



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)**  
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**TENDER DOCUMENT FOR PROCUREMENT OF**  
**MILK**  
**NATIONAL COMPETITIVE BIDDING NO.6000018000**  
**DATED: 31.12.2022**

**THIS TENDER DOCUMENT CONTAINS 30 PAGES**

**Closing date and time for receipt of Tender - 31.01.2023 AT 02.30 P.M.**

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

**Date and time of opening of Tender - 31.01.2023 AT 03.00 P.M.**

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



### *Disclaimer*

The information contained in this Bid Document or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Security Printing and Minting Corporation Limited (hereafter referred as the “Purchaser”) or any of its employees or associated agencies, is provided to Bidder(s) on the terms and conditions set out in this Bid Document and such other terms and conditions subject to which such information is provided.

This Bid Document is not an agreement and is neither an offer nor invitation by the Purchaser to the prospective Bidder(s) or any other party hereunder. The purpose of this Bid Document is to provide the Bidder(s) with information to assist them in the formulation of their proposal submission. This Bid document does not purport to contain all the information Bidder(s) may require. This Bid document may not be appropriate for all bidders, and it is not possible for the Purchaser to consider particular needs of each Bidder. Each Bidder should conduct its own investigation and analysis, and should check the accuracy, reliability, and completeness of the information in this document and obtain independent advice from appropriate sources.

Information provided in this Bid Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Purchaser, its employees and other associated agencies accept no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

This Bid document and ensuing bids; communications and Contracts would alone determine the legal and commercial relationship between the bidders/ contractors and the Purchaser. No other Government or Purchaser’s document/ guidelines/ Manuals including its Procurement Manual (which are for internal and official use of its officers), have any locus stand-in such a relationship. These documents/ guidelines/ Manuals therefore should not be cited or referred in any legal or dispute resolution or grievance redressal proceedings.

this Bid Document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Bid Document and any assessment, assumption, statement or information contained therein or deemed to form part of this Bid Document or arising in any way for participation in this Bid Stage.

The Purchaser, its employees and other associated agencies also accept no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder(s) upon the statements contained in this Bid Document.

The Purchaser may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Bid Document.

The issue of this Bid Document does not imply that the Purchaser is bound to select Bidder(s) and the Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.

The Bidder(s) shall bear all its costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any submission of samples, demonstrations or presentations which may be required by the



Purchaser or any other costs incurred in connection with or relating to their Bids. All such costs and expenses will remain with the Bidder(s) and the Purchaser shall not be liable in anymanner whatsoever for the same or for any other costs or other expenses incurredby a Bidder(s) in preparation or submission of the Bid, regardless of the conduct oroutcome of the Bidding Process.

This disclaimer forms an integral part of the Bid document and shall supplement but not supplant the provision of the Bid Document.



**SECTION I: NOTICE INVITING NATIONAL COMPETITIVE BIDDING**  
**PROCUREMENT OF MILK**

NCB No.: **6000018000**

Date.: 31.12.2022

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 below mentioned:
2. GeM-Availability Report and Past Transaction Summary-ID (as per para 11 a below):  
GEM/GARPTS/05112022/8UGXDI9Q0UR1.

Schedule No.	Brief description of goods/services	Quantity (with unit)	Earnest Money Deposit (Rs.)	Remarks	Due date & time for opening of tender	Delivery Period
1.	Milk	14000 Ltr.	15120/-		Bid will be opened on <b>31.01.2023 at 03.00 P.M</b>	Please refer Section VI-(List of Requirements) of the tender document.

Type of Tender	National Competitive Bidding in Single Bid system
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc) are to be made	"India Government Mint (Unit of SPMCIL), Collection A/c", payable at Mumbai
All Financial Instruments to be payable at:	Bank Mandate attached
Date and place of issue of tender documents:	India Government Mint, Mumbai
Closing date and time for receipt of tenders	31.01.2023 upto 02.30 P.M
Place of receipt of tender	India Government Mint, Mumbai
Time and date of opening of tender	31.01.2023 at 03.00 P.M.
Place of opening of tender	India Government Mint, Mumbai
Nominated Person/Designation to receive bulky tenders (Clause 21.1 of GIT)	CHIEF PURCHASE & STORE OFFICER INDIA GOVERNMENT MINT, MUMBAI
Officer to be contacted for clarifications/help:	CHIEF PURCHASE & STORE OFFICER

3. Eligibility to participate as per Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Ministry of Finance, Department of Expenditure, Public Procurement Division's Orders (Public Procurement 1, 2 and 3) F.No.6/18/2019-PPD dated 23rd/ 24th



- July 2020 (or any further amendments thereof) regarding eligibility of bidders from neighbouring countries shall apply to this tender.
4. Please note that SPMCIL reserves its right to grant Purchase preferences in accordance with Government of India's Public Procurement (Preference to Make in India) Order 2017 (as amended/ revised) and Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order, 2018 (as amended/ revised).
  5. Interested tenderers may obtain further information about this tender from the above office selling the documents. They may also visit our website for further details viz. [igmmumbai.spmcil.com](http://igmmumbai.spmcil.com) or [www.eprocure.gov.in](http://www.eprocure.gov.in).
  6. Tenderer may also download the tender documents from the web site mentioned above and submit its tender by utilizing the downloaded document; the bidder must not make any changes to the contents of the documents, except for filling the required information. A certificate to this effect must be submitted by the bidder in the Tender Form (Section X).
  7. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped on or before the closing date and time indicated in the Para 1 above in the tender box located at the address given below , failing which the tenders will be treated as late and rejected. Tenders may also be sent through post at the address as above. However, Purchaser will not be responsible for any postal lapses or delays in receipt of the documents.
  8. 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.
  9. The tender documents are not transferable.
  10. The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract – should not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the Tender Form (Section X).
  11. Undersigned confirms that the required goods mentioned above are not available on GeM as per "GeM - Availability Report and Past Transaction Summary" (GeM - AR&PTS). This unique ID is GEM/GARPTS/26122022/SNVL94VWG0U9.
  12. EMD in the form of account payee Demand Draft/Bankers Cheque, Fixed Deposit Receipt (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. 15120/- (Rupees Fifteen Thousand one Hundred twenty only). Bank Guarantee will not be accepted. The tenderers who are currently registered and will continue to remain registered during the tender validity period with District Industries Centers or Khadi & Village Industries commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handlooms or any other body specified by Ministry of Micro Small & Medium Enterprises are exempted from payment of EMD if the Bidder's MSME Certificate clearly mentions the scope as per Tender subject.
  13. Performance Security: As per extend DOE OM No.9/4/2020-PPD dated 30.12.2021 the existing 10% Performance Security is reduced to 3% of the total cost of the contract by I.G.Mint, Mumbai, by D.D./Bank Guarantee/ Fixed Deposit Receipts from drawn on any commercial bank in India, in favour of SPMCIL as indicated in the clause 1 of NIT in reference to EMD. Bank Guarantee issued by a



commercial bank in India, in the prescribed form as provided in section XV of this document, will have to be paid by the successful bidder within 21 days from of issue of Notification of Award 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, including warranty obligations. 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.

14. 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 12 above.
15. Tenderer may also download the tender documents from the web site [igmmumbai.spmcil.com](http://igmmumbai.spmcil.com) or <http://www.eprocure.gov.in> and submit the tender by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 12 above.
16. 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 given address 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.
17. Section II: For details regarding General Instruction of Tenderers (GIT) please refer to our website <http://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>.
18. Section IV: For details regarding General Conditions of Contract (GCC) please refer to our website <http://www.spmcil.com/spmcil/UploadDocument/GCC.pdf>.
19. The Chief General Manager, India Government Mint, Mumbai's right to accept any tender and to reject any or all tenders. 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
20. For the purpose of e-payment kindly ensure to submit the following information in table format on your letter head with seal and signature:

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 type

Note: Kindly attach a cancelled cross cheque.



**SPECIAL INSTRUCTIONS:**

1. Startup 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 someone 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-divisible 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 start-ups 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 & 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.

<b>Sl. No.</b>	<b>GIT Clause No.</b>	<b>Topic</b>	<b>SIT Provision</b>
1.	3	Eligible tenderers	This invitation for tenders is open to all the suppliers who fulfill the eligibility criteria specified in these documents. Please refer to Section VI: Qualification/ Eligibility Criteria. The bidder, their affiliates, or subsidiaries – including subcontractors or suppliers for any part of the contract-should not stand declared ineligible/blacklisted/banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations. A declaration to this effect shall be submitted by the bidder in the tender.
2.	4	Eligible Goods and Services (Origin of Goods)	All goods and relevant services to be supplied under the contract shall have their origin in India.
3.	6.1	The tender documents includes:	<ol style="list-style-type: none"><li>1. Section I - Notice Inviting Tender (NIT)</li><li>2. Section II - General Instructions to Tenderers (GIT)</li><li>3. Section III - Special Instructions to Tenderers (SIT)</li><li>4. Section IV -General Conditions of Contract (GCC)</li><li>5. Section V - Special Conditions of Contract (SCC)</li><li>6. Section VI - List of Requirements</li><li>7. Section VII - Technical Specifications</li><li>8. Section VIII - Quality Control Requirements</li><li>9. Section IX - Qualification/Eligibility Criteria</li><li>10. Section X - Tender Form</li><li>11. Section XI - Price Schedule</li><li>12. Section XII – Vendor Details</li><li>13. Section XIV -Manufacture's Authorization Form</li><li>14. Section XVI - Contract Form</li><li>15. Section XVII: Letter of Authority for attending a Bid Opening</li><li>16. Section XVIII: Proforma of Bills for Payments</li><li>17. Section XIX: NEFT Mandate</li></ol>
4.	9	Time Limit for receiving request for 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, Mumbai in writing or by fax/e-mail/telex. IGM, Mumbai will respond in writing to such request provided the same is received by IGM, Mumbai not later than twenty-one days prior to the prescribed date of submission of tender.
5.	10.1	The Technical bid to be submitted by Tenderer shall contain the following documents, duly	Documents as per Section VI: List of Requirements-Point No. (3)





		filled in, as required:	
6.	11.2	Tender Currency	Indian Rupees (INR)
7.	12.2, 33, 36.1	Schedule wise evaluation	The price quoted for item shall be considered for evaluation and to decide the L-1 Bidder.
8.	18.2, 18.4	Earnest Money Deposit (EMD)	<p>Earnest Money Deposit amounting to Rs. 15120- (Rupees fifteen Thousand one Hundred twenty only) in the form of account payee Demand Draft or Bankers Cheque/ <b>ONLY</b>, in favour of “India Government Mint (unit of SPMCIL) Collection A/c” is to be furnished alongwith the Techno-Commercial Bid. <b>Bank Guarantee will not be accepted for the same.</b></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 &amp; Village Industries commission or Khadi &amp; Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts &amp; Handlooms or any other body specified by Ministry of Micro Small &amp; 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>
9.	19	Tender Validity	120 days
10.	20.4	Number of Copies of Tenders to be submitted	Tenderer shall submit two copies of its tender marking them as “Original” and “Duplicate”.
11.	35.2 to 35.6	Additional Factors for Evaluation of Offers and Preferential schemes	Participating MSEs quoting price within price band of L1+15% cent shall also be allowed to supply a portion up to 25% of requirement by bringing down their price to L1 price where L1 is non MSEs.
12.	Nil	Undertaking	Please refer Clause no. 3. Part 1.Point No. (a) under Section VI



## **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).

<b>Sl. No.</b>	<b>GCC Clause No</b>	<b>Topic</b>	<b>SCC Provision</b>
1.	6.1, 6.3 & 6.5	Performance Bond/Security	As per extended DOE OM No.9/4/2020-PPD dated 31.12.2021 the existing 10% Performance Security is reduced to 3% of the total cost of the contract.
2.	10	Terms of Delivery	Please refer Section VI-(List of Requirements) of the tender document.
3.	19.3	Option Clause	The purchaser, I.G Mint Mumbai reserves the right to increase the ordered quantity by 25% at any time till the final delivery date of the contract by giving reasonable notice even though the quantity ordered initially is supplied in full before the last date of delivery period.
4.	21.2	Taxes and Duties	GST as applicable
5.	22,22.1, 22.2, 22.3, 22.4,22.6	Terms and mode of payment	Payment will be done on actual supply of Milk. Payment cycle shall be fortnight basis. Increased/changed rate of milk will be accepted only when orders are issued by the milk supplying company from time to time is provided.
6.	24	Liquidated damages	If the contractor fails to deliver the stores or any instalment there if within the DP or at any time repudiates the contract before expiry of such period, the CFA without prejudice to the right of SPMCIL to recover damages for breach of contract may recover from the contractor as agreed L/D and not by way of penalty a sum equivalent to 0.5% of the basis prices (excluding taxes and duties) of any stores which the contractor has failed to deliver within the period agreed for delivery in the contract, for each week or part thereof during which the delivery of such stores may be in arrears where delivery thereof is accepted after expiry of the aforesaid period. The total damages shall not exceed value of 10% of the basis price of undelivered goods. In all such cases GST would also be applicable on LD.



## SECTION VI: LIST OF REQUIREMENTS

Schedule No.	Brief description of goods and services	Accounting Unit	Quantity	Amount of Earnest Money
1.	Milk	Ltr.	14000	15120/-

1. ADDRESS FOR DELIVERY OF CONSIGNMENT:

CHIEF GENERAL MANAGER  
INDIA GOVERNMENT MINT (A UNIT OF SPMCIL)  
SHAHID BHAGATSINGH ROAD,  
FORT, MUMBAI – 400001.  
FAX 022-22661450  
PHONE NO. 22703184/85 Extn. 110/151

2. DELIVERY TERMS:

The rates quoted in this order are for free delivery.  
The Contract period is for one year.  
Milk shall be delivered at IGMM canteen in 1 liter Bag packing.  
Delivery time: 5.00 AM to 10 AM.  
Quantity: 60 liters approx (Daily requisition will be shared with vendor on monthly basis)

### **SUBMISSION OF TENDERS AND TENDER EVALUATION :**

The sealed envelope should be superscribed “TENDER NO. **6000018000** DATED.31.12.2022 PROCUREMENT OF Milk.” The sentence “NOT TO BE OPENED” before **31.01.2023**. (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.

- a) 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."

- b) Bid should be strictly submitted as per NIT Cl.10 of Section 1. No single page offer shall be considered as a valid offer.
- c) Bid should consist the following:
- The tenderer shall submit detailed techno-commercial offer as per Technical Specifications given in Section VII of this tender document.
  - One original and one duplicate copy shall be submitted. It should not have any price aspects.
  - Power of Attorney/Authorization with the seal of the company, of person signing the tender documents.
  - Earnest Money Deposit amounting to Rs. 15120- (Rupees fifteen Thousand one Hundred twenty only) in the form of account payee Demand Draft or Bankers Cheque/BG receipt **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.**
  - Duly signed and filled up Vendor Details (Section XII)
  - Duly filled Tender Form (Section X) is to be submitted.
  - Submit the copy of GST Registration No. and HSN/SAC no.



- viii. The tenderer has to submit acceptance of all Sections of this Tender document (GIT, SIT, GCC, SCC, and Quality Control Requirements).
  - ix. Qualification/Eligibility Criteria
  - x. Evaluation Criteria for L1 Bidder: The method of evaluation of L1 bidder for awarding the Contract shall be on the price quoted for item shall be considered for evaluation & to decide L-1 bidder as per Section – XI (Price Schedule) of this tender document.
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## **SECTION VII : TECHNICAL SPECIFICATIONS**

ITEM NO.1

Milk

Quantity: 14000 Ltr.

Procurement of Milk for IGMM Canteen

Milk brand: Amul, Motherdairy or Gokul (Pack of one liter)

Quantity: 60 liters Approx.(Daily requisition will be shared with vendor on monthly basis).

Delivery Time: 5.00 AM to 10 AM



## **Section VIII: Quality Control Requirements**

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



## **SECTION IX: Qualification/Eligibility Criteria**

### 1. Experience & Past Performance :-

The Bidder should have supplied Milk at least 5600 Liters in any one of the last five years ending on 31.03.2022.

### 2. Capability - Equipment & Manufacturing Facilities:-

The Bidder must have an annual capacity to supply at least 5600 Liters of Milk.

### 3. Financial Standing:

i) The average annual financial turnover of the bidder during the last three years, ending on 31.03.2022 should be at least Rs. 302400/- as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant/Cost Accountant in India.

ii) The bidder should not have suffered any financial loss for more than one year during the last three years ending on 31.03.2022.

iii) The net worth of the Bidder should not be negative on 31.03.2022 and should not have eroded by more than 30% in the last three years, ending on 31.03.2022.

Note: 'Startups and Micro and Small Enterprises' are exempted from 'Average Annual Turnover Criteria' and Past Performance Criteria'.

### 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 eligibility criteria submitted by bidder should be verified from the parties for whom work has been done.

**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.**

### 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."



## **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 your above referred document for the sum 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 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 confirm that in case of downloaded Tender Document, we have not changed/edited its contents. We realise that in case any such change is noticed at any stage including after the award of contract, we would be liable to action under clause 44 of the GIT.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We also solemnly declare as under:

### **1. MSMEs Status:**

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- (a) Company /Partnership Firm /Proprietary Concern / Society/Trust / NGO/Others (Please Specify):.....
- (b) Micro/ Small / Medium Enterprise/ SSI/ Govt. Deptt. / PSU/ Others:....
- (c) Name of MSME Registering Body (NSIC/ DIC/ KVIC/KVIB etc.):.....
- (d) MSME Registration no. (with copy of registration):.....
- (e) Udyog Aadhaar Memorandum no.....
- (f) Whether Proprietor/ Partner belongs to SC/ ST or Women category. (Please specify names and percentage of shares held by SC/ST Partners):.....





## 2. Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP\_MII) Order, 2017 (as amended and revised till date) and related notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

(a) Self-Certification for category of supplier:

- Class-I Local Supplier/
- Class-II Local Supplier/
- Non-Local Supplier.

(b) We also declare that

- There is no country whose bidders have been notified as ineligible on reciprocal basis under this order for offered product, or
- We do not belong to any Country whose bidders are notified as ineligible on reciprocal basis under this order

## 3. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017

Having read and understood the Order (Public Procurement No. 1) issued vide F.No.6/18/2019-PPD dated 23<sup>rd</sup>. July 2020 (and its amendments if any) by Department of Expenditure, Ministry of Finance under the above provision and solemnly declare the following:

- We do not belong to any Country whose bidders are notified as ineligible
- under this order

## 4. Debarment Status: Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptts. of Government of India or by any State Govt:

- Yes (with period of Ban)
- No, We, solemnly declare that neither we nor any of our affiliates or subsidiaries – including subcontractors or suppliers for any part of the contract – do not stand declared ineligible/ blacklisted/ banned/ debarred by any Government Agency anywhere in the world, for participating in its tenders, under that country's laws or official regulations.

## 5. Penalties for false or misleading declarations: I/we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration by us would be violation of code of Ethics and would attract penalties as mentioned in this tender document, including debarment.

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**

A price schedule appropriate to the nature of goods/services to be attached here

1. Name of tenderer:
2. Opening date & time:
3. The tender shall remain valid for acceptance for 120 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 and on door delivery basis:
6. Price Break up : Rate for Schedule /Item No.(1)

Sr. No.	Description	Amount (in Rs.)
1	Basic Price per unit	
2	Packing and Forwarding charges	
3	Freight Charges	
4	Insurance Charges	
5	G.S.T. in percentage (%) only	
6	Grand Total Amount with all taxes & duties	
7	Grand total for above with all taxes and duties (F.O.R., IGM, Mumbai) in figures	
8	Grand total for above with all taxes and duties (F.O.R., IGM, Mumbai) in words	

**Note:**

1. Please enclose the GST Registration copy and HSN number of the product or service, for the same.
2. Please quote the price within 2 decimal place. Quotation with price quote beyond 2 decimal place, shall be rejected.
3. Please quote the percentage (%) of GST applicable.
4. The price quoted for item shall be considered for evaluation and to decide the L-1 Bidder.

.....  
Signature of the tenderer with designation and seal



## **SECTION XII: Vendor Details**

*(to be submitted duly filled)*

The tenderer should furnish specific details 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 misleading answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

### **1. Vendor/ Contractor particulars:**

- (a) Name of the Company:.....
- (b) Corporate Identity No. (CIN): .....
- (c) Registration if any with SPMCIL: .....
- (d) Complete Postal Address: .....
- (e) Pin code/ ZIP code: .....
- (f) Telephone nos. (with country/area codes): .....
- (g) Fax No.: (with country/area codes): .....
- (h) Cell phone Nos.: (with country/area codes): .....
- (i) Contact persons /Designation: .....
- (j) Email IDs: .....

### **2. Taxation Details:**

- (a) PAN number: .....
- (b) Type of GST Registration (Registered, Unregistered, Composition, SEZ, RCM etc.): .....
- (c) GSTIN number: .....
- (d) Registered Address as per GST registration and Place of Delivery for GST Purpose: .....
- (e) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):.....



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- We solemnly declare that our GST rating on the GST portal / Govt. official website is NOT negative blacklisted during the last three financial years.

.....

(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 XIV: Manufacturer's Authorization Form

To

.....

.....

*(Name and address of IGM, Mumbai)*

Dear Sirs,

Ref. Your Tender document No....., dated .....

We, ....., who are proven and reputable manufacturers of ..... *(name and description of the goods offered in the tender)* having factories at....., hereby authorise Messrs..... *(name and address of the agent)* to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. .... *(name and address of the above agent)* is authorized to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We also hereby extend our full warranty, as applicable as per clause of the General Conditions of Contract read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this tender document.

Yours faithfully,

.....

.....

*[signature with date, name and designation]*



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for and on behalf of Messrs.....[*name & address of the manufacturers*]

*Note: This letter of authorisation should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.*



## **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' Authorization Form (if applicable for this tender);

(ix) IGM, 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 `)

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 dispatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority





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.....

(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.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signatures</b>
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.



## **XVIII: Proforma of Bills for Payments**

(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....

Bill No.....

Dated.....

Purchase order.....No.....Dated.....

Name and address of the consignee.....

S. No	Authority for purchase	Description of Stores	Number or quantity	Rate Rs. P.	Price per Rs. P.	Amount
Total						

1. GST/ CGST/ SGST/ UTGST/ IGST Amount
2. Freight (if applicable)
3. Excise Duty (if applicable)
4. Packing and Forwarding charges (if applicable)
5. Others (Please specify)
6. PVC Amount (with calculation sheet enclosed)
7. (-) deduction/Discount
8. Net amount payable (in words Rs.)

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

Dated.....

(enclosed)

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

Place and Date

Received Rs.....

Rupees).....

We solemnly certify that:



- a. Goods and Services Tax (GST) charged on this Bill is not more than what is payable under the provision of the relevant Act or the Rules made there under.
- b. Goods on which GST has been charged have not been exempted under the GST Act or the rules made there under and the charges on account of GST on these goods are correct under the provisions of that Act or the Rules made there under.
- c. We are registered with above indicated GSTIN as dealer in the State where in their Billing address is located for the purpose of GST.
- d. This bill form / invoice is not a replacement for the GST invoice. The proper GST invoice as per requirements of GST rules has been sent to the Purchaser as and when deliveries are made to the consignee.
- e. 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



## **Section XIX: NEFT Mandate**

(Refer clause 22.2 of GCC)

From: M/s. ....

Date: .....

To:

(Insert Name and Address of Purchaser's Paying Authority as per NIT Clause 1)Sub: NEFT payments

We refer to RBI's NEFT scheme. Our mandate SPMCIL for making payments to us through the above scheme to our under noted account

### NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM

1.	Name of City	
2.	Bank Code No.	
3.	Branch Code No.	
4.	Bank's Name	
5.	Branch Address	
6.	Branch Telephone / Fax No.	
7.	Supplier's Account No.	
8.	Type of Account	
9.	IFSC code for NEFT	
10.	IFSC code for RTGS	
11.	Supplier's name as per Account	
12.	MICR Code No.	

In Lieu of Bank Certificate to be obtained as under, please attach a bank cancelled cheque or photocopy of a cheque or front page of your bank passbook issued by your bank for verification of the above particulars.



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I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option intimation letter and agree to discharge responsibility expected of me as a participant under the scheme.

Date

Signature of the Customer

Certified that the above particulars are correct as per our record.

Stamp and  
Signature of  
authorized official of  
the bank