



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/4866193
Dated/दिनांक : 25-04-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	25-05-2024 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	25-05-2024 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Economic Affairs
Organisation Name/संगठन का नाम	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name/कार्यालय का नाम	Janpath
Total Quantity/कुल मात्रा	52000
Item Category/मद केटेगरी	MDF Box Packing 18X17X5 cm , MDF Box Packing 18X17X10 cm , MDF Box Packing , MDF Box Packing 25.2X17.5X5.5 cm , Kraft Bubble Envelope , Kraft Bubble Envelope 26 cm X 20 cm , Kraft Bubble Envelope 30cm X22 cm , Kraft Bubble Envelope 32 cm X 26 cm , Brown Cello Tapes , 2.5 inch Transparent Cello Tape
BOQ Title/बीओक्यू शीर्षक	Procurement of Packing Materials for Annual Requirement of Dispatch Section
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Primary product category	MDF Box Packing 18X17X5 cm

Bid Details/बिड विवरण	
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	7 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method/मूल्यांकन पद्धति	Item wise evaluation/
Financial Document Required/वित्तीय दस्तावेज की आवश्यकता है।	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
Schedule 1 EMD Amount/ईएमडी राशि (In INR)	4000
Schedule 2 EMD Amount/ईएमडी राशि (In INR)	1000
Schedule 3 EMD Amount/ईएमडी राशि (In INR)	3000
Schedule 4 EMD Amount/ईएमडी राशि (In INR)	2000
Schedule 5 EMD Amount/ईएमडी राशि (In INR)	9000
Schedule 6 EMD Amount/ईएमडी राशि (In INR)	6000
Schedule 7 EMD Amount/ईएमडी राशि (In INR)	3000
Schedule 8 EMD Amount/ईएमडी राशि (In INR)	3000
Schedule 9 EMD Amount/ईएमडी राशि (In INR)	2000
Schedule 10 EMD Amount/ईएमडी राशि (In INR)	2000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	8

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के

दायरे से बाहर रखा गया है।

(b). The EMD Amount will be applicable for each schedule/group selected during Bid creation.

(c). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

S P M Corporation of India Limited
Payable at Kolkata
(S P M Corporation Of India Limited)

Splitting/विभाजन

Splitting Applied	Yes
Maximum No. Of Bidders Amongst Which Order May Be Split	3
Split Criteria based on which quantity will be distributed	As per bid document

MII Purchase Preference/एमआईआई खरीद वरीयता

MII Purchase Preference/एमआईआई खरीद वरीयता	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are

not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer)of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023

[OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Evaluation Method (Item Wise Evaluation Method)

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

Evaluation Schedules	Item/Category	Quantity
Schedule 1	Mdf Box Packing 18x17x5 Cm	5000
Schedule 2	Mdf Box Packing 18x17x10 Cm	1000
Schedule 3	Mdf Box Packing	4000
Schedule 4	Mdf Box Packing 25.2x17.5x5.5 Cm	2000
Schedule 5	Kraft Bubble Envelope	20000
Schedule 6	Kraft Bubble Envelope 26 Cm X 20 Cm	10000
Schedule 7	Kraft Bubble Envelope 30cm X22 Cm	3000
Schedule 8	Kraft Bubble Envelope 32 Cm X 26 Cm	3000
Schedule 9	Brown Cello Tapes	2000
Schedule 10	2.5 Inch Transparent Cello Tape	2000

MDF Box Packing 18X17X5 Cm

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification Document	View File
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BOQ Detail Document[View File](#)

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्र

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्र	Delivery Days/डिलीवरी के दिन
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	5000	180

MDF Box Packing 18X17X10 Cm

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्र	Delivery Days/डिलीवरी के दिन
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	1000	90

MDF Box Packing

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	4000	180

MDF Box Packing 25.2X17.5X5.5 Cm

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	2000	120

Kraft Bubble Envelope

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	20000	180

Kraft Bubble Envelope 26 Cm X 20 Cm

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्र	Delivery Days/डिलीवरी के दिन
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	10000	180

Kraft Bubble Envelope 30cm X22 Cm

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्र	Delivery Days/डिलीवरी के दिन
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	3000	180

Kraft Bubble Envelope 32 Cm X 26 Cm

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	3000	180

Brown Cello Tapes

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	2000	180

2.5 Inch Transparent Cello Tape

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)

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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Indranil Payra	700053,India Govt Mint, Alipore Kolkata , West Bengal	2000	180

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

S P M Corporation of India Limited
payable at
Kolkata

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Banker's Cheque in favour of

S P M Corporation of India Limited
payable at
Kolkata

. Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

S P M Corporation of India Limited
payable at
Kolkata

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

S P M Corporation of India Limited
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. Terms and Conditions:

Guidelines of SPMCIL Procurement Manual Version 3.0 will be applicable to this bid at any stage to avoid any conflict at later stage. Kindly refer GIT and GCC of SPMCIL Procurement Manual Version 3.0 for additional terms and conditions as per the links given below:

General Instruction to Tenderer (GIT): <https://spmCIL.com/uploaddocument/GIT/new.pdf>

General Conditions of Contract (GCC): <https://spmCIL.com/uploaddocument/GCC/new.pdf>

2. Delivery Period:

For Schedule 1: Material is required to be delivered on FOR India Government Mint Kolkata (duly unloaded) basis within

(i) Thirty(30) days from the date of issue of Contract for 2000 pcs.,

(ii) Ninety (90) days from the date of issue of Contract for 1000 pcs. &

(iii) One hundred eighty (180) days from the date of issue of Contract for 2000 pcs

For Schedule 2: Material is required to be delivered on FOR India Government Mint Kolkata (duly unloaded) basis within

(i) Thirty(30) days from the date of issue of Contract for 500 pcs. &

(ii) Ninety (90) days from the date of issue of Contract for 500 pcs.

For Schedule 3: Material is required to be delivered on FOR India Government Mint Kolkata (duly unloaded) basis within

(i) Thirty(30) days from the date of issue of Contract for 2000 pcs.,

(ii) One hundred twenty (120) days from the date of issue of Contract for 1000 pcs. &

(iii) One hundred eighty (180) days from the date of issue of Contract for 1000 pcs

For Schedule 4: Material is required to be delivered on FOR India Government Mint Kolkata (duly unloaded) basis within

(i) Thirty(30) days from the date of issue of Contract for 1000 pcs. &

(ii) One hundred twenty (120) days from the date of issue of Contract for 1000 pcs.

For Schedule 5: Material is required to be delivered on FOR India Government Mint Kolkata (duly unloaded) basis within

(i) Thirty(30) days from the date of issue of Contract for 10000 pcs.,

(ii) Ninety (90) days from the date of issue of Contract for 5000 pcs. &

(iii) One hundred eighty (180) days from the date of issue of Contract for 5000 pcs

For Schedule 6: Material is required to be delivered on FOR India Government Mint Kolkata (duly unloaded) basis within

(i) Thirty(30) days from the date of issue of Contract for 5000 pcs.,

(ii) One hundred twenty (120) days from the date of issue of Contract for 3000 pcs. &

(iii) One hundred eighty (180) days from the date of issue of Contract for 2000 pcs

For Schedule 7: Material is required to be delivered on FOR India Government Mint Kolkata (duly unloaded) basis within

(i) Thirty(30) days from the date of issue of Contract for 1000 pcs.,

(ii) One hundred twenty (120) days from the date of issue of Contract for 1000 pcs. &

(iii) One hundred eighty (180) days from the date of issue of Contract for 1000 pcs

For Schedule 8: Material is required to be delivered on FOR India Government Mint Kolkata (duly unloaded) basis within

(i) Thirty(30) days from the date of issue of Contract for 1000 pcs.,

(ii) One hundred twenty (120) days from the date of issue of Contract for 1000 pcs. &

(iii) One hundred eighty (180) days from the date of issue of Contract for 1000 pcs

For Schedule 9: Material is required to be delivered on FOR India Government Mint Kolkata (duly unloaded) basis within

(i) Thirty(30) days from the date of issue of Contract for 1000 Rolls,

(ii) One hundred twenty (120) days from the date of issue of Contract for 500 Rolls &

(iii) One hundred eighty (180) days from the date of issue of Contract for 500 Rolls

For Schedule 10: Material is required to be delivered on FOR India Government Mint Kolkata (duly unloaded) basis within

(i) Thirty(30) days from the date of issue of Contract for 1000 Rolls,

(ii) One hundred twenty (120) days from the date of issue of Contract for 500 Rolls &

(iii) One hundred eighty (180) days from the date of issue of Contract for 500 Rolls

Note:

The vendor is responsible for delivering the material and duly unloading the same at the General Store of India Government Mint, Kolkata after taking necessary security clearance from CISF at the main gate of India Government Mint, Kolkata by showing the driving licence, vehicle registration etc. and necessary documents like invoice, delivery challan, copy of Purchase Order, e-way bill, bank details in company letter head duly sealed & signed etc. are to be handed over to Store- in- charge.

3. Terms and Mode of payments:

100% on receipt and acceptance of goods at destination by the user section of India Government Mint, Kolkata and on production of all required documents by the supplier each time. (Acceptance means goods supplied in proper condition at India Govt. Mint, Kolkata as well as meeting other terms and conditions of Purchase order.)

4. The security deposit must be submitted within 21 days from the date of issue of contract by the contract awarded firm.

5. Replacement:

If the items delivered are rejected for any reasons, the firm has to lift & replace the same at their cost and risk.

6. Transportation of Domestic Goods:

To be borne by the supplier duly unloaded at the General store of India Govt. Mint, Kolkata.

7. Packing:

Materials should be suitably packed. The packing should be weather proof and should be made water proof to prevent damage during transit. The supplier will also be responsible for unloading and stacking at India Government Mint, Kolkata Store as per instruction of competent authority.

8. Insurance:

The supplier shall make arrangements for insuring the goods and services against loss or damage, incidental to manufacture or acquisition, transportation, storage and delivery. The Supplier shall be responsible till the entire goods contracted for arrive in good condition at destination. The transit risk in this respect shall be covered by the supplier by getting the goods duly insured. The insurance cover shall be obtained by the supplier in its own name not in the name of India Government Mint, Kolkata or its consignee. For

details please refer to clause 12 of General Conditions of Contract (GCC).

9. Quantum of LD:

If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(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).

10. Parallel Contracts:

(i) Parallel contracts, with more than one bidder (for the same contract) may be concluded in the following cases:

(a) After due processing, if it is discovered that the quantity to be ordered is far more than what L-1 alone is capable of supplying (or has quoted for) and there was no prior stipulation in the bid document to split the quantities, then the quantity being finally ordered may be distributed among the other bidders by counter offering the L1 rate in a manner that is fair, transparent, and equitable. L-1 bidder must quote for minimum 60% of quantity.

(b) When it is decided in advance to have more than one source of supply due to the critical/ strategic/ specific nature of the supplies/ goods (and rate contracts are not appropriate for such goods) parallel contract clause should be added to the bid documents, clearly stating that India Government Mint, Kolkata reserves the right to split the contract quantity between suppliers. The manner of deciding relative share of lowest bidder (L1) contractor and the rest of the tenderers should be clearly defined, along with the minimum number of suppliers sought for the contract. In case of splitting in two and three, the ratio of 70:30; 50:30:20, respectively, may be used - a different ratio may also be justified. These ratios are approximate and India Government Mint, Kolkata reserves its right to marginally vary quantities to suit capacity of the firm/ unit loads of packing or transportation. However, the requirements may not be split into a number of tenders of smaller quantities for the reason that one supplier may not be able to supply the entire quantity. It should also be mentioned in such cases that the firms should not quote for less than 25% of the tendered quantity; otherwise, their offer would be considered as unresponsive.

(ii) Before splitting the quantity, it should be ensured that the L1 price is reasonable. If it is not reasonable, negotiation with the L1 party may be carried out with the approval of the CFA. The following guidelines are to be considered while opting for parallel contracts:

(a) L1 should be awarded at least the percentage mentioned above or his spare supply capacity, whichever is lower; and

(b) For the rest of the contract quantity, the lowest rate accepted will be counter offered to the L2 party. On acceptance of the counteroffer, the order will be placed on L2 for the respective percentage or the spare supply capacity of the L2 bidder, whichever is lower, and so on to other tenderers. In case of non-acceptance of the counteroffer by L2 party, a similar offer shall be made to L3 and L4 and so on.

(iii) For MSE firms, Parallel contract is applicable as per MSME guidelines issued time to time.

11. The total cost inclusive of all 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.

12. Documentary evidence to be submitted towards PAN & GST Registration Certificate.

13. Participating Bidder must submit sealed and signed copy of entire GeM bid document including the Technical Specification. Also the participating bidder must submit sealed & signed Annexure I in their letter head & checklist attached under Technical Specification.

14. All the supporting documents submitted along with this bid should be signed and sealed by the authorized signatory of the firm mandatorily. The bid document 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.

15. The supplier has to provide GeM invoice during submission of bill for payment.

16. Price Schedule:

While quoting the price through GeM portal, the detailed price breakup along with GST percent

(a) 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:

(i) 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.

(b) Supplier has to abide by all the terms and conditions of tender.

(c) 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.

25. Quality Control Requirements:

Quality of Goods: Free from all technical defects, in compliance with our Technical Specification

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 at purchaser's premises may be levied on supplier.

ii) Delivery date will be calculated from the date goods/services are received in acceptable quality in accordance with technical specification.

26. All safety and security of the workmen is the sole responsibility of the awarded firm itself and in case of any unwanted incidents India Government Mint, Kolkata authorities would not be liable under any circumstances.

27. Disclaimer :

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.

28. The bidder has to submit documents as per following Check list as given below along with the Technical bid documents without fail:

1	Entire Tender Document Duly Seal & Signed on every page including technical specification as an acceptance of all terms & conditions of the tender
2	Documentary evidence towards PAN & GST Registration Certificate
3	Sealed & Signed Declaration (Annexure -I attached in technical specification)
4	Proof of EMD(scanned copy) as applicable or any valid exemption certificate
5	Documentary/undertaking against Make in India Status i.e. being a Class I/ Class II supplier with details of percentage

***FOR ANY OTHER QUERIES, FIRMS MAY CONTACT IN THE BELOW DETAILS:**

Ph. No. 033 - 2401 4132,33,34,35, (Extension 336/ 319/ 326);

Email: purchase.igmk@spmcil.com

9. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

Procurement of Packing Materials for Annual Requirement of Dispatch Section

Technical Specifications:

Schedule 1: MDF Box Packing(18x17x5)cm

Material: Board-Kraft, Colour: - Light Brown.

With printing both side name as: India Government Mint, Alipore, Kolkata- 700053

Material & Printing as per sample of India Government Mint, Kolkata

Inner Size of the Box - 18 CM (L) x 17 CM (B) x 5 CM (H)

Schedule 2: MDF Box Packing (18x17x10)cm

Material: Board-Kraft, Colour: - Light Brown.

With printing both side name as: India Government Mint, Alipore, Kolkata- 700053

Material & Printing as per sample of India Government Mint, Kolkata

Inner Size of the Box - 18 CM (L) x 17 CM (B) x10 CM (H)

Schedule 3: MDF Box Packing

Material: Board-Kraft, Colour: Light Brown

With printing both side name as : India Government Mint, Alipore, Kolkata-700053

Material & Printing as per sample of India Government Mint, Kolkata

Size: Inner size of the box - 16.5 cm (L), 12.5 cm (B), 5 cm (H).

Schedule 4: MDF Box Packing (25.2*17.5*5.5) cm

Material: Board-Kraft, Colour: Light Brown

With printing both side name as : India Government Mint, Alipore, Kolkata-700053

Size: Inner size of the box - 25.2cm (L), 17.5 cm (B), 5.5 cm (H).

Material & Printing as per sample of India Government Mint, Kolkata

Material is required for packing upto 02 MDF Boxes for parcel to customer.

Schedule 5: Kraft Bubble Envelope

Material:-

Kraft bubble envelope (small) size- 20 cm * 17 cm)

Material & Printing as per sample of India Government Mint, Kolkata

Kraft bubble envelope (small) is required for packing of 01 / 02 pieces of comm. coins parcel to customer

Note:

1) The envelopes should be provided with intact air bubble sheet from inside so as to absorb shock from outside.

- 2) The outer side of the envelope should be laminated & printed as per design provided by this Mint.
- 3) The mouth of each envelope should be provided with adhesive so that after removing the outer film the packet can be sealed.

Schedule 6: Kraft Bubble Envelope, 26 cm X 20 cm

Material:

Kraft bubble envelope , Size- 26 cm * 20 cm

Material & Printing as per sample of India Government Mint, Kolkata

Kraft bubble envelope (medium) is required for packing upto 12 pieces of comm. coins for parcel to customer.

Note:

- 1) The envelopes should be provided with intact air bubble sheet from inside so as to absorb shock from outside.
- 2) The outer side of the envelope should be laminated & printed as per design provided by this Mint.
- 3) The mouth of each envelope should be provided with adhesive so that after removing the outer film the packet can be sealed.

Schedule 7: Kraft Bubble Envelope, 30cm X22 cm

Kraft bubble envelope , Size- 30 cm * 22 cm

Material & Printing as per sample of India Government Mint, Kolkata

Kraft bubble envelope is required for packing of newly launched Panchtantra coin/parcel to customer.

Note:

- 1) The envelopes should be provided with intact air bubble sheet from inside so as to absorb shock from outside.
- 2) The outer side of the envelope should be laminated & printed as per design provided by this Mint.
- 3) The mouth of each envelope should be provided with adhesive so that after removing the outer film the packet can be sealed.

Schedule 8: Kraft Bubble Envelope 32 cm X 26 cm

Kraft bubble envelope , Size- 32cm * 26cm

Material & Printing as per sample of India Government Mint, Kolkata.

Kraft bubble envelope is required for packing of MDF boxes & different com. coins at dispatch section.

Note:

- 1) The envelopes should be provided with intact air bubble sheet from inside so as to absorb shock from outside.
- 2) The outer side of the envelope should be laminated & printed as per design provided by this Mint.
- 3) The mouth of each envelope should be provided with adhesive so that after removing the outer film the packet can be sealed.

Schedule 9: Brown Cello Tapes

Material:- Brown cello tape

2.5 inch width & 50 mtrs. in each roll is used for packaging/sealing of commemorative coins and medals.

Schedule 10: 2.5 inch Transparent Cello Tape

Material:- Transparent cello tape

2.5 inch width & 50 mtrs. in each roll is used for packaging/sealing of commemorative coins and medals.

Material & Printing as per sample of India Government Mint, Kolkata

With printing: India Government Mint, Alipore, Kolkata- 700053, A unit of SPMCIL

**GeM Bid Document No. :dated.
(To be submitted on the letter head of the bidder)**

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 Technical Specification, Quality Control Criteria, Buyer added bid specific ATC and confirm to abide to those conditions without any counter conditions.
3. "We are accepting all the terms and conditions of this GeM tender document unconditionally without any deviations"
4. We do accept all the terms and conditions of GIT & GCC link given in buyer added bid specific ATC 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 including technical specification	
2	Term of Delivery : FOR, India Govt. Mint, Kolkata duly unloaded	
3	Tender Validity 120 days as per the tender	
4	Technical Specification – as per tender	
5	Delivery Period : Acceptance of delivery period as per buyer added ATC	
6	Documentary evidence towards PAN & GST Registration Certificate	
7	Sealed & Signed Declaration (Annexure –I attached in technical specification)	
8	Proof of EMD(scanned copy) as applicable or any exemption certificate	
9	The firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclosed certificates containing validity	
10	Category of MSME Firms	
	SC	
	ST	
11	Owner of Company	
	Male	
	Female	
12	Documentary/undertaking against Make in India Status i.e. being a Class I/ Class II supplier with details of percentage	
13	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 (Price including all taxes & other charges), GST percentage to be mentioned mandatorily in the price bid, upload copy of the Price Details in Price Bid mentioning all the breakup of price as per price schedule attached at the end of bid document	

- **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.**

PRICE SCHEDULE

Schedule 1: MDF Box Packing(18x17x5)cm (As details mentioned in Technical Specifications) (Price to be quoted inclusive of all, complete in all respect)

Quantity: 5000 Pieces

Basic Price/ 1 Piece :

Other Charges (If any) :

GST/ 1 Piece :

Total Price for 1 Piece :

Total Price for 5000 Pieces on 'FOR India Govt. Mint, Kolkata' basis:

Total Price for 5000 Pieces on 'FOR India Govt. Mint, Kolkata' basis in words:

Schedule 2: MDF Box Packing (18x17x10)cm (As details mentioned in Technical Specifications) (Price to be quoted inclusive of all, complete in all respect)

Quantity: 1000 Pieces

Basic Price/ 1 Piece :

Other Charges (If any) :

GST/ 1 Piece :

Total Price for 1 Piece :

Total Price for 1000 Pieces on 'FOR India Govt. Mint, Kolkata' basis:

Total Price for 1000 Pieces on 'FOR India Govt. Mint, Kolkata' basis in words:

Schedule 3: MDF Box Packing (As details mentioned in Technical Specifications) (Price to be quoted inclusive of all, complete in all respect)

Quantity: 4000 Pieces

Basic Price/ 1 Piece :

Other Charges (If any) :

GST/ 1 Piece :

Total Price for 1 Piece :

Total Price for 4000 Pieces on 'FOR India Govt. Mint, Kolkata' basis:

Total Price for 4000 Pieces on 'FOR India Govt. Mint, Kolkata' basis in words:

Schedule 4: MDF Box Packing (25.2*17.5*5.5) cm (As details mentioned in Technical Specifications) (Price to be quoted inclusive of all, complete in all respect)

Quantity: 2000 Pieces

Basic Price/ 1 Piece :

Other Charges (If any) :

GST/ 1 Piece :

Total Price for 1 Piece :

Total Price for 2000 Pieces on 'FOR India Govt. Mint, Kolkata' basis:

Total Price for 2000 Pieces on 'FOR India Govt. Mint, Kolkata' basis in words:

Schedule 5: Kraft Bubble Envelope (As details mentioned in Technical Specifications) (Price to be quoted inclusive of all, complete in all respect)

Quantity: 20000 Pieces

Basic Price/ 1 Piece :

Other Charges (If any) :

GST/ 1 Piece :

Total Price for 1 Piece :

Total Price for 20000 Pieces on 'FOR India Govt. Mint, Kolkata' basis:

Total Price for 20000 Pieces on 'FOR India Govt. Mint, Kolkata' basis in words:

Schedule 6: Kraft Bubble Envelope, 26 cm X 20 cm (As details mentioned in Technical Specifications) (Price to be quoted inclusive of all, complete in all respect)

Quantity: 10000 Pieces

Basic Price/ 1 Piece :

Other Charges (If any) :

GST/ 1 Piece :

Total Price for 1 Piece :

Total Price for 10000 Pieces on 'FOR India Govt. Mint, Kolkata' basis:

Total Price for 10000 Pieces on 'FOR India Govt. Mint, Kolkata' basis in words:

Schedule 7: Kraft Bubble Envelope, 30cm X22 cm (As details mentioned in Technical Specifications) (Price to be quoted inclusive of all, complete in all respect)

Quantity: 3000 Pieces

Basic Price/ 1 Piece :

Other Charges (If any) :

GST/ 1 Piece :

Total Price for 1 Piece :

Total Price for 3000 Pieces on 'FOR India Govt. Mint, Kolkata' basis:

Total Price for 3000 Pieces on 'FOR India Govt. Mint, Kolkata' basis in words:

Schedule 8: Kraft Bubble Envelope 32 cm X 26 cm (As details mentioned in Technical Specifications) (Price to be quoted inclusive of all, complete in all respect)

Quantity: 3000 Pieces

Basic Price/ 1 Piece :

Other Charges (If any) :

GST/ 1 Piece :

Total Price for 1 Piece :

Total Price for 3000 Pieces on 'FOR India Govt. Mint, Kolkata' basis:

Total Price for 3000 Pieces on 'FOR India Govt. Mint, Kolkata' basis in words:

Schedule 9: Brown Cello Tapes (As details mentioned in Technical Specifications) (Price to be quoted inclusive of all, complete in all respect)

Quantity: 2000 Rolls

Basic Price/ 1 Roll :

Other Charges (If any) :

GST/ 1 Roll :

Total Price for 1 Roll :

Total Price for 2000 Rolls on 'FOR India Govt. Mint, Kolkata' basis:

Total Price for 2000 Rolls on 'FOR India Govt. Mint, Kolkata' basis in words:

Schedule 10: 2.5 inch Transparent Cello Tape (As details mentioned in Technical Specifications) (Price to be quoted inclusive of all, complete in all respect)

Quantity: 2000 Rolls

Basic Price/ 1 Roll :

Other Charges (If any) :

GST/ 1 Roll :

Total Price for 1 Roll :

Total Price for 2000 Rolls on 'FOR India Govt. Mint, Kolkata' basis:

Total Price for 2000 Rolls on 'FOR India Govt. Mint, Kolkata' basis in words:

Grand total price for Schedule 1 to Schedule 10:

Grand total price for Schedule 1 to Schedule 10 in words :

Abbreviation "FOR" Free on Rail(i.e: Landed cost to the India Govt. Mint, Kolkata inclusive of all taxes & duties), "IGM" India Govt. Mint.

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. L1 firm will be declared from valid offers only those who submitted offer as per specification & as per all terms & condition of the tender. If there is any deviation in specification & if the offer is not found as per terms & condition of the tender, their offer will be treated as invalid/unresponsive offer.

3. 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.