

## SECTION-I

### NOTICE INVITING EXPRESSION OF INTEREST

#### CURRENCY NOTE PRESS

(A Unit of Security Printing and Minting Corporation of India Limited)

Wholly owned by Government of India

Nashik Road - 422 101 (Maharashtra)

Tel No 00 91 253 2461471

Fax No 00 91 253 2464100

EPABX: 00 91 253 2463730-39

Email: gm.cnp@rediffmail.com

Website: www.spmcil.com

1. Applications are invited from the interested vendors/manufacturers/suppliers/contractors/service providers for inclusion in the list of approved suppliers of various items such as electrical items, mechanical items, civil items, machine tools, electronic spares, chemicals, plywood shooks, wooden battens, readymade plywood boxes, packing material, hardware, rubber items, stationery etc. The details are as under:

#### Invitation for submission of EOI

(a)	Name of the Organization	:	Currency Note Press, Nashik Road
(b)	Type of the Organization	:	Bank Note printing
(d)	Title	:	Expression of Interest for Empanelment of Vendors
(e)	Category		As per Section VIII
(f)	Sub-category	:	
(h)	Place of receipt of offers	:	Dispatch Section, Currency Note Press, Jail Road, Nashik Road.
(i)	Place of opening of offers	:	Purchase Department, Currency Note Press, Jail Road, Nashik Road.
(j)	Nominated Person/ Designation to Receive Bulky Offers	:	Administrative officer, Currency Note Press, Jail Road, Nashik-Road.
(k)	Broad description of work	:	Empanelment of Vendors
(l)	Qualification criteria	:	As per Section VIII
(m)	Bid documents : (If any)	:	Section I : Notice inviting Expression of Interest Section II : Instructions to the tenderers Section III : Terms and conditions regulating the empanelment of vendors Section IV : General Instructions to Tenderers Section V : General Conditions of Contract Section VI : Short list of suppliers

			Section VII : Format for Application for Empanelment Section VIII : (1)Empanelment for supply of material/job works (2) Qualification & Eligibility criteria
(n)	EOI should be submitted to	:	The General Manager, Currency Note Press, Nashik Road -422101.

Interested tenderers may obtain further information about this requirement from the above office. They may also visit our website mentioned above for further details.

2. Tenderers shall ensure that their offers, duly sealed and signed, complete in all respects as per instructions contained in the EOI documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.
3. Due to security reasons, GM, CNP reserves the right to accept or reject the offers received without assigning any reasons thereof.
4. The EOI documents are not transferable.

(V KIRANKUMAR)  
DEPUTY GENERAL MANAGER (MATERIAL)  
FOR CHIEF GENERAL MANAGER  
CURRENCY NOTE PRESS,  
NASHIK ROAD  
Phone No 0253 2454493/2461318

**Address for submission of the tender documents**

CURRENCY NOTE PRESS,  
NASHIK ROAD, NASHIK- 422 101.

## SECTION-II

### INSTRUCTIONS TO TENDERERS

#### 1. SUBMISSION OF TENDER:

(a) All tenders shall be prepared by typing or printing with indelible black ink on white papers consecutively numbered in solid binding and in duplicate. The tender shall be in English language, each page signed along with duly filled format given in Annexures. A power of Attorney should be submitted authorizing the person signing the tender offers to do so on behalf of the tendering firm. The number of copies of each bid to be submitted is stipulated below.

(b) Copies of all amendments/revisions to tender documents issued by the purchaser, if any, must be signed and submitted along with the tender. The tender submitted by the tenderer shall take into account all such amendments/revisions. The tenderers are advised to submit the tender strictly based on the Terms and conditions. Purchaser reserves the right to reject/ accept tenders containing deviation to the terms and conditions and requirements stipulated in the tender document. **Pre-conditioned and incomplete offers shall be summarily rejected.**

(c) Tenders shall be prepared and submitted in sealed envelope marked “**EXPRESSION OF INTEREST FOR VENDOR EMPANELMENT**”. Non adherence to this shall make the tender liable for rejection. The full Name, Postal Address and telephone number/e-mail ID of the tenderer shall be written on the bottom left corner of the sealed cover, which shall be sealed by sealing wax.

(d) Tenders not accompanied by requisite fees for empanelment will summarily be rejected. Fees for empanelment (non refundable) shall be submitted in the form of bankers cheque/ DD from any Indian scheduled commercial bank in favour of ‘SPMCIL unit CNP’ payable at Nashik.

(e) Insertion, post script, addition and alteration shall not be recognized unless confirmed by the tenderer's signature.

(f) All the copies of documents shall be complete in all respects with all their attachments/enclosures duly numbered and signed on each and every page.

(g) Power of attorney/authorisation with the seal of the company of person signing the tender documents.

(h) Duly filled-in Annexures enclosed.

(i) Details of the capabilities in respect of personnel, equipment and manufacturing facility.

(j) Financial statement including balance sheet and Profit & Loss Account for the last three completed financial years duly certified by Chartered Accountant should be submitted.

(k) The firm should give a declaration that they have not been black-listed/ debarred for dealing by Government of India in the past.

(l) The tenderer shall submit duly signed and stamped section III - 'terms and conditions' to ensure that they abide by the terms and conditions.

2. CONTENT OF EOI DOCUMENTS:

The vendor is expected to examine all instructions, forms, terms, specifications and other information in the EOI documents. Failure to furnish all information required by the EOI documents or submission of a offer not substantially responsive to the bidding documents in every respect will be at the vendor's risk and may result in rejection of its offer.

3. PROCESS TO BE CONFIDENTIAL:

(a) The evaluation process up to the award of the work is confidential.

(b) The information relating to the evaluation of offers will not be disclosed to vendors or any other persons not officially concerned with such process. Work will be awarded to the successful vendor.

(c) Capacity Verification: If CNP desires, will appoint a committee for capacity verification & experience verification before empanelling the vendor.

(d) Any effort by a bidders or its agents to influence Currency Note Press's evaluation of bids or award decisions, including the offering or giving of bribes, gifts or other inducement, will result in the invalidation of its bid and the forfeiture of fee for empanelment.

4. RECEIPT OF OFFER:

(a) Offer shall be received at the office of the General Manager, Security Printing and Minting Corporation of India Limited, Unit Currency Note Press, Nasik Maharashtra, India, Pin - 422 101.

(b) The vendor has the option of sending the offer by Registered Post/ Speed Post/ Courier Service or submitting the offer in person so as to reach Currency Note Press.

5. OFFER EVALUATION:

All the offers received against EOI shall be scrutinized and evaluated by the committee constituted for this specific purpose. The scrutiny and evaluation shall be with reference to the parameters provided in this EOI documents. Any clarification/doubts of technical/commercial nature called for may be answered by the vendor. Vendor may ensure that offer submitted is complete in all respects.

6. Offer(s) received from any vendor on scrutiny can be summarily rejected on national security considerations without any intimation thereof to the bidder.

7. CORRESPONDENCE:

All information, correspondence letters and details that accompany the EOI documents and all further correspondence in connection with EOI be submitted in two copies to:

The Chief General Manager,  
Security Printing and Minting Corporation of India Limited,  
Unit Currency Note press,  
Nashik Road, Maharashtra, India  
Pin-422 101.

## SECTION-III

### TERMS AND CONDITIONS REGULATING THE EMPANELMENT OF VENDORS

1. Vendors/ contractors / service providers may apply for empanelment by furnishing required documents duly attested in duplicate in two separate folders for our consideration. Vendors are to ensure that all documents are in chronological order with separator sheets.
2. Applicants shall submit details after ensuring that they are meeting all our requirements. The application shall be submitted strictly as per format (Section VII). If the applicant requires empanelment for more than one category, the vendor shall submit separate application for each category along with necessary documents and details.
3. Applicant is not permitted to seek enlistment in more than one name, including Proprietorship / partnership firms/Companies where he is involved.
4. The validity period of empanelment shall be for two years from the date of empanelment and their performance will be reviewed annually. Registration fee **Rs.500/-** may be paid in the form of account payee demand draft/cashier's cheque/certified cheque drawn on a scheduled commercial bank in India, in favour of SPMCIL, Unit CNP, payable at Nashik. Firms found not satisfactory will be eliminated and the Registration fee will be forfeited.
5. Empanelment shall be for the purpose of inclusion of applicant's name in the panel of Currency Note Press, Nashik. Currency Note Press, Nashik reserves its right to short list vendors from the panel for purchase of goods and services.
6. Successful empanelment by Currency Note Press Nashik is no guarantee of any future award of work or inclusion on a particular tender list.
7. Rules and criteria for qualification may be changed or added to as necessary for the qualification assessment for a particular service/ works.
8. Throughout the period of Vendors empanelment validity, the vendor shall update Currency Note Press with any type of data like address, contact no. etc which was submitted at the time of original application.
9. Capacity Verification: If CNP desires, will appoint a committee for capacity verification & experience verification before empanelling the vendor.
10. **Removal from the approved list:** Currency Note Press Nashik reserves the right to cancel the enlistment of any applicant for any of the following reasons:
  - (a) Whenever a vendor is found lacking in performance in terms of response, delivery compliance, capacity, quality standards or ethics, the vendor may be removed from the approved list after giving performance notice as per the conditions of empanelment.

(b) Removal from approved list may also be warranted in following cases:

(i) Termination of the contract due to default or insolvency on part of the supplier declared by a court of law

(ii) Non-performance or performance below specified standards such as repeated delays in delivery (more than twice during a contract period), low quality of goods (rejection of goods more than two times during a contract period), non-delivery etc. during the period of delivery specified in the purchase order

(iii) In case liquidated damages have been claimed against the supplier more than twice, during a contract period

(iv) In case the firm is banned/ blacklisted by SPMCIL or any other Government agency.

(c) Besides, there may be registered firms who may have ceased to exist or may have been acquired by or merged with another firm, may have switched over to other sector of business operation or indulged in unethical business practices and influence peddling. Such firms will be removed from the list of approved vendors. Whenever a firm is removed from the lists of approved vendors, their registration stands cancelled. Such removal shall be promulgated to all units so that none of the units of SPMCIL conducts any further business relation with such firms who have failed to perform contractual obligations even though Supply Orders were placed on them during the last three years.

**11. Ban and Blacklisting:** In the following cases, firms or individuals will be banned/ blacklisted including declaring them ineligible, either indefinitely or for a stated period of time, to participate in the tenders to be floated:

(a) If any of the bidder(s) is found presenting misleading/ false information/ documents in the tender forms, statements etc.

(b) If a firm submits fraudulent un-encashable financial Instruments stipulated under the Tender and Contractual conditions.

(c) If a firm violates the Code of Ethics (as enumerated in Para 11) and directly or through an agent engages in corrupt, fraudulent, collusive or coercive practices in procurement or execution of Contract.

(d) Cartel formation or quotation of Pool/ Co-ordinated rates leading to "Appreciable Adverse Effect on Competition" (AAEC) as identified under the Competition Act, 2002.

(e) Deliberate attempts to pass off inferior goods or short quantities.

(f) Violation of Fall Clause by Rate Contract holding Firms.

(g) Attempts to influence SPMCIL's decisions on scrutiny, comparison, evaluation and award of Tender.

12. **Code of Ethics:** Bidders, suppliers, contractors and consultants under the contracts of Currency Note Press shall observe the highest standard of ethics during the procurement or execution of such contracts. In pursuit of this policy, for the purpose of this provision, the terms set forth below are defined as follows:

(i) “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, at any stage, of anything of value to influence the action of public official in the procurement process or in contract execution;

(ii) “Fraudulent practice” means a misrepresentation or omission of facts, directly or indirectly, at any stage, in order to influence a procurement process or execution of contract;

(iii) “Collusive practice” means a scheme or arrangement, directly or indirectly, at any stage, between two or more bidders, with or without the knowledge of the Purchaser, designed to establish bid prices at artificial, non-competitive levels; and

(iv) “Coercive practice” means harming or threatening to harm, directly or indirectly, at any stage, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

13. Applicants are requested, before submitting the tender for empanelment of applying for registration, to go through the general terms and conditions of tender and contract, which can be downloaded from website [www.cnpnashik.spmcil.com](http://www.cnpnashik.spmcil.com).



## Section IV

### General Instructions to Tenderers (GIT)

#### General Instructions Applicable to all type of Tenderers

Please CLICK the link for further details

<http://www.spmcil.com/SPMCIL/UploadDocument/GIT.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 32 PAGES BY CLICKING THE ABOVE SAID LINK & SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DOCUMENT. PRINTOUT OF THIS PAGE IS NOT ACCEPTABLE.

## Section V

### General Conditions of Contract (GCC)

Please CLICK the link for further details

<http://www.spmcil.com/SPMCIL/UploadDocument/GCC.pdf>

BIDDERS ARE REQUESTED TO DOWNLOAD 28 PAGES BY CLICKING THE ABOVE SAID LINK & SUBMIT THE SAME DULY STAMPED AND SIGNED ALONG WITH TENDER DOCUMENT. PRINTOUT OF THIS PAGE IS NOT ACCEPTABLE.

## SECTION: VI

### SHORT LIST OF VENDORS

The suppliers shall be evaluated for short listing, inter-alia, based on their past experience of supplying goods in similar context, financial strength, technical capabilities etc. Each supplier will be assigned scores based on weightage assigned to each of the criteria in EOI.

Sl No	Criteria	Weightage of criteria	Marks allotted by CNP
1	Past Experience of the firm of supplying goods/services	30	
2	Financial strength of the bidder		
	a) Turnover figures of last three years	7.5	
	b) Net profit figures of last three years	7.5	
3	Quality Accreditations	10	
4	Manufacturing capabilities/ tie-ups	15	
5	After Sales support infrastructure	15	
6	Product / Service support	15	

All suppliers who secure the minimum required marks (normally 50%) shall be short listed.

**SECTION: VII**

**APPLICATION FOR EMPANELMENT**

[The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence]

CLASS/ CATEGORY.....

1. Name of applicant Shri/ M/s.....

2. Nationality.....

3. Office Address:

Home Office

Regd. Office

4. Telephone Number.....

5. Fax No. ....Email ID: .....

6. GST Registration No.:.....  
(copy to be attached)

7. Constitution - (Tick the appropriate)

Individual

Sole Proprietorship   
Firm

Partnership   
Firm

Public Ltd   
Company

Private Ltd.   
Company

Proprietor

PSU

Whether MSME  If yes, whether, General  SC  ST

8. Names of Proprietor/Partners/Directors:

Sl No	If Company: Names of Directors	If Partnership Firm: Name of Partners
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(a)

(b)

(c)

9. Is the individual/ sole proprietor/ any partner/ directors of company:

Sl No	Particulars	Yes/ No
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- (a) Dismissed Government Servant
- (b) Removed from approved list of contractors
- (c) Demoted to a lower class of contractors
- (d) Having business banned/suspended by any government in the past
- (e) Convicted by a court of law
- (f) Retired engineer/official from engineering Department of Govt. of India within last two years
- (g) Director or partner of any other company/firm enlisted with CPWD or any other department
- (h) Member of Parliament or any State Legislative Assembly

If answer to any of the above is 'Yes', furnish details on a separate sheet

10. (a) Name of person holding power of attorney.....

(b) Nationality Indian / Other

(c) Liabilities

11. Name of Bankers with full address and Account Details:

Account No :

Branch :

IFSC :

12. Place of business .....

13. Full time technical staff in applicant's employment

Categories

Number

Graduate engineers with minimum 5 years' experience

Graduate engineers with minimum 3 years' experience  
[excluding above]

Diploma engineers with minimum 3 years' experience

14. Does the applicant have sufficient T&P, Machinery, Equipment, arrangements for quality control and workshop as per requirements ?

[Attach details on separate sheet] [In case of authorized dealers, provide these details pertaining to OEM]

15. Whether registered with Sales tax authorities [Give details of registration and enclose copies thereof]

16. Financial Reports: Provide copies of last 3 year's Annual report/ Balance Sheet/ Profit and loss statement

17. (a) Whether already enlisted with any other organization: Yes/ No  
(b) If yes, give details:

(i) Name of department .....

(ii) Class of category .....

(iii) Empanelment authority & address .....

(iv) Empanelment No. & date .....

(v) Date of validity.....

(vi) Tendering limit.....

18. Is any person working with the applicant is a near relative of the officer/official of SPMCIL: Yes/No  
If yes, give details

19. Empanelment fee enclosed: (Non refundable Rs.500/- for each category participated)

Category for which participated	Date	Draft No.	Amount Rs.500/-	Issuing Bank Branch

20. Details of Work completed and in progress during the last 5 years. This list should include all goods supplied/works whose gross amount of good supplied/work done is more than the required magnitude for the class in which registration is required.

21. Financial Documents: The firm has to submit last three years Audited financial statement such as balance sheet, P & L, etc.. i.e for 2016-17, 2017-18 and 2018-19

22. Certificates:

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in SPMCIL as amended up to date and shall abide by them.

(ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am liable to be debarred.

(iii) I/We certify that I/We will not get myself/ourselves registered as contractor(s) in SPMCIL under more than one name.

Signature(s) of applicant(s):

S.No	Names	Signature	Address
1			

Date: .....

List of documents attached:

**SECTION: VIII**

**1.0 CATEGORY OF ITEMS**

(Category code and description to be filed in by vendor in the application)

Category code	Description
1	Chemicals; Such as Ferric chloride, hydrochloride, Sulphuric Acid Grade AR, Sodium Hydroxide LR, Graphite Powder, Zinc Chloride, Phosphoric Acid, Calcium Chloride, Ammonium Phosphate, Chromic Acid, Citric Acid, Sodium Chloride, Hydrogen Peroxide, Nickel Chloride, Ammonia Grade LR, Silver Nitrate LR, Acetic Acid, Calcium Carbonate, Toluene, etc.
2	Packing Material:
A	Plastic material: Plastic foil, LDPE, HDPE, poly films, stickers/labels, thermal transfer ribbon, Gunny jute bags, Woven bags, etc.
B	Wooden material: Wooden battens, plywood shooks, plywood boxes, plywood box components
3	Spare Parts:
A	Mechanical spare parts
B	Hydraulic spare parts
C	Pneumatic spare parts
D	Electronic spare parts such as PCBs, Drives, access cards, etc.
4	Metal items like Nuts & bolts, blades, rollers, knives, metallurgical items as per the drawings, chains, belts, re-sharpening of Knives, etc.
5	Hardware items like painting materials, nails, strapping rolls, heat sealable seals, etc.
6	Rubber items
A	Rubber Blankets
B	Rubber rollers
C	Recovery of rubber & re-rubberisation
D	Rough Top Draw Sheets
7	Stationery items
8	Fire fighting items
9	Automobile items
10	Bearings



11	Electrical items
12	Computer & peripherals
13	Consumable items like cleaning materials, house keeping materials, hand cleansing cream, etc.
14	Electrical works including motor rewinding
15	Civil works
16	Grocery items
17	Services:
A	House Keeping, Cleaning
B	Gardening / Horticulture
C	Cook, Bearer, etc
D	IT & Computer related technical services
E	Security Services
F	Other manpower deployment services

**2.0 The following shall be the minimum eligibility criteria for empanelment of vendors:**

**2.1 Minimum eligibility criteria for empanelment of supply of goods:**

2.1.1 Experience: The applicant should have experience in similar field of supplying goods or services in Govt organisations, public sector undertakings or any other Govt. agencies for the last three years or big private organizations for the last five years; or both.

**2.2 Eligibility criteria for Civil work Contractor:**

2.2.1 Experience: Firm should have experience of civil work supported by documents (work done certificate) for the work of minimum of Rs. 3 lakhs in any year of last five year period.

2.2.2 Financial Standing: The firm should have average annual turnover of Rs. 3 lakh during the last three year periods.

**2.3 Eligibility criteria for Electrical work Contractor:**

2.3.1 Experience: The firm must have minimum 03 years experience in electrical job work like laying of HT/LT cables, installation of various kinds of lighting systems, wiring works, rewinding/installation of transformers, etc.

2.3.2 The firm must have executed minimum 02 assignments in last three years.

2.3.3 The firm should have valid electrical supervisor license / electrical contractor license.

**2.4 Eligibility criteria for Services:**

- 2.4.1 Experience: The agency /Contractor /service provider should have experience in the relevant service category for atleast 3 years.
- 2.4.2 A latest copy of the labour license issued by the Competent Authority is to be submitted.

**3.0 The vendor has to be a legally valid entity.**

**4.0 Documents supporting the minimum eligible criteria:**

- 4.1 In proof of having fully adhered to minimum eligibility criteria at 2.1.1, 2.2.1, 2.3.1, 2.4.1 attested copies of Purchase Orders/Contracts issued by customers along with the corresponding competition certificates, if any, experience certificates issued by the customers.
- 4.2 The vendor has to submit the financial documents, i.e. Profit & Loss statement and Balance sheet for the financial years 2016-17, 2017-18 and 2018-19 certified by Chartered Accountant.
- 4.3 In proof of having fully adhered to the minimum eligibility criteria at 2.5, attested copy of GST Registration and PAN, Company Registration certificate, Shop Establishment certificate, Valid MSME registration certificate (NSIC certificate, Udh yog Aadhar Registration certificate & Udh yog Aadhar Memorandum, DIC) registered for the category of items applied for, etc.

**Note:** All experience, past performance and capacity/ capability related data shall be certified by the authorized signatory of the vendor firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by the vendor firm shall be verified from the parties for whom work has been done.

## CHECKLIST FOR SUBMISSION OF DOCUMENTS

<b>Description</b>	<b>Page No.s</b>
Duly filled application as per Section VII	
Details of the Demand Drafts submitted against the category of participation	
Documents towards eligibility criteria as per Section VIII as per category of participation	
CA certified financial documents for the last three completed financial years	
Company registration certificate / Shop establishment Certificate	
PAN	
GST Registration Certificate	
Quality Accreditations, if any	
Duly signed and sealed GIT (as per Section III) and GCC (as per Section IV)	
Power of Attorney	
Declaration that the vendor is not Blacklisted/Banned from any Govt. of India organizations	