

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड नई दिल्ली
SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.

16TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001
Phone: 011-43582200, 011-23701225 Fax:011-23701223 Email:info@spmcil.com
Website: www.spmcil.com

Standard Bidding Document (SBD)

Not Transferable
Security Classification –Non Security

**Limited Tender document for Hiring an agency for IT Technical
refresh/upgrade of IT and non-IT infrastructure at DC and DRC of SPMCIL.**

Tender No. SPMCIL/IT/63/18/3004

Dated 16/08/2019

This Tender Document Contains 33 Pages.

Tender Documents is sold to:

M/s _____

Address _____

Details of Contact person in SPMCIL regarding this tender:

Sh. Ram Sahai Goojar

Deputy General Manager (IT)

Security Printing and Minting Corporation of India Limited

16th Floor, Jawahar Vyapar Bhawan

Janpath, New Delhi – 110001

Phone: 011-43582244, 0120-4758001

Email: dgmit@spmcil.com

For and on behalf of

Security Printing and Minting Corporation of India Ltd

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Section I: Notice Inviting Tender (NIT)

SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.

16TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001
Phone: 011-43582200, 011-23701225 Fax:011-23701223 Email:info@spmcil.com
Website: www.spmcil.com

Tender Sr. No. SPMCIL/IT/63/18/

Date 16.08.2019

Sealed tenders (limited) are invited for Hiring an agency for IT Technical refresh/upgrade of IT and non-IT infrastructure at DC and DRC of SPMCIL.

Brief Description of Services	Earnest Money (in Rs)	Remarks
Hiring an agency for IT Technical refresh/upgrade of IT and non-IT infrastructure at DC and DRC of SPMCIL.	Rs 82,000/- (Rs Eighty two thousand only)	To submitted with Technical bid
Type Of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)	Two Bid System Limited competitive bidding system with Techno-Commercial Bid & Financial Bid	
Dates of sale of tender documents:	From 16.08.2019 to 13.09.2019 during office hours (9:30am to 5:00pm)	
Price of the Tender Document	Rs.590/- Including GST	
Place of sale of tender documents	SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD. 16TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001	
Closing date and time for receipt of tenders	13.09.2019 by 3.00 PM	
Place of receipt of tenders	SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD. 16TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001	
Time and date of opening of tenders	13.09.2019 by 3.30 PM	
Place of opening of tenders	SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.16TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001	
Pre-bid Meeting	At 11:00 AM on 27.08.2019 at Security Printing and Minting Corporation of India Ltd, 16th Floor, Jawahar Vyapar Bhavan, Janpath, New Delhi-110001 All pre-bid queries by bidders may be sent in written to dgmit@spmcil.com by 24.08.2019 before 3.30 PM. Any verbal queries other than the written ones pre-submitted	
Nominated Person/ Designation to Receive Tenders (Clause 21.1 of GIT)	Dy. General Manager(IT) Security Printing and Minting Corporation of India Limited, 16th Floor, Jawahar Vyapar Bhawan,Janpath, New Delhi – 110001	

1. This notice is being published only as an abundant precaution and is not an open invitation to quote in the Tender. Participation in this tender is by invitation only and is limited to the selected Bidders who have been sent this Tender by Post/Courier. Unsolicited offers are liable to be ignored.
2. 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.
3. Tender documents to be downloaded from website and Price of the Tender Document (non-refundable fee) of **Rs.590/- (Rupees Five hundred and ninety only)** included GST per set in the form of account payee demand draft, drawn on a scheduled commercial bank in India, in favor of “**Security Printing and Minting Corporation of India Ltd.**” payable at New Delhi be attached with the Bids.
4. Tenderer may also download the tender documents from the web site www.spmcil.com and submit its tender by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above.
5. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 2 above, failing which the tenders will be treated as late and rejected.
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. The tender documents are not transferable.

.....

Sh. Ram Sahai Goojar
Deputy General Manager (IT)
Security Printing and Minting Corporation of India Limited
16th Floor, Jawahar Vyapar Bhawan
Janpath, New Delhi – 110001
Phone: 011-43582244, 0120-4758001
Email: dgmit@spmCIL.com

For and on behalf of
Security Printing and Minting Corporation of India Ltd

Section II: General Instructions to Tenderer (GIT)

Please refer to [“http://www.spmcil.com/spmcil/uploaddocument/git.pdf”](http://www.spmcil.com/spmcil/uploaddocument/git.pdf) for further details (GIT contains 32 pages and will form part of this tender document.)

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:

S. No.	GIT Clause No.	Topic	SIT Provision												
1	8 &9	Pre-bid Conference	<p>At 11:30 AM on 27.08.2019 at Security Printing and Minting Corporation of India Ltd, 16th Floor, Jawahar Vyapar Bhavan, Janpath, New Delhi-110001</p> <p>Pre-bid Conference & Clarifications:</p> <p>a) SPMCIL shall hold a pre-bid meeting with prospective bidders on the date, time & venue as mentioned in NIT.</p> <p>b) The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Nodal Officer at email id: dgmit@spmCIL.com on date and time as per "NIT"</p> <p>c) The queries should necessarily be submitted in the following format:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">S. No.</th> <th style="text-align: center;">RFP Document Reference & Page Number</th> <th style="text-align: center;">Content of RFP requiring Clarification(S)</th> <th style="text-align: center;">Points of clarification</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>d) SPMCIL shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by SPMCIL.</p>	S. No.	RFP Document Reference & Page Number	Content of RFP requiring Clarification(S)	Points of clarification	1				2			
S. No.	RFP Document Reference & Page Number	Content of RFP requiring Clarification(S)	Points of clarification												
1															
2															
2	11.2	Tender Currency	Tenderer is requested to quote price in INR only and within 2 Decimal places. Quotation with price quote beyond 2 decimal places will be ignored.												
3	18	Earnest Money Deposit (EMD)	Tender should be accompanied with Earnest Money Deposit of Rs 82,000/- (Non-interest bearing) in one of the following forms as given below. (a) Account Payee Demand Draft or (b) Fixed Deposit Receipt of any Scheduled commercial bank in India or (c) Banker's cheque. The earnest money shall be valid for a period of forty five days beyond the validity period of the tender.												
4	19	Tender Validity	Tenders shall remain valid for acceptance for a period of 120 days from the date of opening of Tender.												
5	20.4	Number of Copies of Tenders to be submitted	Original one.												
6	20.8	Signing and	<p>Tender will consist of Two Bid system i.e. Techno commercial Bid and Financial Bid.</p> <p>(I) Techno Commercial Bid and (II) Financial Bid are to be submitted in two separate doubled sealed envelopes on or before the due date of submission of tenders. It may be noted that the price is not to be quoted in</p>												

		Sealing of tender	<p>Techno commercial Bid.It shall only be quoted in Financial Bid /Price bid. Non-adherence to this shall be making tender liable for rejection. The envelopes containing bids shall be super-scribed Technical bid and Price bid. The sealed envelopes shall again be put in another sealed cover and should be super-scribed with the words “Tender document for Hiring an agency for IT Technical refresh/upgrade of IT and non-IT infrastructure at DC and DRC of SPMCIL” mentioning on the Envelop that it contains Techno commercial Bid and Finance Bid/Price Bid indicating NIT Date & Due date and to be addressed to the DGM (IT), SPMCIL 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi 110 001 and be dropped in the Tender Box kept at Reception of 16th Floor, SPMCIL, Jawahar Vyapar Bhawan, Janpath, New Delhi 110 001.</p> <p>Tender shall be submitted in two bids in Part I, and II alongwith documents as detailed below in sealed separate cover:-</p> <p>PART I: Techno commercial Bid –</p> <p>i. The bidder firm should hold a valid PAN and GST Number.</p> <p>ii. Attach Earnest Money Deposit (EMD) and Tender fee as per requirement.</p> <p>iii. The bidder shall submit Power of Attorney/ Authorization with the seal of the company of person signing the tender documents.</p> <p>iv. The bidder Firm shall submit duly filled, sealed and signed all the pages of the tender documents to confirm the acceptance of all terms and condition.</p> <p>v. The bidder Firm shall also submit duly filled and signed Section X and Section XII of this tender document.</p> <p>vi The bidder should not have been black listed by any of Government Authority or Public Sector Undertaking (PSUs). The bidder shall give an undertaking (on their letter head) that they have not been black listed by any of the Govt. Authority or PSUs.</p> <p>vii. Mandatory checklist –Annexure A.</p> <p>PART- II: FINANCIAL BID/ PRICE SCHEDULE-</p> <p>The bidders shall quote the price as per the format given in Section XI (Price Schedule) of this tender document.(Only in the given format)</p> <p>Note:-</p> <p>(i) The bidder must submit the self-attested valid documents in support of its claim for TECHNICAL Commercial BID criteria as mentioned above.</p> <p>(ii) Bidders are required not to quote the prices in Technical Commercial Bid. Price shall only be quoted in Financial bid. Non-adherence to this shall be making tender liable for rejection.</p> <p>(iii) Tender received without EMD, tender Fee and not as per the Tender Terms shall not be evaluated and will be rejected.</p> <p>(iv) MSE firms are exempted from EMD and Tender document fees.</p>
7	33	Evaluation	Evaluation shall be done on the basis of all-inclusive cost as per section XI.
8	51.2	Pre-Qualification Bidding	This is a two bid tender. Initially the first packet containing technical bid would be opened and evaluation would be done followed by the evaluation Financial Bid subsequently.
9	43	Parallel Contract	Not Applicable

Section IV: General Conditions of Contract (GCC)

Please refer to “<http://www.spmcil.com/spmcil/uploaddocument/gcc.pdf>” for further details (GCC contains 28 pages and will form part of this tender document)

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.)

S. No.	GCC Clause No.	Topic	SCC Provision
1	6	Performance Bond/ Security	The Bidder shall furnish the performance security amount/ Security Deposit (S.D) in the form of Bank Guarantee(10% of the ordered value) valid up to sixty days after the date of completion of all contractual obligations by the supplier, before executing the contract after issue of LOI/Work order by SPMCIL. BG is to be submitted in favour of Security Printing & Minting Corporation of India Ltd payable at New Delhi. The performance BG will be returned without any interest to successful Bidder after the completion of all contractual obligations. In case the options clause is operated the bidder shall deposit additional security deposit @ 10 % for the increase in the value of contract. EMD shall be refunded/ returned immediately after receipt of SD/Performance Security.
2	10.1	Terms of Delivery	The work to be done as per section VI:List of Requirement immediately after agreement/contract and valid for six months.
3	19.3	Option Clause	The purchaser reserves the right to increase the period of services by 25% at any time, till final date of completion of the contract.
4	21.2	Taxes and Duties	If the tenderer fails to include taxes & duties in the tender, no claim thereof will be considered by the purchaser afterwards.
5	22, 22.1, 22.2, 22.3, 22.4, 22.6	Terms and Mode of Payment	a) 40% on receipt and acceptance of phase 1 deliverables, & 60% on receipt and acceptance of phase 2 deliverables as per section IV list of requirement . b) No extra pay, allowance and other facilities etc. will be provided by SPMCIL to the contractor/manpower of the successful firm in any circumstances
6	24.1	Quantum of LD	If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame incorporated in the contract List of Requirements-

			Section-VI, SPMCIL shall, without prejudice to other rights and remedies available to SPMCIL under the contract, deduct from contract price, as liquidated damages, as 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 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 sub-clause 23.4 shall also apply.
7	33.1	Resolution of Disputes	If dispute or difference of any kind shall arise between SPMCIL and the bidder 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 their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either SPMCIL or the supplier may seek recourse to settlement of disputes through arbitration Act as per Clause 33.2. (GCC) of the SPMCIL Procurement Manual

Section VI: List of Requirements

1. ACRONYMS

AMC	Annual Maintenance Contract
BMS BOM	Bill of Material
DAS	Direct Attached Storage
DC	Data Center
DIT	Department of Information Technology
DMS	Document Management System
DRC	Disaster Recovery Centre
EPABX	Electronic Private Automated Branch Exchange
ISDN	Integrated Services Digital Network
IPS	Intrusion Prevention Systems
LAN	Local Area Network
MISTP	Multi-Instance Spanning Tree Protocol
MPLS	Multi-Protocol Label Switching
NLD	National Long Distance
NMS	Network Management System
PAC	Precision Air Conditioner
RAID	Redundant Array of Independent Disks
RFID	Radio Frequency Identification
RPO	Recovery Point Objective
RSTP	Rapid Spanning Tree Protocol
RTO	Recovery Time Objective
RPS	Redundant Power Supply
SATA	Serial Advance Technology Attachment
SLA	Service Level Agreement
SNMP	Simple Network Management Protocol
SPMCIL	Security Printing and Minting Corporation of India Limited
STP	Spanning Tree Protocol
VLAN	Virtual Local Area Network

1. Requirement Description

SPMCIL has implemented a corporate wide SAP ERP system in order to integrate all its business processes and sub-processes into a single unified system to efficiently achieve the business goals. The implemented SAP ERP system manages the business plans and policies of SPMCIL in an efficient manner under strict deadlines. The system is designed for high performance and reliability in order to negate any production loss due to inefficiency of the system. SPMCIL has state of the art IT infrastructure in place with Tire-III Data Center (DC) & Disaster Recovery Center (DRC). The implemented IT infrastructure performs high on reliability, availability, resilience, flexibility and scalability.

2. SPMCIL Business Locations

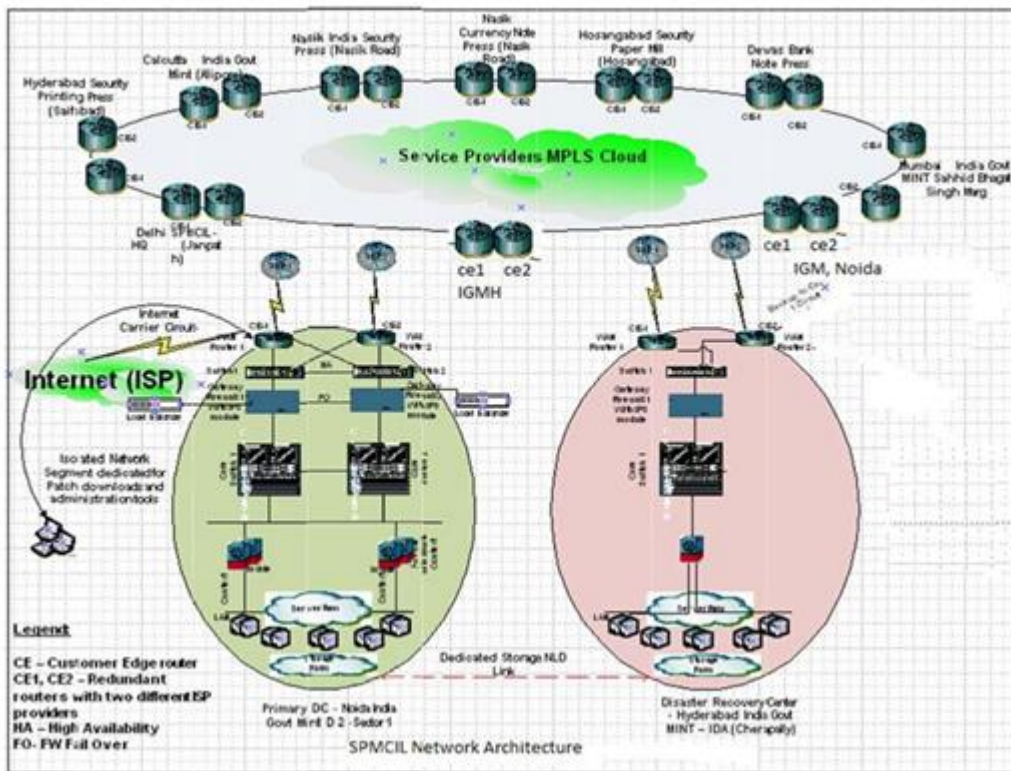
The SPMCIL's production units have been classified in to various broad areas like Coin Minting, Currency Note Printing, Security Printing Presses and Security Paper Mill. The location of units is given in below table:

S. No.	Units	Location
1	India Govt. Mint	Mumbai, Maharashtra
2	India Govt. Mint	Hyderabad (Cheralapally), Telangana
3	India Govt. Mint	Kolkata, West Bengal
4	India Govt. Mint	NOIDA, Uttar Pradesh
5	Currency Note Press	Nasik, Maharashtra
6	Bank Note press	Dewas, Madhya Pradesh
7	India Security press	Nasik Road, Maharashtra
8	Security printing press	Hyderabad (Saifabad), Telangana
9	Security Paper Mill	Hoshangabad, Madhya Pradesh
10	SPMCIL Corporate Office	New Delhi

3. Network architecture & its support

SPMCIL has a centralized best-in-class network architecture based out of its Data Center (at IGM, Noida) and Disaster Recovery Center (at IGM, Hyderabad). The units of SPMCIL across the locations are connected to the centralized network through WAN connectivity, so that the users from various units of SPMCIL can access the SAP ERP systems without any performance degradation issues. The WAN connectivity is enabled with MPLS (wired) links.

The Data Center is connected to the MPLS WAN with the provision of Customer Edge and Provider Edge Routers.



The above Network design should be considered by the bidder to maintain the existing Network Architecture.

4. Existing IT setup

SPMCIL has 3 tier SAP Landscape architecture, which includes Development, Quality and Production Systems. Hardware platform includes HP Servers, Storage, Exchange Server, Cisco Networking Component etc. SAP components include SAP ECC 6 EHP 7, support pack 14, EP, Solman, BI, Netweaver. Database is Oracle 11.2, Operating System is HP UX 11.31, Windows Server 2003 & 2008, Exchange server 2010. Currently there are around 1200 users accessing the system.

SPMCIL is looking to engage a reputed firm capable to provide Technical consulting advisory to enable the best innovative technical platform upgrade that will be compatible with existing system without any interruptions in the day to day business transactions and will ensure that SPMCIL IT Systems continue to perform high on reliability, availability, resilience, flexibility and scalability

5. The scope of consultant is divided into two phases:

Phase-1 : Consultants will be position at SPMCIL Corporate office / India Govt Mint Noida for full time duration.

Part-A

Study, Analyze, Assess the existing IT infrastructure and define future roadmap: IT infrastructure shall include both hardware and software installed in data center, disaster recovery center and units of SPMCIL IT infrastructure broadly includes servers, storage, networking devices, security devices antivirus solution, communication devices, applications such as ERP, mail messaging, portals etc. As part of current state assessment consultant is expected to carry out following activities:

- i. Study the existing IT Infrastructure in terms of useful life (End of life/support), utilization, performance, effectiveness and explore the need for up-gradation/strengthening of suitable futuristic infrastructure so as to meet the business objective.
- ii. Review the existing application portfolio.
- iii. Review of the existing licenses and based on requirement defining the licensing need requirement both for hardware & software.
- iv. Study the network and security architecture implemented at SPMCIL.
- v. Discussion with various OEMs and System Integrators in order to arrive at suitable roadmap
- vi. Assessment of service outsources pertaining to IT
- vii. Create a roadmap for hardware, software and middleware refresh, identified as part of As-Is study
- viii. Study and suggest any other software/system required that can work in conjunction with the existing Application software for any other processes not covered in existing application
- ix. Provide available options for consolidation and virtualization requirement
- x. Assist SPMCIL in prioritization of initiatives pertaining to IT infrastructure refresh
- xi. Assist SPMCIL and provide inputs required for approval of project internally.

Deliverables of Part A :

- i) To be completed within three weeks of deployment
- ii) Current State Assessment report along with recommendations and future roadmap for IT infrastructure.

Part-B:

RFP Preparation: As part of this phase, consultant shall prepare RFP activities to be carried out at this stage shall include:

- i. Define the functional and technical requirements/specifications for the technology components
- ii. Assist in finalizing eligibility criteria and evaluation criteria in line with the organization's procurement policy
- iii. Prepare draft RFP along with scope of work (including migration of existing applications), timelines, Bill of material, pre-qualification criteria, evaluation matrix for selection of SI (System Integrator) both for software applications and IT Infrastructure related work areas based on the recommendations submitted in the final report.
- iv. Help SPMCIL in budgetary estimation.
- v. Assist in conducting pre-bid meetings and finalizing pre-bid query responses.
- vi. Ensuring licensing compliance with SAP, while preparing RFP. Or coordinate with SAP for the same.

Deliverables of Phase B:

- i) Functional and Technical specification of the recommended solution including Hardware and Software.
- ii) Preparation and submission of RFP.
- iii) To be delivered within two months (8 weeks after deployment).

Phase 2 :- BID evaluation.

Position of consultants at SPMCIL Corporate office / India Govt Mint Noida as per their scope of work to timely completion of below activity.

- i. Evaluate of bids as per the eligibility and evaluation criteria laid out in the RFP
 - ii. Evaluate the adequacy of proposal as per the defined scope of work
 - iii. Assist in preparation of contract and onboarding of system integrator
 - iv. Or any other task assigned by SPMCIL related to IT infrastructure.
 - v. Assist SPMCIL in formation of policy how to dispose off old IT inventory after migration to new IT infrastructure.
6. **Travel:-** In case consultant have to travel outside for project work, TA will be paid on actual basis by economy class only with the prior approval of the competent authority or air-ticket will be provided by SPMCIL. Hotel expenses as per SPMCIL E3 level executive would be paid.
7. **Consultant experience.**
The firm should depute two consultants during contract period. Experience details

Experience
i) The consultants should have minimum 15 years' experience in Preparing RFP for IT infrastructure i.e for Data center and disaster recovery center, with knowledge on latest technology used in Industry. Having experience in designing data center having SAP, out of two consultant.
a) One must have minimum 10 years' experience in developing technical RFP for data center and DRC.
b) Second consultant must have min. 10 years of experience in designing and implementation of Tech refresh project for data center or cloud.

8. Place of Posting

Consultant need to work from our Data center, located at India government Mint, D-2 sector 1 noida. or may have to travel to our corporate office Janpath New Delhi for meetings.

9. DURATION OF CONTRACT

The contract period for completion of Phase I and Phase II services within **six months (6)** from the date of deputation of consultant.

10. Other Important Terms and Condition are as follows:

10.1 The agency shall deploy good and reliable persons with robust health. In case any of the personnel so provided is not found suitable by the SPMCIL, SPMCIL have the right to ask for his replacement without giving any reason thereof and bidder will have to replace such persons immediately.

10.2 The personnel's so deployed should follow strict discipline, be punctual & sincere in attendance.

10.3 Changing of Staff should be intimated to SPMCIL at least 15 days in advance.

10.4 The consultant deployed by the selected bidder should also maintain secrecy, discipline and properly dressed in the premises of SPMCIL.

10.5 The Deployed persons in SPMCIL will be the employees of the service provider and SPMCIL shall have nothing to do with their Employment and non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against SPMCIL.

10.6 Any data, reports, papers etc. should not be carried out without written permission of SPMCIL, outside its premises. Also, any outside data, software etc. should not be brought in the office of SPMCIL without written permission.

10.7 The bidder must provide to its employees their photo identity cards and ensure display during duty time.

10.8 All statutory Labor Acts must be complied by the contractor/agency.

10.9 The service provider personnel shall not divulge or disclose to any person, any details of Office, operation process, technical know-how, security arrangements, administrative/ organizational matters as all are confidential / secret in nature. A CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT to this effect will have to be signed (Copy attached).

10.10 The Deployed persons in SPMCIL will be the employees of the service provider and SPMCIL shall have nothing to do with their Employment and non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against SPMCIL

11. Deployment:-

The lead bidder need to deploy the consultant within 21 days from the date of issue of PO.

12. The bidder should not have been black listed by any of Government Authority or Public Sector Undertaking (PSUs). The bidder shall give an undertaking (on their letter head) that they have not been black listed by any of the Govt. Authority or PSUs. In case, in the past, the name of their Company was black listed by any of the Govt. Authority or PSUs, the name of the company or organization must have been removed from the black list as on date of submission of the tender, otherwise the bid will not be considered.

Section VII: Technical Specifications

(Refer section VI List of Requirement)

Section VIII: Quality Control Requirements

Service Delivered not in conformity with tender specification will be treated as service not delivered at all. Service shall be delivered by the service provider in accordance with the terms and conditions specified in the contract failing which expenses may be levied on supplier.

Section IX: Qualification/ Eligibility Criteria

NA

Section X: Tender Form

Date.....

To
DGM (IT)
Security Printing and Minting Corporation of India Ltd.
16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001

Ref: Your Tender document No.dated

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 as shown in the price schedule(s), attached herewith and made part of this tender.

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

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

We agree to keep our tender valid for acceptance for a period upto -----, 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 upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

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

Dated this..day of

For and on behalf of

..... (Signature with seal)

..... (Name and designation)

Duly authorized to sign the bid

Section XI: Financial Bid/Price Schedule

Date:

(TO BE FURNISHED IN A SEPARATE SEALED ENVELOPE)

DGM (IT),
Security Printing & Minting Corporation of India Ltd
16th Floor, Jawahar Vyapar Bhawan
Janpath, New Delhi – 110 001 INDIA

Dear Sir,

**Sub: Price Bid in Response to Tender Document
(Tender Document Number; dated**)

For Hiring an agency for IT Technical refresh/upgrade of IT and non-IT infrastructure at DC and DRC of SPMCIL as mentioned in the above tender document, the following is the total lump sum price covering all taxes, duties and statutory levies as on the date of submission of the bid (Total Bid Price).

1. TOTAL QUOTED PRICE (In figures):

2. TOTAL QUOTED PRICE (In words) Rupees:

Sr. no	Price (A) In Rs	HSN code	GST rate in % (B)	GST on price $C=(A*B)/100$	Total Price including GST $D=A+B$

Thanking you,

Yours faithfully,

.....
<Seal and Signature of Authorized Signatory>

.....
<Name of Authorized Signatory>

.....
<Title of Authorized Signatory>

Section XII: Questionnaire

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

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement. In case a tenderer furnishes a wrong or evasive answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Brief description of services offered:
2. Offer is valid for acceptance upto
3. Your permanent Income Tax A/C No. as allotted by the Income Tax Authority of Government of India.
4. Status :
 - a) Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and/ or the National Small Industries Corporation (NSIC), New Delhi, and/ or the present SPMCIL and/ or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.
 - b) Are you currently registered under the Indian Companies Act, 1956 or any other similar Act?
Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.
5. Please indicate name & full address of your Banker(s) :
6. Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt.

..... (Signature with date)

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

.....
For and on behalf of

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

Section XIII: Bank Guarantee Form for EMD

Not applicable

Section XIV: Manufacturer's Authorization Form

Not applicable

Section XV: Bank Guarantee Form for Performance Security

_____ [insert: Bank’s Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [insert: Name and Address of SPMCIL]

Date: _____

PERFORMANCE GUARANTEE No.: _____

WHEREAS (Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called “the contract”).

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

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

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

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

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

This guarantee will remain in force for a period of sixty days after the currency of this contract 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

.....
Name and designation of the officer

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

Section XVI: Contract Form

(Address of SPMCIL's office issuing the contract)

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' Authorisation 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 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:

Brief description of goods/ services	Accounting unit	Quantity to be supplied	Unit Price (in Rs.)	Total price (in Rs.)

Any other additional services (if applicable) and cost thereof:

Total value (in figure) Rs. _____

Total value (In words) Rupees _____

- (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 XVII: Letter of Authority for attending a Bid Opening
(Refer to clause 24.2 of GIT)

To
The DGM IT,
Security Printing and Minting Corporation of India Ltd.
16th Floor, Jawahar Vyapar Bhawan,
Janpath, New Delhi – 110 001.

Subject: Authorization for attending bid opening on _____(date) in the Tender of _____.

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

Order of Preference	Name	Specimen Signatures
I.		
II.		
Alternate Representative		
Signatures of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.		

Note:

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

..... (Signature with date)

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

.....
For and on behalf of

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

Section XVIII: SHIPPING ARRANGEMENTS FOR LINER CARGOES

-----NOT APPLICABLE-----

Section XIX: PROFORMA OF BILLS FOR PAYMENTS
(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....

Bill No.

Purchase order No.....Dated

Name and address of the Purchaser.....

S.No.	Authority for purchase	Description of Stores	Number or quantity	Rate	Price per	Amount
Total						

1. Others (Please specify)
2. (-) deduction/Discount
3. G.S.T.
4. Net amount payable (in words Rs.)

Dated.....
(enclosed)

Place:

Date:

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

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

Revenue stamp

Signature and of Stamp Supplier

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

THIS CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT (the “Agreement”) made this

_____ day of _____, _____ (the “Effective Date”) by and between

_____ a _____, and

_____ a _____ corporation,

(collectively, the “Parties” and each individually a “Party”).

The Parties are exploring the possibility of engaging in one or more mutually beneficial business relationships (collectively, the “Business Relationship”). The Parties recognize that in the course of their discussions to further the Business Relationship, it will be necessary for each Party to disclose to the other certain Confidential Information (as defined below). Each Party desires to set forth the terms that apply to such Confidential Information.

NOW, THEREFORE, for and in consideration of the foregoing, of the promises and covenants set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties do hereby agree as follows:

1. The Parties shall (i) use reasonable efforts to maintain the confidentiality of the information and materials, whether oral, written or in any form whatsoever, of the other that may be reasonably understood, from legends, the nature of such information itself and/or the circumstances of such information’s disclosure, to be confidential and/or proprietary thereto or to third parties to which either of them owes a duty of nondisclosure (collectively, “Confidential Information”); (ii) take reasonable action in connection therewith, including without limitation at least the action that each takes to protect the confidentiality of its comparable proprietary assets; (iii) to the extent within their respective possession and/or control, upon termination of this Agreement for any reason, immediately return to the provider thereof all Confidential Information not licensed or authorized to be used or enjoyed after termination or expiration hereof, and (iv) with respect to any person to which disclosure is contemplated, require such person to execute an agreement providing for the treatment of Confidential Information set forth in clauses (i) through (iii). The foregoing shall not require separate written agreements with employees and agents already subject to written agreements substantially conforming to the requirements of this Section nor with legal counsel, certified public accountants, or other professional advisers under a professional obligation to maintain the confidences of clients.

2. Notwithstanding the foregoing, the obligation of a person to protect the confidentiality of any information or materials shall terminate as to any information or materials which: (i) are, or become, public knowledge through no act or failure to act of such person; (ii) are publicly disclosed by the proprietor thereof; (iii) are lawfully obtained without obligations of confidentiality by such person from a third party after reasonable inquiry regarding the authority of such third party to possess and divulge the same; (iv) are independently developed by such person from sources or through persons that such person can demonstrate had no access to Confidential Information; or (v) are lawfully known by such person at the time of disclosure other than by reason of discussions with or disclosures by the Parties.

3. All Confidential Information delivered pursuant to this Agreement shall be and remain the property of the disclosing Party, and any documents containing or reflecting the Confidential Information, and all copies thereof, shall be promptly returned to the disclosing Party upon written request, or destroyed at the disclosing Party’s option. Nothing herein shall be construed as granting or conferring any rights by license or otherwise, express or implied, regarding any idea made, conceived or acquired prior to or after the Effective Date, nor as granting any right with respect to the use or marketing of any product or service. The Parties shall use the Confidential Information only for the Business Relationship.

The obligations of the Parties under this Agreement shall continue and survive the completion or abandonment of the Business Relationship and shall remain binding for a period of two (2) years from the Effective Date.

4. As a violation by either Party of this Agreement could cause irreparable injury to the other Party and as there is no adequate remedy at law for such violation, the non-breaching Party may, in addition to any other remedies available to it at law or in equity, enjoin the breaching Party in a court of equity for violating or threatening to violate this Agreement. In the event either Party is required to enforce this Agreement through legal action, then it will be entitled to recover from the other Party all costs incurred thereby, including without limitation, reasonable attorney's fees.

5. Neither Party makes any representation or warranty with respect to any Confidential Information disclosed by it, nor shall either Party or any of their respective representatives have any liability hereunder with respect to the accuracy or completeness of any Confidential Information or the use thereof.

6. Any provision of this Agreement held or determined by a court (or other legal authority) of competent jurisdiction to be illegal, invalid, or unenforceable in any jurisdiction shall be deemed separate, distinct and independent, and shall be ineffective to the extent of such holding or determination without (i) invalidating the remaining provisions of this Agreement in that jurisdiction or (ii) affecting the legality, validity or enforceability of such provision in any other jurisdiction.

7. Any notice required or permitted to be given hereunder shall be (a) in writing, (b) effective on the first business day following the date of receipt, and (c) delivered by one of the following means: (i) by personal delivery; (ii) by prepaid, overnight package delivery or courier service; or (iii) by the United States Postal Service, first class, certified mail, return receipt requested, postage prepaid. All notices given under this Agreement shall be addressed to the addresses stated at the outset of this Agreement, or to new or additional addresses as the Parties may be advised in writing.

8. This Agreement is to be governed by and construed in accordance with the laws of the state of _____. Neither Party shall be deemed to waive any of its rights, powers or remedies hereunder unless such waiver is in writing and signed by said Party. This Agreement is binding upon and inure to the benefit of the Parties and their successor and assigns.

9. This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter hereof, and is intended as the Parties' final expression and complete and exclusive statement of the terms thereof, superseding all prior or contemporaneous agreements, representations, promises and understandings, whether written or oral. Neither Party is to be bound by any pre-printed terms appearing in the other Party's form documents, tariffs, purchase orders, quotations, acknowledgments, invoices, or other instruments. This Agreement may be amended or modified only by an instrument in writing signed by both Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized officers on the day and year first above written.

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

ANNEXURE - A

MANDATORY CHECKLIST

S.No.	Description	Yes/No
1	Tender submitted in Two Bid.	
2	Tender Fee & EMD to be submitted in technical Bid.	
3	The bidder shall submit Power of Attorney/ Authorization with the seal of the company of person signing the tender documents.	
4	The bidder Firm shall submit duly filled, sealed and signed all the Tender documents to confirm the acceptance of all terms and condition	
5	Copy of PAN/GST To be enclosed in Technical bid.	
6	Tender validity 120 days given.	
Signature and Seal of bidder		