

BANK NOTE PRESS DEWAS - 455001 (M.P.)

A Unit of Security Printing and Minting Corporation of India Limited

Miniratna Category - I CPSE

Wholly owned by Government of India

Tel : 07272-268253/268468 Fax : 07272-255111

Web : <http://bnpdewas.spmcil.com>

E-Mail : bnpdewas@spmCIL.com

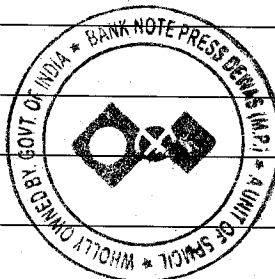
CIN No. : U22213DL2006GOI144763

ANNEXURE - I

MANDATORY CHECKLIST

(To be submitted along with Techno-commercial Bid)

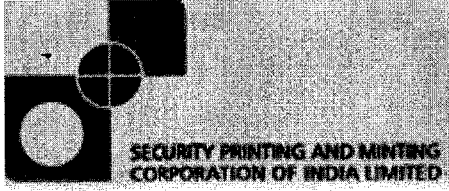
Sr. No.	Description	Yes/No
1.	Tender submitted in two bids i.e. (Techno-Commercial+ Price Bids)	<input type="checkbox"/>
2.	The Tender should be submitted in English Language. The authenticated copies of the documents in support of the applicant's claims may be submitted in Hindi/English Language.	<input type="checkbox"/>
3.	CATEGORY OF MSME FIRMS	
	SC	<input type="checkbox"/>
	ST	<input type="checkbox"/>
	GEN	<input type="checkbox"/>
4.	Owner of the company	
	Male	<input type="checkbox"/>
	Female	<input type="checkbox"/>
5.	Provided Bid Security Declaration against EMD	<input type="checkbox"/>
6.	Provided the Names of Organization(s) / Firm(s) with Addresses & Telephone Numbers, Fax Numbers, E-mail addresses to which they have provided similar type of Items/Services annually during the last five years in Techno-commercial Bid.	<input type="checkbox"/>
7.	Power of attorney / Authorization indicating that authorized signatory is competent & legally authorized to submit the tender and /or to enter into legally binding contract enclosed in Techno-commercial Bid.	<input type="checkbox"/>
8.	Sealed & signed copy of each page of tender document submitted along with techno-commercial bid as a token of acceptance of all terms & conditions enclosed.	<input type="checkbox"/>
9.	A Copy of the price bid proforma submitted along with Techno-Commercial Bid leaving blank the price portion (i.e. showing the unit, currency & total price of the Item / Material offered as xxxx) so as to indicate the Item / Material being offered is enclosed.	<input type="checkbox"/>
10.	Copy of GST/PAN /TAN number/ TIN number enclosed in Techno-commercial Bid. Please do not fill the prices in Section-X-Tender Form.	<input type="checkbox"/>
11.	Undertaking/declaration certificate for not suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt. must be submitted in technical bid by the bidder.	<input type="checkbox"/>
12.	Tender validity 120 days given.	<input type="checkbox"/>
13.	Delivery Schedule accepted as per tender.	<input type="checkbox"/>
14.	Payment terms accepted as per tender.	<input type="checkbox"/>



NOTE :

1. The above check list duly filled must be submitted along with techno-commercial bid.
2. No price component has to be mentioned in above checklist, otherwise offer will be rejected.

Signature and Seal of bidder



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E-Mail : bnpdewas@spmCIL.com

CIN No. : U22213DL2006GOI144763

NOT Transferable

Security Classification: Non Security

**TENDER DOCUMENT FOR: ENGAGING SERVICES OF A CA/CWA FIRM FOR A PERIOD OF 12
MONTHS FOR ACCOUNTING & TAXATION WORK.**

TENDER NUMBER: 6000016625/BNP/P/ACC/CA-FIRM/2021/OT

DATED: 07.09.2021

This Tender Document Contains 35 Pages.

Tender Document is sold to:

The Bidder, (104573)

INDIA

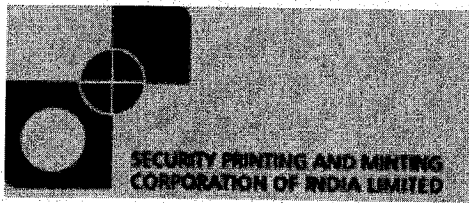
Details of Contact person in SPMCIL regarding this tender:

Name : DIGANTA KUMAR DEKA

Designation : JOINT GENERAL MANAGER (PURCHASE)

Address : BNPD (BANK NOTE PRESS, DEWAS) INDIA.





SECTION I: NOTICE INVITING TENDER (NIT)

6000016625/BNP/P/ACC/CA-FIRM/2021/OT
SPMCIL Tender No.

DATED: 07.09.2021
Date

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

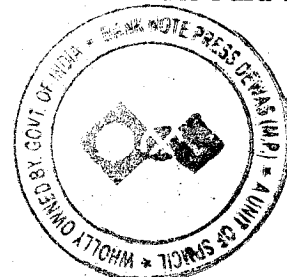
S. No.	Brief Description of Goods	Quantity	Remarks
1.	Engaging services of a CA/CWA firm for a period of 12 months for Accounting & Taxation Work.	12 Months (One Job for one year)	As per section VI List of requirement and scope of work mentioned in section VII
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/Indigenization/ Disposal of Scrap/ Security Item etc.)		TWO-BID Open Tender (National Competitive Bid)	
Dates of sale of tender documents:		From 08.09.2021 to 07.10.2021 during office hours.	
Place of sale of tender documents		BANK NOTE PRESS, DEWAS	
Closing date and time for receipt of tenders		08.10.2021 up to 14:30:00	
Place of receipt of tenders		BANK NOTE PRESS, DEWAS	
Date and Time of opening of tenders		08.10.2021 at 15:00:00	
Place of opening of tenders		BANK NOTE PRESS, DEWAS	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)		DIGANTA KUMAR DEKA JOINT GENERAL MANAGER (PURCHASE)	

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.
3. "Bid Security Declaration" - Against EMD, bidder firm have to submit a seal & sign "Bid Security Declaration" accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender they will be suspended for a period of 3 years from the date of opening of tender. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020).

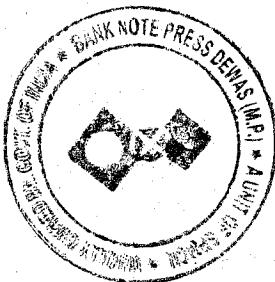
In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity (including registered category-if any).

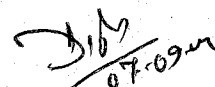
4. Tenderer may also download the tender documents from the web site <http://bnpdewas.spmcil.com> and submit its tender by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above.
5. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.

Address:
The Chief General Manager
Administration Block Gate,
Bank Note Press, Dewas (M.P.) 455 001.

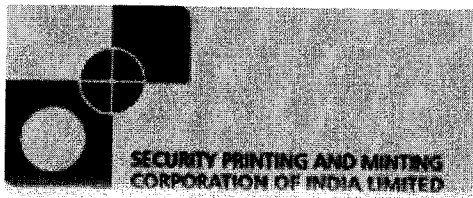


2. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase Organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.
3. The tender documents are not transferable.
4. The offer submitted by the firm should be valid for 120 Days from the date of opening of tender document.
5. The bidder has to submit the quotation strictly as per our tender enquiry specification and terms and conditions only.
6. In case the list of requirements contains more than one schedule, the responsive tenders will be evaluated and compared separately for each schedule.
7. **RIGHT OF ACCEPTANCE:** - The Chief General Manager, Bank Note Press, Dewas reserves the right to reject any or all tenders without assigning any reasons thereof.
8. The tender / bid / quotation should be submitted in Two Bid separate double sealed envelopes strictly as per SIT : 8 Submission of Tender of Section III: Special Instructions to Tenderers (SIT) and its sub clause Non-Adherence to this shall make tender liable for rejection.
9. In Section X (Tender Form) of NIT always keep total sum blank. Do not write total value of the items/services.
10. **SPECIAL INSTRUCTIONS:** Micro and Small Enterprises/Startup firm are exempted from submitting Tender fees and Earnest Money deposit. Please send the copy of valid registration certificate of Micro and Small Enterprises along with your bid / quotation otherwise the offer will not be considered for above exemption.
11. Relaxation of norms for Startups and MSME on Prior Experience, Prior Turnover Criteria may be given subject to meeting of quality and technical specifications as per circular no.1(2)(1)2016-MA dt.10.03.2016 issued by Govt. of India, Ministry of Micro, Small & Medium Enterprises, New Delhi.
12. All the desired documents as per Section IX (Technical Qualifying Criteria) should be submitted with technical bid only.




DIGANTA KUMAR DEKA
JOINT GENERAL MANAGER (PURCHASE)
For and on behalf of Chief General Manager
Bank Note Press, Dewas
Telephone No. 07272- 268468/268253
E-mail: bnppurchase@spmCIL.com

दिगंता कुमार डेका
संयुक्त महाप्रबंधक (सामग्री)
बैंक नोट मुद्रणालय, देवास - 455001



SECTION II: GENERAL INSTRUCTIONS TO TENDERERS (GIT)

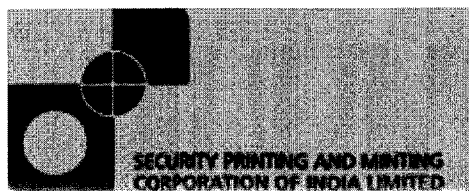
Part I & II: General Instructions Applicable to all Types of Tenders

Please refer to our website for:

<http://bnpdewas.spmcil.com/spmcil/uploaddocument/GIT.pdf>

GIT (Total pages : 32)





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.

S.No.	GIT Clause No.	Topic	SIT Provision
1	4	Eligible goods/services(Origin of goods)	SIT - 1 (Mentioned below)
2	8	Pre bid Conference	Not Applicable
3	9	Time Limit for receiving request for clarification of Tender Documents	SIT - 2 (Mentioned below)
4	11.2	Tender Currency	SIT - 3 (Mentioned below)
5	12.10	Applicability of Octroi and Local taxes	SIT - 4 (Mentioned below)
6	14	PVC Clause & Formula	SIT - 5 (Mentioned below)
7	19	Tender Validity	SIT - 6 (Mentioned below)
8	20.4	Number of Copies of Tenders to be submitted	SIT - 7 (Mentioned below)
9	21	Submission of Tender	SIT - 8 (Mentioned below)
10	33	Evaluation Criteria	SIT - 9 (Mentioned below)
11	35.3	Additional Factors for Evaluation of Offers	Not Applicable
12	43	Parallel Contracts	Not Applicable
13	50.1, 50.3	Tender For rate Contracts	Not Applicable
14	51.1, 51.2	Eligibility Criteria	As Mentioned in Section IX
15	52.1, 52.3, 52.5	Tenders involving Pre-Production Samples	Not Applicable
16	53.4, 53.5, 53.7	EOI Tenders	Not Applicable
17	54.3.1, 54.5.2	Tenders for Disposal of Scrap	Not Applicable
18	55.2, 55.3, 55.7, 55.8	Development/Indigenization Tenders	Not Applicable
19	21.1, 24.1	Correction in GIT Clause	SIT -10 (Mentioned below)

SIT 1: Eligible Goods & Services: All the related services to be provided under the contract shall have their origin in India, subject to any restriction imposed in this regard in Section III (SIT). The term "origin" used in this clause means the place where the related services are arranged and supplied.

SIT 2: Clarification of Tender Documents: A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with BNP DEWAS in writing or by fax / e-mail/ post. BNP DEWAS will respond in writing to such request provided the same is received by BNP DEWAS not later than 21 Days prior to the prescribed date of submission of tender. In case the clarifications are not given by BNP Dewas in stipulated time frame then the bidder must strictly follow the tender terms & conditions. Copies of the query and clarification, if any, shall be sent to all prospective bidders who have purchased the bidding documents.

SIT 3 Tender currencies: The tenderer shall quote only in Indian rupees. Supplier is requested to quote price within 2 decimal places. Quotation with price quote beyond 2 decimal places will be ignored.

SIT 4: Wherever GST is applicable, the following may be noted:

- i The tenderer should quote the exact percentage of GST that they will be charging extra.
- ii While quoting the rates, tenderer should pass on (by way of reduction in prices) the set off/input tax credit that would become available to them by switching over to the system of GST from the erstwhile system of sales tax, duly stating the quantum of such credit per unit of the item quoted for.
- iii The tenderer while quoting for tenders should give the following declaration:
"We agree to pass on such additional set off/input tax credit as may become available in future in respect of all the inputs used in the manufacture of the final product on the date of supply under the GST scheme by way of reduction in price and advise the purchaser accordingly."
- iv The supplier while claiming the payment shall furnish the following certificate to the paying authorities: "We hereby declare that additional set offs/input tax credit to the tune of Rs. _____ has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted .

SIT 5: Price Variation Clause: The prices should be firm & fixed during the entire currency of the contract

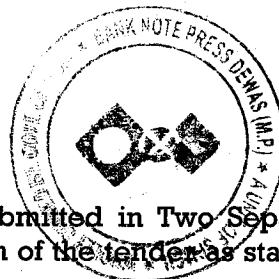
SIT 6 : Tender Validity

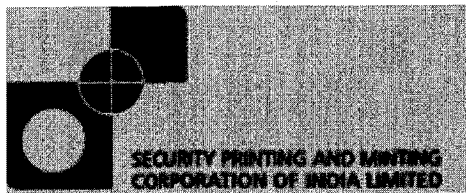
- The tenders shall remain valid for acceptance for a period of 120 days after the date of tender opening prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- In exceptional cases, the tenderers may be requested by BNP DEWAS to extend the validity of their tenders up to a specified period. Such request(s) and responses 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 and they are also to extend the validity period of the EMD (If applicable) accordingly. A tenderer, however, may not agree to extend its tender validity without forfeiting its EMD.
- In case the day up to which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for BNP DEWAS, the tender validity shall automatically be extended up to the next working day.
- 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 7 : Number of Copies of Tenders to be submitted :
Tenderer shall submit their tender in "Original" only.

SIT 8 : Submission of Tender :

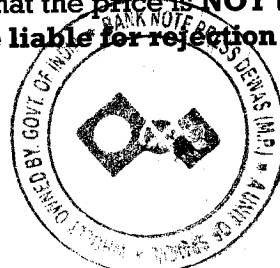
Techno-commercial bid and Price Bid are to be submitted in Two Separate double sealed Envelopes on or before the due date of the submission of the tender as stated below otherwise tender / bid / quotation shall be liable for rejection.

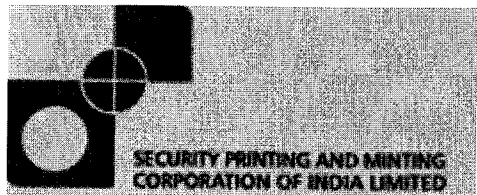




Part-I : Techno-commercial bid [First Envelope]

- **Mandatory Check List**
- The tenderer has to submit sealed & signed tender document by authorized signatory of the tenderer as a token of acceptance of all section/terms & conditions of this tender document.
- 1. **Bid Security Declaration:** - Against EMD, bidder firm have to submit a seal & sign "Bid Security Declaration" accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender they will be suspended for a period of 3 years from the date of opening of tender. (As per letter no. F.9/4/2020-PPD Ministry of Finance, Department of Expenditure dated 12.11.2020). In addition to above, firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity (including registered category-if any).
- 2. Traders/resellers/distributors/authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.
- 3. Relaxation of norms for Startups and Micro and Small Enterprises on Prior Experience, Prior Turnover Criteria may be given subject to meeting of quality and technical specifications as per circular no.1(2)(1)2016-MA dt.10.03.2016 issued by Govt. of India, Ministry of Micro, Small & Medium Enterprises, New Delhi.
- 4. Relaxation may be given under Order No. P-45021/2/2017-B.E.-II Dt:15.06.2017 for Public Procurement (Preference to Make in India) issued by Ministry of Commerce and Industry, Department of Industry and Internal Trade (Public Procurement Section), and Order No 6/18/2019-PPD Dt:23.07.2020 for prior registration on procurement from bidders from a country or countries on ground of Defence of India and national Security, issued by Ministry of Finance, department of Expenditure (Public Procurement Division).
- **Manufacturer authorization Form:** - Not applicable.
- Power of attorney / Authorization indicating that authorized signatory is competent & legally authorized to submit the tender and /or to enter into legally binding contract
- The bidder should not be suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt. Undertaking/declaration certificate for the same must be submitted in Technical bid.
- The bidder have to submit all the documents & relevant proof in support of relevant clauses mentioned in **Section - VI: List of Requirement** and **Section -VII: Technical Specification**, **Section - IX : Eligibility criteria**
- A Copy of the price bid proforma shall be submitted along with **Techno-commercial Bid** leaving blank the price portion (i.e. showing the unit, currency & total price of the goods offered as xxxx) so as to indicate the goods being offered. It may be noted that the price is **NOT** to be quoted with the techno-commercial Bid otherwise the tender shall be liable for rejection





Part-II : - Price Bid [Second Envelope]

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

NOTE:-

The envelopes containing bids shall be super scribed as Techno-commercial Bid and Price Bid separately for "ENGAGING SERVICES OF A CA/CWA FIRM FOR A PERIOD OF 12 MONTHS FOR ACCOUNTING & TAXATION WORK". The sealed envelopes shall be again put in another envelope and should be sealed & super scribed as tender for "ENGAGING SERVICES OF A CA/CWA FIRM FOR A PERIOD OF 12 MONTHS FOR ACCOUNTING & TAXATION WORK" Due on: **08.10.2021 up to 14.30 hrs.**

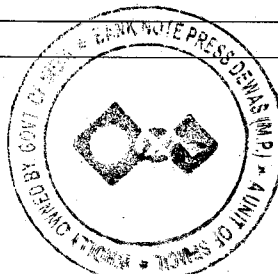
- i. If the tender is not submitted as per above format, offer / bid / tender will be liable for rejection.
- ii. Late tender shall not be accepted. Tenderer shall submit their offer only on prescribed form. Tenders by fax/email shall not be accepted. Tender by post / hand/ courier received on or before the due date & time shall be accepted. Postal delay / delay by courier services etc. shall not be condoned, what so ever reason may be.

SIT 9: Evaluation Criteria:

- In the first instance, the Technical part of tender document will be considered for the evaluation. This offers/bid will be scrutinized & evaluated by the Tender Evaluation Committee with reference to the parameters prescribed in the eligibility criteria (Section-IX) of the Tender document.
- The technical acceptance of the bids is on the basis of the technical specifications & other Techno Commercial criteria offered by the bidders as per GIT, SIT, GCC, SCC, Section – VI, VII, VIII of the tender document.
- In the Second stage, the Price Bid of only Techno-commercially qualified & acceptable firms will be opened for further scrutiny & evaluation. The award of the contract shall be given as per Section-XI of the tender document.
- If the clarifications required by the purchaser the bidder have to submit their reply within seven days by fax /email/courier/speed post.

SIT 10: Corrections in GIT Clauses:

GIT CLAUSE	WRITTEN AS IN GIT	CORRECTED AS IN SIT
21.1	In 3rd line of procurement manual the words "Para 11 of NIT"	"Para 1 of NIT"
21.1	In 6th line of procurement manual the words "Clause 11 of NIT"	"Clause 1 of NIT"
24.1	In 2nd line of procurement manual the words "Clause 11 of NIT"	"Clause 1 of NIT"
18.4	In third line of last para of procurement manual the words "Clause 33 of NIT"	"Clause 3 of NIT"
10.1	10.1(a) second line "clause no.19.19"	"Clause 19.4 of GIT"



SECTION IV: GENERAL CONDITIONS OF CONTRACT (GCC)

Part I: General Conditions of Contract applicable to all types of Tenders

Please refer to our website for:

<http://bnpdewas.spmcil.com/spmcil/uploaddocument/GCC.pdf>

GIT (Total pages: 28)



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.

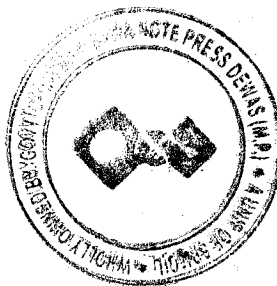
Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

S. No	GCC Clause No.	Topic	SCC Provision
1	8.2	Packing and Marking	Not Applicable
2	11.2	Transportation of Domestic Goods	Not Applicable
3	12.2	Insurance	Not Applicable
4	14.1	Incidental Services	Not Applicable
5	15	Distribution of Dispatch Documents for clearance/ Receipt of Goods	Not Applicable
6	16.2,16.4	Warrantee Clause	Not Applicable
7	19.3	Option Clause	SCC - 1 (Mentioned below)
8	20.1	Price Adjustment Clause	Not Applicable
9	21.2	Taxes and Duties	SCC - 2 (Mentioned below)
10	22,22.1,22.2,22.4,22.3,22.6	Terms and Mode of payments	SCC - 3 (Mentioned below)
11	24.1	Quantum of LD	SCC - 4 (Mentioned below)
12	25.1	Bank Guarantee and Insurance for Material Loaned to Contractor	Not Applicable
13	33.1	Resolution of Disputes	SCC - 5 (Mentioned below)
14	36.3.2,36.3.9	Disposal/ Sale of Scrap by Tender	Not Applicable
15		Arbitration Clause	SCC -6 (Mentioned below)
16		Failure & Termination Clause	SCC -7 (Mentioned below)
17		Force Majeure Clause	SCC -8 (Mentioned below)

SCC-1: Option Clause: The Purchaser reserves the right to increase the ordered quantity/Service by 25% at any time, till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of Delivery Period.

SCC-2: Taxes and Duties: Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to BNP DEWAS.

SCC-3: Terms and Mode of Payment: The terms of payments would be as follows: The payment will be released on monthly basis after completion of work & certification of bills by officer in-charge and on production of all required documents by the supplier. The payment will be done through RTGS/NEFT Only. Therefore, the suppliers/service providers have to produce all the Bank details such as - Name of Bank, Account No., IFSC Code No., MICR No. along with the Tender Document.



SCC-4: Quantum of 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, BNP DEWAS shall, without prejudice to other rights and remedies available to BNP DEWAS under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the $\frac{1}{2}\%$ (0.5%) percent + 18% GST (or any other percentage if prescribed in the SCC) of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% percent + 18% GST (or any other percentage if prescribed in the SCC) of the delayed goods' or services' contract price(s). During the above mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 23.4 shall also apply.

SCC-5: Resolution of disputes:

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

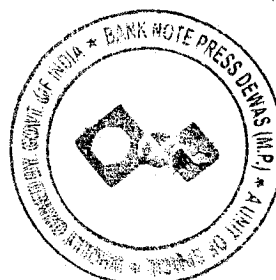
SCC-6: Arbitration Clause: All disputes & differences arising out of or in any way touching or concerning this agreement (except those for which specific provision has been made therein) shall be referred to Sole Arbitrator to be appointed by CMD, SPMCIL. This contract has to be interpreted in accordance with the laws of the Union of India and arbitration proceedings shall be conducted in India under the Arbitration and conciliation Act 1996. The Arbitrator so appointed shall be an SPMCIL Officer who had not dealt with matters to which this agreement relates and in course of his duties had not expressed views on all or any of the matter in dispute or differences. The Award of the Sole Arbitrator shall be final and binding on the parties.

SCC-7: Failure & Termination

A) Cancellation of contract for Default: Without prejudice to any other remedy for breach of contract, like removal from the list of registered supplier, by written notice of default sent to the supplier, the contract may be terminated in whole or in part:

- (i) If the supplier fails to provide any or all the goods within the time period (s) specified in the contract, or any extension thereof granted
- (ii) If the supplier fails to perform any other obligation under the contract within the period (s) specified in the contract or any extension thereof granted.

B) Termination of Contract for convenience: Bank Note Press, Dewas (M.P.) may at any time terminate the Contract by giving you one month's prior notice in writing to that effect and shall have the liberty to appoint any other agency to carry out your obligations under this Contract.



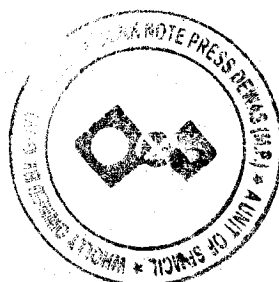
SCC-8: Force Majeure:

8.1 In the event of any unforeseen event directly interfering with the supply of stores arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Contractor shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Unless otherwise directed by in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

If the force majeure condition(s) mentioned above be in force for a period of 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

8.2 Notwithstanding the provisions contained in GCC clauses 23, 24 and 26 the supplier shall not be liable for imposition of any such sanction so long the delay and/ or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.

8.3 In case due to a Force Majeure event is unable to fulfill its contractual commitment and responsibility, BNP Dewas will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.



SECTION VI: LIST OF REQUIREMENTS

Sl. No	Brief description of goods and services (Related specifications etc. are in Section-VII)	Quantity
1.	ENGAGING SERVICES OF A CA /CWA FIRM FOR A PERIOD OF 12 MONTHS FOR ACCOUNTING & TAXATION WORK	12 Months (One Job for One year)

1. Required Terms of Delivery & Destination: FOR BNP Dewas.
2. Period of contract: The contract will be for a period of one year which may be extended for further 3 months on the basis of satisfactorily performance.
3. Security Deposit: If the value of the purchase order will exceed Rs. 2, 50,000/- then the firm on whom purchase order will be placed will have to submit 3% of the total cost of the purchase order against security deposit in form of DD/ FDR/ Banker's cheque drawn on any scheduled commercial bank in India only in the favour of "The General Manager, BNP Dewas" payable at Dewas within 21 Days from the date of order. The Security Deposit should remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
4. Other requirements for the Bidders:
 - (a) The bidder shall provide names of organization(s)/firm(s) with addresses & telephone numbers, fax numbers, email addresses to which they have provided similar type of services annually during the last five years.
 - (b) The application should be submitted in Hindi/English Language. The authenticated copies of the documents in support of the applicant's claims may be submitted in Hindi/English Language.
 - (c) The bidder shall indicate that authorized signatory is competent & legally authorized to submit the tender and / or to enter into legally binding contract.

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

5. The tenderer is to provide the required details, information, confirmations, etc accordingly, failing which it's tender is liable to be ignored. Following details may also be provided. (Mandatory)

i Name of Firm : _____

ii Name of the Proprietor / Owner / Director : _____

iii Complete address of the firm : _____

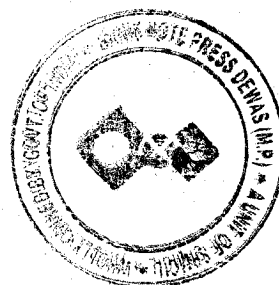
iv Contact of firm :

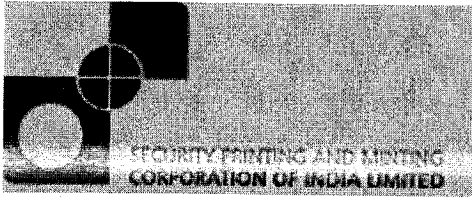
Phone No. _____

Mobile No. _____

FAX No. _____

E-mail No. _____





v. GSTIN Registration No. (Copy of certificate enclosed. If applicable) : _____

vi. Income Tax P.A.N. No. (Copy enclosed) : _____

vii. For transaction through RTGS/NEFT :

1. Name of Bank : _____

2. Account No : _____

3. MICR No : _____

4. IFSC Code : _____

viii. Details of ITCC / NSIC / DGS&D Registration. Please enclose Photostat copies.

ix. Whether the firm is MSME Registered if yes, please enclose the copy of relevant documentary proof.

x. Category (SC/ST/GEN) :

SC

ST

GEN

☐☐☐

xi. Name of the owner of the company: _____

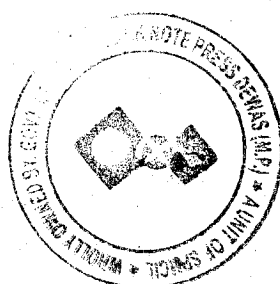
xii. Gender of the owner (Male/Female) : Male ☐

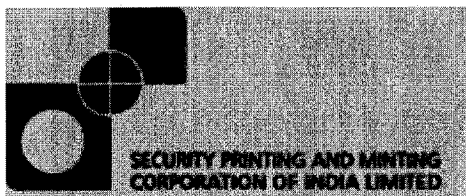
Female ☐

Date:

Name & Signature

Seal of the Firm & Address



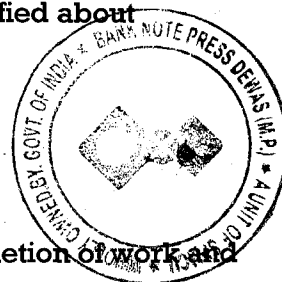


SECTION VII: SCOPE OF WORK

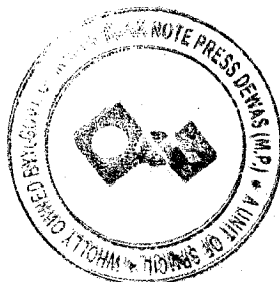
Subject: Engaging services of a CA/CWA firm for a period of 12 months for Accounting & Taxation Work.

Scope of Work and Terms and Conditions:-

1. The CA/CWA firm shall deploy one qualified and experienced CA/CWA and minimum 3 numbers of Account Assistants to cope with the data entry work. Further, if required additional man power should be deployed as and when required.
2. Deployed CA/CWA and Account Assistants resume must be evaluated to get satisfied about credentials of the same.
3. CA/CWA and Assistants must be familiar with SAP software.
4. They have to complete the day to day work on regular basis.
5. The payment of the firm will be released on monthly basis after satisfactory completion of work and certification of bills by officers of finance and accounts department.
6. They shall work under the overall supervision of the officers in finance and Accounts Department.
7. Deployed CA/CWA shall be responsible for following primary activities in conformity of accounts in SAP for Bank Note Press Dewas (Including Ink Factory Section) for the period of contract.
 - 7.1 To check and make the accounting entries, related to receipt and payment expenses and revenue, sales on daily basis in SAP.
 - 7.2 Monitoring and reconciliation of debtor and creditors on daily basis.
 - 7.3 To check and verify the correct classification of the transactions as per COA (Chart of Accounts) provided by SPMCIL Corporate Office.
 - 7.4 To check the Bank Reconciliation statement periodically but not later than weekly.
 - 7.5 Legal compliance for the deductions of taxes and preparation of statement/data for deposit of monthly taxes will be the responsibility of the firm.
 - 7.6 Monitor Accounts receivable (AR) and Accounts Payable (AP)
 - 7.7 Prepare Budget and actual variance reports.
 - 7.8 Reports on discrepancies noticed in the accounting entry, should be submitted to Head of Finance or as and when required basis.
 - 7.9 Finalization of accounts at the end quarter and at the end of financial year and entering accounting data, required for finalization of accounts in consultation with Head of Finance.
 - 7.10 Preparation and finalization of all the financial statement of the unit as per Accounting Standards under companies Act as required by the SPMCIL, Corporate Office, New Delhi.
 - 7.11 Compliance of statutory disclosure requirement of Schedule-VI of the Companies Act.
 - 7.12 All the work related to costing in SAP.
 - 7.13 Preparation of MIS data every month on or before the stipulated time.
 - 7.14 BNP may include any accounting & costing work as per requirements.
 - 7.15 Calculation of the cost of finalization of composite rate of the product.
 - 7.16 Costing of all the new and existing products of BNP in SAP CO module for required Financial Year.
8. BNP may include any account/ tax related & costing works as per requirements and as per guidelines from SPMCIL, Corporate Office.



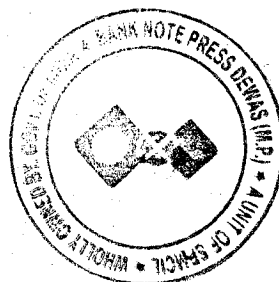
9. To provide consultancy and compliance of all statutory requirement under the Companies Act, and Accounting Standards.
10. Attend Internal Audit, Statutory Audit, Tax Audit, Supplementary Audit, Transaction Audit, CAG Audit, Budget Meeting and help in preparation of financial statements and replies etc.
11. Representative from the firm will have to attend meetings called by Corporate Office if necessary, travelling expenses in case of Air by Economy Class charges, in case of train by II tier/III tier and in case of by Road by Deluxe Bus on actual basis and Local Conveyance i.e. from railway station / Airport to place of meeting by Non AC Taxi (All the payment will be made on actual basis) for such official tours and will be reimbursed separately on submission of claim with required documents and bills.
12. CA/CWA firm should comply with all the statutory requirements under State/Central Government Acts in respect of their employees in Bank Note Press, Dewas as applicable.
13. TDS as applicable will be deducted from the firm's bills.
14. The specific conditions for TDS, TCS, GST and Professional Tax are as below:-
 - 14.1 Checking, Preparing and filing of the entire above taxation data Monthly/Quarterly basis as per rules applicable.
 - 14.2 Preparation of all the replies of notices, queries quoting rules and decisions of various cases related to our case.
 - 14.3 Weekly basis inspection of various payment bills for proper deduction of above taxation for compliance.
 - 14.4 Preparation of all the relevant data required for assessment for above taxation for the F.Y. required by the concerned department.
15. Replies of all audit query in respect of taxation matters.
16. To keep inform mandatorily Head of Finance, AM (Finance & Accounts) for all the amendments in rules, acts, notification and procedures etc.
17. Drafting of replies to show cause notices.
18. Appearances of hearing before any authority relevant to above taxation at Dewas/Indore/Ujjain.
19. Preparation and filing of appeal before concerned authority.
20. Providing draft of income tax deducted statement quarterly of each employee.



21. To provide all desired data to any consultant hired by BNP for taxation matters.
22. In addition to above, a confirmation of work done to be conveyed to Head of Finance BNP Dewas on Monthly/Quarterly basis as required from time to time on the status of the above matters.
23. In case of any delay on firm's part in filing of return/Assessment, the penalty on actual basis will be deducted as imposed by the concerned department from the bills.
24. Contract should not be sub-contracted.
25. Implementation of Ind AS and GST Act with all applicable amendments as and when applied.
26. The firm should have experience of preparing accounts on Ind AS basis.
27. Additional Criteria for evaluation:-

SELECTION CRITERIA (POINT ALLOCATION):-

Sl No	Particulars	Points to be allocated	Maximum Points	Supporting Documents
1.	Year of establishment of the firm/Limited Liability Partnership Firm.	10 Years 1 Point for each year. Cut-off date shall be 31.03.2021.	10 (ten)	Registration certificate of the firm issued by the Institute of Chartered Accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office(s) & Branch office(s), addresses, details of partners and their membership nos. etc. as indicated in the Certificate.
2	No. of Partners in the Firms/Limited Liability Partnership firm who with the Firm for a minimum period of year as on date of application.	a) Four (4) points for each Partner who is ACA/ACMA. b) Five (5) points for each Partner who is FCA/FCMA	20 (twenty)	Registration certificate of the firm issued by the Institute of Chartered accountants of India and / or Institute of Cost Accountants of India. Information related to year of establishment of Head Office(s) & Branch office(s), addresses, details of partners and their membership nos. etc.as indicated in the Certificate.



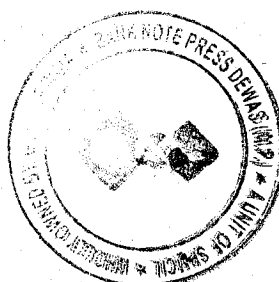
Sl No	Particulars	Points to be allocated	Maximum Points	Supporting Documents
3	No. of Qualified Assistants Chartered/Cost accountants) employed with the firm.	a) FCA/FCMA 03 points per person b) ACA/ACMA 2 points per person	15 (fifteen)	Copy of details filed with the Institute of Chartered/Cost Accountants of India.
4	Experience of the Firm in Organization working on SAP ERP Platform for Accounting/ Bookkeeping & P&L Preparation and taxation work (Experience in 2020-21 not to be considered).	3 (Three) points per year of accounting/ data entry and taxation work (fraction of the year to be ignored).	15 (Fifteen)	Copies of appointment letters /orders for Accounting/ Bookkeeping & P&L Preparation and taxation work. Certificate shall be submitted from the entity that they are SAP compliant.
5	Experience of the firm for accounting/ Bookkeeping & P&L Preparation and taxation work of Central/State Govt. / PSU.	Mini-ratna and above 5 (Five) points per assignment and other PSUs 2 points per assignment	20 (Twenty)	Copies of appointment letters/orders for Accounting/Bookkeeping & P&L Preparation and taxation work for Central /State Govt. PSU. (Excluding banks and insurance PSUs.)

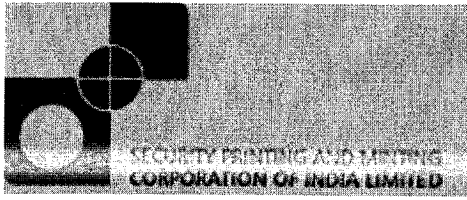


Sl No	Particulars	Points to be allocated	Maximum Points	Supporting Documents
6	Turnover from Accounting/ Bookkeeping & P&L Preparation and taxation work of clients during F.Y. 2018-19 & 2019-20.	<p>a) More than Rs. 200 Cr.& up to Rs.- 500 Cr. per client per year (2 points)</p> <p>b) More than Rs.500 Cr.& up to Rs. 1000 Cr. per client per year (4 points)</p> <p>c) More than 1000 Cr. per client per year (6 points)</p>	20 (twenty)	Copies of relevant pages of audited financials for all the clients for F.Y. 18-19 & 19-20 to be enclosed.

Note:-

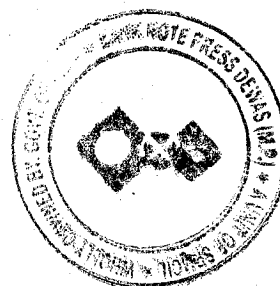
1. All above mentioned supporting documents along with bid (format of bid) will be the part of Technical Bid.
2. The Bidder will mention self-evaluated score against each parameter and will provide related documentary evidence against each parameter given above. The self-evaluated scores of the Bidder will be verified by the Evaluating Committee of SPMCIL based on the documentary evidence provided. The scores given by the Committee after verification with the documentary evidences as provided by the Bidder shall be considered final.
3. Only those firms who secure at **least 70%** and above marks as per selection criteria mentioned above at section VII shall be **considered for opening of financial bid.**





SECTION VIII: QUALITY CONTROL REQUIREMENTS

(As per scope of work mentioned in section VII)



SECTION IX: ELIGIBILITY CRITERIA

Eligibility Criteria for Hiring of services of a CA/CWA firm for a period of 12 months for Accounting & Taxation Work.

1. The Bidder firm must meet the following eligibility criteria to qualify:-

For MSE / NSIC / Start-up Firms: Capacity & Capability:-

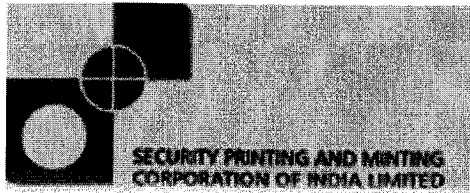
- i) The bidder firm must have an annual capacity & capability to carry out similar kind service of accounting works for the value of Rs.9,20,400/-
- ii) Firm should have experience of providing Book keeping services in any organisation working on SAP.
- iii) The firm should have experience of preparing accounts on Ind AS basis.

All related document needs to be submitted along with the bid.

For other Firms: Experience and past performance:

The bidder should have experience of having successfully completed similar kind services of accounting works to any Govt. organizations or any reputed private organizations for the value of at least **Rs.9,20,400/-** in any one year during the last 5 years ending on March 2021. Copy of Purchase Order / Experience Certificate issued from such organizations to be submitted towards documentary evidence.



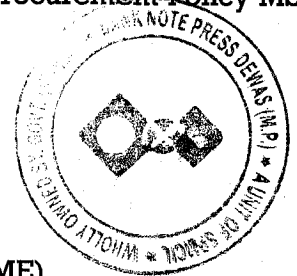


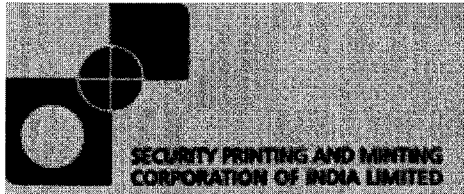
Additional Terms:-

- i. All experience, past performances related data e.g. purchase order/contract copy and invoice copy or experience certificate etc. should be enclosed in support of fulfilment of experience & past performance criteria and it must be duly certified by the authorized signatory of the Bidder firm. The credentials regarding experience and past performances to the extent required as per the above eligibility criteria as submitted by the Bidder may be verified from the parties for whom work has been done.
- ii. Undertaking/Declaration certificate for Non-blacklisting in Central /State Government /PSU's must be enclosed.
- iii. For financial standing criteria, the firm should enclose Balance Sheets and Profit & Loss Accounts OR Certificate of Turnover, Profit & Loss, Net Worth of above mentioned financial years duly certified by certified accountants e.g. Chartered Accountants (CA) in India & certified Public Accountant/ Chartered Accountant in other countries.
- iv. Bidders have to furnish stipulated documents in support of fulfilment of PQB Criteria.
- v. Non-submission or incomplete submission of above required documentary evidence may lead to rejection of offer.

CONDITIONS FOR MICRO AND SMALL ENTERPRISES (MSEs)

1. As per Public Procurement policy (PPP) for Micro & Small Enterprises (MSEs) Order, 2012 issued vide Gazette Notification dated 23.03.2012 by Ministry of Micro, Small and Medium Enterprises of Gov. of India, MSEs must be registered with any of the following in order to avail the benefits/preference available vide Public Procurement Policy MSEs Order, 2012.
 - a) District Industries Centers (DIC)
 - b) Khadi and Village Industries Commission (KVIC)
 - c) Khadi and Village Industries Board
 - d) Coir Board
 - e) National Small Industries Corporation (NSIC)
 - f) Directorate of Handicraft and Handloom
 - g) Any other body specified by Ministry of MSME (MoMSME)
 - h) Udyog Aadhaar Acknowledgment/Udyog Aadhaar Memorandum issued by MoMSME.
2. MSEs participating in the tender must submit valid & authorized copy of certificate of registration with any one of the above agencies. In case of bidders submitting DIC registration certificate shall attach original notarised copy of the DIC certificate. The MSE's Bidder to note and ensure that nature of services and goods/items manufactured mentioned in MSEs certificate matches with the nature of the services and goods/items to be supplied as per Tender.
3. Traders/resellers/distributors/authorized agents will not be considered for availing benefits under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.

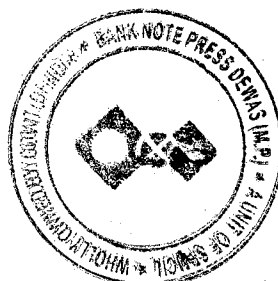




4. The registration certificate issued from any one of the above agencies must be valid as on Bid closing date of the tender. Bidder shall ensure validity of registration certificate in case bid closing date is extended.
5. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.
6. Relaxation of Norms for Micro & Small Enterprises (MSEs): Pre-qualification criteria with respect to Prior Turnover and Prior experience may be relaxed for Micro & Small Enterprises as per GOI guidelines subject to meeting of quality and technical specifications.

CONDITIONS FOR START-UP COMPANIES

1. Subject to meeting of Quality and Technical specifications, MRPL may consider allowing the participation of "Start-up" companies with capability to execute the supply/services, as per technical specifications/ perform the job as per scope of work specified in the tender and subject to meeting extant & relevant guidelines of Government of India. This should be confirmed and substantiated in the technical bid.
2. The bidder who intends to participate as "Start-up" company should enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India during submission of Technical bid.
3. Prequalification Criteria with respect to Prior Turnover and Prior Experience may be relaxed for Start-ups as per the GOI guidelines.
4. However, there may be circumstances like procurement of items/services related to public safety, health, critical security operations and equipment, etc wherein MRPL reserves the right to not consider relaxation of Prior Turnover and Prior Experience for Start-up Companies as per GOI guidelines.
5. Start-up Companies, who are also registered as MSEs and wish to avail the benefits as applicable to MSE, shall submit relevant documents covered under Conditions for Micro and Small Enterprises elsewhere in this tender.





SECTION X: TENDER FORM

TENDER FORM ACCEPTANCE OF TERMS & CONDITIONS

To

Date.....

The General Manager,
Bank Note Press,
(A unit of Security Printing and Minting Corporation of India Limited)
Dewas (M.P.) – INDIA

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 of ----- (To be mentioned in the Price Bid only & not to be mentioned in Techno Commercial Bid) (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

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

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

We agree to keep our tender valid for acceptance for a period up to -----, 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 up to 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 further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign tender for and on behalf of



SECTION XI: PRICE SCHEDULE

[To be submitted along with the tender]

From:

To

The Chief General Manager,
Bank Note Press, Dewas (M.P.) – INDIA
(A unit of Security Printing and Minting Corporation of India Limited)

Sub: Price Bid for ENGAGING SERVICES OF A CA/CWA FIRM FOR A PERIOD OF 12 MONTHS FOR ACCOUNTING & TAXATION WORK.

Ref: Your tender enquiry No. 6000016625/BNP/P/ACC/CA-FIRM/2021/OT dated 07.09.2021

Dear Sir,

We have received your tender enquiry cited and we are pleased to enclose the following our Commercial bid for your kind consideration.

Sl. No.	Description	Quantity & Unit	Basic Price Per Month	GST @ % & (Rs.)	Other charges if any	Total rate per Month (FOR BNP Dewas)	Total Price (Per Year) in INR
1	2	3	4	5	6	7= 4+5+6	8= (7x3)
1.	ENGAGING SERVICES OF CA FIRM FOR A PERIOD OF 12 MONTHS FOR ACCOUNTING & TAXATION WORK	12 months (One job)					
	SAC CODE (06 digits)						
Grand Total Inclusive of All Taxes & Duties in INR							

Date:

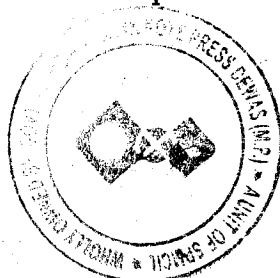
Name & Signature

Seal of the Firm

Address: _____

Note:

- Price should be quoted exactly as per the format given above.
- Price bids with condition/counter conditions are liable for rejection.
- Firm has to quote the price within 2 decimal places. Price quote beyond 2 decimal places will be ignored.



SECTION XII: QUESTIONNAIRE

The tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question/ issue do 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 evasive answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Brief description and of goods and services offered:

2. Offer is valid for acceptance up to

3. Your permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India :

Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority.

4. Status :

a. Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and/ or the National Small Industries Corporation (NSIC), New Delhi, and/ or the present SPMCIL and/ or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.

b. Are you currently registered under the Indian Companies Act, 1956 or any other similar Act? Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.

5. Please indicate name & full address of your Banker(s) :

6. Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt.

.....
(Signature with date)

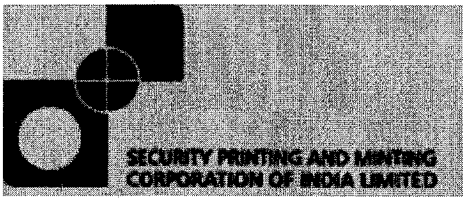
.....
.....

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

.....
.....

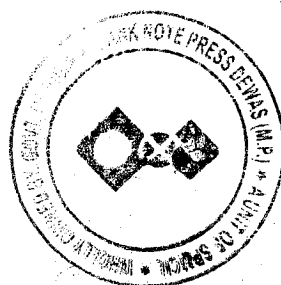
(Name, address and stamp of the tendering firm)

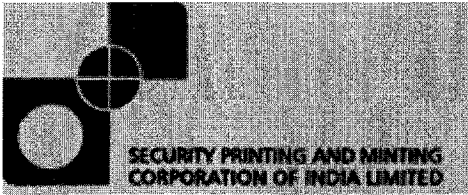




SECTION XIII: BANK GUARANTEE FORM FOR EMD

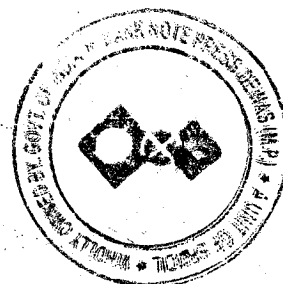
(Not applicable)

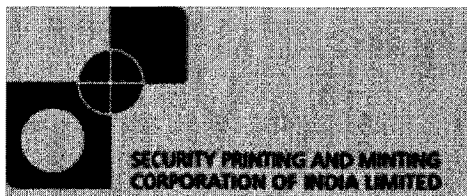




SECTION XIV: MANUFACTURER'S AUTHORIZATION FORM

(Not applicable)





SECTION XV: BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

_____ [Insert: Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [insert: Name and Address of BNP Dewas]

Date:

PERFORMANCE GUARANTEE No.:

WHEREAS(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish

you with a bank guarantee by a scheduled commercial bank recognized by you for the sum

specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay BNP, Dewas up to the above amount upon receipt of its first written demand, without BNP, Dewas having to substantiate its demand.

This guarantee will remain in force for a period of Sixty days after the currency of this contract and any demand in respect thereof should reach the Bank not later than the above date.

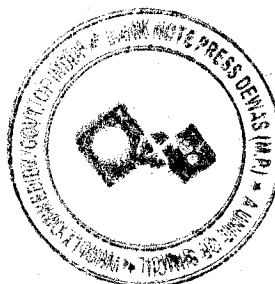
.....
(Signature of the authorized officer of the Bank)

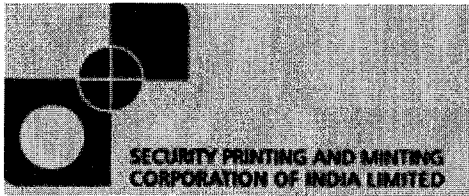
.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch





SECTION XVI: CONTRACT FORM

Contract No.....

dated.....

This is in continuation to this office' Notification of Award

No..... dated

1. Name & address of the Supplier:

2. SPMCIL's Tender document No..... dated..... and subsequent Amendment No....., dated..... (If any), issued by SPMCIL

3. Supplier's Tender No..... dated..... and subsequent communication(s) No.....dated (If any) exchanged between the supplier and SPMCIL in connection with this tender.

4. In addition to this Contract Form, the following documents etc., which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:

- (i) General Conditions of Contract;
- (ii) Special Conditions of Contract;
- (iii) List of Requirements;
- (iv) Technical Specifications;
- (v) Quality Control Requirements;
- (vi) Tender Form furnished by the supplier;
- (vii) Price Schedule(s) furnished by the supplier in its tender;
- (viii) Manufacturers' Authorization 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 clause ___ of Section -V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

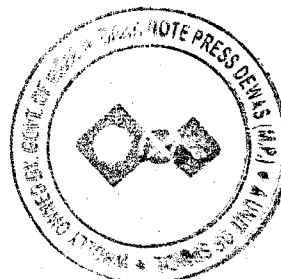
5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

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

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

Any other additional services (if applicable) and cost thereof:

Total value (in figure) _____ (In words) _____



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

.....

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

For and on behalf of.....

Received and accepted this contract

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

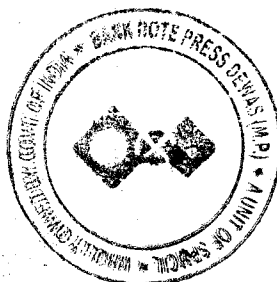
For and on behalf of

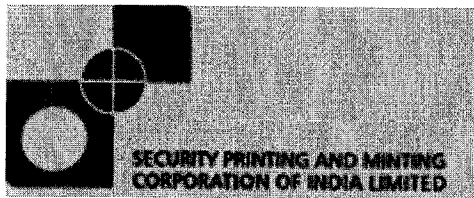
(Name and address of the supplier).....

(Seal of the supplier)

Date:

Place





SECTION XVII: LETTER OF AUTHORITY FOR ATTENDING A BID OPENING

(Refer to clause 24.2 of GTT)

The General Manager,
Bank Note Press,
(A unit of Security Printing and Minting Corporation of India Limited)
Dewas (M.P.)- INDIA

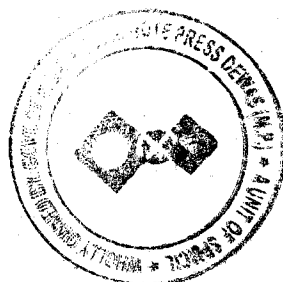
Subject: Authorization for attending bid opening on _____ (date) in the Tender of _____.

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
Alternate Representative		
Signatures of bidder or Officer authorized to sign the bid documents on behalf of the bidder.		

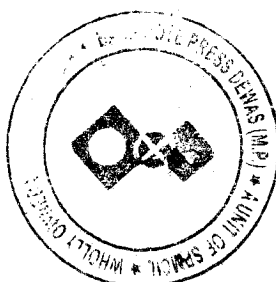
Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.



SECTION XVIII: SHIPPING ARRANGEMENTS FOR LINER CARGOES

(Not applicable)



SECTION XIX: 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. G.S.T.

2. Freight (if applicable)

3. Packing and Forwarding charges (if applicable)

4. Others (Please specify)

5. PVC Amount (with calculation sheet enclosed)

6. (-) deduction/Discount

7. Net amount payable (in words Rs.)

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

Dated.....(enclosed)

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

Income Tax Clearance Certificate No.....Dated.....(enclosed)

Place and Date

Received Rs..... (Rupees).....

I hereby certify 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

