casual)						
	-	dministratio					
2	Is the	e plant certif	ied by ISO	or equivalen	t bodies? If		
		provide deta					
3	Cont	ingency plan	for breakc	lown?			
4			tsourced? I	f so, list of ac	ctivities		
	outsourced.						

5	Details of Raw Material & its Quality		
Э	Assurance/Control.		
6	1		
О	Whether the factory premises is in complete		
	possession of the bidder by way of lease which is		
	current or ownership?		
	6a. Factory area (in Sq. meters) & its adequacy		
	6b. Production		
	6c. Storage of raw material		
	6d. Bonded room facility		
Е	Ž		
1	Experience		
2	Documentary evidence for past experience, if any,		
2	Annual quantities of item/product supplied in the		
	last five years (documentary evidence to be provided).		
٨٨٨	,		
F	itional Points only for Security Items:		
	Details of Security Precautions Followed		
1	Provision of secured storage of material in the		
2	factory and SOP for material transaction		
2	Details of security and surveillance system in the		
-	factory.		
G	Material Accounting Procedures		
1	Do you have systematic accounting procedures for		
	raw materials, dies / special tools (if any), color		
2	coatings, additives, etc.		
2	Periodicity of verification for physical stock of		
	above items.		
3	Accountability for destruction of these items.		
H	Spoil Management		
1	What is the method of disposal of product in case of		
	rejection/ spoil management? Furnish details of the		
	method adopted at production site. Is there any		
	SOP in place? Also, provide details of environment		
2	compliance, if any.		
2	Facilities for destruction of security items		
3	(online/offline), details thereof.		
3	Facilities for destruction of die / specials tools (if		
1	any), details thereof; and Effluent Congration and Management, if any		
4	Effluent Generation and Management, if any.		
<u>I</u>	Dispatch Datails of acquired transport mechanism		
1	Details of secured transport mechanism.		
2	Details of safe & secure dispatch such as CCTV		
2	recordings of dispatch operations.		
3	Accounting system for finished products inward &		
<u> </u>	dispatch;		
4	Conditioning required for security items before		
	despatch, during transit, during storage and before		
T	application (use in the system); and		
J	Manufacturing Process		
1	Is there any special tool (like mould, die etc.) used		
	for Manufacturing? If yes, do they have any in house		
	making facility or is it outsourced. Details to be		
	shared for accountability of usage of special tools		

	till its destruction record.	
2	If outsourced, clearance certificates for outsourced	
	companies after scrutinizing manufacturing	
	process, security of the product, accountability to	
	maintain confidentiality may be provided	
K	General	
1	Is entire operation of production from raw material	
	to finishing, testing, die / special tool preparation,	
	complete manufacturing process and destruction of	
	spoils controlled in the premises of the plant?	
2	Are employees involved in R&D or any other	
	resource personal for this technology are still with	
	your organization? If not, what is their employment	
	status after leaving your organization?	
3	"Source of Raw Materials (Raw Material, other	
	additives, Specifically the security material)"	
4	Names of the countries to which you have supplied	
	Security item in the last five years indicating annual	
	quantity supplied (documentary evidence to be	
	provided) if applicable.	

Member 1	Member 2	Member 3	Authorised
			Representative of
			Bidder/Firm
Signature	Signature	Signature	Signature
Name	Name	Name	Name
Designation	Designation	Designation	Designation
date	date	date	date