



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

Not Transferable

Security Classification:

**TENDER DOCUMENT FOR HIRING OF: PROCUREMENT OF SERVICE
FOR CONDUCTING COMPUTER BASED TYPING TEST FOR
RECRUITMENT OF JR.OFFICE ASSISTANT, LEVEL- B3**

Tender Number: 6000018085 /ESTABLISHMENT, Dated: 14.02.2023

This Tender Document Contains _____ Pages.

Tender Document is issued to : (128541)

BROADCAST ENGINEERING
CONSULTANTS INDIA LTD.
A Mini Ratna, CPSE Under
Ministry of I & B, Govt. of India
14-B, RING ROAD, I.P. Estate,
110002 ,NEW DELHI, INDIA

Details of Contact person in SPMCIL regarding this tender:

Name Suvin Varghese
Designation Asst. Manager (Materials)
Address IGMK (India Government Mint, Kolkata)
India
Email
Phone
Fax

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 standii 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.

The Purchaser, its employees and other associated agencies make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in 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 any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder(s) in preparation or submission of the Bid, regardless of the conduct or outcome 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 Tender (NIT)

6000018085 /ESTABLISHMENT

14.02.2023

(SPMCIL's Tender SI No.)

(Date)

1. Sealed tenders are invited from eligible and qualified tenderers for supply of the following29:

GeM - Availability Report and Past Transaction Summary - ID(as per para 13 a below):

Schd. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rs.)	Remarks
1	CBT for Recruitment of Jr. Office Asst.	1.000 AU	NIL	
1	Recruitment of Jr. Office Assistant, CBT	836.000PRS		

Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	ONE-BID SINGLE
Authority in whose favour all tender related financial instruments (FD, DD, Banker's cheque etc.) are to be made	India Govt. Mint, Kolkata (A unit of SPMCIL)
All Financial Instruments to be payable at :	India Govt. Mint, Kolkata (A unit of SPMCIL)
Dates and place of issue of tender documents:	India Govt. Mint, Kolkata (A unit of SPMCIL) From 14.02.2023 to 08.03.2023 during office hours.
Pre-Bid Conference :	Not Applicable
Closing date and time for receipt of tenders	08.03.2023 15:00:00
Place of receipt of tenders	India Govt. Mint, Kolkata (A unit of SPMCIL), Alipore-53
Time and date of opening of tenders for Technical Bid. (Place, Time, and date of Opening of Price (Financial) bid would be intimated later on)	08.03.2023 15:30:00
Place of opening of tenders	India Govt. Mint, Kolkata (A unit of SPMCIL)
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.1 of GIT)	Suvin Varghese Asst. Manager (Materials)
Officer to be contacted for clarifications/ help :	Suvin Varghese



ABBREVIATION "AU" ACTIVITY UNIT , "PRS" PERSONS & "IGMK" India Govt. Mint, Kolkata

2. The quotation must be in the form furnished by procuring entity and should be in ink free from corrections / erasures. In case there is any unavoidable correction it should be properly attested, otherwise the quotation will not be considered.

3. The Purchaser reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.

4. Participation in this tender is by invitation only. Unsolicited offers are liable to be ignored. However, vendors who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure. Note: To get registered as approved supplier with us, please keep visit our website i.e. www.igmkolkata.spmcil.com whenever we notify, download EOI for Empanelment of Vendors form and submit.

5. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organization is large scale industry or small-scale industry. If you have NSIC/ SSI/ MSI. certificate, please attach it to the quotation. Mention your registration details.

6. Complete details and ISI specification if any must accompany the quotation. Make/ Brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.

7. Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labelled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted.

8. All supplies are subject to inspection and approval before acceptance. Manufacturer/ Supplier Warranty Certificates and Manufacturer/ Government Approved Lab Test Certificate shall be furnished along with the supply, wherever applicable.

9. The Purchaser reserves the right to modify the quantity specified in this enquiry.

10. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Price quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as F.O.R. Destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.

11. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included.

12. Delivery Period required for supplying the material should be invariably specified in the quotation.

13. 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/07022023/O6YKT3C3UG42

14. In case your quotation is accepted, and order is placed on you, the supply against the order should be made within the period stipulated in the order. Purchaser reserves the right to recover any Loss sustained due to delayed delivery by way of penalty. Failure to supply the material or installation & commissioning or both within the stipulated period i.e. delivery period, shall entitle the Purchaser for imposition of Penalty without assigning any reasons @ 1/2% of the total value of the item covered in order as Penalty per day subject to a maximum of 5% unless extension is obtained in writing from the office on valid ground before expiry of delivery period.



15. If the deliveries are not maintained and due to that account the Purchaser is forced to buy the material at your Risk and Cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.

16. Dispute Clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Kolkata only.

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

18. 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).

19. 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.

20. The tender documents are not transferable.

21. 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).

22. SUBMISSION OF TENDER:

The bid is to be submitted in one part :-

(i) Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected. 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.

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

(iii) Quotation will be accepted by INDIA POST/COURIER SERVICE/DROP BOX. Besides these Quotation sent by FAX/E-Mail also will be considered for this tender.

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

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

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

26. FAILURE & TERMINATION

(A) Cancellation of contract for Default: Without prejudice to any other remedy for breach of contract, like removal from the list of registered Vendors, by written notice of default sent to the Vendor, the contract may be terminated in whole or in part :

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

(ii) If the Vendor fails to perform any other obligation under the contract within the period(s) specified in the contract or any extension thereof granted.



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

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(Sri Suvin Varghese)
Asst. Manager(Materials)
FOR CHIEF GENERAL MANAGER
India Government Mint, Kolkata
West Bengal, Kolkata - 700 053
Ph.No.033 - 2401 4132-35 (Extension 336/326/319)
FAX: (+) 033-2401 0553 Email: suvin.varghese@spmcil.com



Section II: General Instructions to Tenderers (GIT)

Part I: General Instructions Applicable to all type of Tenders

PLEASE CLICK ON BELLOW LINK.

<https://www.spmcil.com/UploadDocument/GIT%202.0.024ff929-0f9b-4cc4-a4e0-8e087b700a77.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 45 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DOCUMENT. UNSIGNED/WITHOUT STAMPED PRINTOUTS OF THESE PAGES ARE NOT ACCEPTABLE.



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 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	3.4 & 4	Eligible Goods and Services (Origin of Goods)	1. All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations. 2. The word "origin" incorporated in this clause means the place from where the goods are mines, cultivated, grown, manufactured, produced or processed or from where the service are arranged.
02	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 India Govt. Mint, Kolkata in writing or by fax/ e-mail/ telex. India Govt. Mint, Kolkata will respond in writing to such request provided the same is received by India Govt. Mint, Kolkata not later than 21 days prior to the prescribed date of submission of tender.
03	18	Earnest Money Deposit (EMD)	NA
04	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored.
05	19	Tender Validity	90 days from the date of opening of the bid.
06	20.4	Number of Copies of Tenders to be submitted	One copy (Original)
07	20.9	E-Procurement	NA
09	50	Tender For rate Contracts	NA

10	Special Condition	Special Condition	Supplier should file the returns pertaining to TCS (Section 206C (1H) for TCS collected, in the time and provide the TCS certificate to India Govt. Mint, Kolkata. In case of any Credit loss to India Govt. Mint, Kolkata by way of their failure to files Returns and provide TCS certificate in time, India Govt. Mint, Kolkata reserves the right to recover the amount equivalent to TCS paid along with applicable interest from the payment of further supplies.
11	Special Condition	GST Return	Supplier should file the GST return for outward supplies in time. In case of any loss to India Govt. Mint, Kolkata by way of their failure to files GST Returns in time India Govt. Mint, Kolkata reserves the right to withhold the payment of further supplies till production of evidence. Any liability which will occurred on account of non-compliance of e-way bill, GST provision or any other applicable law will be borne by supplier.



Section IV: General Conditions of Contract (GCC)

Part I: General Conditions of Contract applicable to all types of Tenders

PLEASE CLICK ON BELLOW LINK.

<https://www.spmcil.com/UploadDocument/GCC%202.0.769a2033-c216-4c4d-82f2-e6b87fb3b040.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 29 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DCOUMENT. UNSIGNED/WITHOUT STAMPED PRINTOUTS OF THESE PAGES ARE NOT ACCEPTABLE.



Section IV: General Conditions of Contract (GCC)

Part II: Additional General Conditions of Contract for specific types of Tenders

PLEASE CLICK ON BELLOW LINK.

<https://www.spmcil.com/UploadDocument/GCC%202.0.769a2033-c216-4c4d-82f2-e6b87fb3b040.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 29 PAGES BY CLICKING THE ABOVE SAID LINK AND SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DCOUMENT. UNSIGNED/WITHOUT STAMPED PRINTOUTS OF THESE PAGES ARE NOT ACCEPTABLE.

Section V: Special Conditions of Contract (SCC)

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

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

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

Sl.No	GCC Clause No.	Topic	SCC Provision
01	8.2	Packing	NA
02	8.2	Marking	NA
03	10	Delivery Schedule (on F.O.R India Govt. Mint basis)	Work should be completed within 60 days from the date of issue of India Govt. Mint Purchase Order.
04	11.2	Transportation of Domestic Goods	To be borne by the supplier.
05	12.1	Insurance	The supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and deliver as per clause no. 12.3, 12.4 bear by firm.
06	16.2	Warranty Clause	NA
07	19.3	Option Clause	Applicable. Purchaser reserves the right to increase the ordered quantity by 25% at any time, on same terms and condition till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period.
08	21	Taxes and Duties	Should be mentioned separately and details thereof should be mentioned in the quotation.
09	22	Terms and Mode of payments	Payment to be made 100% after successful completion of job work duly certified by the user department of India Govt. Mint, Kolkata.
10	24	Liquidated Damages	As per NIT point number 14

11	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between India Govt. Mint, Kolkata and the supplier in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve the same amicably the mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either India Govt. Mint, Kolkata or the supplier may seek recourse to settlement of disputes through arbitration act 33.2. Disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within Kolkata only.
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Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc. are in Section-VII)	SAC Code	Accounting Unit	Quantity	Amount of Earnest Money	Place of Delivery for GST purpose
1	CBT for Recruitment of Jr. Office Asst.		AU	1.000	NIL	India Govt. Mint, Kolkata-700053

Section VII: Technical Specifications

SCOPE OF WORK :

The skill test of recruitment process is to be entrusted by the agency for conducting the skill test in consultation and under direct supervision of India Govt. Mint, Kolkata. The outsourcing Agency will have the following responsibility.

1. Arrangement of Centres for typing skill Test (English/Hindi)

i. Computer based English/Hindi typing (English @ 40 wpm/Hindi @ 30 wpm) test will be conducted for the post of Jr. Office Assistant.

ii. To arrange for Typing Skill Test for 836 (Eight Hundred Thirty Six) candidates.

Typing Skill Test in English or Hindi as per applicant's choice.

Qualification criteria:- a) English 40 WPM b) Hindi 30 wpm

iii. To organize and arrange adequate test centers at the places mentioned below in consultation of India Govt. Mint, Kolkata Management in a single day preferably.

1) Kolkata (2) Mumbai (3) New Delhi (4) Hyderabad

iv. The centers should have the facilities of computer, computer labs, rooms, furniture, invigilation, supervision, drinking water, Thermal Screening, social distancing between the seats, isolation facilities, sanitizers, toilets etc.

v. To ensure availability of Superintendents, Technical staff, invigilators and other staff at all test centers.

vi. The agency shall preserve all the answer sheets for 06 months and will support the India Government Mint, Kolkata in any legal cases and RTI matters.

vii. To demonstrate Typing Test software in English & Hindi capable to conduct above said examination as per the specified criteria.

viii. To Prepare question paper.

ix. To book center with provision of one computer to each candidate and one printer for 20/25 candidate.

x. To arrange printer and backup server with secured connection and power backup.

xi. To provide attendance sheets of the candidates.

xii. Conduct of Typing Test of 10 minutes.

xiii. To supply print outs to the candidates.

xiv. To prepare common merit list based on the test and handing over mark sheets and answer sheets both hard and soft copies to the authorized representative of IGMK.

xv. To ensure all systems are secured from hacking and are equipped with antivirus.

xvi. To provide adequate supervisory staff, technical support staff and invigilating staff.

xvii. To convey exam related instructions to candidate through public address system.

xviii. To conduct above said examination and automatic evaluation by the software as per the specified criteria and prepare category wise merit list & another specific report required by the management of India Govt. Mint, Kolkata.

xix. To ensure confidentiality of records and process and guard against impersonation, unfair means, unauthorized access/manipulation of data.

xx. To ensure conduct of exam in a fair and just manner.

2. General Terms :

i. To hand over all associated documents regarding skill test to India Government Mint, Kolkata (viz. Admit Card, Xerox copy of identity proof) and also merit list prepared as per category wise (UR/SC/ST/OBC/EWS/PWD/Ex-Serviceman) for the post of Jr. Office Assistant within 48 hours positively.

ii. Development of question paper for Typing Test for the post of Jr. Office Assistant in English & Hindi.

iii. To design and develop skill test online paper for skill test for the post of Jr. Office Assistant.

iv. Preparation of adequate number of Skill test online paper of appropriate standard as per requirements of India Government Mint, Kolkata.

v. The Agency will have to provide the Skill test online paper of appropriate standard and composition considering the qualifying criteria. Such online papers are required to be scientific and should be properly validated and moderated for different batches of candidates.

vi. It has to be ensured that the skill test online paper set have not been directly picked up from any ready sources.



- vii. In case of multiple shifts of the same examination, the bidder has to ensure that each online set to be of similar difficulty level and composition.
- viii. India Government Mint, Kolkata keeps the liberty to cross certify the same with its own online set of independent experts.
- ix. The Court at Kolkata shall only have the jurisdiction over the matter in case of any dispute.

3. Conduct of Test

- i. The agency will be responsible for identification, hiring, preparation and management of the test centres. All details of applicants found eligible will be provided in soft copy to the agency. The examination shall be conducted in single/multiple batches and will be closed, not exceeding 7 days at the discretion of the India Government Mint, Kolkata
- ii. The agency would be responsible for any consequence arising as a result of any variation /mismanagement.
- iii. To provide the result in a specified agreeable format for those candidates who meet the minimum typing speed as per essential qualification and shall pass the skill test as per required standard.
- iv. To prepare the list of the candidates who qualify for skill test separately in category wise (UR/SC/ST/OBC/EWS/PWD/Ex-Serviceman) as per Advt.No./IGMK/HR(Estt.)/Rect./01/2022).
- v. The entire database in respect of skill test has to be provided by System Support Services on CD in MS EXCEL and also to preserve all the documents including successful, rejected and un-successful candidates for any categories.
- vi. The agency shall also handle and deal with all the applications received under RTI Act 2005 in respect of Skill test conducted by the agency.
- vii. Minimum 128 bit encryption should be applied to the data that is transmitted over the internet.
- viii. Identification of candidates appearing for the exam shall be made through Hall ticket, photo ID (Such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph) as per IGMK Recruitment Advt.No./IGMK/HR(Estt.)/Rect./01/2022.
* Ration Card and Learner's Driving License are not valid id proof.

- ix. The agency shall provide proper facility to the PWD candidates.
- x. The agency shall take all steps to prevent leakage of skill test papers and will ensure secrecy of the same.
- xi. The agency shall adhere to all necessary security compliance like Encryption of question papers, encrypted communication/ data transfer, password protection and accessibility by authorized officers etc.
- xii. The agency will arrange to transmit the attendance details of each batch of examination.

4. Generation of Call Letters and information manual for Skill Test-

- i. Admit card will be generated by Agency. Master list of candidate, centre allocation will be provided to the agency by India Government Mint, Kolkata
- ii. The Agency will provide relevant skill test information manual, FAQs and mock test along with hyperlink to be displayed on IGMK website.

- The Agency will provide link to India Govt. Mint, KOLKATA for downloading candidate-wise admit card and the same will be displayed on India Govt. Mint, KOLKATA website.
- Framing of notification to candidates and intimation about the date of skill test along with registration number and password required for downloading admit card via SMS/E-mail will be done by the Agency by giving minimum 21 working days time to candidates.



Section VIII: Quality Control Requirements

Quality of services: Should be in compliance with our Technical Specification given SECTION VII.

- i) Goods/service supplied not in conformity with tender specification will be treated as goods/service not supplied at all and supplier shall take supplied material not conforming to order specification back within 15 days. Goods/service shall be delivered by the supplier in accordance with the terms and conditions specified in the contract failing which expenses of keeping goods/service at purchaser's premises may be levied on supplier.
- ii) Delivery date will be calculated from the date goods/service are received in acceptable quality in accordance with technical specification.

[to be inserted by the office inviting tender as applicable to specific tender]



Section IX: Qualification/Eligibility Criteria

ELIGIBILITY CRITERIA

(i) Experience: The bidder should have experience to provide Services to any Govt. organizations or any reputed private organizations for the similar work i.e. typing skill test of at least 1000 candidates during last 5 years from 01st April 2018 to 31st March 2023.

Copy of Purchase order / Experience Certificate issued from such organizations shall be submitted towards documentary evidence.

(ii) Capacity & Capability:- The bidder firm shall have capacity to conduct similar service viz. Typing skill test of at least 1000 candidates.

(iii) Financial standing:

(a) The Average Annual turn-over of the Bidder firm during the last three (3) financial years (i.e. 2019-20, 2020-21 & 2021-22), should be more than Rs.1,45,210/- (Rupees One Lakh Forty Five Thousand Two Hundred and Ten only)

(b) Bidder firm should not have suffered any financial loss for more than one year during the last three years (i.e. 2019-20, 2020-21 & 2021-22).

(c) The net worth of the firm should not have eroded by more than 30% in the last three years (i.e. 2019-20, 2020-21 & 2021-22).

Note: 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 will be verified from the parties for whom work has been done.

All financial standing data should be certified by certified accountants e.g. Chartered Accountants (CA) in India.

.....
[to be inserted by the office inviting tender as applicable to specific tender]

Bidder to furnish stipulated documents in support of fulfilment 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, Kolkata
A Unit of Security Printing & Minting
Corporation of India Limited
(Wholly Owned by Govt. of India)
Kolkata

Ref: Your Tender document No.6000018085 /ESTABLISHMNET dated 14.02.2023

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 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 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 23rd 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 ;V 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; its 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 understood 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.

.....
(Signature with date)

.....
(Name and designation)
Duly authorized to sign tender for and on behalf of

.....

.....



Section XI: Price Schedule

1. CBT for Recruitment of Jr. Office Asst.(As details mentioned in Section VII : Technical Specifications)
Qty: 836 Person

Basic Price / 1 Person:

Other Charges (If any):

GST/ 1 Person :

Total Price for 1 Person :

Total Price for 836 Person:

Total Price for 836 Person in words:

ABBREVIATION "PRS" Person

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



Section XII: Vendor Details

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): #####

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)

.....

.....

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

Section XVIII: 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 P.	Rs.	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.

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