



SECURITY PRINTING AND MINTING
CORPORATION OF INDIA LIMITED

**INDIA GOVERNMENT MINT, MUMBAI
A UNIT OF SECURITY PRINTING AND MINTING CORPORATION
OF INDIA LIMITED (SPMCIL)
(WHOLLY OWNED BY GOVERNMENT OF INDIA)
SHAHID BHAGATSINGH ROAD, FORT, MUMBAI 400 001
INDIA**

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NATIONAL COMPETITIVE BIDDING NO. 6000015282

DATED: 14.09.2020

**ANNUAL CONTRACT FOR PROFESSIONAL SERVICE FOR PACKING AND
DELIVERING COMMEMORATIVE COINS**

Closing date and time for receipt of Tender - 16.10.2020 AT 02.30 P.M.

Place of receipt of Tender - INDIA GOVT. MINT, MUMBAI

Date and time of opening of Tender - 16.10.2020 AT 03.00 P.M.

Place of opening of Tender - INDIA GOVT. MINT, MUMBAI



SECTION I: NOTICE INVITING NATIONAL COMPETITIVE BIDDING
ANNUAL CONTRACT FOR PROFESSIONAL SERVICE FOR PACKING AND DELIVERING
COMMEMORATIVE COINS

NCB No.6000015282

Date: 14.09.2020

1. India Government Mint, Mumbai (A unit of SPMCIL), Shahid Bhagat Singh Road, Fort, Mumbai - 400001, invites sealed tenders from eligible and qualified tenderers for the below mentioned:

Schedule No.	Brief description of goods/services	Earnest Money Deposit	Due date & time for opening of tender	Delivery Period
1.	ANNUAL CONTRACT FOR PROFESSIONAL SERVICE FOR PACKING AND DELIVERING COMMEMORATIVE COINS (For full details please see the technical specification as mentioned in Section VII of the tender document.)	Rs. 50,000/- to be deposited alongwith Techno-Commercial Bid.	Techno Commercial Bid will be opened on <u>16.10.2020 at 03.00 pm</u>	Please refer Section VI-(List of Requirements) of the tender document

Type of Tender	National Competitive Bidding in Two Bid system viz. Techno-Commercial Bid & Financial Bid.
Price of the Tender Document	Rs. 1180/-
Closing date and time for receipt of tenders	16.10.2020 upto 02.30 P.M.
Place of receipt of tender	India Government Mint, Mumbai
Time and date of opening of tender	1) 16.10.2020 at 03.00 P.M. for Techno-Commercial Bid. 2) For Price Bid :- Date will be intimated later on, only to those whose Techno-Commercial Bid is accepted.
Place of opening of tender	India Government Mint, Mumbai
Nominated Person/Designation to receive bulky tenders (Clause 21.1 of GIT)	CHIEF PURCHASE & STORES OFFICER INDIA GOVERNMENT MINT, MUMBAI

2. Interested tenderers may obtain further information about this tender from the above office selling the documents. They may also visit our website igmmumbai.spmcil.com for further details



3. Tender documents may be purchased on payment of non-refundable fee of Rs.1,180/- (Rupees One Thousand One Hundred Eighty Only) per set in the form of account payee demand draft/ cashier's cheque/ certified cheque, drawn on a scheduled commercial bank in India, in favour of "India Government Mint (Unit of SPMCIL), Collection A/c", payable at Mumbai. The participating MSEs 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 Tender fee if the Bidder's MSE Certificate clearly mentions the scope as per Tender subject.
4. EMD in the form of account payee Demand Draft/Bankers Cheque/FD 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. 50,000/- (Rupees Fifty Thousand only). **Bank Guarantee will not be accepted.** The participating MSEs 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 MSE Certificate clearly mentions the scope as per Tender subject.
5. Performance Security: Performance Security @ 10% of the total cost of the contract, by D.D./Bank Guarantee from Scheduled Commercial Bank only, will have to be paid by the successful bidder within 21 days from the date of issue of Notification of Award of Contract after which Purchase Order will be placed. 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.
6. If requested, the tender documents will be mailed by registered post/ speed post to the domestic tenderers, for which extra expenditure per set will be Rs. 500/- The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.
7. Tenderer may also download the tender documents from the web site igmmumbai.spmcil.com and submit the tender by utilizing the downloaded document, alongwith the required non-refundable fee as mentioned in Para 3 above.
8. Tenderers shall ensure that their tenders, duly sealed and signed on each page, 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.
9. 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.
 10. Section II : For details regarding General Instruction of Tenderers (GIT) please refer to our website <http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>.
 11. Section IV : For details regarding General Conditions of Contract (GCC) please refer to our website <http://www.spmcil.com/spmcil/UploadDocument/GCC.pdf>.
 12. The tender documents are not transferable.
 13. India Government Mint, Mumbai's right to accept any tender and to reject any or all tenders. India Govt Mint, Mumbai 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, what so ever to the affected tenderer or tenderers.
 14. For the purpose of e-payment kindly ensure to submit the following information in table format on your letter head with seal and signature:
Bank Mandate form for RTGS/NEFT
 1. Vendor Name
 2. Vendor Account Number
 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 typeNote :Kindly attach a cancelled cross cheque.

SPECIAL INSTRUCTIONS:

1. Micro and Small Enterprises firm are exempted from submitted 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 your offer will not be considered for above exemption. Tendered items should be part of store list of MSME/NSIC/DIC certificate.
2. Price quotation in tenders:
 - a. In tender, participating Micro and small Enterprises quoting price within price band of L1+ 15 per cent 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 some one other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 25 per cent 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 band L1+15% may be awarded for full/complete supply/ service of total tendered value to MSE
 - d. Minimum 3 per cent reservation for women owned MSEs within 25 percent mentioned above (i.e 3 percent out of 25 percent)
3. Special provisions for micro and small enterprises owned by SC or ST:
Out of 25 per cent allowed for procurement from Micro and Small Enterprises, a sub-target of 25 per cent (i.e 4 per cent of 25 per cent) shall be allowed for procurement from Micro and Small Enterprises owned by the Scheduled caste or the scheduled tribe entrepreneurs. Provided that in event of failure of such-target for procurement earmarked for Micro and Small Enterprises owned by Scheduled caste or Scheduled Tribe Entrepreneurs shall be met from other Micro and Small Enterprises.
4. Relaxation of Norms for startups and Micro Enterprises on Prior Experience and prior turnover criteria. In exercise of Para 16 of Public Procurement Policy for Micro Enterprises order 2012, India Govt Mint, Mumbai 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.

Sd/-

CHIEF PURCHASE AND STORES OFFICER
FOR CHIEF GENERAL MANAGER

INDIA GOVERNMENT MINT,
SHAHID BHAGAT SINGH ROAD,
FORT, MUMBAI 400001



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 provisions contained in the SIT shall prevail.

Sl. No.	GIT Clause No.	Topic	SIT Provision
1.	18.2 & 18.4	Earnest Money Deposit (EMD)	<p>Earnest Money Deposit amounting to Rs.50,000/- (Rupees Fifty Thousand only) in the form of account payee Demand Draft, Bankers Cheque or FD Receipts ONLY, in favour of "India Government Mint (unit of SPMCIL) Collection A/c" is to be furnished alongwith the Techno-Commercial Bid. Bank Guarantee will not be accepted for the same.</p> <p>The participating MSEs 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 MSE Certificate clearly mentions the scope as per Tender subject.</p> <p>In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details.</p> <p>However, the Security Deposit/Performance Security will be applicable. No exemption will be given for depositing of Security Deposit (S.D) to any mentioned above.</p>
2.	19	Tender Validity	180 days
3.	35.3	Additional Factors for Evaluation of Offers	Since the job is not splittable participating MSEs quoting price within price band of L1+15% shall be allowed to bring down their price to L1 price where L1 is non MSE. On acceptance of the above, the scheduled job shall be awarded to the MSME firm.
4.	Nil	Undertaking	Please refer Clause No.2b. Point No. xi. under Section VI
5.	Nil	Submission of offer	Please refer Clause No.2 under Section VI



6.	33	Method of Evaluation	The method of evaluation of L1 Bidder for awarding the contract shall be on consolidated grand total offered by the bidder and will be decided by taking into consideration the grand total offered price.
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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
1.	10	Terms of Delivery	The Contract period is for one year. The Contract period may be extended for a period of 3 months at same rates and other terms & conditions under Option Clause (Sl.No.4), if required by I.G.Mint, Mumbai.
2.	16.2, 16.4	Warranty Clause	Not applicable.
3.	22,22.1, 22.2, 22.3, 22.4,22.6	Terms and mode of payment	Payment will be made after completion of the work on monthly basis, on receipt of bills along with complete certificate if required. Invoice/Bill should be accompanied by the delivery statement in the respective Invoice.
4.	19.3	Option Clause	India Government Mint Mumbai reserves the right to extend the contract at the same rate and terms & conditions for a further period of 3 months by giving reasonable notice before the last date of contract period.
5.	24	Liquidated Damages	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, IGM Mumbai shall, without prejudice to other rights and remedies available to IGM Mumbai under the contract, deduct from the contract price, as LIQUIDATED DAMAGES, a sum equivalent to 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). In case of failure to complete the Annual Contract work within the contract period the contract will be maintained from other firms at successful bidder's risk and cost.



SECTION VI : LIST OF REQUIREMENTS

Schedule No.	Brief description of goods and services	Accounting Unit	Quantity	Amount of Earnest Money
1	ANNUAL CONTRACT FOR PROFESSIONAL SERVICE FOR PACKING AND DELIVERING COMMEMORATIVE COINS As per Section VII – Technical Specifications.	AU	1	Rs. 50,000/- to be submitted alongwith Techno Commercial Bid.

1. REQUIRED TERMS OF DELIVERY:

The Contract period is for one year.. The Contract period may be extended for a period of 3 months at same Rates and other terms & conditions under Option Clause (Sec.V SCC Sl.No.4), if required by I.G.Mint, Mumbai.

2. SUBMISSION OF TENDERS AND TENDER EVALUATION :

- (a) Techno-Commercial Bid and Price Bid are to be submitted in two separate double sealed envelopes. The envelopes containing bids shall be superscribed “Techno-Commercial Bid”, “Price Bid”, as the case may be, for “Annual Contract for Professional Service for Packing and Delivering Commemorative Coins”.

The sealed envelopes shall again be put in another sealed cover and should be superscribed “TENDER NO.6000015282 DATED 14.09.2020.FOR “Annual Contract for Professional Service for Packing and Delivering Commemorative Coins”. The sentence “NOT TO BE OPENED” before 16.10.2020 (The tenderer is to put the date & time of tender opening) is to be written on this envelope and is to be submitted on or before the due date of submission of tender.

- (b) Bid to be submitted in Two Parts as given below:

PART 1 : TECHNO-COMMERCIAL BID

- i. Containing un-priced tender document duly sealed and signed with complete Qualification/Eligibility of the tenderer as per the criteria mentioned in Section IX of the tender document.
- ii. One original and one duplicate copy shall be submitted. It should not have any price aspects.
- iii. Power of Attorney/Authorization with the seal of the company, of person signing the tender documents.
- iv. Tender document fee of Rs. 1180/- (Exempted for MSEs as per NIT Clause no.3)
- v. Earnest Money Deposit (EMD): Rs.50,000/- (Exempted for MSEs as per NIT Clause no.4)
- vi. Duly signed and filled up Tender Form (Section X)



- vii. Duly signed and filled up Questionnaire (Section XII)
- viii. Submit the copy of GST Registration No. and SAC no.
- ix. The tenderer shall submit detailed techno-commercial offer as per Technical Specifications given in Section VII of this tender document.
- x. The tenderer has to submit acceptance of all Sections of this Tender document (GIT, SIT, GCC, SCC).
- xi. The following undertaking needs to be invariably submitted along with the offer failing which the offer shall be rejected and no further communication shall be entertained.

Undertaking:-

"Our offer against tender no:_____ doesn't contain any deviation from the stipulated tender conditions and we accept all the terms and conditions of the tender enquiry without any deviations."

The said undertaking should be provided in a letter head duly sealed and signed by the bidder.

PART 2 : PRICE BID

The Bidders shall quote the price and other elements of price as per the format given as Section XI of this tender document. Insertion, post script, addition and alteration shall not be made. If any, will not be considered for calculating the price.

NOTE:

1. ALL SECTION AND PAGES OF THE TENDER DOCUMENT STRICTLY SHOULD BE SIGNED, NAME AND SEALED BY BIDDER FIRM.
2. BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILMENT 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."

(c) Evaluation Criteria for L1 Bidder:

The techno-commercial bids are to be opened in the first instance, at the prescribed time and date. These bids shall be scrutinized and evaluated by the competent committee/authority with reference to the parameters prescribed in the PART 1 : TECHNO-COMMERCIAL BID, above. Subsequently, in the next stage, the Price Bid of only the techno-commercially acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation. Intimation regarding opening of Price bids shall be given to acceptable tenderers to enable them to attend the Price Bid opening, if they so desire. The method of evaluation of L1 Bidder for awarding the contract shall be on consolidated grand total offered by the bidder and will be decided by taking into consideration the grand total offered price.



SECTION VII : TECHNICAL SPECIFICATIONS

TERMS AND CONDITIONS

Scope of work:

- a) Packaging, delivering and reporting the door delivery of commemorative coins to the domestic customers across the country.
- b) Eligible firm has to depute the staff at MINT for secured parcel packaging of the commemorative coins.
- c) Marketing section of IGM, Mumbai shall provide the customer list along with postal address, theme and quantity of commemorative coins booked by the respective customer.
- d) Security dispatch packaging material is to be arranged by service provider with all necessary stationary.
- e) Parcel packaging is to be done in such a way that product (Comm. coins) should not get damaged along with its coin folder pack or wooden pack.
- f) Firm has to ensure accurate packaging of commemorative coins with respect to themes, quantity and customer.
- g) After packaging the parcel, it shall have the tracking number which will provide the tracking details for the reference of IGM Mumbai as well as to the customer.
- h) Customer should get notification of product delivery including expected delivery date or time through SMS and email.
- i) A facility need to be provided to IGM, Mumbai for online tracking the shipments.
- j) Once product is delivered, statement of the same needs to be provided to IGM, Mumbai.
- k) These commemorative coins are minted from precious metal hence each and every parcel is required to be insured to the market value of the commemorative coin.
- l) Vendor has to bear the cost of entire parcel (including the value of comm. coins), in case of loss of particular parcel, tampering with the packaging or damage to the product reported to IGM, Mumbai.

Qty.: Minimum 100 customers per day.

Contract period: 1Year

Renewal Clause - Yes

Minimum Dispatch of 15000 parcels in a year.

Manpower to be deputed by the party to complete the task.



Section VIII: Quality Control Requirements

Services to be provided as per the specifications mentioned in Section VI and Section VII.



SECTION IX : QUALIFICATION/ELIGIBILITY CRITERIA

For Non-MSE Firms:

The bidder should meet the following qualification criteria

1. Experience & Past Performance-

1. Bidder Firm should have "provided one number of similar services in any one year during the last 5 financial years ending 31/03/2020 to any Central/State Govt./CPSU/State PSU/ Autonomous body".

2. Capability - Equipment & Facilities:-

Bidder firm should have an annual capacity of providing similar annual contract to any Central/State Govt./CPSU/State PSU/ Autonomous body".

3. Financial Standing:-

- a. Average Annual Turnover of the Bidder firm during last three financial years ending 31.03.2019 should be more than Rs.7,50,000/-(Rupees Seven Lakhs Fifty Thousand).
- b. Bidder firm should not have suffered any financial loss for more than one financial year during the last three financial years ending 31.03.2019.
- c. The net worth of the firm should not have eroded by more than 30% in the last three financial years ending 31.03.2019.

For MSE Firms:

The bidder should meet the following qualification criteria

1. Capability - Equipment & Facilities:-

Bidder firm should have an annual capacity of providing similar annual contract to any Central/State Govt./CPSU/State PSU/ Autonomous body".

NOTE :-

1. All experience, past performance and capacity/capability related/ data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per the above eligibility criteria as submitted by the Bidder should be verified from the parties for whom work has been done.
2. All financial standing data should be certified by certified accountants e.g Chartered Accountants (CA) in India and Certified Public Accountant/Chartered Accountants of other countries.

BIDDER TO FURNISH STIPULATED DOCUMENTS IN SUPPORT OF FULFILLMENT OF QUALIFYING CRITERIA. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.



SECTION X: TENDER FORM

Date:

To
India Government Mint,
(A Unit of Security Printing &
Minting Corporation of India Ltd.)
Shahid Bhagatsingh Road, Fort
MUMBAI – 400 001.

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 terms of tender document.

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 upto _____, 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 upto 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.

Dated this _____ day of _____

For and on behalf of

(With seal)

Signature

Name

In the capacity of

(DULY AUTHORISED TO SIGN THE BID)



SECTION XI : PRICE SCHEDULE

Firm's Ref. No.

Date:

1. Name of tenderer:
2. Opening date & time:
3. The tender shall remain valid for acceptance for 180 days, from the date of tender opening.
4. Format for Bidder : Adhering to the format given below is a Pre-requisite for considering your quotations.
5. Price should be quoted in Indian rupees.

Sr. No.	Price Break up	RATE
1	Cost of packing and door delivering of commemorative coin of 100 parcels	
2	Insurance charges	
3	GST rate as applicable on 1+2	
4	Total cost for packing and door delivering of commemorative coins of 100 parcels with all taxes and duties (1+2+3)	
5	In figures Rs.	

Total Cost in words: _____

NOTE:

1. Please enclose the GST Registration copy and SAC code.
2. Please quote the percentage (%) of GST as applicable.
3. Price bids are to be given in the above format only. Conditional price bid or Price Bid in other format shall be rejected.
4. Statutory compliance has to be complied by the tenderer as per government norms.
5. No price to be indicated in the format which is to be enclosed alongwith Techno-Commercial Tender (Part I). However, Price Bid (Part II) which contains the Discount & GST should be in this Proforma only and to be enclosed in a sealed cover separately.
6. The sealed Price-Bid duly super scribed as Price-Bid (Part II) should be enclosed with the Techno-commercial bid of the Tender.
7. Un-workable rates are liable to be rejected.
8. Method of Evaluation: The method of evaluation of L1 Bidder for awarding the contract shall be on consolidated grand total offered by the bidder and will be decided by taking into consideration the grand total offered price.



Important

No price to be indicated in the format which is to be enclosed alongwith Techno-commercial Tender (Part I). However, Price Bid (Part II) which contains prices should be in this Proforma only and to be enclosed in a sealed cover separately. The sealed Price-Bid duly superscribed as Price Bid (Part II) should be enclosed to the Techno-commercial bid of the Tender.

.....
Signature of bidder with name, designation and seal



SECTION XII: QUESTIONNAIRE

(to be submitted duly filled)

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 upto
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 IGM, Mumbai]

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 IGM, Mumbai up to the above amount upon receipt of its first written demand, without IGM, Mumbai having to substantiate its demand.

This guarantee will remain in force for a period of sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations 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

(applicable to successful bidder)

The General Manager,
India Government Mint,
(A Unit of SPMCIL),
Wholly owned by Government of India
Shahid Bhagatsingh Road, Fort,
MUMBAI – 400 001

Contract No..... dated.....

This is in continuation to this office' Notification of Award No..... dated

1. Name & address of the Supplier:

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

3. Supplier's Tender No..... dated..... and subsequent communication(s) No..... dated (If any), exchanged between the supplier and IGM, Mumbai 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' Authorisation Form (if applicable for this tender);
- (ix) IIGM, Mumbai 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 Section –V - ‘General Conditions of Contract’ of IGM, Mumbai’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 ₹)	Total Price (In ₹)
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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 IGM, Mumbai’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 IGM, Mumbai'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 GIT)

The General Manager
India Government Mint,
Mumbai

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
I.		
II.		
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 produced.



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 ₹	Price per ₹	Amount ₹

Total

1. Freight (if applicable)
2. Packing and Forwarding charges (if applicable)
3. Others (Please specify)
4. GST (as applicable)
5. 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 ₹(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