



SECURITY PAPER MILL,
HOSHANGABAD - 461005 (M.P), INDIA
(A Unit of Security Printing and Minting Corporation of India Limited)(Wholly
owned by Government of India)
(Miniratna Category-I CPSE & ISO 9001:2008 & ISO 14001:2004 CERTIFIED)
Website:<http://spmhoshangabad.spmcil.com>
E-Mail:gm.spm@spmCIL.com CIN: U22213DL2006GOI144763
Ph.No:91-7574-255259,Fax No:07574-255170
GSTIN: 23AAJCS6111J3ZE

PR Number	PR Date	Indenter	Department
11006332	14.07.2018	AM(F&A)	FINANCE

Not Transferable

Security Classification:NON SECURITY

TENDER DOCUMENT FOR PURCHASE OF: HIRING OF SERVICES 1 CA & 4 ACCOUNT ASSISTANT

Tender Number: 6000011436/C.A./18-19/1184, Dated: 17.09.2018

This Tender Document Contains _____ Pages.

Details of Contact person in SPMCIL regarding this tender:

Name: VIKAS KUMAR
Designation: Asstt. Manager (Material)
Address: SPMH (Security Paper Mill,Hoshangabd)
India

Section1: Notice Inviting Tender (NIT)

6000011436 /C.A./18-19/1184

17.09.2018

(SPMCIL's Tender SI No.)

(Date)

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

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	Hiring of 1 CA & 4 Account Assistants	1.000 AU	33000.00INR 0.00	PAYABLE AT SECURITY PAPER MILL, HOSHANGABAD
1	Hiring of 1 CA & 4 Account Assistants	12.000EA		
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			TWO-BID National Competitive Bid	
Dates of sale of tender documents:			From 18.09.2018 to 22.10.2018 during office hours.	
Place of sale of tender documents			ADM OFFICE SECURITY PAPER MILL HOSHANGABAD	
Closing date and time for receipt of tenders			23.10.2018 11:00:00	
Place of receipt of tenders			ADM OFFICE SECURITY PAPER MILL HOSHANGABAD	
Time and date of opening of tenders			23.10.2018 15:00:00	
Place of opening of tenders			ADM OFFICE SECURITY PAPER MILL HOSHANGABAD	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			VIKAS KUMAR Asstt. Manager (Material)	

Abbreviation:-"EA" MEANS "Each/No."

- Interested tenderers may obtain further information about this requirement from the Office of The General Manager, Security Paper Mill, Hoshangabad.
- Tender documents may be purchased on payment of non-refundable fee of Rs.250/- per set in the form of account payee demand draft/ cashier's cheque/ certified cheque, drawn on a scheduled commercial bank in favor of the Security Paper Mill, payable at Hoshangabad (M.P.)
- If requested, the tender documents will be mailed by registered post/speed post to the domestic Tenderers and by international air-mail to the foreign Tenderers, for which extra expenditure per set will be Rs. 100/-for domestic post and Rs. 500/- for international air-mail. The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.
- Tenderer may also download the tender documents from the website <http://spmhoshangabad.spmcil.com> & <http://eprocure.gov.in> and submit tenders by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above.
- Tenderers shall ensure that their tenders, duly sealed & signed complete in all respects, as per instructions contained in this tender document 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.

ADDRESS

The General Manager,
Security Paper Mill,



Hoshangabad - 461 005 (M.P.) India.

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

8. The Tender Documents are not transferable.

Note :

(1) Bidder should confirm in their quotation, "Acceptance of all terms and condition with technical specification of tender document without any deviation".

(2) SPMs Right to Accept any Tender and to Reject any or All Tenders SPM 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.

(3) "BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER."

Encl.:1. Annexure-I (checklist)

(VIKAS KUMAR)
Asstt. Manager (Material)
For General Manager

CORRESPONDING ADDRESS

THE GENERAL MANAGER
SECURITY PAPER MILL
HOSHANGABAD-461 005 (M.P.)
Website: <http://spmhoshangabad.spmcil.com>
E-MAIL:- kumar.vikas@spmCIL.com,

PHONE :- 07574 - 286842,286776
FAX :- 07574)-255170

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

For and on behalf of
.....



Tender Number:6000011436

Section II: General Instructions to Tenderers (GIT)

Part 1: General Instructions Applicable to all type of Tenderers

Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GIT.pdf> for further details. (GIT Contains 32 pages)



Tender Number:6000011436

Section II: General Instructions to Tenderers (GIT)

Part II: Additional General Instructions Applicable to Specific type of Tenderers

Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GIT.pdf> for further details. (GIT Contains 32 pages)

Section III: Specific Instructions to Tenderers (SIT)

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

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

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

Sr No	GIT Clause No.	Topic	SIT Provision
01	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place.Quotation with price quote beyond 2 decimal place is ignored.
02	19	Tender Validity	120 days
03	20.4	Number of Copies of Tenders to be submitted	Single Copy
04	28.1	Discrepancy in Prices - A (Page No. 273)	If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the total price
05	28.2	Discrepancy in Prices - A (Page No. 273)	If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected
06	28.3	Discrepancy in Prices - A (Page No. 273)	If there is a discrepancy between the amount expressed in words and figures , the amount in words shall prevail If , as per the judgment of SPMH , there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed



Tender Number:6000011436

Section IV: General Conditions of Contract (GCC)

Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GCC.pdf> for further details. GCC Contains 28 pages)

Section V: Special Conditions of Contract (SCC)

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

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

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

SI.No	GCC Clause No.	Topic	SCC Provision
07	19.3	Option Clause	APPLICABLE
09	21.2	Taxes and Duties	Applicable (Henceforth, every supplier has to indicate the break-up of Tax (GST Etc.) in price schedule/bills. In case Tax is not applicable on supplier, they must enclose relevant Tax Exemption certificate. It is must for availing input tax rebate.
10	22, 22.1, 22.2, 22.4, 22.3, 22.6	Terms and Mode of payments	AS PER SECTION - VI
11	24.1	Quantum of LD	If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame incorporated in the contract. SPMH shall,without prejudice to other rights and remedies available to SPMH under the contract,deduct from contra
12	24.1	Quantum of LD	maximum deduction of the 10% (or any other percentage if prescribed in the SCC) of the delayed goods or services contract price(s). During the above mentioned delayed period of supply and/or performance, the conditions incorporated under
14	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between SPMH and the supplier in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve

Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc. are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money	Remark
1	Hiring of 1 CA & 4 Account Assistants	AU	1.000	33000.00 INR 0.00	PAYABLE AT SECURITY PAPER MILL, HOSHANGABAD

A. Experience shall be necessarily related to scope of work as mentioned below:

To hire services of one chartered accountant and o4 account assistants for following tasks:

1. Review of monthly trial balance.
2. To check and verify the correct classification of ledger accounts as per the chart of accounts provided by the Corporate Office.
3. To reconcile different GL balance including Inter Unit Accounts, Bank reconciliation, debtors & creditors.
4. To provide consultancy and preparation of data for compliance of all statutory requirements, statutory tax deposits under the various tax laws.
5. To provide guidance to the staff whenever required regarding maintenance of accounts in SAP and preparation of financial Statements etc.
6. To check and verify the correct classification of the transactions as per various cost centre/cost elements.
7. To Prepare, analyse and update data required and analyse the BOM, RECIEPE, OVERHEAD RATE & ACTIVITY RATE.
8. To analyse monthly cost reports from SAP and review the changes needed on monthly basis.
9. To verify the Raw Material, Consumables, Spares and Finished goods in SAP and assist in COST run in SAP
10. Preparation and finalization of all the financial statements of the Unit as per the prevailing accounting standards.
11. To prepare, maintain and update the Fixed Asset Register as per Prevailing accounting standards.
12. To Attend and resolve query of Internal, Statutory, Tax and Government auditors.

B. Special instruction and compliances:-

1 Contract Labour (Regulation & Abolition) Act, 1970 compliances.

1.1 The engagement and employment of labors and payment of wages to them should be as per existing provisions of various labour laws and regulations is the sole responsibility of the Contractor and any breach of such laws or regulations shall be deemed to be breach of this contract. SPMH at any stage may ask the contractor to produce documents to verify that these provisions/laws are complied with by the contractor.

(a) All wages allied benefits such as leave, salary, PF, Gratuity, Bonus etc. as per the provisions of related act, shall be paid by the contractor and SPMH shall not incur any liability or additional expenditure whatsoever for personnel deployed.

(b) It is mandatory that the contractor#s employees must be paid through bank/cheques only in the presence of SPM#s officer (Nominated)

1.2 The Contractor shall abide by all labour laws, i.e. provisions of Payment of Wages Act, 1936: Minimum Wages Act, 1948; Employer's Liability Act, 1938; The workmen Compensation Act, 1923; Industrial Disputes Act.1947 Maternity Benefit Act, 1961; Payment of bonus Act 1965; Factory Act 1948 and, Corporation, Workmen Compensation Act 1923. The details of EPF in respect of their deployed staff shall be submitted by the Contractor to SPMH every month along with the bills. The Contractor shall abide including but not limited to, matters relating to timely payment of wages and allowances, payment of minimum wages, payment of overtime, grant of leave, payment of workmen's compensation, working hours, safety, maternity benefits, holidays, framing of standing

orders, disciplinary action against their employees, payment of provident fund contributions, payment of gratuities and payment of bonuses as per statutory rules. The contractor shall be liable for any legal dispute/case/claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.

1.3 The contractor shall be responsible for compliance of all the provisions rules/regulations of contract labour law (R&A) Act, 1970 and State Govt. instructions that are/will be applicable to and aimed to protect the interest of his employees/worker engaged under this contract by it and shall ensure payment of all the statutory dues/liabilities as may have arisen during the past 'or' may arise during the course of performance of contract.

1.4 The Contractor shall submit periodical returns as may be specified from time to time.

2. OFFICIAL RECORDS:

2.1. The Contractor shall maintain complete official records of disbursement of wages/ salary, showing specifically details of all deduction such as ESI, PF etc. in respect of all the staff deployed in SPMH Premises.

2.2.The Contractor shall maintain a personal file in respect to fall their staff who are deployed in SPMH office. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (Temporary/ Permanent) and all grievances recorded by the staff vis-a-vis action taken etc.

2.3.The Contractor shall furnish an undertaking that within seven days of the close of every month they will submit to SPMH a statement showing the recoveries of contributions in respect of employees with Certificate that the same have been deposited with EPFO Commissioners.

2.4.Each monthly bill must accompany the:

- (a) List of employees with their date of engagement.
- (b) The amount of wages (The Contractor shall ensure that minimum wages are paid to all the employees with all the benefits (such as EPF/Bonus etc.) as per Acts.
- (c) Copies of authenticated documents of payments of such contributions to EPFO
- (d) Declaration of the Contractor regarding compliance of Amount of EPF

2.5. The Contractor shall also prepare a register indicating all payments/ dues in respect of all the employees.

3 OBLIGATION OF CONTRACTOR

3.1 Contractor must provide to its employees their photo identity cards properly displayed during duty time. No extra payments shall be claimed by the Contractor or its deployed staff from SPMH for such item.

3.2 The Contractor must provide salary slips, EPF numbers (if applicable), duly activated, to all the deployed manpower at SPMH's premises. The Contractor should also ensure that EPF statements to the deployed manpower are provided immediately after the financial year closing. Any delay in submission of these records will force SPMH to deduct a proportionate amount from the bills, as decided by the competent authority of SPMH.

3.3 Contractor must employ adult and personnel with relevant skill and qualification only. Employment of child labour shall lead to the termination of the contract at the risk and cost of the Contractor. Contractor shall deploy/engage reliable persons at SPMH after proper character and police verification and impose any conditions as per prevailing contractual labour laws for such engagements, take disciplinary action or reward any person at work etc., at its sole costs, risks and responsibilities. Contractor shall intimate the details like name, age, parentage, address (residential as well as permanent) of all staff to the SPMH and shall also intimate changes in address of the staff as and when they take place.

3.4 In the event of the personnel having been deployed by the Contractor not performing jobs as per expected standards in whatsoever manner or in case the personnel behave in an unacceptable manner, the Contractor shall, remove the said personnel the same day and deploy a suitable substitute in his/ her place of suitable qualifications and experience within seven days failing which the SPMH may get the services performed by other means for which the Contractor shall be liable to bear any extra cost that may be incurred by the SPMH.

3.5 A Service Log Book shall be maintained at the SPM's premises and daily record of the actual services provided shall be kept.

3.6 Contractor shall deal with and settle the matters related with unions and shall make sure that no labour disputes/ problems are referred to SPMH. It shall totally indemnify SPMH in this regard.

3.7 Contractor should at all times indemnify SPMH against their all claims, damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; The Workmen Compensation Act, 1923 Industrial Disputes Act, 1947 Maternity Benefit Act, 1961; Payment of bonus Act 1965; Factory Act 1948 or any modification thereof or any other law relating thereto and rules made hereunder from time to time. SPMH will not own any responsibility in this regard.

3.8 Contractor's staff shall always be disciplined, properly dressed and be presentable all the time during working hours. The persons deployed by Contractor shall be properly trained, have requisite experience and skills for carrying out the multi tasks assigned at SPM's office. The Contractor shall be solely responsible to tackle the matters in case any of its staff deployed under this contract falls sick or is injured or goes on strike/ unfair activities etc. during performance of his/her duty. It shall indemnify SPMH in all respects under this contract.

3.9 Be it private or public areas, the Contractor's employees shall be liable to be frisked checked by the security personnel at SPMH premises or on duty at any time during performance of their duties.

3.10 Contractor's employees shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the government property/person.

3.11 Contractor shall be solely responsible for any indiscipline, theft, loss or damage to any or persons/ property at the premises on account of acts of omission and commission by the staff deployed by him.

3.12 The payments to its employees shall be disbursed through bank transfer by the Contractor in the individual account of the employees and the bank statement showing the amount transferred is to be submitted along with the bill.

4. PENALTIES

4.1 The Contractor shall disburse monthly payment to its deployed manpower latest by 10th of every month, failing which penalty of Rs.1000/- per day will be imposed up to 15th of the month and thereafter the contract shall liable to be terminated. Security Deposit /Performance Bank Guarantee shall be forfeited and Bank guarantee will be encased and in such events SPMH will have the power to appoint any other agency to carry out works as per scope of work under this contract at the risk and cost of the Contractor.

4.2 Whenever and wherever it is found that the assigned work is not performed up to the entire satisfaction of the SPMH, it will be brought to the notice of Contractor by the SPMH and if no action is taken immediately, penalty of Rs.1000/- per day per complaint will be imposed by invoking penalty clause.

4.3 The Contractor has to maintain adequate number of manpower as per this contract and also arrange a pool of standby manpower of requisite qualifications. If the required number of persons is less than the specified number as mentioned in the contract, a penalty of Rs.100/- per absentee per day shall be deducted from the bill(s)

4.4 In case the Contractor fails to fulfill the minimum statutory requirements (EPF/WC/Insurance) as per the conditions of the tender document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the SPMH, in addition to forfeiting of the monthly bills and Performance Security Deposit.

4.5 In case of breach of any conditions of the contract and for all types of losses cause including excess cost due to hiring services in the event of Contractor failing to provide requisitioned number of manpower, the SPMH shall make deductions at double the rate on pro rata basis from the bills preferred by the Contractor or that may become due to the Contractor under this or any other contractor from the security deposit or may be demanded from him to be paid within seven days to the credit of the SPMH.

4.6 Non-compliance of any tender conditions may also lead to deduction of service charge for the month and decision of SPM management shall be final and binding.

(5) PERFORMANCE SECURITY

1.1) Within twenty-one days after the issue of notification of award Purchase Order by SPMH, the supplier shall furnish performance security of 10% of the order value to SPMH, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.

1.2) The performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be in one of the following forms:

- a) Account payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank in India, in favor of Security Paper Mill, Hoshangabad as indicate in the clause 3 of NIT.
- b) Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in Section XV of this document.

1.3) In the event of any loss due to supplier#s failure to fulfill its obligations in terms of the contract, the amount of the performance security shall be payable to SPM to compensate SPM for the same.

1.4) In the event of any amendment issued to the contract, the supplier shall, within twenty-one days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract as amended.

1.5) Subject to GCC sub-clause 6.3, SPM will release the performance security without any interest to the supplier on completion of the supplier#s all contractual obligations including the warranty obligations.

(6) SUBMISSION OF TWO BID TENDER:

Technical bid and financial bid are to be submitted in two separate doubled sealed envelopes on or before the due date of submission of tenders. It may be noted that the price is not to be quoted either in technical bid. It shall only be quoted in price bid. Non-adherence to this shall be making tender liable for rejection. The envelopes containing bids shall be superscribed Technical bid and Price bid. The sealed envelopes shall be again put in another sealed cover and should be superscribed The sealed envelopes shall be again put in another sealed cover and should be superscribed with words # Techno- Commercial Bid & Price Bid against our Tender Document / NIT No., NIT Date & Due date and be addressed to the General Manager, Security Paper Mill, Hoshangabad# 461 005 (M.P.). Late tenders shall not be accepted. Tenderers shall submit their offers only on prescribed forms. Tender by Telegram/Fax/E-mail shall not be accepted. Tender by Post/Hand/courier received on or before the due date and time shall be accepted. Postal delay/ delay by courier service etc. shall not be condoned.

Tenders shall be submitted in parts as below:-

PART # I: TECHNO-COMMERCIAL BID

Note : Confirm the following terms and condition and submit the required documents with your Techno-commercial bid.



(i) Technical Specification/Scope of work : As per Section-VII & firm can also submitted supporting documents/leaflet/catalogue etc.

(ii). Tender Fee : RS. 250/- As per Section-1

(iii). Earnest Money Deposit Rs. 33,000/-

The earnest money for a total value of Rs. 33,000/- shall be furnished in one of the following forms :

- (a) Account Payee Demand Draft or
- (b) Fixed Deposit Receipt or
- (c) Banker's Cheque

The Demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of Security Paper Mill Payable at Hoshangabad.

(iv) Validity: 120 days from the date of opening of the tender, offer valid for a shorter period shall be treated as unresponsive & rejected.

(v) Destination/work/service place : SPM, Hoshangabad

(vi) Required work/service Schedule: Services should be immediately provided by the agency after issue of Purchase Order for one year.

(vii) Payment Terms :

(a) The payment will be made by SPM through RTGS / NEFT to the contractor on the base of actual presence after submission of their bill duly certified by any Officer of finance & Accounts division. The bills should be submitted in three copies. Any deviation as reported by the Officer of Finance will be taken care separately during the next bill.

(b) If GST is applicable, the contractor will make payment to the concerned department and submit the challan copy to SPM for further action.

(c) If income tax is payable then the bill payment will be made after the deduction of such taxes. The TDS certificate will be provided to the Contractor accordingly. The contractor will provide PAN in bills.

(d) Any TDS or surcharge applicable to the contractor then as per rule the deduction from the bill will be made along with surcharge. The copy of the same will be provided accordingly.

(viii) Taxes: If any - Please strictly incorporate in our NIT Section - XI.

(ix) Warranty: Not Applicable

(x) Submit experience certificate as per section-VII.

xi) Authorization Certificate : The bidder firm should submit valid authorization certificate.

xii) Containing un-priced tender form as per Section-X.

xiii) One format of blank Price bid to be furnished without price/ price elements to know whether the firm furnished clearly all charges as required in our Price Schedule shown at Section: XI of this document. It should not contain any price element otherwise quotation liable to be rejected.

xiv) Submit a document stating "unconditional accepting of all the terms and conditions as per tender enquiry, without any deviations."

IMPORTANT CONDITIONS :



Tender Number:6000011436

1. The firm should provide valid GST registration certificate for required service and also provide SAC Code of Service.
2. the firm should ensure the labour laws, minimum wages, child labour Act and other concerned law applicable from time to time.
3. Experience certificate with respect to above points should be attached same may be verified.

PART- II: PRICE BID:

The bidder shall quote the prices strictly as per the proforma given in Section # XI of the tender document. No additional/extra item with prize should be included other than that of section XI. If any that particular item will not be consider for evaluation.

(13) All Section & pages of the tender documents strictly should be signed, name and sealed by bidder firm.

NOTE : #BIDDER TO FURNISH STIPULATED DOCUMENTS ALONG WITH TENDER IN SUPPORT OF FULFILLMENT OF TENDER CRITERIA. FURTHER CORRESPONDENCE IN THIS REGARD WILL NOT BE ENTERTAINED FOR ANY REASON. NON-SUBMISSION OR INCOMPLETE SUBMISSION OF DOCUMENTS MAY LEAD TO REJECTION OF OFFER.#

SIGNATURE OF BIDDER WITH NAME,
DESIGNATION & SEAL

Section VII: Technical Specifications

Scope of Work:

The detailed scope of work to be done by the Firm to be hired and required qualification criteria would be as follows:

1. Review of monthly trial balance.
2. To check and verify the correct classification of ledger accounts as per the chart of accounts provided by the Corporate Office.
3. To reconcile different GL balance including Inter Unit Accounts, Bank reconciliation, debtors & creditors.
4. To provide consultancy and preparation of data for compliance of all statutory requirements, statutory tax deposits (GST) under the various tax laws.
5. To provide guidance to the staff whenever required regarding maintenance of accounts in SAP and preparation of financial Statements etc.
6. To check and verify the correct classification of the transactions as per various cost centre/cost elements.
7. To Prepare, analyse and update data required and analyse the BOM, Reciepe, Overhead Rate & Activity Rate.
8. To analyse monthly cost reports from SAP and review the changes needed on monthly basis.
9. To verify the Raw Material, Consumables, Spares and Finished goods in SAP and assist in COST run in SAP
10. Preparation and finalization of all the financial statements of the Unit as per the accounting standards & company act 2013.
11. To prepare, maintain and update the Fixed Asset Register as per the Company Act 2013.
12. To Attend and resolve query of Internal, Statutory, Tax (GST) and Government auditors.

(2)In addition to above mentioned tasks desired profile of Chartered accountant is:

A# Candidates should have experience of similar job in any Govt organization/PSU or any reputed manufacturing company.

B# Candidates should be well versant with SAP modules and have working experience of at least 2 yrs. in SAP.

(3)Desired profile of account assistants:

(4) Candidates should be B.Com Graduate

(5) Candidates should be well versant with SAP modules and have working experience of at least 1 yr. in SAP.

(6)Proposal:

For the reasons given above, it is proposed to Hire a CA Firm to provide one no. of CA and four nos. of Account Assistants as per past practice being followed in SPM as well as other units of SPMCIL.



Tender Number:6000011436

Section VIII: Quality Control Requirements

NOT APPLICABLE



Tender Number:6000011436

Section IX: Qualification/Eligibility Criteria

NOT APPLICABLE



Tender Number:6000011436

Section X: Tender Form

Date:

To,
Security Paper Mill, Hoshangabad
A Unit of Security Printing & Minting
Corporation of India Limited
(Wholly Owned by Govt. of India)
Hoshangabad

Ref: Your Tender document No.6000011436 /C.A./18-19/1184 dated 17.09.2018

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No....., dated..... (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver (Description of goods and services) in conformity with your above referred document for the sum of _____ (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V - 'Special Conditions of Contract', for due performance of the contract.

We agree to keep our tender valid for acceptance for a period up to, as required in the GIT clause 19, read with modification, if any in Section-III - 'Special Instructions to Tenderers' or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

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

.....
(Signature with date)

.....
(Name and designation)

Duly authorized to sign tender for and on behalf of

.....

.....



Tender Number:6000011436

Section XI: Price Schedule

S.no Details of heads Amount (Rs.) (Per month.)

(1) Charges Including all out of Pocket expenses for 1 (one) CA (Chartered Accountant) Rs.-----

(2)Charges Including all out of Pocket expenses for each Account assistants, Rs.----- X 4 = Rs.-----

(3) GST % or any other taxes/charges(if applicable)-----

Grand Total Per Month (In figures) Rs._____

Grand Total per month (In Words)

Rupees._____

Total for 12 Months (In figures) Rs._____

Rupees (In Words)_____

Signature of Bidder

Note:-

(1)Bidder firm Shall quote the prices Considering the Clause B Section VI of Tender.

(2)Bidder firm Shall quote prices strictly as per Price bid format given above only failing which the offer shall be summarily be rejected.

(3)Copy of Blank price bid document as per above format duly signed should be enclosed with techno-commercial bid.

(4) EVALUATION OF L1 BIDDER : The Evaluation of L1 bidder shall be based on the consolidated Grand total offered by the bidder as per Section - XI of this tender document.



Section XII: Questionnaire

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

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

In case a tenderer furnishes a wrong or evasive answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Brief description and of goods and services offered:

2. Offer is valid for acceptance up to

3. Your permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India:

Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority.

4. Status :

a) Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and / or the National Small Industries Corporation (NSIC), New Delhi, and / or the present SPMCIL and / or the Directorate of Industries of the concerned State Government for the goods quoted ? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.

b) Are you currently registered under the Indian Companies Act, 1956 or any other similar Act?

Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.

5. Please indicate name & full address of your Banker(s) :

6. Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt.

.....
(Signature with date)

.....

.....
(Full name, designation & address of the
Person duly authorized sign on behalf of the tenderer)
For and on behalf of

.....

.....
(Name, address and stamp of the tendering firm)



Tender Number:6000011436

Section XIV: Manufacturer's Authorization FORM

To,
Security Paper Mill, Hoshangabad
A Unit of Security Printing & Minting
Corporation of India Limited
(Wholly Owned by Govt. of India)
Hoshangabad

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
..... here by authorize 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 16 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]

Note: This letter of authorization 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 XV: Bank Guarantee Form for Performance Security

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

Beneficiary: [insert: Name and Address of SPMCIL]

Date:.....

PERFORMANCE GUARANTEE No.:

WHEREAS..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... datedto supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay SPCMIL up to the above amount upon receipt of its first written demand, without SPMCIL having to substantiate its demand.

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

.....
(Signature with date of the authorized officer of the Bank)

.....

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

.....
Name and designation of the officer

.....

.....
Seal name& address of the Bank and address of the Branch



Section XVI: Contract Form

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

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

1. Name & address of the Supplier:
2. SPMCIL's Tender document No..... dated.....and subsequent Amendment No..... dated..... (If any), issued by SPMCIL
3. Supplier's Tender No..... dated.....and subsequent communication(s) No..... dated..... (If any), exchanged between the supplier and SPMCIL in connection with this tender.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
 - (i) General Conditions of Contract;
 - (ii) Special Conditions of Contract;
 - (iii) List of Requirements;
 - (iv) Technical Specifications;
 - (v) Quality Control Requirements;
 - (vi) Tender Form furnished by the supplier;
 - (vii) Price Schedule(s) furnished by the supplier in its tender;
 - (viii) Manufacturers' Authorization Form (if applicable for this tender);
 - (ix) SPMCIL's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 0 of Section - V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

- (i) Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under:
- (ii) Delivery schedule
- (iii) Details of Performance Security
- (iv) Quality Control
 - (a) Mode(s), stage(s) and place(s) of conducting inspections and tests.
 - (b) Designation and address of SPMCIL's inspecting officer
 - (v) Destination and dispatch instructions
 - (vi) Consignee, including port consignee, if any
 - (vii) Warranty clause
 - (viii) Payment terms
 - (ix) Paying authority

.....
(Signature, name and address of SPMCIL's authorized official)

For and on behalf of.....

Received and accepted this contract.....

(Signature, name and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of

.....
(Name and address of the supplier)

.....
(Seal of the supplier)

Date:

Place:



Tender Number:6000011436

Section XVII: Letter of authority for attending a Bid opening

The General Manger,
Security Paper Mill, Hoshangabad.

Subject: Authorization for attending bid opening on 23.10.2018 in the Tender of HIRING OF SERVICES 1 CA & 4 ACCOUNT ASSISTANT.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
1.		
1.		
Alternate representative		
Signatures of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.		

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.



Tender Number:6000011436

Section XIX: Proforma of Bills for Payments (Refer to Clause 22.6 of GCC)

Name and Address of the Firm.....
Bill No.....Dated.....
Purchase order.....No.....Dated.....
Name and address of the consignee.....

S.No	Authority for Purchase	Description of Stores	No.or qty.	Rate Rs. P.	Price per Rs. P	Amount

1. G.S.T. Amount and Rate
2. Freight (if applicable)
3. 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.)
9. GSTIN No.
10. HSN/SAC Code
11. Shipping Address
12. Place of Supply
13. Billing Address

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



Tender Number:6000011436

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

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

Modvat Certificate No.....(enclosed)

Place and Date

Received Rs.....(Rupees).....

I hereby certify that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier

TWO BID,SINGLE STAGE (TWO PACKET) TENDER
BIDDE R'S CHECK LIST BEFORE TENDER SUBMISSION

Part-I : TECHNO-COMMERCIAL BID

S.No.	Tender Submission Check Points	Check before submission Tick (<input checked="" type="checkbox"/>)
1	Tender Fee Rs. 250/-	
2	Earnest Money Deposited Rs. 33,000/-	
3	Tender Document duly Seal & Signed	
4	Place of Work/Services :- SPM, Hoshangabad	
5	Blank Price Bid as per Section XI (Do not mention any price)	
6	Accept the Tender Validity 120 Days as per the tender	
7	Accept Payment terms : As per Section VI of our tender	
8	Accept Scope of Work/Technical Specification –Section VII as per tender	
9	Submit Experience Certificate in Section VII as per tender	
10	Submit Authorization certificate as per Section-VI	
11	Submit un-priced tender form as per Section -X	
12	Submit the "unconditional accepting of all the terms and conditions as per tender enquiry.	

Part-II : PRICE BID

S.No.	Tender Submission Check Points	Check before submission Tick (<input checked="" type="checkbox"/>)
1	Price Bid as per Section-XI (Price including all taxes & other charges)	

.....
 (Bidder's Seal & Sign)

Note:

1. Copy of this completed checklist to be necessarily enclosed alongwith bid.
2. "Bidder to furnish stipulated documents along with tender in support of fulfillment of tender criteria. Further correspondence in this regard will not be entertained for any reason. Non-submission or incomplete submission of documents may lead to rejection of offer."