



भारत सरकार टकसाल

INDIA GOVERNMENT MINT

(भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड की एक इकाई)

(A Unit of Security Printing and Minting Corporation of India Limited)

(मिनिरत्न, श्रेणी-I सीपीएसई / A Mini Ratna, Category-I CPSE)

आईएसओ 9001:2008 एवं 14001:2004 प्रमाणित कंपनी / An ISO 9001:2008 & ISO 14001:2004 Certified Company

भारत सरकार के पूर्ण स्वामित्वाधीन / Wholly Owned by Government of India

अलीपुर / Alipore, कोलकाता / Kolkata - 700 053

Corporate Identity Number (CIN): U22213DL2006GOI144763



INVITATION FOR EMPANELMENT OF VENDORS

Not Transferable

Security Classification: Non - Security

DOCUMENT FOR INVITATION FOR EMPANELMENT OF VENDORS.

Tender No. 54/EOI - 67(17-18)

Dated: <27.09.2017>

This E.O.I. Document Contains 15 Pages.

Documents is given to:

M/s _____
Address _____

Details of Contact person in IGM, Kolkata regarding this tender:

(Shri. B. Basak)

Astt. Manager (Materials Management)

For and on the behalf of

GENERAL MANAGER

India Government Mint, Alipore, Kolkata – 700053 West Bengal

Ph.No.033-24014938

FAX: (+) 91-33-2401-0553

email: calmint@spmcil.com

INVITATION FOR EMPANELMENT OF VENDORS

EXPRESSION OF INTEREST (EoI)

Sealed documents are invited separately for each category from eligible and qualified vendors for empanelment in the following goods or services:

Schedule No.	Brief description of Goods/ Services	Accounting unit	Empanelment fee for each item category
1.	Refer to the Scope of Requirements of Vendor	—————	Rs. 200/-

The above requirement is on estimated basis and this may vary as per requirement of IGM, Kolkata.

Name of Organization	India Government Mint, Kolkata
Type of the Organization	Central Public Sector Enterprise (Mini- Ratna Category – I, CPSE)
Reference No.	54/EOI - 67(17-18)
E.O.I. Title	Expression of Interest for Empanelment of Vendors
Category	Refer to the Scope of Requirements of Vendor
Sub-category	Refer to the Scope of Requirements of Vendor
Date of Announcement	27/09/2017
Last date for submission	14/11/2017 up to 3.00 P.M.
Broad description of work	Empanelment of Vendors
Bid Documents	Annexure - A to be given on Vendor's letter head, duly signed & stamped along with the vendors stamp and signature on every page of this Tender document.
E.O.I. should be submitted to	General Manager, India Government Mint, Alipore, Kolkata – 700056, West Bengal
Place of distribution of tender documents	Tender to be downloaded online from website.

- Interested vendors may obtain further information about this requirement from the above office. They may also visit our website mentioned below for further details. The empanelled vendors will be allowed to participate in tenders.
- Non-refundable Empanelment fee of Rs.200/- will be charged for each category of item in the form of account payee demand draft/ Banker's Cheque/ Fixed Deposit Receipt, drawn on a scheduled commercial bank in India, in favour of **India Government Mint, Kolkata(A unit of SPMCIL)**, payable at Kolkata. However, E.O.I. document is distributed for free and can be downloaded online from website.
- Selected firm has to submit **Rs.3,000/-** as **Security Deposit for one category**, which is refundable after completion of validity period of empanelment. (*if a firm is selected for more than one category;

Security Deposit will be Rs. 5,000/-). Mint will issue Limited Tender Enquiry (LTE) to empanelled vendors and such vendors will be exempted from depositing EMD for participating such tender.

4. Invitation to E.O.I. document may also be downloaded from the web site <http://igmkolkata.spmcil.com> and submit it along with the required non-refundable fee as mentioned in Para 2 above.
5. Vendors will ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Invitation to E.O.I. Documents, are dropped in the tender box located at the address given above on or before the closing date and time indicated above, failing which the documents 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 organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.
7. The India Government Mint, Kolkata is not responsible for transit (postal/courier) delays of tender documents/tenders.
8. All empaneled vendors will be allocated unique registration number.
9. The tender documents are not transferable.
10. The validity period of empanelment will be for two years from the date of empanelment and their performance will be reviewed annually or as per requirement.
11. Vendors whose performance is not found satisfactory, will be deleted from the empanelment list after issue of performance notice.
12. Potential new vendors may be added to the empanelment list every year based on the satisfaction of the eligibility criteria.
13. The existing suppliers to IGM, Kolkata are also required to apply for their registration.
14. The Empanelment Fee should be furnished in any one of the following forms (a) Account Payee Demand Draft or (b) Bankers Cheque.
15. The firm should furnish the firm's name, full postal address (Office), Phone Number and Fax Number; Name of the authorized contact person and e-mail address.
16. The firm should not have been blacklisted /debarred for dealing by Government of India or any State Govt. in any manner and an undertaking should be submitted along with the Bid, to this effect.
17. If required & found satisfactory in performance, the same empanelment may be extended further after completion of this tenure.

18. The vendor can submit only one application against each category. By submitting the completed form and providing the required information along with empanelment fee of Rs. 200/-. Multiple category under one application will be rejected.
19. Participants are required to stamp and provide their authorized signature on every page of the E.O.I. document and all the supporting documents submitted as a token of acceptance to the mentioned terms and conditions.
20. Interested firms have to submit attested copies of various license certificates as applicable case to case like Trade License, GST Registration Certificate, PAN, EPF, ESI ,MSME-NSIC Certificate if any and other registration certificates as required by Govt. of West Bengal, if applicable.
21. All the items mentioned in Policy Circular No. D.O. 21(1)/2011-M.A. dated 25.04.2012 issued by Ministry of Micro, Small and Medium Enterprises will be exclusively purchased from MSE's.
22. The firm must be GST registered.

(Shri. B. Basak)

Asistant. Manager (Materials Management)

For and on the behalf of the General Manager

India Government Mint, Alipore, Kolkata – 700053, West Bengal

Ph.No.033-24014938; FAX: (+) 91-33-2401-0553

email: calmint@spmcil.com

Scope of Requirements of Vendor

Type of Goods / Services to be supplied / performed -

Sr No	Category	Sub-category	Item / Services Description
A	Services	1	AMC for Computers, Printers & other Computer peripherals and Xerox machines, AMC of Micro Balances & Hardness Testers., AMC & Repairing of Forklifts & Stackers.
		2	AMC & Repairing of ACs
		3	Preparation of Accounts & Taxation from CA/CWA firm
		4	Legal services – from Advocate/Lawyer – Commercial/ Civil Case.
		5	Vehicles on hiring basis
		6	Pest control
		7	Horticulture & Gardening
		8	Hiring of Manpower various categories
		9	Loading/Unloading of Materials
		10	Maintenance and calibration of scales and weights
		11	Maintenance , testing & calibration certification of all types of material handling equipment including cranes, tackles, all measuring instruments etc.
		12	Refilling of printer cartridges
		13	Motor winding
B	Production / Minting consumables	1	Hosiery/cleaning cloth/ cotton waste/ Old Cloth/ Vest Cloth, Wire/Brass/Nylon/Plastic Brushes with wooden/plastic handles, etc
		2	Knife for Scan Coin, Diamond Laping Compound
		3	Corn Cob
		4	Polycarbonate Inserts, Circular Brass wire Brush, Reducer, Friction Belt (Leather)
		5	Cotton Waste, Vest Cloth, etc
		6	Buffing items like cotton bob, felt bob, etc.
		7	TC Dies and Punches, Various Die Steels
		8	Statellite balls/ Steel Balls
C	Packaging Items	1	Cello tape, canvas cloth, Bubble envelops, Poly Yarn Thread
		2	Wooden Packing Boxes / Cartons
		3	Blister packs, Photo Frame, Tissue Paper, White Envelope.
		4	Acrylic stands and cases of different materials (MOF, Acrylic, Wood etc.), Certicard.
		5	Stickers, Labels, Thermal Transfer Ribbon
		6	Various types of woods like Ply wood, Sal wood etc.
		7	Ribbons & Lanyards
		8	LDPE Film Rolls/ Poly Propylene Bags
D	Office stationary	1	Continuous computer stationary paper with perforation on both sides.
		2	Register/Magazine printed as per requirement
		3	Files/Diaries/Notebooks as per sample/requirement
		4	A4 Size Xerox machine paper

		5	Chalk pencils, pencils, pens, erasers, sharpners, scales/rulers, etc
		6	Printer cartridges
E	Electrical & Electronics items	1	Lighting, Switches, contractors, MCBs, capacitors etc.
		2	Heating elements, various siemens make drives, modules (ER), Relays,
		3	Motors DC/AC, pump (different make), power supply
		4	Solenoid Valves.
		5	Optical sensors, Proximity Switch, Sensors, LED's
		6	Printed Circuit Boards and Electrical modules.
		7	Cable (metallic and Fiber optic)
		8	Soldering equipment, repairing of HMI/display of machine.
		9	Power backup systems, batteries, etc.
		10	Insulation strips
		11	Telecom Equipment
		12	All types of printers and peripherals
		13	Electrical appliances, HT/LT cables
		14	DG, Compressors, Transformers, ACs - machines & spares, Panel AC.
		15	Electrical safety gloves, mats.
F	Safety equipment	1	Firefighting equipment
		2	Safety & Security equipment, Rubber apron, Hand Gloves etc.
		3	Safety Goggles, Musk Respirator etc.
G	Mechanical Items	1	All type of Bearings
		2	Various belts like Power Belt, timing belt, conveyor belts, Endless Friction belt etc.
		3	Fastner, gears, drill bits, shafts, springs, Washers, Nuts, Bolts, Screws, files, Pulleys, Different tools etc.
		4	Material Handling Equipment
		5	Valves, Air Filters, Oil Filters, Artificial Leather.
		6	Pneumatic Cylinders, Connectors, Pipes, hammers, joints etc.
		7	Pressure gauges & regulators etc, LPG regulator for canteen.
		8	Gaskets, Oil Seal, O- Ring.
		9	Lubricant oils, hydraulic oil, gear oil, Castor oil, transformer oil etc.
		10	Shaft
		11	Springs
		12	Hack saw blades and band saw blades
		13	Emery paper
		14	Indl. Adhesives, Resins, polish etc, polishing bar, Soap Nut
		15	various ferrous & Non Ferrous Rods & bar - MS Steel, Die Steel, etc.
		16	All types of Hardware & Paints
		17	Plumbing items
		18	Carpentry items

		19	Grinding, machining, cutting (inserts, holders, etc), milling items
		20	Pneumatic system components
		21	Hydraulic system components
		22	Lubrication system components, Spares for Forklift/Stackers
H	Workmen related items	1	Soaps/Detergent
		2	Glass/ steel tumblers
		3	Uniform - Men and Women/Towel/Boiler Suit/Apron
		4	Cotton duster
		5	Shoes (safety & ordinary) & Socks
		6	Rubber/ Cotton Hand Gloves.
		7	Furniture
I	Chemicals	1	Water treatment chemicals
		2	General chemicals and lab glassware
		3	Acids (like Hydrochloric, Sulphuric etc.) of grade AR/LR/Commercial
		4	Pickling & Polishing compound
		5	Phenol, Sodium Silicate, Sodium Dichromate, Phosphoric acid etc
		6	Soda Ash (light/ heavy), Lithium Tube
		7	Nitric Acid, etc. (L.R. & A.R. Grade.)
		8	Sodium Hydroxide, Potassium Hydroxide, Liquid Ammonia etc.
J	Gases & Petroleum	1	Industrial LPG cylinder
		2	Nitrogen, Acetylene, Oxygen, etc
		3	Refrigerant R 22, etc
		4	Petrol, High Speed Diesel, Kerosene
		5	All types of oils and grease
K	Canteen Items	1	Vegetables, cereals, oils, grains, pulses, masalas, etc
		2	Tea, Milk, Sugar, etc
		3	Utensils and Appliances
		4	All canteen provisions
L	Sweets	1	Kaju barfi, Sanpapdi, Rosogolla etc.
M	Medical/Dispensary Items	1	All types of medicines including Tablets, Ointment, Syrup etc.
		2	All types of Surgical equipment
		3	All types of Medical equipment

- Please select only maximum of 5 (Five) of the above categories, in which you would like to be registered to get enquiry from us.)

Note: All the above mentioned sub-items in the main item category are only a tentative list and do not cover the entire list of requirement and it may vary from time to time. No separate communication will be sent in between next registration period regarding the addition or deletion of few sub-items from the main item category.

Shortlisting Criteria for Evaluation of Suppliers

The suppliers will be evaluated for short listing, inter-alia, based on their past experience of supplying goods in similar context, financial strength, technical capabilities etc. each supplier will be assigned scores based on weightages assigned to each of the criteria in E.O.I.

Sl. No.	Criteria	Weightage
1.	Past Experience (as mentioned below at Sl. No. 3)	20%
2.	Financial Strength of the Bidder (as mentioned below at Sl. No. 2) <ul style="list-style-type: none"> • Turnover figures of last three years. • Net Profit figures of last three years. 	20%
3.	Quality Accreditations.	10%
4.	Manufacturing capabilities/ tie-ups.	15%
5.	After sales Support Infrastructure.	20%
6.	Product support.	15%

All suppliers who secure the minimum marks (50%) will be shortlisted.

1. Past Experience - Bidder Firm should have supplied items in the applied category for at least one year during the last 3 financial years.
2. Financial Standing
 - i. Average Annual turnover of the Bidder firm during last three years as on 31-03-2017 should be Rupees Five Lakh or more.
 - ii. Bidder Firm should not have suffered any financial loss for more than one year during the last three years.
 - iii. The net worth of the firm should not have eroded by more than 30% in the last three years.
3. All documents like purchase order & invoice copy as proof against past experience should be certified by the authorized signatory of the bidder firm.
4. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder will be verified from the parties for whom work has been done.
5. All financial standing data should be certified by certified accountants e.g. Chartered Accountants (CA) in India. In order to ascertain the above, the firm should submit the copies of the financial statements viz Balance Sheets, P&L Accounts for the last 3 years i.e. upto 31-03-2017.
6. Ranking of the vendors based on the above criteria will be done as per points mentioned in the below table:

Selection criteria for shortlisting of vendors:		
1	Past Experience	Max - 20
	More than 5 yrs	20
	4 - 5 yrs	16
	3 - 4 yrs	12
	2 - 3 yrs	8
	1 - 2 yrs	4
	Less than 1 yr	1
	No experience	0
2	Financial Strength of bidder	Max - 20
i	based on annual turnover of last three years	
	Throughout Increasing trend	9-10
	Mixed Trend(Bell Curve-Obverse/Reverse)	5-8
	Throughout Decreasing trend	1-4
ii	based on net profit of last three years	
	Throughout Increasing trend	9-10
	Mixed Trend(Bell Curve-Obverse/Reverse)	5-8
	Throughout Decreasing trend	1-4
3	Quality Accreditations	Max - 10
	Valid ISO/NABL certification	
	More than 5 yrs	10
	4 - 5 yrs	8
	3 - 4 yrs	6
	2 - 3 yrs	4
	1 - 2 yrs	2
	Less than 1 yr	1
	No experience	0
4	Manufacturing capabilities/Tie-ups	Max - 15
	Based on Capacity available with respect to our annual requirement for manufacturers or service. Traders may furnish their Manufacturers Authorization, if applicable for the category; otherwise past performance will be considered.	
5	After Sales Support Infrastructure	Max - 20
	Based on details submitted	
6	Product Support	Max - 15
	Based on details of User satisfaction	

Removal from the Approved List

Whenever a vendor is found lacking in performance in terms of response, delivery compliance, capacity, quality standards or ethics, the vendor may be removed from the approved list with the approval of the CFA or CMD whichever is lower after giving performance notice as per the conditions of empanelment.

Removal from approved list may also be warranted in following cases:

- (i) Termination of the contract due to default or insolvency on part of the supplier declared by a court of law.
- (ii) Non-performance or performance below specified standards such as repeated delays in delivery (more than twice during a contract period), low quality of goods (rejection of goods more than two times during a contract period), non-delivery etc. during the period of delivery specified in the purchase order.
- (iii) In case liquidated damages have been claimed against the supplier more than twice, during a contract period.
- (iv) In case the firm is banned/ blacklisted by SPMCIL or any other Government agency.

Besides, there may be registered firms who may have ceased to exist or may have been acquired by or merged with another firm, may have switched over to other sector of business operation or indulged in unethical business practices and influence peddling. Such firms will be removed from the list of approved vendors. Whenever a firm is removed from the lists of approved vendors, their registration stands cancelled. Such removal must be promulgated to all units so that any unit of SPMCIL conducts no further business relation with such firms who have failed to perform contractual obligations even though SOs were placed on them during the last three year.

Ban and Blacklisting

In the following cases, firms or individuals should be banned/ blacklisted including declaring them ineligible, either indefinitely or for a stated period of time, to participate in the tenders to be floated:

- (i) If any of the bidder(s) is found presenting misleading/ false information/ documents in the tender forms, statements etc.
- (ii) If a firm submits fraudulent un-encashable Financial Instruments stipulated under the Tender and Contractual conditions.
- (iii) If a firm violates the Code of Ethics (Para 2.2) and directly or through an agent, engages in corrupt, fraudulent, collusive or coercive practices in procurement or execution of Contract.
- (iv) Cartel formation or quotation of Pool/ Co-ordinated rates leading to “Appreciable Adverse Effect on Competition” (AAEC) as identified under the Competition Act, 2002.
- (v) Deliberate attempts to pass off inferior goods or short quantities.
- (vi) Violation of Fall Clause by Rate Contract holding Firms.
- (vii) Attempts to influence IGM, Kolkata (A unit of SPMCIL) decisions on scrutiny, comparison, evaluation and award of Tender, acceptance of the items/ services.

Annexure : A

Application for Empanelment

(The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence).

Sr. No.	Category	Code	Item /Services Description

1. Name of Applicant:

2. Nationality:

3. Office Address:

Home Office

Regd. Office

4. Telephone Number..... Mobile No.....

5. Fax No.Email ID:

6. Constitution - (Tick the appropriate)

Individual () Sole Proprietorship Concern () Partnership Firm ()

Public Ltd. Company () Private Ltd. Company ()

7. Names of Partners/Directors:

Sl. No. If Company-Names of Directors If Partnership Firm-Name Partners

1

2

8. Whether registered under MSME (Micro Small and Medium Enterprises), District Industries Centers or Khadi and village Industries board or Coir Board or NSIC or Directorate of Handicrafts and Handlooms or any other body specified by Ministry of Micro, Small & Medium Industry under MSME?

If so, please furnish documentary evidence to this effect.

9. Whether MSME applicant is owned by SC/ST/OBC category? If yes, please attach relevant certificates.

10. Is the individual/ sole proprietor/ any partner/ directors of company :

Sl. No	Particulars	Yes /No
(a)	Dismissed Govt. Servant	
(b)	Removed from approved list of contractors.	
(c)	Demoted to a lower class of contractors .	
(d)	Having business banned/suspended by any govt. in the past.	
(e)	Convicted by a court of law.	
(f)	Retired engineer/official from engineering Dept. of Govt. of India within last two years.	
(g)	Director or partner of any other company/firm enlisted with CPWD or any other department.	
(h)	Member of Parliament or any State Legislative Assembly.	

If answer to any of the above is "Yes", furnish details on a separate sheet

11 (a) Name of person holding power of attorney...

(b) Nationality Indian / Other

(c) Liabilities

12. Name of Bankers:

Full address of Bank:

Account No:

IFSC code:

MICR:

13. Place of business

14. Full time technical staff in applicant's employment

Categories	Number
Graduate engineers with minimum 5 years" experience	
Graduate engineers with minimum 3 years" experience (excluding above)	
Diploma engineers with minimum 3 years experiences	
ITI engineers with minimum 3 years experiences	

15. Does the applicant have sufficient T&P, Machinery, and Equipment, arrangements for quality control and workshop as per requirements?

(Attach details on separate sheet) (In case of authorized dealers, provide these details pertaining to OEM)

16. Does the applicant possess valid Electrical License (For Electrical): Yes/ No

17. GST registration

(Give details of registration and enclose self-attested copies thereof).

GST No. _____

Trade License No: _____

18. In case of service contractor, are you registered under PF & ESI Statutes?

PF No: _____

ESI No: _____

19. PAN/TAN registration

PAN/TAN No. _____

20. Financial Reports: Provide copies of last 3 year's audited Annual report/ Balance Sheet/ Profit and loss statement for the year 2014-15, 2015-16, 2016-17.

21. (a) Whether already enlisted with any other organization: Yes/ No

(b) If yes, give details:

(i) Name of department...

(ii) Class of category...

(iii) Empanelment authority & address...

(iv) Empanelment No. & date...

(v) Date of validity _____

(vi) Tendering limit...

22. Is any person working with the applicant is a near relative of the officer/official of IGM/ SPMCIL:

Yes/No

If yes, give details

23. Empanelment fee enclosed:

Date	Draft No.	Amount	Issuing Bank Branch	In favour of

24. Details of Works completed and in progress during the last 5 years. This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

25. Certificates:

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in IGM as amended upto date and shall abide by them.

(ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong. I am liable to be debarred.

(iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in IGM, Kolkata under more than one name.

Signature(s) of applicant(s):

Sl. No	Names	Signature	Address
1			

Date:

Place.....

No. of documents attached: