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IEC Code:506051536 PAN No: AAJCS6111J

Not Transferable

Security Classification:

TENDER DOCUMENT FOR HIRING OF: SERVICES FOR ANNUAL MAINTENANCE OF LAWN

Tender Number: 6000018372 / ADMIN, Dated: 24.07.2023

This Tender Document Contains _____ Pages.

Tender Document is issued to :

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Details of Contact person in SPMCIL regarding this tender:

Name Nayan Nikhil Sarkar
Designation Dy.General Manager (T.O)
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)

6000018372 /

24.07.2023

(SPMCIL's Tender SI No.)

(Date)

Sealed tenders are invited from eligible and qualified tenderers for supply of the following: GeM -

Availability Report and Past Transaction Summary - ID (as per para 12 below):

Schd. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rs.)	Remarks
1	Lawn maintenance in IGMK	1.000 AU	Rs.16,000/- (Rupees Sixteen Thousand Only)	
1	Maintenance of the entire garden	150000.00 M2		
2	Removal of garden waste	24.00EA		
3	Supplying and stacking of good earth	40.00CMt		
4	Providing & laying Selection no. 1 doob	200.00M2		
5	Pruning, trimming, shaping of trees/shru	100.00EA		
6	Finishing walls/trees with Acrylic	200.00M2		

Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	TWO-BID National Competitive Bid
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:	M/S. MSTC LTD. E-TENDERING PORTAL From 24.07.2023 to 25.08.2023 during office hours.
Pre-Bid Conference :	Not Applicable
Closing date and time for receipt of tenders	25.08.2023 15:00:00
Place of receipt of tenders	THROUGH E-TENDERING PORTAL I.E. M/S. MSTC LTD.(https://www.mstcecommerce.com/eproc/)
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)	25.08.2023 15:30:00
Place of opening of tenders	M/S. MSTC LTD. E-TENDERING PLATFORM (https://www.mstcecommerce.com/eproc/)
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.1 of GIT)	Nayan Nikhil Sarkar Dy.General Manager (T.O)
Officer to be contacted for clarifications/ help :	Nayan Nikhil Sarkar



ABBREVIATION "AU" Activity Unit, "IGM" India Govt. Mint, "EA" EACH, "M2" Square Meter, "CMt" Cubic Meter, "nos." NUMBERS, "SQM" Square Meter

1. Tenderer may download the tender documents from the web site www.igmkolkata.spmcil.com.
2. 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 neighboring countries shall apply to this tender.
3. 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 (as amended/ revised) and Public Procurement Policy for Micro and Small Enterprises (MSEs) Amendment Order (as amended/ revised).
4. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.
5. Tenderer may also download the tender documents from the web site mentioned above and submit its tender by utilizing the downloaded document, (Through e-tendering portal i.e. MSTC E-Commerce portal: <https://www.mstcecommerce.com/eproc/>) 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).
6. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.
7. Bidders may upload their bids through e-tendering portal i.e. MSTC E-Commerce portal), bidders must upload their bids along with scanned copies as required enclosures (including proof of cost of EMD as applicable) as per instructions given in this regard. Original copy of such scanned uploaded EMD, must reach in physical form within the date and place as provided in such instructions, otherwise their uploaded bid, would be declared as unresponsive.
8. The tender documents are not transferable.
9. 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).
10. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are to be uploaded in M/s. MSTC Ltd. e-tendering portal within stipulated date and time as per tender documents.
11. SUBMISSION OF TENDER: The bid is to be submitted in TWO parts :-
 - a) Tender will consist of Two bid system ('Techno-Commercial Bid' and 'Price Bid')
 - b) 'Techno-Commercial Bid' and 'Price Bid' are to be submitted through e-tendering portal i.e. MSTC E-Tendering Portal in two separate cover mentioned in the MSTC portal as Techno Commercial Cover & Price Cover, on or before the due date of submission of tender.
 - c) It may be noted that the price is not to be quoted in the 'Techno-commercial Bid'.
 - d) It shall only be quoted in 'Price Bid'. Non-adherence to these conditions make tender liable for rejection.

TENDERS SHALL BE SUBMITTED IN TWO PARTS AS BELOW :



PART - I : Techno-Commercial Bid:

- (i) Containing un-priced tender consisting of documents as specified under Section VI: List of Requirements,
- (ii) Un priced documents of Section IX: Qualification/ Eligibility criteria consisting of experience, past performance, capacity/capability related data, financial standing data, declaration etc.,
- (iii) Duly filled Section X: Tender Form (unpriced) Make in India Declaration duly mentioning the percentage of local content & Section XII: Vendor details duly filled, sealed & signed in this tender document.
- (iv) The tenderer shall submit detailed technical offer as per technical specifications given in Section VII and list of requirement given in Section VI of this tender document.
- (v) Entire Tender Document (including 61 pages of GIT & 36 Pages of GCC) duly signed and stamped on every page. (Acceptance to all term and condition of the tender without any deviations) including SIT & SCC
- (vi) Proof of EMD (scanned copy) as applicable or any exemption certificate, Copy of PAN & GSTIN Certificate

PART - II : Price Bid: The tenderer shall quote price strictly as per the proforma given in Section XI of this tender document and upload in the Price cover of tender in MSTC portal.

PRICE TO BE MENTIONED ONLY IN PRICE BID NOT IN TECHNO COMMERCIAL BID OR ANY OTHER PLACE. IF IT IS MENTIONED ANY OTHER PART OTHER THAN PRICE BID, THE OFFER WILL BE REJECTED.

NOTE :

(i) Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are submitted only through MSTC E-tendering portal on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as rejected.

(ii) Quotation will be accepted only through MSTC E-tendering Portal. Quotation sent by other modes will not be considered.

12. Undersigned confirms that the required goods mentioned above are not available on GeM as per following GeM - Availability Report and Past Transaction Summary (GeM-AR&PTS): This unique ID is : GEM/GARPTS/15072023/1KYGVGD8SBJC

13. In case of order material in your favour for above Rs.2,50,000/- the supplier shall furnish the performance security amount/ Security Deposit (S.D) 10% of the total contract amount valid for 60 days beyond completion of all contractual obligations before supply of material within 21 days after issue of Purchase order by IGM, Kolkata in favour of "India Govt. Mint, Kolkata (A Unit of SPMCIL)" payable at Kolkata. The performance security will be returned without any interest to successful tenderer after the completion of all contractual obligations. For Submission of Security Deposit, Section XV: Bank Guarantee Form for Performance Security may please be referred.

14. NO EXEMPTION WILL BE GIVEN FOR DEPOSITING OF SECURITY DEPOSIT (S.D) TO ANY DIC/SSI/MSME/NSIC REGISTERED FIRM.

15. EXEMPTION FOR MSME REGISTERED STARTUPS/BIDDERS AS PER ORDER ISSUED BY GOVT. OF INDIA MINISTRY OF MSME.

16. MSEs firms are also requested to indicate clearly in their offer if their company is owned by SC/ST/Women proprietorship.

17. The details of EMD is mentioned in Section VI : List of Requirements

18. 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, Kolkata in writing or by fax/e-mail.

19. 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.



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

21. All the copies of the tender shall be duly signed at the appropriate places as indicated in the tender documents and all other pages of the tender including printed literature, if any shall be initialled by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the tenderer and, if there is any such correction; the same shall be initialled by the person(s) signing the tender.

22. 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 materials & services 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.

.....
(Sri Nayan Sarkar)
Dy. General Manager(T.O.)/Materials Head
FOR CHIEF GENERAL MANAGER
India Government Mint, Kolkata
West Bengal, Kolkata - 700 053
Ph.No.033 - 2401 4132-35, 2401 4821 (336/319/326)
Email: purchase.igmk@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://sPMCil.com/uploaddocument/GIT/new.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 61 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)	Refer section VI: List of Requirements.
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	120 days from the date of opening of the Pre-qualification bid.
06	20.4	Number of Copies of Tenders to be submitted	One copy through M/s. MSTC Ltd. e-tendering portal.
07	20.9	E-Procurement	Yes, through M/s. MSTCLtd. e-tendering portal.
08	35.2 to 35.6	Additional Factors for Evaluation of Offers and Preferential schemes	As mentioned in point no.3 of NIT.

09	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.
10	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://sPMCil.com/uploaddocument/GCC/new.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 36 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 IV: General Conditions of Contract (GCC)

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

PLEASE CLICK ON BELLOW LINK.

<https://sPMCil.com/uploaddocument/GCC/new.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 36 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 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	10	Delivery Schedule (on F.O.R India Govt. Mint basis)	The service to be provided for Twelve (12) months from the date of issue of India Govt. Mint Purchase order.
02	11.2	Transportation of Domestic Goods	To be borne by the supplier.
03	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.
04	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.
05	21	Taxes and Duties	Should be mentioned separately and details thereof should be mentioned in the quotation.
06	22	Terms and Mode of payments	On monthly basis depending upon actual work done against each item after submission of measurement sheet, challan (if any) and tax-invoice
07	24	Liquidated Damages	If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, India Govt. Mint, Kolkata shall, without prejudice to other rights and remedies available to India Govt. Mint, Kolkata under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods' or services' contract price(s). During the above mentioned delayed period of supply and / or performance, the conditions incorporated under GCC Shall also apply.

08	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	Lawn maintenance in IGMK		AU	1.000	Rs.16,000/- (Rupees Sixteen Thousand Only)	India Govt. Mint, Kolkata

- Bidders should submit offer as per price schedule (Section XI)
- All the copies of tenders shall be complete in all respects with all their attachments/enclosures duly numbered.
- The total cost inclusive of all elements as cited above on FOR India Govt. Mint, Kolkata (W.B) basis should be indicated clearly both in words and figures in the price bid.
- Bidder should furnish their bank details i.e. Account No, Branch name, IFSC code etc. to receive payment. A Cancelled Cheque should also be enclosed.

5. Earnest Money Deposit:

The required Earnest Money Deposit for the above tendered items is Rs.16,000/- (Rupees Sixteen thousand Only). The proof of EMD(scanned copy) shall be submitted along with e-tender in Techno-commercial Bid. Earnest Money Deposit (EMD) in original shall be sent to The Chief General Manager, India Government Mint, Kolkata so as to reach within 5 days from the date of tender opening.

The EMD shall remain valid for a period of 45 days beyond Bid Validity i.e., 120+45 = 165 days after the date of opening of the tender. Any short validity, the tender shall be treated as unresponsive and rejected. The EMD should be in Indian Rupees only. Successful tenderer EMD will be returned without any interest, after the receipt of Performance Security from the tenderer. Unsuccessful Tenderers EMD will be returned to them without any interest, after expiry of the tender validity period.

The firm who are registered under Udyog Aadhar Memorandum (UAM) as Micro & Small Enterprises (MSEs) for Manufacturing/Selling of Tendered Item may be exempted from submission of EMD subject to the submission of valid certificate(s) which should be valid throughout the tender validity period.

EMD must be furnished along with the tender in the form of Demand Draft/Fixed Deposit Receipt/Bankers cheque denominated in Indian Rupees drawn on any Scheduled Commercial Bank, in favour of India Government Mint, Kolkata(A unit of SPMCIL) payable at Kolkata. Non submission of EMD may lead to rejection of the offer.

6. Risk Purchase Clause :

- If the supplier after submission of tender and due acceptance of the same, i.e. after notification of award of contract fails to abide by the terms and conditions of these tender documents, or fails to supply the deliverables as per delivery schedule given or at any time repudiates the contract, the purchaser shall have the right to:
 - Invoke the Security-cum-Performance Guarantee if deposited by the supplier and procure stores from other agencies at the risk and consequence of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier.
 - Supplier has to abide by all the terms and conditions of tender.
 - In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed on to the supplier.

- The bidder should give undertaking/declaration that they have read and understood all the terms & conditions of tender documents and submitting unconditional acceptance to all terms & conditions.



8. The bidder failing to submit the requisite documents as per tender along with bid, their bid will be considered as unsolicited offer. Further, if the bidder does not accept the terms & condition of this tender document, their offer will also be treated as unsolicited offer.

9. The firm has to comply PF & ESI as per Government Norms.

10. All safety and security of the workmen is the sole responsibility of the awarded firm itself and incase of any unwanted incidents IGM, Kolkata authorities would not be liable under any circumstances

Section VII: Technical Specifications

Name of work : Annual Maintenance of Lawn

Scope of work -

1. Complete maintenance of the entire garden features having as per yard stick in the garden area i.e. lawn trees, shrubs, herbs, edge, flower beds, foliages, creepers etc. including hoeing, weeding, pruning, replacement of plants, gap filling, watering, mowing of lawn, grass cutting by lawn mover and brush cutter, removal of garden waste, applying insecticide, pesticide & fertilizers (whenever required) top dressing of lawn with good earth and manure and maintenance of other garden related works as directed by office-in-charge (Cost of Good Earth, Manure, Fertilizer, Insecticide, Pesticide will be provided by the Department & lawn mover and brush cutter with fuel and other T & P material/ articles shall be provided by the contractor.) and as per direction of officer in charge. 12500 sqm X 12 months.

Quantity : 150000 Sq. Meter

2. Removal of garden waste by TATA 407 or equivalent including loading/ unloading and carriage upto 5 km lead, complete disposal upto designated place as per direction of officer-in-charge.

Quantity : 24 Trip

3. Supplying and stacking of good earth at site including royalty and carriage upto 5 km lead complete (earth measured in stacks will be reduced by 20% for payment).

Quantity : 40 Cubic Meter

4. Providing & laying Selection no. 1 doob grass turf with earth 50mm to 60mm thickness of existing ground prepared with proper level and ramming with required tools wooden and then rolling the surface with light roller make the surface smoothen and light watering the same maintenance for 30 days or more till the grass establish properly, as per direction of officer in charge.

Quantity : 200 Sq. Meter

5. Pruning, trimming, shaping of trees/shrubs (ht 15 feet and above) I/C removal of cut materials upto 50mt. Lead, as per direction of officer in charge. T&P shall be arranged by the contractor.

Quantity : 100 Tree

6. Finishing walls/trees with Acrylic Smooth exterior paint of required shade:

a) New work (Two or more coat applied @ 1.57 ltr/10 sqm over and including priming coat of exterior primer applied @ 2.20 kg/10 sqm)

Quantity : 200 Sq meter

Terms and condition:

- 1) All safety and security aspects must be strictly adhered to by the workmen involved in the work (Like all personnel engaged in the work should wear safety shoes, and full body harness. Further, in case of any unwanted incidents, India Govt. Mint, Kolkata would not be responsible for any injury/accident caused to contractor, employee or any person appointed by him due to the act of his job/project.
- 2) The site supervisor deputed on behalf of the successful firm should be present at all times while undertaking the work at site who should ensure complete work safety at site. Also, the number of personnel engaged at elevated height works are to be intimated to this office on daily basis.
- 3) The successful firm/vendor has to execute the complete work after detailed physical verification at site and at no stage India Govt. Mint, Kolkata authorities can furnish any sketch/particular layout drawing for internal security norms and regulations.
- 4) On completion of works, the contractor shall clear and remove from site all constructional plant, surplus materials, rubbish and temporary works of every kind, and leave the whole of the site of work clean, tidy and in workman like condition. This will be one of the pre-conditions for making the final payment to the Contractor. Such clearance may be made by IGM Kolkata through any other agency at the expense of the contractor in the event of the contractor's failure to comply with this provision within 7 days after receiving notice to that effect from India Govt. Mint, Kolkata.
- 5) The quantity and items mentioned in this purchase requisition are tentative and approximate, probable bidders may please visit the site before quoting.
- 6) Labour compliance:- In dealing with labour and employees, the contractor shall comply fully with all laws and statutory regulations.
- 7) Completion of works shall not absolve the Contractor from his liability to make good the defects, imperfections and shrinkages or faults, which may appear during the warranty period specified in the contract. These shall be rectified and made good by the Contractor at his own cost. In case of the default on the part of the Contractor, to so make good the defects or deficiencies, India Govt. Mint, Kolkata may employ labour, plant and machinery and materials or appoint another agency or Contractor, to make good such defects, imperfections, shrinkages and faults, and all expenses consequent and incidental thereto, shall be recovered from any money payable to the Contractor under the contract including the Security Deposit (SD)



Section VIII: Quality Control Requirements

Quality of all works & services: 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 confirming 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

The bidder should meet the following qualification criteria :-

A. EXPERIENCE & PAST PERFORMANCE:-

The bidder should have experience of having successfully completed similar works during last 7 years ending on 31.03.2022:-

- Three similar completed works costing not less than the amount of Rs.3,23,173/-
Or

- Two similar completed works costing not less than the amount of Rs.4,03,966/-
Or

- One similar completed works costing not less than the amount of Rs.6,46,346/-

Note :

1. **Similar work for this Contract means** – “ Horticulture” & “Maintenance of Garden”

2. SUPPORTING DOCUMENTS TO BE FURNISHED AS CLAIM AGAINST THE ABOVE ELIGIBILITY CRITERIA:

COPY OF PURCHASE ORDER DETAILS & WORK COMPLETION CERTIFICATE ISSUED BY THE PARTIES TO WHOM THE WORK HAS BEEN PROVIDED DULY SIGNED & STAMPED BY THE AGENCY ISSUING THE COMPLETION CERTIFICATE TO BE FURNISHED. THIS DOCUMENTS TO BE PROVIDED BY THE BIDDER DURING SUBMISSION OF TENDER. IF COPY OF PURCHASE ORDER & WORK COMPLETION CERTIFICATE ISSUED BY ANY NON-GOVT. ORGANISATION, CERTIFIED COPY OF TAX DEDUCTED AT SOURCE TO BE SUBMITTED IN ADDITION TO THE ABOVE MENTIONED DOCUMENTS

3. TO ESTABLISH AUTHENTICITY OF CLAIM HAVING ACOMPLISHED THE WORK MENTIONED AGAINST THE CRITERIA AS ABOVE, INDIA GOVT. MINT, KOLKATA RESERVES THE RIGHT TO ASK ANY RELEVANT DOCUMENT FROM THE BIDDER.

B. CAPABILITY- EQUIPMENT & MANUFACTURING FACILITIES :-

The bidder should be enlisted in either Central Public Works Department (CPWD) or Military Engineering Services (MES) or any other Government / PSU / Autonomous bodies.

SUPPORTING DOCUMENTS TO BE FURNISHED AS CLAIM AGAINST THE ABOVE ELIGIBILITY CRITERIA.

C. FINANCIAL STANDING :-

1. Average Annual Turnover of the Bidder during the last three financial years ending 31.03.2022 should be at least Rs.3,23,173/- 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.

2. Bidder firm should not have suffered any financial loss for more than one financial year during the last three financial years, ending on 31.03.2022, i.e. FY 19-20, FY 20-21 & FY 21-22,

3.

i) The net worth of the Bidder should not be negative on 31.03.2022 also

ii) Should not have eroded by more than 30% in the last three years, ending on 31.03.2022.



FOR NET WORTH EROSION CALCULATION OF LAST THREE(3) YEARS ENDING ON 31.03.2022, AUDITED BALANCE SHEET OF LAST FOUR(4) FINANCIAL YEARS i.e: 2018-19, 2019-20, 2020-21 & 2021-22 MUST BE SUBMITTED.

Note:

All copy of supply/ work order; respective completion certificate and contact details of clients: in support of experience, past performance and capacity/ capability should be authenticated by the by the person authorized to sign the tender on behalf of the bidder.

SUPPORTING DOCUMENTS TO BE FURNISHED AS CLAIM AGAINST THE ABOVE ELIGIBILITY CRITERIA :

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.6000018372 / dated 24.07.2023

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. Dept. / 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 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

Price to be quoted in below mentioned format

1. Maintenance of the entire garden (As per details mentioned in Section VII : Technical Specifications),

Quantity: 150,000 M2

Basic Price/1 M2:

Other Charges (if any):

GST/ 1 M2:

Total price for 1 M2:

Total price for 150000 M2:

2. Removal of garden waste (As per details mentioned in Section VII : Technical Specifications),

Quantity: 24 EA

Basic Price/1 EA:

Other Charges (if any):

GST/ 1 EA:

Total price for 1 EA:

Total price for 24 EA:

3. Supplying and stacking of good earth (As per details mentioned in Section VII : Technical Specifications)

Quantity:40 CMt

Basic Price/1 CMt:

Other Charges (if any):

GST/ 1 CMt:

Total price for 1 CMt:

Total price for 40 CMt:

4. Providing & laying Selection no. 1 doob (As per details mentioned in Section VII : Technical Specifications)

Quantity: 200M2

Basic Price/1 M2:

Other Charges (if any):

GST/ 1 M2:

Total price for 1 M2:

Total price for 200 M2:

5. Pruning,trimming,shaping of trees/shru(As per details mentioned in Section VII : Technical Specifications),

Quantity:100EA

Basic Price/1 EA:

Other Charges (if any):

GST/ 1 EA:



Total price for 1 EA:

Total price for 10 EA:

Grand total price for item no. 1-6 :

Grand total price for item no. 1-6 in words :

ABBREVIATION "AU" Activity Unit, "IGM" India Govt. Mint, "EA" EACH, "M2" Square Meter, "CMt" Cubic Meter, "nos." NUMBERS, "SQM" Square Meter

Note:

1. 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.
2. The L1 firm would depend upon the total financial implication for the whole work.
3. The firms are requested to submit the item wise price for each items as mentioned in Section VII and Section XI



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)



SECURITY PRINTING AND MINTING
CORPORATION OF INDIA LIMITED

Section XIII: Bank Guarantee FORM for EMD

BANK GUARANTEE FOR BID GUARANTEE (ON BANK'S LETTERHEAD WITH ADHESIVE STAMP)

Ref

Date

Bank Guarantee No

To,
(Insert Name & Address of the Purchaser)

Dear Sir,

Whereas (Hereinafter called the Tenderer) has submitted its bid numbered dated for the supply of (Hereinafter called the tender) against.....s (insert name of Purchaser) (hereinafter called as the Purchaser) tender enquiry

No. opened on Know all persons by these presents that we of..... (hereinafter called the #Bank#) having our registered office at..... are bound unto the Purchaser, in the sum of for which payment will and truly be made forthwith, on demand by the Purchaser, without demure to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of 20

The conditions of this obligation are

- (1) If the Tenderer withdraws or amends, impairs, or derogates from the tender, in any respect within the period of validity of this tender.
- (2) If the Tenderer or anyone employed by it or acting on its behalf (whether with or without the knowledge of the Tenderer) breaches any of the provisions of the pre-bid/ Pre-contract Integrity Clause.
- (3) If the Tenderer having been notified of the acceptance of his tender by Purchaser during the period of its validity:-
 - a) Fails or refuses to furnish the performance security for the due performance of the contract.
 - b) Fails or refuses to accept/ execute the contract.

We undertake to pay Purchaser up to the above amount, upon receipt of its first written demand, without Purchaser having to substantiate its demand, provided that in its demand Purchaser will note that the amount claimed by it, is due to it owing to the occurrence of one or more or all the above conditions, specifying the occurred condition(s). We agree that the decision of the Purchaser, whether above conditions have occurred, shall be final and binding on us. This guarantee will remain in force for a period of (insert the period of validity plus 45 days, in words and figures) days after the date of(insert date of tender opening) and any demand in respect thereof should reach the Bank not later than the above date.

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

.....
Name and designation of the officer

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



SECURITY PRINTING AND MINTING
CORPORATION OF INDIA LIMITED

Section XV: Bank Guarantee Form for Performance Security

**PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE
GUARANTEE BOND
(ON BANK#S LETTERHEAD WITH ADHESIVE STAMP)**

Ref

Date

Bank Guarantee No

To,
(Insert Name & Address of the Purchaser)

Dear Sir,

1. Against contract vide Notification for Award of the Tender No dated covering supply of (herein after called the contract) entered into between the**(insert name of Purchaser) (herein after called as the Purchaser)** and M/s.**(here in after called the Contractor)**, this is to certify that, at the request of the Contractor, we **(name of the bank)**, are holding in trust in favour of the Purchaser, the amount of **(write the sum here in words)**, to indemnify and keep indemnified the Purchaser, against any loss or damage that may be caused to, or suffered by the Purchaser, by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Contractor; and the amount of loss or damage that has been caused or suffered by the Purchaser, shall be final and binding on us, and the amount of the said loss or damage shall be paid by us, forthwith on demand and without demur to the Purchaser.

2. We **(name of the bank)**, further agree that, the guarantee herein contained, shall remain in full force and effect, for sixty days after the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period whichever is later, i.e. till, (hereinafter called the #said date#) and that if any claim accrues or arises against us (name of the bank), by virtue of this guarantee before the said date, the same shall be enforceable against us (name of the bank), notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us, (name of the bank), by the Purchaser, before the said date. Payment under this bond of guarantee shall be made promptly, upon our receipt of notice to that effect, from the Purchaser.

3. It is fully understood that this guarantee is effective from the date of the said contract and that we (name of the bank), undertake not to revoke this guarantee during its currency, without the consent in writing of the Purchaser.

4. We undertake to pay to the Purchaser, any money so demanded, notwithstanding any dispute or disputes raised by the Contractor, in any suit or proceeding pending before any Court or Tribunal, relating thereto, our liability under this present, being absolute and unequivocal. The payments so made by us under this bond, shall be a valid discharge of our liability for payment thereunder, and the Contractor shall have no claim against us, for making such payments.

5. We..... (name of the bank), further agree that the Purchaser shall have the fullest liberty, without



affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said contract, or to extend time of performance by the Contractor, from time to time, or to postpone for any time or form, time to time, any of the powers exercisable by the Purchaser, against the said Contractor and to for bear or enforce any of the terms and conditions relating to the said contracts and we..... (name of the bank), shall not be released from our liability under this guarantee, by reason of any such variation or extension being granted to the said Contractor, or for any forbearance and/or omission on the part of the Purchaser, or any indulgence by the Purchaser towards the said Contractor, or by any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision, have the effect of so releasing us from our liability under this guarantee.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

.....
(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:



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

Tender No. : Dated.....
(To be submitted on the letter head)

DECLARATION

We do hereby declare that,

1. We have not been blacklisted/ debarred by BNPMIPL/BRBNMPL/SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.
2. We do hereby declare that we have read and understood all terms and conditions of tender document including GIT, SIT, GCC, SCC, Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.
3. "We are accepting all the terms and conditions of the tender document without any deviation"

Signature

Name

Designation

Date

Stamp of the Organization

CHECK LIST

Before Submission of Tender following points to be confirmed/complied by the participating bidder to avoid rejection of bid. Hence check every point & tick (✓) before final submission.

A. Part I : (Techno Commercial Bid cover)

Sl. No.	Tender Submission Check Points (To be complied by bidder before submission of Bid)	Check before submission Tick (✓)
1	Tender Document Duly Seal & Signed on every page	
2	Term of Delivery : FOR, India Govt. Mint, Kolkata duly unloaded	
3	Tender Validity 120 days as per the tender	
4	Technical Specification - Section VII as per tender	
5	Submitted the documents as per Qualification / Eligibility criteria (Section IX) (i)Proof of Experience (ii) Proof of Capability (iii) Financial data : audited Balance sheets and Profit & Loss account statements of last four financial years	
6	Section X : Tender Form and Section XII : Vendor details duly filled, sealed & signed	
7	Delivery Period : Acceptance of delivery period as per Section V : SCC of Tender Document.	
8	Documentary evidence towards PAN & GST Registration Certificate	
9	Sealed & Signed Declaration (Annexure - I)	
10	Proof of EMD(scanned copy) as applicable or any exemption certificate	
11	Offer is valid for acceptance up to minimum 120 days duly filled in Section XII : Questionnaire	
12	Download 61 pages from the link mentioned in Section II : GIT and submit with duly sealed and signed	
13	Download 36 pages from the link mentioned in Section IV : GCC and submit with duly sealed and signed	
14	Duly sealed and signed List of requirement given in Section VI of the tender Document	
15	Acceptance of all section of the tender document (GIT, SIT, GCC & SCC), quality control requirement etc.	
16	The firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity	
17	Category of MSME Firms	
	SC	
	ST	
	GEN	
18	Owner of Company	
	Male	
	Female	
19	All supporting documents submitted along with bid to be sealed and signed by Authorized signatory of the firm	

B. Part II : (Price Bid Cover)

Sl. No.	Description	Submitted/ Not Submitted
1	Price Bid as per Section XI (Price including all taxes & other charges)	

- Price to be mentioned only in price bid not in Techno commercial bid or any other place. If it is mentioned any other part other than price bid, the offer will be rejected.