



INDIA GOVERNMENT MINT MUMBAI
(A Unit of Security Printing and Minting corporation of India Limited)
(Wholly owned by Government of India)
Shaheed Bhagat Singh Marg,
Fort, Mumbai
Pin-400001 India CIN: U22213DL2006GOI144763
Web: www.spmcil.com , E-Mail: igm.mumbai@spmCIL.com
Ph. No: 91-22-22703184, Fax No: 022-22661450
GSTIN: 27AAJCS6111J1Z8

PR Number	PR Date	Indenter	Department
11007873	21.01.2020	DM(F & A)	DM(F & A)

Not Transferable

Security Classification:

TENDER DOCUMENT FOR HIRING OF: HIRING OF SERVICES FOR TAX CONSULTANCY

Tender Number: 6000014485/FINANCE, Dated: 13.02.2020

This Tender Document Contains _____ Pages.

Details of Contact person in SPMCIL regarding this tender:

Name: Priyanka Sharma
Designation: Dy.Manager (TO)
Address: IGMM (India Government Mint, Mumbai)
India

PRIYANKA.SHARMA@SPMCIL.COM

Section1: Notice Inviting Tender (NIT)

6000014485 /FINANCE

13.02.2020

(SPMCIL's Tender SI No.)

(Date)

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

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	Hiring of Services for Tax Consultancy	1.000 AU	35000.00INR	
1	Hiring of Services for Tax Consultancy	12.000MON		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			ONE-BID LIMITED EXPRESS	
Dates of sale of tender documents:			From to during office hours.	
Place of sale of tender documents				
Closing date and time for receipt of tenders			28.02.2020 14:30:00	
Place of receipt of tenders			I.G.MINT,MUMBAI	
Time and date of opening of tenders			28.02.2020 15:00:00	
Place of opening of tenders			I.G.MINT,MUMBAI	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			Priyanka Sharma Dy.Manager (TO)	

2.Interested tenderers may obtain further information about this requirement from the above office. They may visit our website www.igmmumbai.spmcil.com for further details.

3.If requested, the tender documents will be mailed by registered post/ speed post to the domestic tenderers and by international air-mail to the foreign tenderers.

4.Tenderer may also download the tender documents from the web site www.igmmumbai.spmcil.com and submit its tender by utilizing the downloaded document.

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.

6.In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organisation, the tenders will be sold/ received/ opened on the next working day at the appointed time.

7. The tender documents are not transferable.

8. The tenderer is to seal the original and each copy of the tender in separate envelopes, duly marking the same as "Original", "Duplicate" and so on and writing the address of I.G. Mint, Mumbai and the tender reference number on the envelopes. The sentence "NOT TO BE OPENED" before... (The tenderer is to put the date & time of tender opening) are to be written on these envelopes. The inner envelopes are then to be put in a bigger outer envelope, which will also be duly sealed, marked etc. as above. If the outer envelope is not sealed and marked properly as above, I.G.Mint, Mumbai will not assume any responsibility for its misplacement, premature opening, late opening etc.

9. Section II:For details regarding General Instruction of Tenderers (GIT) please refer to our website: <http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>



10. Section IV: For details regarding General Conditions of Contract (GCC) please refer to our website:
<http://www.spmcil.com/spmcil/UploadDocument/GCC.pdf>

11. The bidder has to submit the quotation strictly as per our tender enquiry specification and terms and conditions only.

12. NOTE: Vendors who have been sent Tender document by post to submit quotation pl.
This is for Website access only: This notice is being published only as an abundant precaution and is not an open invitation to quote in the tender. Participation in this tender is by invitation only and is limited to the selected India Government Mint Mumbai's registered vendors for the item, who have been sent this tender by post/courier. Unsolicited offers are liable to be ignored.

13. Right of Acceptance: The G.M., India Government Mint, Mumbai, For and on behalf of the CMD, SPMCIL, reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of Contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.

14. Replacement: If the Material is rejected for any reason the supplier has to replace the material at firm's own cost and risk from our Mint and again supply the material as per our requirement.

15. E.M.D. : EMD in the form of account payee Demand Draft/Bankers Cheque/Fix Deposit receipts ONLY, of any Scheduled Commercial Bank in India, in favour of "India Government Mint (unit of SPMCIL) Collection A/c" is to be furnished along with Techno-Commercial Bid. The EMD amount is Rs. 35,000/- (Rupees Thirty Five Thousand only). The tenderers who are currently registered and will continue to remain registered during the tender validity period with District Industries Centers or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handlooms or any other body specified by Ministry of Micro Small & Medium Enterprises are exempted from payment of EMD if the Bidder's MSME Certificate clearly mentions the scope as per Tender subject.

16. Performance Security: Performance Security @ 10% of the total cost of the contract as fixed by the General Manager, I.G.Mint, Mumbai, by D.D./Bank Guarantee from Scheduled Commercial Bank only will have to be paid by the successful bidder within 21 days of issue of Purchase order. Failing which EMD submitted against the tender will be forfeited. The Bank Guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor. Performance Security will be refunded to the contractor without any interest, whatsoever, after it duly performs and completes the contract in all respect but not later than 60 days of completion of all such obligations under the contract. In the event of nonpayment of S.D. by the successful bidder, amount of E.M.D. will be forfeited. Kindly note that payment shall be released only on receipt of Security Deposit. Hence Bills should be raised only after submission of Security Deposit.

17. Bidder or his duly authorised representative (with authorisation letter) can attend the tender opening if they wish to do so.

18. Vendor has to adhere to rules, regulations, and timings of I.G.Mint., Mumbai which is being a security sensitive organization.

19. I.G.Mint, Mumbai, is not responsible for any injury / accident caused to contractor or any person appointed by him to carry out the job / project.

20. For the purpose of e-payment kindly ensure to submit the following information in table format on your letter head with seal and signature along with Tax Invoice:

Bank Mandate form for RTGS/NEFT

1. Vendor Name
2. Vendor Account Number



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3. Vendor Address
4. Vendor Bank Name
5. Vendor Bank Address
6. PAN card No.
7. Vendor Bank IFSC Code
8. Vendor Bank MICR Code
9. Vendor Bank Branch Code
10. Account type

Note: Kindly attach a cancelled cross cheque.

Purchase Officer
For and on behalf of GENERAL MANAGER
India Government Mint, Mumbai
Telephone No: 022-22703184 Ext:129/131 Fax:022-22661450.
Email:purchase.igmm@spmcil.com

.....

.....
(Name Designation, Address telephone number etc
of the officer signing the document)

For and on behalf of
.....

Section III: Specific Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

(Clauses of GIT listed below include a possibility for variation in their provisions through SIT. There could be other clauses in SIT as deemed fit.)

Sr No	GIT Clause No.	Topic	SIT Provision
04	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place.Quotation with price quote beyond 2 decimal place is ignored.
05	12.10	Applicability of gst	GST AS APPLICABLE
07	19	Tender Validity	90 DAYS
10	35.2	Additional Factors for Evaluation of Offers	Since the job is not splitable participating MSEs registered with MSME under Single Point Registration Scheme quoting price within price band of L1+15% shall be allowed to bring down their price to L1 price where L1 is non MSEs.On acceptance of the above, the total job shall be awarded to the MSME firm.
18	33	Schedule wise evaluation	The total price quoted for the job shall be considered for evaluation and to decide the L-1 bidder
19	Nil	Undertaking	Please refer clause No.3 under section VI
20	Nil	Submission of offer	Please refer clause No.4 under section VI



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Section IV: General Conditions of Contract (GCC)

Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

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

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

SI.No	GCC Clause No.	Topic	SCC Provision
07	19.3	Option Clause	APPLICABLE. (PERIOD OF 03 MONTHS CAN BE EXTENDED, IF REQUIRED BY MINT).
09	21.2	Taxes and Duties	applicable
10	22, 22.1, 22.2, 22.4, 22.3, 22.6	Terms and Mode of payments	The payment will be made on monthly basis on successful completion of work as mentioned in Scope of work in tender, on certification by competent authority and on production of all required documents.

Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc. are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money	Remark
1	Hiring of Services for Tax Consultancy	AU	1.000	35000.00INR	

1. Hiring of Services for Chartered Account at I.G.Mint, Mumbai.

2. Contract Period one year i.e. 28.03.2020 to 27.03.2021

3. If the supplier fails to deliver any or all the goods or fails to perform the services within the time frame incorporated in the contract, SPMCIL shall, without prejudice to other rights and remedies available to SPMCIL under the contract, deduct from the contract price, as LIQUIDATED DAMAGES, a sum equivalent to the 0.5% percent of the delivered price of the delayed goods and/or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods or Services contract price(s).

Part Supply is not acceptable to us and ensure full material supply at a time only.

In case of failure to supply within the delivery period the material will be procured from other firms at your risk and cost.

Section VII: Technical Specifications

Chartered Accountant firm/Cost Accountant firm for 12 months (28.03.2020 to 27.03.2021) for ensuring the timely compliances of all statutory direct and indirect taxes, and for Preparation of quarterly/yearly financial statement.

A detailed scope of work to be undertaken by the tax consultant is as follows:

1. TDS & TCS:

- a) Data entry, Computation of Income Tax, e-filing, submission of Quarterly/Annual returns rectification of returns (wherever necessary). Generation of form 16/16A for salaries and non-salaries for the Financial Year 2019-20 & providing all necessary assistance and guidance as and when required relating to the said work.
- b) Preparing & filing Correction returns in case of default notices issued by Income Tax Department.
- c) Preparation and submission of ETDS returns for quarterly along with filling of the same with Income Tax Department.
- d) Generation of form 16 for employees along with salary details in digital format.
- e) Generation of Form 16A quarterly for contractors along with details of payments made to contractors in digital format.
- f) Reconciliation of all relevant record such as pay bills, monthly TDS and its deposit with the Income Tax Authorities.
- g) Agency will be responsible for timely & accurate generation, compilation and binding of form No. 16(PART A & B in case of Salary, Part A in case of Non-salary).
- h) The rates quoted by the firm/Co. should be inclusive of filing of revised returns if any occurred due to demand/PAN/Challan mismatch/any other reasons. However, The Government fees of uploading of return will be paid by India Govt Mint ,Mumbai & issue a separate compliance certificate to this effect.
- i) The firm/Co. is fully responsible for filing of the TDS/TCS returns on time. Any demand arising due to delay in filing of TDS/TCS returns will be borne by the firm.
- j) The firm/Co. is responsible for attending notices/dates if any received from any authority in respect of TDS/TCS and matters related to previous years.
- k) The firm/Co. shall provide data (electronically or physical as the case may be) to the office of India Govt Mint , Mumbai after filing of all the returns.
- l) Furnishing the original e-filing acknowledgement to India Govt Mint . Sharing a soft copy(in readable format like PDF, word or Excel/hard copy of the return filed with India Govt mint , Mumbai) Firm will provide the copy of return filed both soft/hard copies to Mint of the above returns filed by them.
- m) In case of delay in filling / of e-TDS returns as per Income Tax Act, 1961 & penalty if any, levied by income tax Dept. Will be borne by the agency or non-compliance.
- n) Preparation of replies to concerned authority for any notices regarding TDS-TCS.

Note: Total strength of employees are 800 approx.

For Non-salary TDS (16A)Vendors and Contractors are approx. 60 nos. quarterly and for TCS approx. 10 vendors/customers quarterly. The quantity may vary + 10%.

2. Excise duty & Service Tax:

- a) Attending and compliance of notices issued by indirect tax authorities to in connection with assessment and also subsequent re-opening by assessing officer or higher authorities.
- b) Reviewing, preparing, filing, pleading and arguing all appeals before the appellate authority (i.e. Commissioner/Joint Commissioner -Appeal).
- c) Reviewing, preparing, filing, pleading and arguing all appellate orders / legal references before the Appellate Tribunal.
- g) Advising management on merit of the case for filing appeal before honorable High Court against the order of Appellate Tribunal.
- h) Any previous Assessment year issues pending matters.

3. VAT, CST, Octroi & Professional Tax

- a) The firm will collect the required data for issue of C-Forms/ F-Forms from Mint and arrange to upload the data on

Sales Tax Dept. website and submit the C-Forms/F-Forms to IGM, Mumbai for previous years (Forms pending for previous years not more than 50 Forms)

c) Preparation of Assessment cases for commercial taxes and liaison with sales tax authorities and attending assessment / hearing of assessment cases.

d) Receiving any communication / notice / show cause notice from the VAT/CST/Octroi office and drafting reply to that communication / notice.

e) Examine the assessment order / appellate orders & advising together action in this matter.

f) Drafting & preparation of appeal papers & appeal before appellate authorities.

i) Preparation & submission of professional tax return on monthly basis. Attending sales tax before appellate authority without fail and also attending all other year assessment & appeal pending matters.

j) Any previous Assessment year issues pending matters.

Note: Assessment/Appel cases are pending from FY 2010-11.

h) Reviewing, preparing, filing, pleading and arguing all appellate orders / legal references before the Appellate Tribunal.

i) Advising management on merit of the case for filing appeal before honorable High Court against the order of Appellate Tribunal.

4. GST:

a) Checking, Preparing and filing all the GST returns Monthly/Quarterly/Annually basis as per the rules applicable and rectification of returns (if required).

b) Preparation of all the replies of notices (if any), queries quoting rules and decisions of various cases related to our case.

c) Inspection of payment bills and sales invoice for proper deduction/deposit/refund of above taxation.

d) To keep inform mandatorily Head of Finance, and other finance officers for all the amendments in rules, acts, notification and procedures etc.

e) Issuance of E-way bills.

f) checking, preparation and filing return for taking GST refund (if any).

g) All the compliances of GST.

5. Accounting/Reconciliation Work:

a) The CA/Cost Accountant has to check accounting entries related to receipt and payment expenses and revenue, sales and General Ledger on daily basis in SAP.

b) Monitoring and reconciliation of debtor and creditors on daily basis.

c) To check and verify the correct classification of the transactions as per COA (Chart of Accounts) provided by Corporate Office. Reconciliation and rectification of the accounts in SAP from the beginning of the FY 2020-21.

d) To check the Bank Reconciliation statement and inter unit reconciliation on daily basis.

e) Prepare Budget and actual variance reports.

f) Preparation of accounts at the end each quarter of Financial year 2020-21 and the Annual accounts for the financial year 2019-20 and Tax audit for the FY 2019-20 and annual accounts of 2020-21

g) Clearing of GR-IR clearing account, SR-IR clearing account, Freight clearing account along with other GL accounts.

h) Costing of circulation Coins(for the FY 2019-20.)& 2020-21

comm coins and Medals as and when required. Computation of Activity rates i.e.(Machine rate and setup time rate) overhead calculation of each section.

i) Preparation and finalization of all the financial statement of the unit as per Accounting Standards under companies Act and IND-AS as required by the Corporate Office (HQ), New Delhi.

j) The deployed staff should have accounting knowledge, familiar with accounting practices as per ICAI Guidelines and computer savvy need to work in SAP environment.

k) CA will attend the Internal Audit, Statutory Audit and CAG Audit and assist in preparation of reply to audit observations.

l) Compliance of statutory disclosure requirement of Schedule VI of the Companies Act and Accounting Standards.



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- m) Checking difference in monthly financial statement prepared and appeared in SAP.
- n) Any other work assigned by the HOD (F&A) related to Finance & Accounts.
- o) Updation of FAR after physical verification by the internal auditors of IGM, Mumbai.



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Section VIII: Quality Control Requirements

Material to be provided as per the specification mentioned in Section VI and Section VII.

Inspection and Quality Control as per Clause 9 of GCC will also apply.



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Section X: Tender Form

Date:

To,
India Government Mint, Mumbai
A Unit of Security Printing & Minting
Corporation of India Limited
(Wholly Owned by Govt. of India)
Mumbai

Ref: Your Tender document No.6000014485 /FINANCE dated 13.02.2020

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 _____ (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

The Price bid should clearly indicate the break-up of the price as under:-

Adhering to the format given below is a Pre-requisite for considering your quotations; quotation, which contains prices, should be in this Performa only (in tabular format) on your letterhead. Price should be quoted in Indian rupees and on door delivery basis:

Sr.No. Price Break up RATE FOR SCHEDULE/ITEM NO. (1)

1. Basic Price for the service to be provided as per section VII

2. G.S.T. in percentage (%) only

3. Total Amount with all taxes & duties(F.O.R, IGM,MUMBAI)

i) In figures-----

ii) In Words-----

SPECIAL CONDITION

NOTE:

1. Supplier is requested to quote price within 2 decimal place. Quotation with price quote beyond 2 decimal place is ignored.

2. Bidder should mention separately GST.

3. Please Quote the Percentage (%) of GST applicable.

4. Please mention your GSTIN Registered No. in your Qtn. invariably. GSTIN Registration Certificate to be attached along with Quotation, failing which your quotation will not be considered. Also please mention the HSN (8 digit)/SAC (6 digit) code against the quoted items.

5. Method of evaluation:

The total price quoted for the job shall be considered for evaluation and to decide the L-1 bidder

SIGNATURE OF BIDDER WITH DATE
(WITH NAME, DESIGNATION AND SEAL)



Section XII: Questionnaire

The tenderer should furnish specific answers to all the questions / issues mentioned below. In case a question / issue does not apply to a tenderer, the same should be answered with the remark "not applicable".

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof / evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or 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 XV: Bank Guarantee Form for Performance Security

.....[insert: Bank's Name, and Address of issuing Branch or Office]

Beneficiary: [insert: Name and Address of SPMCIL]

Date:.....

PERFORMANCE GUARANTEE No.:

WHEREAS..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... datedto 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 SPCMIL up to the above amount upon receipt of its first written demand, without SPMCIL having to substantiate its demand.

This guarantee will remain in force for a period of forty five days after the currency of this contract and any demand in respect thereof should reach the bank note later than the above date.

.....
(Signature with date 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 0 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:
- (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 dispatch 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:



Tender Number:6000014485

Section XVII: Letter of authority for attending a Bid opening

The General Manger,
India Government Mint, Mumbai.

Subject: Authorization for attending bid opening on 28.02.2020 in the Tender of HIRING OF SERVICES FOR TAX CONSULTANCY.

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
1.		
1.		
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.



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Section XIX: Proforma of Bills for Payments (Refer to 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	No.or qty.	Rate Rs. P.	Price per Rs. P	Amount

1. G.S.T. Amount and Rate
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.)
8. GSTIN No.
9. HSN/SAC Code
10. Shipping Address
11. Place of Supply
12. Billing Address

Despatch detail RR No. other proof of despatch.....
Dated.....(enclosed)

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



Tender Number:6000014485

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

Modvat Certificate No.....(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



Tender Number:6000014485

Mailing List (List of Vendors)

S.No.	Vendor Number	Vendor name	Vendor Address
1	104573	The Bidder,	The Bidder,