



**INDIA GOVERNMENT MINT,
ALIPORE, KOLKATA – 700 053 (W.B.)**

(A Unit of SPMCIL, Wholly owned by Govt. of India)

Tel.: (033) 2401-4938, Fax : (033) 2401-0553,

e-mail : calmint@spmcil.com | CIN : U22213DL2006GOI144763

Sealed tenders from eligible and qualified bidders are invited by the undersigned for procurement of below mentioned items:

Tender No. 54/T-45(21-22)/6000016448

NOTICE INVITING TENDER (NATIONAL COMPETITIVE BIDDING)

Item Description	Earnest Money Deposit (EMD)	Last Date & Time for Tender Submission
HIRING OF SERVICE FOR HANDLING TAXATION FOR 1 YEAR ONE TAX ASSISTANT(CA INTER/CMA INTER)	BIDDER HAS TO SUBMIT BID SECURITY DECLARATION (ENCLOSED AS ANNEXURE III).	20/07/2021 till 15:00 hrs.
		Tender Opening : 20/07/2021 at 15:30 hrs.

For further details, please visit our website <http://igmkolkata.spmcil.com>

Please note that any amendment/Corrigendum will be published on our website only.

Sd-

The Chief General Manager



India Government Mint,
Alipur, Kolkata Pin- 700053 India
Ph. No: 91-33-24014132-35, 24014821
Fax No: 033-24010553 CIN: U22213DL2006GOI144763
E-Mail: calmint@spmCIL.com
Web: www.igmkolkata.spmCIL.com
GSTIN : 19AAJCS6111J2Z4
IEC Code:506051536 PAN No: AAJCS6111J

PR Number	PR Date	Indenter	Department
11009126	15.06.2021	Finance	FINANCE

Not Transferable

Security Classification:

**TENDER DOCUMENT FOR HIRING OF: HIRING OF SERVICE FOR
HANDLING TAXATION FOR 1 YEAR ONE TAX ASSISTANT(CA INTER/
CMA INTER)**

Tender Number: 6000016448/FINANCE, Dated: 28.06.2021

This Tender Document Contains _____ Pages.

Details of Contact person in SPMCIL regarding this tender:

Name: Nayan Nikhil Sarkar
Designation: Dy.General Manager (T.O)
Address: IGMK (India Government Mint, Kolkata)
India



Tender Number:6000016448

Section 1: Notice Inviting Tender (NIT)

6000016448 /FINANCE

28.06.2021

(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)	Total Earnest Money (In Rs.)	Remarks
1	Hiring Serv for HandlingTaxation	1.000 AU	0.00INRBIDDER HAS TO SUBMIT BID SECURITY DECLARATION (ENCLOSED AS ANNEXURE III).	
1	Hiring Serv for HandlingTaxation	12.000MON		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			ONE-BID LIMITED	
Dates of sale of tender documents:			From 28.06.2021 to 20.07.2021 during office hours.	
Place of sale of tender documents			INDIA GOVT. MINT, KOLKATA	
Closing date and time for receipt of tenders			20.07.2021 15:00:00	
Place of receipt of tenders			TENDER BOX, INDIA GOVT. MINT, KOLKATA	
Time and date of opening of tenders			20.07.2021 15:30:00	
Place of opening of tenders			INDIA GOVT. MINT, KOLKATA	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			Nayan Nikhil Sarkar Dy.General Manager (T.O)	

ABBREVIATION "AU" Activity Unit & "MON" Month

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

3. 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.

4. 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.

5. The tender documents are not transferable.

6. SUBMISSION OF TENDER:

The bid is to be submitted in one part :-

(i) 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.

(ii) The bid is to be submitted in one part in sealed envelopes duly super scribed with Tender Subject & mention our NIT reference No. with date and Due date on the top of the sealed envelope and be addressed to the Chief General Manager, India Govt. Mint, Kolkata, Alipore - 700 053. (W.B)



(iii) Quotation will be accepted by INDIA POST/COURIER SERVICE/DROP BOX only. Quotation sent by FAX/E-Mail will not be considered.

7. In case of order material in your favour for above Rs. 1,50,000/- the supplier shall furnish the performance security amount/ Security Deposit (S.D) 3% of the total contract amount valid for 60 days beyond completion of all contractual obligations before supply of material within 21 days after issue of Purchase order by IGM, Kolkata in favour of "India Govt. Mint, Kolkata (A Unit of SPMCIL)" payable at Kolkata. The performance security will be returned without any interest to successful tenderer after the completion of all contractual obligations. For Submission of Security Deposit, Section XV: Bank Guarantee Form for Performance Security may please be referred.

8. NO EXEMPTION WILL BE GIVEN FOR DEPOSITING OF SECURITY DEPOSIT (S.D) TO ANY DIC/SSI/MSME/NSIC REGISTERED FIRM.

9. EXEMPTION FOR MSME REGISTERED STARTUPS/BIDDERS AS PER CIRCULAR NO. 1(2)(1)/2016-MA DTD: 10.03.2016 OF GOVT. OF INDIA MINISTRY OF MSME.

10. As per OM No. 9/4/2020-PPD Govt. of India, Ministry of Finance, Department of Expenditure Procurement Policy Division dtd: 12.11.2020, Bidders are exempted from submitting Earnest Money Deposit. Bidders have to submit the duly filled bid security declaration (Attached as Annexure-III) in the tender documents. Non submission of the same may lead to disqualification.

Special Instruction :-

(i) Price quotation in tenders :

(a) In tender, participating Micro and Small Enterprises quoting price within price band of L1 + 15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 25% of total tendered value.

(b) In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity).

(c) In case of tender item have non-split able or non-dividable, etc. MSE quoting price within price within price band L1 + 15% may be awarded for full/ complete supply/service of total tendered value to MSE.

(d) Minimum 3% reservation for Women owned MSEs within 25% mentioned above (i.e. 3% out of 25%).

(ii) Special provisions for micro and small enterprises owned by SC or ST:

Out of 25% allowed for procurement from Micro and Small Enterprises, a sub-target of 25% (i.e. 4% out of 25%) shall be allowed for procurement from Micro and Small Enterprises owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs. Provided that, in even of failure of such Micro and Small Enterprises to participate in tender process or meet tender requirements and L1 price, 5% sub-target for procurement earmarked or Micro and Small Enterprises owned by Scheduled Caste or Scheduled Tribe entrepreneurs shall be met from other Micro and Small Enterprises.

(iii) Relaxation of Norms for Startups and Micro & Small Enterprises on Prior Experience and prior turnover criteria. In exercise of Para 16 of Public Procurement Policy for Micro and Small Enterprises Order 2012, India Govt. Mint, Kolkata has relaxed the condition of prior turnover and prior experience with respect to Micro and Small Enterprises subject to meeting of quality and technical specifications.

11. MSEs firms are also requested to indicate clearly in their offer if their company is owned by SC/ST/Women



proprietorship.

12. Clarification of Tender Documents: A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with IGM, Kolkata in writing or by fax/e-mail.

13. No correspondence beyond bid due date will be made for shortfall of documentary evidence. Such offers received with shortfall of documentary evidence will be summarily rejected.

14. For any queries regarding the tender, you may please contact at E-mail purchase.igmk@spmcil.com.

15. 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 Vendors, by written notice of default sent to the Vendor, the contract may be terminated in whole or in part :

(i) If the Vendor fails to provide any or all the material within the time period(s) specified in the contract, or any extension thereof granted.

(ii) If the Vendor 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 : India Govt. Mint, Kolkata may at any time terminate the Contract by giving you month's prior notice in writing to that effect and shall have the liberty to appoint any other agency to carry out your obligation under this contract.

.....

.....

(Name , Designation, Address. tel. No. etc.
Of the officer signing the document)

For and on behalf of

.....



Tender Number:6000016448

.....

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

For and on behalf of
.....



Tender Number:6000016448

Section II: General Instructions to Tenderers (GIT)

Part 1: General Instructions Applicable to all type of Tenderers

PLEASE CLICK ON BELLOW LINK.

<http://www.spmcil.com/SPMCIL/UploadDocument/GIT.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 32 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DOCUMENT. UNSIGNED/WITHOUT STAMPED PRINTOUTS OF THESE PAGES ARE NOT ACCEPTABLE.



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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
01	4	Eligible Goods and Services (Origin of Goods)	1. All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations. 2. The word "origin" incorporated in this clause means the place from where the goods are mines, cultivated, grown, manufactured, produced or processed or from where the service are arranged.
02	8	Prebid Conference	N.A.
03	9	Time Limit for receiving request for clarification of Tender Documents	N.A.
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 Octroi and Local taxes	N.A.
06	14	PVC Clause & Formula	Prices quoted by the tenderer shall remain firm and fixed during the currency of the contract and not subject to variation on any account.
07	19	Tender Validity	90 days from the date of open of tender.
08	20.4	Number of Copies of Tenders to be submitted	1 Copy(Original).
09	20.9	E-Procurement	N.A.
10	35.2	Additional Factors for Evaluation of Offers	N.A.
11	43	Parallel Contracts	N.A.
12	50.1, 50.3	Tender For rate Contracts	N.A.
13	51.1, 51.2	PQB Tenders	N.A.
14	52.1, 52.3, 52.5	Tenders involving Purchaser#s and Pre-Production Samples	N.A.
15	53.4, 53.5, 53.7	EOI Tenders	N.A.
16	54.3.1, 54.5.2	Tenders for Disposal of Scrap	N.A.
17	55.2, 55.3, 55.7, 55.8	Development/ Indigenization Tenders	N.A.
18	55.2, 55.3, 55.7, 55.8	Special Condition	Supplier should file the returns pertaining to TCS (Section 206C (1H) for TCS collected, in the time and provide the TCS certificate to IGMK. In case



SECURITY PRINTING AND MINTING
CORPORATION OF INDIA LIMITED

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Sr No	GIT Clause No.	Topic	SIT Provision
			of any Credit loss to IGMK by way of their failure to files Returns and provide TCS certificate in time, IGMK reserves the right to recover the amount equivalent to TCS paid along with applicable interest from the payment of further supplies.
19	Special Condition	GST Return	Supplier should file the GST return for outward supplies in time. In case of any loss to IGMK by way of their failure to files GST Returns in time IGMK reserves the right to withhold the payment of further supplies till production of evidence. Any liability which will occurred on account of non-compliance of e-way bill, GST provision or any other applicable law will be borne by supplier.



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Section IV: General Conditions of Contract (GCC)

PLEASE CLICK ON BELLOW LINK.

<http://www.spmcil.com/SPMCIL/UploadDocument/GCC.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 28 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DCOUMENT. UNSIGNED/WITHOUT STAMPED PRINTOUTS OF THESE PAGES ARE NOT ACCEPTABLE.

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)

Sl.No	GCC Clause No.	Topic	SCC Provision
01	8	Packing	NA
02	10	Delivery Schedule	The job work should be started within 30 days from the date of issue of Mint Award of Contract/ Purchase Order to the successful bidder along with character/antecedence verified by the Police Authorities of each and every workforce deployed.
03	11	Transportation	NA
04	11.3	Shipping Arrangement	NA
05	12	Insurance	NA
06	13	Spare Parts	NA
07	14	Incidental Services	NA
08	15	Distribution & Dispatch	NA
09	19.3	Option Clause	The purchaser reserves the right to increase the service period by three months (i.e, 25% of service period) at any time, at the same rate & terms and condition till final date of the contract, by giving reasonable notice.
10	22	Terms of payments	1. Payment will be released within 30 days after full receipt, acceptance, approval of concerned authority based on their actual working days each month & subject to submission of all required documents by the service provider such as : a) Attendance list with daily in and out times of each deployed outsourcing personnel by service provider. b) Submission of Bills in triplicate.
11	22	Terms of Payments (Contd.)	outsourcing personnel. c) Payment to deployed outsourcing personnel shall be made by service provider in their bank account through e-payment only. The documentary proof of e-payment to each deployed outsourcing personnel by service provider shall be submitted along with the bill. 2. The service provider should provide their e-mail id with their bill, for intimation of payment. 3. No extra pay and allowance and other facilities etc. will be provided by IGM KOLKATA to the service provider/deployed
12	22	Terms of Payments (Contd.)	outsourcing personnel in any circumstances. 4.

Sl.No	GCC Clause No.	Topic	SCC Provision
			Payment will be made by e-payment only & for the purpose of e-payment kindly ensures to submit the following information of your Bank details along with Quotation: I. Applicant (Remitter) Details: AccountTitle, Debit Account No., Account Type: Current /Saving / Cash Credit etc., II. Beneficiary Details: Beneficiary Name, Credit Account No., Centre (Location), Name of Bank along with Address & Branch Code. III. Account Type: IFSC Code, MICR Code, Email I.D
13	22	Terms of Payments (Contd.)	and A/c Number of the beneficiary. 5. All the documents would be sent to The Chief General Manager, India Govt. Mint, Kolkata. 6. For the transaction through RTGS, the firm may submit the A/c No. MICR code & name of Bank, Branch name, IFSC code, Account type etc. 7. payment to all deployed employees has to be made by contractor on monthly basis as per rule. Such payment must be made through Bank Account to all deployed employees and the same has to be certified by designated IGMK official on monthly
14	22	Terms of Payments (Contd.)	basis before 7th of following month.
15	24	Quantum of LD	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, India Govt. Mint, Kolkata shall, without prejudice to other rights and remedies available to India Govt. Mint, Kolkata under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance,
16	24	Quantum of LD (Contd.)	subject to a maximum deduction of the 10% of the delayed goods' or services' contract price(s). During the above mentioned delayed period of supply and / or performance, the conditions incorporated underGCC Shall also apply.
17	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between IGM, Kolkata and the supplier in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve the same amicably the mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either IGM,



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Sl.No	GCC Clause No.	Topic	SCC Provision
			Kolkata or the supplier may seek
18	33.1	Resolution of Disputes (Contd.)	recourse to settlement of disputes through arbitration act 33.2.

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 Serv for HandlingTaxation	AU	1.000	0.00INRBIDDER HAS TO SUBMIT BID SECURITY DECLARATION (ENCLOSED AS ANNEXURE III).	

1. Bidders should submit offer as per price schedule (Section XI)
2. All the copies of tenders shall be complete in all respects with all their attachments/enclosures duly numbered.
3. The total cost inclusive of all elements as cited above on FOR India Govt. Mint, Kolkata (W.B) basis should be indicated clearly both in words and figures in the price bid.
4. Bidder should furnish their bank details i.e. Account No, Branch name, IFSC code etc. to receive payment. A Cancelled Cheque should also be enclosed.
5. Risk Purchase Clause :
 - (a) If the supplier after submission of tender and due acceptance of the same, i.e. after notification of award of contract fails to abide by the terms and conditions of these tender documents, or fails to supply the deliverables as per delivery schedule given or at any time repudiates the contract, the purchaser shall have the right to:
 - (i) Invoke the Security-cum-Performance Guarantee if deposited by the supplier and procure stores from other agencies at the risk and consequence of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier.
 - (b) Supplier has to abide by all the terms and conditions of tender.
 - (c) In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed on to the supplier.
6. The bidder should give undertaking/declaration that they have read and understood all the terms & conditions of tender documents and submitting unconditional acceptance to all terms & conditions.
7. The bidder failing to submit the requisite documents as per tender along with bid, their bid will be considered as unsolicited offer. Further, if the bidder does not accept the terms & condition of this tender document, their offer will also be treated as unsolicited offer.



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Section VII: Technical Specifications

Hiring of Service for Handling Taxation for One (1) Year One Tax Assistant (CA inter/CMA inter).

Scope of Work : Tax Related Compliance

- 1) Assistance in statutory tax compliance for TDS, TCS, P.Tax including calculation, depositing the payment with the Govt. authority, filing of returns, preparation of challans as per Income Tax Act, 1961 properly reconciled with Books of Accounts.
- 2) Assistance for calculation, payment, filing of Return, preparation of Challanas in respect of GST Compliance & properly reconciled with Books of Accounts.
- 3) Handling & Dealing with various Taxation Dept. relating to Notice, Memo etc. related to said period.
- 4) Issue of Form #C (Present & earlier) & way bills to various parties for any old period.
- 5) Preparation of GST annual return, reconciliation of ITC with books & GSTR2A.
- 6) Assisting and monitoring of creation of E-invoice & E-waybill.
- 7) Ensuring timely compliance related to issue of Form-16.



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Section VIII: Quality Control Requirements

Quality of Hiring of Service for Handling Taxation : Free from all technical defects, in compliance with our Technical Specification given SECTION VII.

i) Services supplied not in conformity with tender specification will be treated as services not supplied at all and supplier shall take supplied material not confirming to order specification back within 15 days. Services shall be delivered by the supplier in accordance with the terms and conditions specified in the contract failing which expenses of keeping services at purchaser's premises may be levied on supplier.

ii) Delivery date will be calculated from the date services are received in acceptable quality in accordance with technical specification.



Tender Number:6000016448

Section X: Tender Form

Date:

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

Ref: Your Tender document No.6000016448 /FINANCE dated 28.06.2021

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

.....

.....



Tender Number:6000016448

Section XI: Price Schedule

Hiring of Service for Handling of Taxation for One Tax Assistant(For 1 year):

Price Per Month for 1 Assistant -

Price for 12 months for 1 Assistant -

GST -

Other Charges (If any)-

Total Price -

Total Price in words -

NOTE :

1. Bidder to furnish stipulated documents along with tender in support of fulfillment of tender criteria. Further correspondence in this regard will not be entertained for any reason. Non-submission or incomplete submission of documents may lead to rejection of offer.

.....
Signature of the tenderer with designation with 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:6000016448

Section XVII: Letter of authority for attending a Bid opening

The Chief General Manager,
India Government Mint, Kolkata.

Subject: Authorization for attending bid opening on 20.07.2021 in the Tender of HIRING OF SERVICE FOR HANDLING TAXATION FOR 1 YEAR ONE TAX ASSISTANT(CA INTER/ CMA INTER).

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.



Tender Number:6000016448

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:6000016448

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:6000016448

Mailing List (List of Vendors)

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