



SECURITY PAPER MILL,  
HOSHANGABAD - 461005 (M.P), INDIA  
(A Unit of Security Printing and Minting Corporation of India Limited)(Wholly  
owned by Government of India)  
(Miniratna Category-I CPSE & ISO 9001:2008 & ISO 14001:2004 CERTIFIED)  
Website:<http://spmhoshangabad.spmcil.com>  
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GSTIN: 23AAJCS6111J3ZE

PR Number	PR Date	Indenter	Department
10019135	07.08.2017	PM 5	PM PROD

Not Transferable

Security Classification:

**TENDER DOCUMENT FOR PURCHASE OF: BLEACHED COTTON  
LINTER PULP IN SHEET FORM (BCLP)**

**Tender Number: 6000009894/PM5-PROD/BCLP/17-18/1290,**

**Dated:26.09.2017**

This Tender Document Contains 35 Pages.

Details of Contact person in SPMCIL regarding this tender:

**Name:** SHAILENDRA SINGH RAJPUT  
**Designation:** Dy.Manager (Purchase)  
**Address:** SPMH (Security Paper Mill,Hoshangabd)  
India

## Section1: Notice Inviting Tender (NIT)

6000009894 /PM5-PROD/BCLP/17-18/1290

26.09.2017

(SPMCIL's Tender SI No.)

(Date)

1. Sealed tenders are invited from eligible and qualified tenderers for supply of following goods & services:

Sch d. No.	Brief Description of Goods/services	Quantity (with unit)	Earnest Money (In Rupee)	Remarks
1	BLEACHED COTTONLINTER FIRSTCUT SHEETFORM RMCT000011	1000.000 MT	25,39,000.00INR 40,000.00USD	
Type of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)			THREE-BID International Competetive Bid	
Dates of sale of tender documents:			From 27.09.2017 to 13.11.2017 during office hours.	
Place of sale of tender documents			ADM OFFICE SECURITY PAPER MILL HOSHANGABAD	
Closing date and time for receipt of tenders			14.11.2017 11:00:00	
Place of receipt of tenders			ADM OFFICE SECURITY PAPER MILL HOSHANGABAD	
Time and date of opening of tenders			14.11.2017 15:00:00	
Place of opening of tenders			ADM OFFICE SECURITY PAPER MILL HOSHANGABAD	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.21.1 of GIT)			SHAILENDRA SINGH RAJPUT Dy.Manager (Purchase)	

2. Interested tenderers may obtain further information about this requirement from the above Office selling the tender document. They may also visit our website mentioned above for further details.

3. Tender documents may be purchased on payment of non-refundable fee of Rs.1000/- or 16 USD per set in the form of account payee demand draft/ cashier's cheque/ certified cheque, drawn on a scheduled commercial bank in India, in favors of #Security Paper Mill# payable at #Hoshangabad.#

4. If requested, the tender documents will be mailed by registered post/speed post to the domestic Tenderers and by international air-mail to the foreign Tenderers, for which extra expenditure per set will be Rs. 100/- (Rupees Hundred) for domestic post and Rs. 2500/- (Rupees Two Hundred) for international air-mail. The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.

5. Tenderers may also download the tender documents from the web site <http://spmhoshangabad.spmcil.com> , <http://eprocure.gov.in> and submit its tender by utilizing the downloaded document along with the required non-refundable fee as mentioned in Para 3 above

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

### ADDRESS

The General Manager,  
Security Paper Mill,  
Hoshangabad - 461005(M.P.) India.



Tender Number:6000009894

7. 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.
8. The tender documents are not transferable.
9. Enclosed: BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION (ANNEXURE-I)

(S. S. Rajput)  
Dy. Manager(Purchase)  
For-General Manager  
Security Paper Mill,  
Hoshangabad-461005 (M.P.)

Tel.No.07574-279041 TO 60 Extension no. \*6776, \*6847,  
Fax No.07574-255170

Copy to: SK(G) / M(TECH.)P - E-MAIL

PR Created by:

.....

.....  
(Name Designation, Adress telephone number etc  
of the officer signing the document)

For and on behalf of

.....



Tender Number:6000009894

## **Section II: General Instructions to Tenderers (GIT)**

### **Part 1: General Instructions Applicable to all type of Tenderers**

Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GIT.pdf> for further details.  
(GIT Contains 32 pages)



Tender Number:6000009894

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## **Section II: General Instructions to Tenderers (GIT)**

### **Part II: Additional General Instructions Applicable to Specific type of Tenderers**

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Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GIT.pdf> for further details.  
(GIT Contains 32 pages)

### Section III: Specific Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

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

Sr No	GIT Clause No.	Topic	SIT Provision
04	11.2	Tender Currency	Supplier is requested to quote price within 2 Decimal place.Quotation with price quote beyond 2 decimal place is ignored.
07	19	Tender Validity	165 DAYS
08	20.4	Number of Copies of Tenders to be submitted	SINGLE
11	43	Parallel Contracts	As per Section-VI point no. 10



Tender Number:6000009894

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## **Section IV: General Conditions of Contract (GCC)**

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Kindly refer <http://spmhoshangabad.spmcil.com/spmcil/uploaddocument/GCC.pdf> for further details.  
(GCC Contains 28 pages)

## 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)

SI.No	GCC Clause No.	Topic	SCC Provision
06	16.2, 16.4	Warrantee Clause	APPLICABLE (AS PER GCC CLAUSE 16.2)
07	19.3	Option Clause	APPLICABLE (AS PER GCC)
10	22, 22.1, 22.2, 22.4, 22.3, 22.6	Terms and Mode of payments	(AS PER GCC) AFTER RECEIPT AND SUITABILITY OF MATERIAL AND PAYMENT SHALL BE MADE THROUGH RTGS/NEFT/
11	24.1	Quantum of LD	APPLICABLE (AS PER GCC)
13	33.1	Resolution of Disputes	APPLICABLE (AS PER GCC)



## Section VI: List of Requirements

Schedule No.	Breif Description of goods and services (Related Specifications etc. are in Section-VII)	Accounting Unit	Quantity	Amount of Earnest Money	Remark
1	RMCT000011 BLEACHED COTTONLINTER FIRSTCUT SHEETFORM	MT	1000.000	25,39,000.00 INR 40,000.00 USD	

### 1. SPECIAL INSTRUCTION:

i. Micro and Small Enterprises firm are exempted from submitting Tender fees and Earnest Money deposit. Please send the copy of valid registration certificate of Micro and Small Enterprises along with your bid / quotation otherwise your offer will not be considered for above exemption.

ii. Price quotation in tenders:

a. In tender, participating Micro and Small Enterprises quoting price within price band of L1 + 15 per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 20 per cent of total tendered value.

b. In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity).

iii. Special provisions for micro and small enterprises owned by SC or ST:

Out of 20 per cent allowed for procurement from Micro and Small Enterprises, a sub-target of 20 per cent (i.e., 4 per cent out of 20 per cent) shall be allowed for procurement from Micro and Small Enterprises owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs. Provided that, in event of failure of such Micro and Small Enterprises to participate in tender process or meet tender requirements and L1 price, 4 per cent sub-target for procurement earmarked for Micro and Small Enterprises owned by Scheduled Caste or Scheduled Tribe entrepreneurs shall be met from other Micro and Small Enterprises.

iv. Relaxation of Norms for Startups and Micro & Small Enterprises on Prior experience and prior turnover criteria:

In exercise of Para 16 of Public Procurement Policy for Micro and Small Enterprises Order 2012, Security Paper Mill, Hoshangabad has relaxed the condition of prior turnover and prior experience with respect to Micro and Small Enterprises subject to meeting of quality and technical specifications.

### 2. Required Delivery Schedule:-

(I) 06 months tentatively minimum 167MTs(One Hundred Sixty Seven)per months.(For five months) & 165MT for sixth month.

(II) Required Terms of Delivery :- From the date of issue of Purchase Order / Opening of L.C. whichever is earlier.

a) FOB/CIF Mumbai Sea port / FOB/DAP Mumbai airport for imported supply.

b) FOR Hoshangabad for indigenous supply (duly Unloaded).

(III) Destination :- Security Paper Mill, Hoshangabad (M.P.)-461005

(IV) Preferred mode of Transportation:- Suppliers to transport the contracted material/supplies only through registered common carriers.



3. TENDER CURENCIES:

- a) Bidders offering domestic goods shall quote only in Indian Rupees (INR).
- b) Bidders offering imported goods shall quote either in Indian Rupees (INR) or in USD.
- c) Tenders, where prices are quoted in any other way shall be treated as unresponsive and rejected.

4. EARNEST MONEY DEPOSIT (EMD)

The earnest money for a total value of INR 25,39,000.00 or USD 40,000.00 shall be furnished in one of the following forms.

- a) Bank Guarantee or (BG should be in Indian currency and issued from scheduled commercial bank.)
- b) Fixed Deposit Receipt or
- c) Bankers cheque or
- d) Account Payee Demand Draft

The demand draft, fixed deposit receipt or bankers cheque shall be drawn on any scheduled commercial bank in India, in favour of Account specified in the Clause 3 of NIT. In case of bank guarantee, the same is to be provided from/confirmed by any scheduled commercial bank in India as per the format specified under Section XIII in these documents. The earnest money shall be valid for a period of forty five days beyond the validity period of the tender.

5. TENDER VALIDITY:

The tenders shall remain valid for acceptance for a period of 165 days. Any tender valid for a shorter period shall be treated as un-responsive and rejected.

6. COMPARISON ON CIF DESTINATION BASIS:

Price bid evaluation

(i) In case of indigenous offers, the prices quoted shall be compared on a total price basis (FOR SPM Hoshangabad), including all taxes, duties, packing & Forwarding charges, Freight, Insurance, etc., as per the price schedule.

(ii) In case of imported offers, the tenderer will be required to quote on FOB as well as CIF basis. The CIF price shall be multiplied with the exchange rate between INR and quoted foreign currency, prevailing on the date of opening of the price bid. The applicable rate will be- BC selling rate of State Bank of India. Customs and countervailing duty as applicable on accessible value (CIF+ landing charges etc.,) will then be added on the CIF price, thus converted in to Indian Currency. On this converted price Rs. 11,100/- (Consolidated) for each MT shall be added for port clearance, forwarding charges and estimated inland freight up to destination to arrive at the total price.

For comparison of Import offer with indigenous offer, total landed cost of indigenous offer, shall be compared with the total landed cost of import offer. The tenders received and accepted will be evaluated to ascertain the best and lowest evaluated tender in the interest of the purchaser, for the complete supply covered under the tender document.

7. AWARD CRITERIA:

All responsive tenders shall be evaluated as per the terms and conditions of this tender. The basis for arriving at the lowest responsive bidder shall be as per the total price comparison for deliveries up to SPM, Hoshangabad on F.O.R basis. However the purchaser reserves the right to place order on the firm for FOB seaport/airport as well.

8. SUBMISSION OF TENDERS:

8.1 Pre-Qualification bid, Techno-commercial bid and financial bid are to be submitted in three 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 either in the pre-qualification or in techno-commercial bid. It shall only be quoted in price bid. Non-adherence to this shall be making tender liable for rejection. The envelopes containing bids shall be superscribed #Pre-qualification bid#, #Techno-Commercial bid#, #Price bid#, as the case may be, for #The

Procurement of BLEACHED COTTON LINTER PULP IN SHEET FORM#. The sealed envelopes shall be again put in another sealed cover and should be superscribed #TENDER FOR THE PROCUREMENT OF 1000MT OF BLEACHED COTTON LINTER PULP IN SHEET FORM# due on 14.11.2017 up to 11.00 Hrs. (IST). Late tenders shall not be accepted. Tenderers shall submit their offers only on prescribed forms. Tender by Telegram/Fax/E-mail shall not be accepted.

Tender by Post/Hand/courier received on or before the due date and time shall be accepted. Postal delay/ delay by courier service etc. shall not be condoned.

8.2 Tenders shall be submitted in parts as below: -

**PART I # PRE-QUALIFICATION BID**

**(A) For MSME Firms:**

i. Firm shall submit the valid MSME certificate and the tendered item must be listed in the MSME certificate store list. Non-submission of valid MSME certificate and non-availability of the tendered item in the store list of this certificate shall lead to rejection of the offer.

ii. One original Tender document with seal and sign shall be submitted. It should not have any price aspect.

iii. Power of Attorney/Authorization with the seal of the company of person signing the tender documents.

iv. Dully filled tender form as per Section-X is to be submitted. No price details is to be given in this bid. In case if any price detail is given, then the bids are liable to be rejected.

v. Firm shall accept the qualification criteria as per section-IX for MSME firm.

vi. If required SPM may visit the factory during PQB stage, to ascertain the bidder manufacturing capability & quality control methodology.

Firm should submit the following:-

- a) Infrastructure details
- b) Machinery list
- c) Organization structure

**(B) For Non MSME Firms:**

i. Containing un-priced tender consisting of complete Qualification/ Eligibility of the tenderer as per the format specified under Section IX in this document.

ii. One original Tender document with seal and sign shall be submitted. It should not have any price aspect.

iii. Tender document fee Rs.1000/- or USD 16.

iv. Earnest Money Deposit INR 25,39,000.00 or USD 40,000.00.

v. Power of Attorney/ Authorization with the seal of the company of person signing the tender documents.

**vi. Manufacturing/Authorization Certificate :**

(1) If the bidder firm is manufacturer then firm has to submit the valid registration certificate.

(2) If the bidder firm is not the manufacturer then firm has to submit the valid manufacturers authorization certificate/valid dealership certificate of the item supplied as per the standard form duly filled by OEM as per annexure XIV of this tender document.

vii. Financial Standing of last 3 years i.e. 2014, 2015, 2016 in case the financial year is maintained calendar year wise or 2014-15, 2015-16 and 2016-17 in case the financial year is maintained ending 31st March of a year should be certified by accountants e.g. Chartered Accountants (CA) in India and Certified Public Accountants/ Chartered Accountants of the other countries.



viii. Duly filled tender form as per Section-X is to be submitted. No price detail is to be given in this bid. In case if any price detail is given, then the bids are liable to be rejected.

#### PART II - TECHNO-COMMERCIAL BID

- i. The tenderer shall submit detailed techno-commercial offer as per Technical Specifications as per Section VII of this tender document.
- ii. The tenderer has to submit acceptance of all sections of this tender document (GIT, SIT, SCC, Quality control requirements, Tender form, Questionnaires, etc.).
- iii. One original Tender document with seal and sign shall be submitted. It should not have any price aspect.
- iv. Containing Blank price Bid duly signed (No price detail is to be given in this bid. In case if any price detail is given, then the bids are liable to be rejected).
- v. The tenderer has to submit acceptance of all sections of tender document without any deviation.
- vi. Confirm the delivery period as per section VI of condition No. 2(I) of this Tender document with seal and sign.
- vii. Confirm Required Destination: As per section VI of condition No.2(II) of this Tender document with seal and sign.
- viii. Confirm the payment terms as per section VI of condition Sl. No.18 of this Tender document with seal and sign.
- ix. Confirm the Tender validity as per section VI of condition No.5 of this Tender document with seal and sign.

#### PART III - PRICE BID:

The tenderers shall quote the prices as per the proforma given in Section # XI of the tender document. Insertion, post script, addition and alteration shall not be recognized unless confirmed by the tenderers.

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NOTE: #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.#

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#### 9. EVALUATION CRITERIA FOR L1 BIDDER:

The pre-qualification bids are to be opened in the first instance, at the prescribed time and date. These bids shall be scrutinized and evaluated by the competent committee/authority with reference to the parameters prescribed in the eligibility criteria. Thereafter, in the second stage, the techno-commercial bids of only pre-qualified bidders (as decided in the first stage) shall be opened at a later date and time for further scrutiny and further evaluation. These bids shall be scrutinized and evaluated by the competent committee/authority with reference to the parameters prescribed in the tender document. Subsequently, in the third stage the financial bids of only the techno-commercially acceptable offers (as decided in the second stage shall be opened for further scrutiny and evaluation. Intimation regarding opening of techno-commercial and financial bids shall be given to acceptable tenderers to enable them to attend the techno-commercial and financial bid opening, if they so desire.

The method of evaluation of L1 bidder for awarding the Contract shall be on consolidated grand total offered by the bidder and will be decided by taking into consideration the total offered price as per Section # XI (Price schedule) of this tender document.

#### 10. PARALLEL CONTRACTS

- a. The General Manager, Security Paper Mill, Hoshangabad reserves the right to conclude parallel contracts, with more than one bidder for this tender.
- b. The bidders should quote for at least 25% of the tendered quantity in this tender. Offers that are received for less than 25% shall be considered as unresponsive and shall be rejected and the accepted firms shall be ranked as L1, L2, L3, etc in the ascending order as per the rate quoted in the Price Bid.
- c. The parallel contracts shall be executed in the following sequence. In case, no parallel contracts could be executed under c (i), the same shall be evaluated under c (ii). Further, in case no parallel contracts could be executed under c (ii), the same shall be executed under c (iii).

i. Criteria for splitting in two contracts in the ratio 60:40:

Parallel contracts in the ratio 60:40 shall be executed in the following cases:

- In case the L1 bidder has quoted for at least 60% of the tendered quantity and L2 bidder has quoted for at least 40% of the tendered quantity, the lowest rate accepted will be counter offered to L2 firm. On non-acceptance of the counter offer by L2 firm, similar counter offer shall be given to L3, L4 and so on provided the firms has quoted for at least 40% of the tendered quantity. No counter offer shall be given to the succeeding ranked firm if the preceding ranked firm has not quoted for at least 40% of the tendered quantity and no parallel contracts in the ratio 60:40 shall be executed in such cases.
- Only on acceptance of counter offer by the other firm, L1 bidder shall be awarded 60% of the total tendered quantity and rest 40% of the total tendered quantity shall be awarded to the other firm. No parallel contracts in the ratio 60:40 shall be executed if the counter offer for 40% of the total tendered quantity is not accepted by the firms.

Further, no parallel contracts in the ratio 60:40 shall be executed in the following cases:

- The L1 bidder has not quoted for at least 60% of the tendered quantity.
- The L1 bidder has quoted for at least 60% of the tendered quantity but L2 bidder has not quoted for at least 40% of the tendered quantity.

ii. Criteria for splitting in three contracts in the ratio 50:30:20:

Parallel contracts in the ratio 50:30:20 shall be executed in the following cases:

- In case the L1 bidder has quoted for at least 50% of the tendered quantity and L2 bidder has quoted for at least 30% of the tendered quantity, the lowest rate accepted will be counter offered to L2 firm. On non-acceptance of the counter offer by L2 firm, similar counter offer shall be given to L3, L4 and so on provided the firms has quoted for at least 30% of the tendered quantity. No counter offer shall be given to the succeeding ranked firm if the preceding ranked firm has not quoted for at least 30% of the tendered quantity and no parallel contracts in the ratio 50:30:20 shall be executed in such cases.
- Only on acceptance of counter offer for 30% of the tendered quantity, similar counter offer for the balance 20% of the tendered quantity shall be given to the succeeding ranked firms as per the ranking.
- Only on acceptance of counter offer by the other firms for 30% and 20% of the tendered quantity, L1 bidder shall be awarded 50% of the total tendered quantity and rest 30% and 20% of the total tendered quantity shall be awarded to the other firms. No parallel contracts in the ratio 50:30:20 shall be executed if the counter offer for 30% and 20% of the total tendered quantity are not accepted by the firms.

Further, no parallel contracts in the ratio 50:30:20 shall be executed in the following cases:

- The L1 bidder has not quoted for at least 50% of the tendered quantity.
- The L1 bidder has quoted for at least 50% of the tendered quantity but L2 bidder has not quoted for at least 30% of the tendered quantity.

iii. In case parallel contracts could not be executed by either of the above two criteria, following procedure shall be followed for execution of the contracts:

The L1 bidder shall be awarded its quoted quantity. In case the total tendered quantity is not meet by the L1 bidder, the lowest rate accepted will be counter offered to L2, L3, L4 and so on as per the ranking. On acceptance of the counter offers, the firms shall be awarded their respective quoted quantities or the balance quantity whichever is lower till the total tendered quantity is exhausted.



11. DISPATCHES:-

For Indigenous shipments:

- i. The material may be dispatched through Road.
- ii. The supplier should indicate the Bale No. on each of the bales and accordingly also enclose the individual bale-wise weight list in duplicate with documents to enable us to process supplier bills and same should be followed for all supplies, failing which payment will be withheld.
- iii. The dispatch should be made strictly as per the delivery schedule which will be indicated in our supply order. Advance supplies may not be accepted without prior permission. However, any excess supply, if accepted, shall be paid at L-1 tender rates only.
- iv. Date of receipt of the material in the Mill will be taken as date of delivery.
- v. While dispatching the material by truck please ensure that the truck driver are holding valid and original license with them failing which the truck may not be allowed to enter the Security Paper Mill premises and may be sent back without unloading at their risk and cost.
- vi. The truck may be detained for the 2/3 days in case of pre-occupation.
- vii. Unloading of consignment at our site and arrangement of the same in a systematic manner as required by our Stores Department is to be arranged by the supplier.
- viii. It is to be ensured that persons engaged for unloading possess necessary police clearance and the work under necessary security check by the CISF.
- ix. Supply should be made within the range of + 1% of the ordered quantity. But, the excess supply up to 1% may only be accepted at L-1 tender rates.
- x. The General Manager, Security Paper Mill, Hoshangabad, reserve the right without assigning the reason:-
  - a) To short-close / foreclose the order at any time during process of supply against our supply order.
  - b) To reduce the tender quantity at the time of concluding the final supply order/contract.
- xi. As the procurement is being done for Government (Wholly owned unit of Govt. of India) all the rules applicable for procurement of Government stores will be applicable to those goods.

For Imported shipments:

The shipment of the stores shall be made in suitable packing cases and the supplier shall use its best efforts to ensure that such cases are loaded on the ship/carrier just before embarkation so as to enable speedy unloading of the cases on arrival at the port of disembarkation in India.

- a) During transit the cases are to be kept under special storage in the ship.
- b) Purchaser is to be immediately informed of the name and date of the ship in which the cases are dispatched to enable to make necessary arrangements for immediate clearance and security on arrival at Mumbai.

CONSIGNEE :THE GENERAL MANAGER,SECURITY PAPER MILL,HOSHANGABAD 461 005,  
INDIA  
ORDER No : .....  
CASE No. / BATCH No.:  
DIMENSIONS :  
NET WEIGHT :  
GROSS WEIGHT :  
PORT CONSIGNEE :  
PORT OF DELIVERY :NHAVA SHEVA PORT/C.S. INTERNATIONAL AIRPORT,MUMBAI, INDIA

12. WEIGHT SHORTAGE:

The weight as assessed by this office on arrival of each consignment shall be final and binding on the supplier and shortage up to 1% in weight shall not be communicated and bills be settled after deducting such shortage. However, shortage of more than 1% in weight shall be communicated to the supplier for the confirmation of shortage within 03 weeks from the date of communication of this office. If the supplier choose to have verification of the over 1% short weight consignment carried out, he must take himself or his authorized representatives available at the Security Paper Mill, Hoshangabad (M.P) in such time that the verification is completed, within the specified period of 03 three weeks, failing which this office will be at liberty to use the material and the weight as assessed and shortage communicated shall be taken as final and binding on the supplier without making further reference. On verification, if shortage is found irrespective of the quantum of shortage, the weight shortage originally reported or found on re-verification, whichever is higher shall be final and binding on the supplier.



### 13. GODOWN RENT:

Any consignment which is found to be different from the specification containing contraries will not be paid for and will have to be immediately lifted by the supplier at their expenses. The rejected material, if not lifted within one month from the date of issue of communication of rejection, the supplier will have to bear Godown rent as under and that this office will not be responsible for any damages whatsoever to the consignment.

Rs.300/- per M.T. for first 15 days or part thereof after one month notice

Rs.500/- per M.T. for next 15 days or part thereof

Rs.850/- per M.T. per month after 30 days (one month) and incase of fraction of month it will be taken as full month.

In the event of not lifting rejected goods within 3 months from the date of intimation of rejection, the bidder shall forfeit any claim to the goods.

### 14. NON-DELIVERY OF MATERIAL:

In the event of non-delivery of all or part of the order within the specific time, the General Manager, Security Paper Mill, Hoshangabad, (M.P) reserves the right to cancel the order and forfeit the Security Deposit. In the event of such cancellation the supplier shall remain responsible to make good the extra expenditure incurred by this Unit to procure the entire material or part thereof as the case may be arising due to non-delivery by the supplier within a period of three months from the date of cancellation of the supply order. The supplier shall not be entitled to any gain on such purchase & shall be in the entire discretion of the General Manager, Security Paper Mill, Hoshangabad, (M.P). It shall not be necessary for the general Manager to serve a notice of such purchase of the supplier.

### 15. COMPLIANCE OF LABOUR LAWS:-

Unloading of material shall be in the scope of supplier. Any contractor's labour entering in SPM premises on behalf of supplier shall be complete responsibility of the supplier and shall be governed by all acts laws pertaining to contract labour act in India.

Contractor/supplier should all times indemnify SPM against t heir all claims, damages or compensation under the provisions of Payment of Wages Act 1936; Minimum Wages Act 1948; Employers Liability Act 1938; The Workmen Compensation Act 1923; Industrial Disputes Act 1947; Maternity Benefit Act 1961; Payment of bonus Act 1965. Factory Act 1948 or any modification thereof or any other law relating thereto and rules made hereunder from time to time.

Contractor's/supplier's staff shall always be disciplined, properly dressed and use personal protective equipment's during performing any work on behalf of supplier. The persons deployed by supplier / contractor for unloading job shall be properly trained, have requisite experience and skills for carrying out the tasks at SPM. The Contractor shall be solely responsible to tackle the matters in case any of its staff deployed under this contract fall sick or is injured or goes on strike etc. In case any injury/accident to the contract labour engaged by supplier/contractor the supplier has to fulfill all his statutory liabilities as per contract labour engaged by supplier/contractor fails to comply with the statutory requirements then SPM, as a Principal Employer shall perform all the statutory requirements and if it involves any financial implication the same shall be deducted from suppliers bill.

### 16. WARRANTY:

The material is to be supplied in accordance with the order, complete in all respect of good materials and workmanship throughout and in the event of any goods on receipts being found not in accordance with the specification, the supplier will replace them free of cost inclusive of all freight and handling charges and duties and taxes at the ultimate destination in India. This warranty shall survive acceptance of goods and payment but shall expire (except in respect of complaints notified to the supplier within 90 days after the expiry of the warranty period) 12 months after arrival of the last consignment/ installment at ultimate destination in India, (hereinafter to be referred as warranty period).



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#### 17. OPTION CLAUSE

The Purchaser reserves the right to place an option order for 25% of the quantity of the final order on the same rates, terms and conditions till final delivery date of the contract by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of delivery period.

#### 18. PAYMENT:

18.1 All the payment to overseas supplier towards the cost of stores ordered would be made through irrevocable letter of credit to be opened by purchaser through a scheduled commercial bank in favour of supplier. Such letter of credit shall be automatic revolving one with limit of covering total value of shipment of stores subject to total ceiling of value for total ordered quantity. The payment will be arranged as below:-

A. 90% payment will be made through L.C after dispatch of material.

B. Balance 10% payment shall be released after issue of suitability certificate from Purchaser.

18.2 All Bank charges for opening of Letter of Credit in respect of purchaser's bankers will be borne by Purchaser and those charged by supplier's bankers will be borne by the supplier. The Charges of extension of L.C. or any confirmation if attributable to supplier will be paid by supplier and not by the purchaser.

18.3 All Payment to Indigenous suppliers for the supply of stores would be made as under:

100% payment will be made to the indigenous suppliers against receipt and suitability of material at SPM. The mode of payment shall be RTGS / NEFT.

#### SALIENT FEATURES OF TENDER

NOTE: Strictly confirm or accept the following conditions in your quotation/offer. Otherwise your quotation/ offer will out rightly be rejected without further correspondence.



## Section VII: Technical Specifications

SN	Particulars	Unit	Requirement	Test Method
1	Brightness (Minimum)	%	85	ISO 2470/ ISO 3688
2	Moisture content (Maximum)	%	7.5	ISO 287
3	Alpha Cellulose (Minimum)	%	98	TAPPI T203
4	Fiber Length (Maximum fiber length of individual fiber should not be more than 2.5 mm)	mm	In average 1.5	TAPPI T271
5	Initial Freeness (Minimum)	°SR	15	ISO 5267-1
6	Ash content (Maximum)	%	0.5	ISO 2144
7	Fluorescence under U.V. light		Inactive	--
8	Viscosity (0.5 M CED) (Minimum)	Cps	25	TAPPI T230
9	pH of aqueous extract	Unit	6.0 to 7.5	ISO 6588
10	Dirt Content (Maximum)	mm/Sq. M	5	ISO 5350-3
11	Rag content	%	100	
12	90±3 GSM lab handmade sheet from the material after laboratory refining of 50-55# SR in laboratory valley beater without adding any chemicals/additives should give the following strength properties			
	a. Burst Strength (Minimum)	Kg/Cm <sup>2</sup>	2.5	
	b. Double Fold (Minimum)	Nos	1200	
	c. Tensile Strength (Minimum)	Kgf/15 mm	6	
13	Impurity		The material should be free from colored thread, dirt, dust, husk and other foreign material.	
14	Suitable for		Bank note paper with high physical strength	

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## Section VIII: Quality Control Requirements

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### 1. QUALITY ASSURANCE:

The supplier shall ensure that the stores supplied are manufactured in accordance with the technical specifications given in this tender document section VII #Technical Specification#.

### 2. INSPECTION:

A pre-dispatch inspection will be carried out by the purchaser, if desired by General Manager, Security Paper Mill, Hoshangabad. The supplier has to inform well in advance and also facilitate the inspection team to carry out the same.

### 3. PACKING:

The supply of Absolutely clean Bleached Cotton Linter Pulp first cut in sheet form for use in security paper free from colour thread, plastic, nylon ropes, dirt, dust, husk, grit, synthetics, card room waste and other contaminants and should be exactly as per specification. The Bleached Cotton Linter Pulp first cut in sheet form (BCLP) should be supplied as per the below packing standards:-

i. GSM of sheet:  $1000 \pm 500$  g/m<sup>2</sup>

ii. Average bale weight should be within the limit of  $180 \pm 30$  Kgs

iii. Sheet size should be

a. Width:  $700 \pm 100$  mm

b. Length:  $800 \pm 200$  mm

c. Height: According to the bales weight limitation

iv. If average bale weight found below/ over the specified limit, the entire consignment will be rejected and the same will be sent back without unloading at suppliers risk and cost.

v. The firm should maintain the tare weight of packing material for each bale within the prescribed limit of 1.0 to 2.0 Kgs, failing which penalty of triple the excess weight of tare found upon assessment at our end will be imposed, i.e., cost of Bleached Cotton Linter Pulp first cut in sheet form of calculated quantity will be deducted from the firm's bill.

vi. The packing material should be clean and free from dust and other foreign material, etc.,

vii. Supply should be in fully pressed bales only. Supply in loose bags/uncovered bales/partially covered bales, half pressed bales etc. will be rejected at supplier risk and cost.



## Section IX: Qualification/Eligibility Criteria

(A) For MSME Firms:

1. Criteria for Minimum Offer Quantity in the tender

The firm should quote at least 250MT in the tender. Offers that are received for less than 250MTs shall be considered as unresponsive and shall be rejected.

Note:- Physical verification of plant capacity may be verified by SPM, Hoshangabad.

(B) For Non-MSME Firms:

The eligibility criteria as in 1, 2 & 3 below have been framed based on the annual requirement of 1000MTs.

1. Experience & Past Performance

Bidder Firm should have manufactured and supplied at least 300MTs of the offered quantity of BLEACHED COTTON LINTER PULP FIRST CUT IN SHEET FORM (BCLP) in any one year during last five years ending 31st March-2017.

2. Capability- Equipment & Manufacturing Facilities

The Bidder Firm must have an annual Capacity to manufacture and supply at least 300MTs of the offered quantity of BLEACHED COTTON LINTER PULP FIRST CUT IN SHEET FORM (BCLP).

3. Financial Standing

a) The average annual turn-over of the Bidder during the last three (3) years, ending 2014, 2015, 2016 in case the financial year is maintained calendar year wise or 2014-15, 2015-16 and 2016-17 in case the financial year is maintained ending 31st March of a year, should be more than Rs.03.81 Crores or USD 5,97,341.00.

b) The Bidder firm should not have suffered any financial loss for more than one (1) year during the last three (3) years ending 2014, 2015, 2016 in case the financial year is maintained calendar year wise or 2014-15, 2015-16 and 2016-17, in case the financial year is maintained ending 31st March of a year.

c) The net worth of the Bidder firm should not have eroded by more than 30% in the last three (3) years ending 2014, 2015, 2016 in case the financial year is maintained calendar year wise or 2014-15, 2015-16 and 2016-17, in case the financial year is maintained ending 31st March of a year.

(Financial Statements should be in English language.)

Note:-

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

2- All financial standing data should be certified by accountant#s e.g. Chartered Accounts (CA) in India and Certified Public Accountants/Chartered Accountants of other countries. However for FY 2016-17, CA certified unaudited / provisional documents may be submitted in case audited CA certified documents are not finalized during the tender submission time. Subsequently audited CA certified documents needs to be submit once the same are finalized.

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NOTE: #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.#

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Tender Number:6000009894

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## Section X: Tender Form

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Date:

To,  
Security Paper Mill, Hoshangabad  
A Unit of Security Printing & Minting  
Corporation of India Limited  
(Wholly Owned by Govt. of India)  
Hoshangabad

Ref: Your Tender document No.6000009894 /PM5-PROD/BCLP/17-18/ dated 27.09.2017

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 of \_\_As per tender\_\_(total tender amount in figures and words), 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 up to ....., as required in the GIT clause 19, read with modification, if any in Section-III - 'Special Instructions to Tenderers' or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

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

.....  
**(Signature with date)**

.....  
**(Name and designation)**

Duly authorized to sign tender for and on behalf of

.....

.....



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## Section XI: Price Schedule

The Price bid should clearly indicate the break-up of the price as under:-

### A. PRICE SCHEDULE FOR INDIGENOUS OFFERS

HSN Code: \_\_\_\_\_

Sl. No.	Details of heads	Rate Per M.T. (In Rs.)
1.	Basic Price FOR SPM, Hoshangabad duly unloaded(Per MT)	
2.	GST in percentage (%) on (1)	
TOTAL A =(1+2)		
3.	Others Taxes or charges if any, (Please specify)	
TOTAL B=(A+3)		
4.	Total Price /Per MT	
5.	Total Price for 1,000M.T. (SPM, Hoshangabad) in figures:-	
6.	Total Price for 1,000M.T. (SPM, Hoshangabad) in Words:-	

#### NOTE:

1. Bidder should mention separately regarding Duties/Taxes etc., whether they are chargeable extra or inclusive in the price. Otherwise tax exemption Certificate shall be enclosed.
2. Price bids are to be given in the above format only. Conditional price bids are liable to be rejected.
3. The method of evaluation of L1 criteria for awarding the contract shall be decided taking into consideration the total landed price up to SPM Hoshangabad.

SIGNATURE OF BIDDER  
(WITH NAME, DESIGNATION AND SEAL)



Tender Number:6000009894

B. PRICE SCHEDULE FOR IMPORTED OFFERS

Sl. No.	Details of heads	Rate Per M.T. (In USD)
1.	Basic Price (Per MT)	
2.	Packing & Forwarding Charges	
3.	Any other charges up to Airport / Seaport	
4.	Cost per MT for FOB Seaport	
5.	Cost for 1,000MT for FOB Seaport	
6.	Cost per MT for FOB Airport	
7.	Cost for 1,000MT for FOB Airport	
8.	a)Freight charges by Sea b)Freight charges by Air	
9.	a)Insurance charges by Sea b)Insurance charges by Air	
10.	Cost per MT for CIF Mumbai seaport	
11.	Cost for 1,000MT for CIF Mumbai seaport	
12.	Cost per MT for DAP Mumbai Airport	
13.	Cost for 1,000MT for DAP Mumbai Airport	

NOTE:

1. Bidder should mention separately regarding Duties/Taxes etc., whether they are chargeable extra or inclusive in the price. Otherwise tax exemption Certificate shall be enclosed.
2. Price bids are to be given in the above format only. Conditional price bids are liable to be rejected.
3. The method of evaluation of L1 criteria for awarding the contract shall be decided taking into consideration the total landed price up to SPM Hoshangabad.

SIGNATURE OF BIDDER  
(WITH NAME, DESIGNATION AND SEAL)



## 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 and of goods and services offered:
2. Offer is valid for acceptance up to .....
3. Your permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India:  
Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority.

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 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

Whereas..... (here in after called the "Tenderer") has submitted its quotation dated.....for the supply of .....(herein after called the "tender")

Against SPMCIL's tender enquiry No .....

Know all persons by these present that we .....of.....

(here in after called the "Bank") having our registered office at .....

are bound unto.....(here in after called the "SPMCIL") in the sum

of.....

for which payment will and truly to be made to the said SPMCIL, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of .....20....

The conditions of this obligation are :-

(1) If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the Tenderer having been notified of the acceptance of his tender by SPMCIL during the period of its validity:-

a) fails or refuses to furnish the performance security for the due performance of the contract.

b) fails or refuses to accept/ execute the contract.

We undertake to pay SPMCIL up to the above amount upon receipt of its first written demand, without SPMCIL having to substantiate its demand, provided that in its demand SPMCIL will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty five days after the period of tender validity 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





Tender Number:6000009894

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## Section XIV: Manufacturer's Authorization FORM

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To,  
Security Paper Mill, Hoshangabad  
A Unit of Security Printing & Minting  
Corporation of India Limited  
(Wholly Owned by Govt. of India)  
Hoshangabad

Dear Sirs,

Ref.: Your Tender document No..... dated.....

We..... who are proven and reputable manufacturers of  
..... (name and description of the goods offered in the tender) having factories at  
..... here by authorize Messrs..... (name and address of the agent) to  
submit a

tender, process the same further and enter into a contract with you against your requirement as contained in the  
above referred tender enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs..... (name and address  
of the above agent) is authorized to submit a tender, process the same further and enter into a contract with you  
against your requirement as contained in the above referred tender enquiry documents for the above goods  
manufactured by us.

We also hereby extend our full warranty, as applicable as per clause 16 of the General Conditions of Contract read  
with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the  
above firm against this tender document.

Yours faithfully,

.....

.....

[Signature with date, name and designation]

Note: This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a  
person competent and having the power of attorney to legally bind the manufacturer.



### 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 SPCMIL 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 forty five days after the currency of this contract and any demand inrespect thereof should reach the bank note later than the above date.

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

.....

.....  
Name and designation of the officer

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

.....  
Name and designation of the officer

.....

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



## Section XVI: Contract Form

Contract No.....dated.....

This is in continuation to this office' Notification of Award No..... dated .....

1. Name & address of the Supplier: .....
2. SPMCIL's Tender document No..... dated.....and subsequent Amendment No..... dated..... (If any), issued by SPMCIL
3. Supplier's Tender No..... dated.....and subsequent communication(s) No..... dated..... (If any), exchanged between the supplier and SPMCIL in connection with this tender.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
  - (i) General Conditions of Contract;
  - (ii) Special Conditions of Contract;
  - (iii) List of Requirements;
  - (iv) Technical Specifications;
  - (v) Quality Control Requirements;
  - (vi) Tender Form furnished by the supplier;
  - (vii) Price Schedule(s) furnished by the supplier in its tender;
  - (viii) Manufacturers' Authorization Form (if applicable for this tender);
  - (ix) SPMCIL's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 0 of Section - V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

- (i) Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under:
- (ii) Delivery schedule
- (iii) Details of Performance Security
- (iv) Quality Control
  - (a) Mode(s), stage(s) and place(s) of conducting inspections and tests.
  - (b) Designation and address of SPMCIL's inspecting officer
- (v) Destination and dispatch instructions
- (vi) Consignee, including port consignee, if any
- (vii) Warranty clause
- (viii) Payment terms
- (ix) Paying authority

.....  
(Signature, name and address of SPMCIL's authorized official)

For and on behalf of.....

Received and accepted this contract.....

(Signature, name and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of

.....  
(Name and address of the supplier)

.....  
(Seal of the supplier)

Date:

Place:



Tender Number:6000009894

## Section XVII: Letter of authority for attending a Bid opening

The General Manger,  
Security Paper Mill, Hoshangabad.

Subject: Authorization for attending bid opening on 14.11.2017 in the Tender of BLEACHED COTTON LINTER PULP IN SHEET FORM (BCLP).

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
1.		
1.		
Alternate representative		
Signatures of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.		

### Note:

1. 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.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

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## Section XVIII: Shipping Arrangements for Liner Cargoes

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### A: In Respect Of C&F Cif Turnkey/F.O.R. Contracts For Import

**1.(a) SHIPMENTS FROM PORTS OF U.K. INCLUDING NORTHERN IRELAND (ALSO EIRE), FROM THE NORTH CONTINENT OF EUROPE (GERMANY, HOLLAND, BELGIUM, FRANCE, NORWAY, SWEDEN, DENKARK, FINLAND AND PORTS ON THE CONTINENTAL SEABOARD OF THE MEDITERRANEAN (I.E. FRENCH AND WESTERN ITALINA PORTS), TO PORTS IN INDIA.**

The Seller should arrange shipment of the goods by vessels belonging to the member Lines of the India-Pakistan-Bangladesh Conference. If the Seller finds that the space on the Conference Lines# vessels is not available for any specific shipment, he should take up with India-Pakistan- Bangladesh Conference, Conferity House, East Grinstead, Sussex (U.K.), for providing shipping space and also inform the Shipping Co-ordination Officer, Ministry of shipping & Transport, New Delhi (Cable: TRANSCART, NEW DELHI; Telex: VAHAN ND -2312, 2448 & 3104).

The Sellers should arrange shipment through the Government of India#s Forwarding agents, M/ s Schenker & Co. 2000- Hamburg (Cable: SCHENKERCO HAMBURG) or obtain a certificate from them to the effect that shipment has been arranged in accordance with instructions of the Ministry of Shipping & Transport ( TRANSCART), New Delhi

### b) SHIPMENTS FROM ADRIATIC PORTS OF EASTERN ITALY AND YUGOSLAVIA

The Seller should arrange shipment of the goods by vessels belonging to the following Indian Member lines;

1. The Shipping Corporation of India Ltd.
2. The Scandia Steam Navigation Co. Ltd.
3. Indian Steamship Co. Ltd.

For the purpose of ascertaining the availability of suitable Indian vessels and granting dispensation in the event of their non-availability, the Seller should give adequate notice about the readiness of each consignment from time to time at least six weeks in advance of the required position to M/s Schemer & Co. 2000 HAMBURG (Cable: SCHENKERCO HAMBURG) and also endorse a copy thereof to the Shipping Co-ordination Officer, Ministry of Shipping & Transport, New Delhi (Cable: TRANSCART, NEW DELHI; Telex: VAHAN ND -2312, 2448 & 3104). The Seller should arrange shipment through the Government of India#s Forwarding Agents, M/s Schenker & Co., HAMBURG (Cable: SCHENKERCO HAMBURG) or obtain certificate from them to the effect that shipment has been arranged in accordance with the instructions of the Ministry of Shipping & Transport, ( TRANSCART), New Delhi

### (c) SHIPMENTS FROM POLAND & CZECHOSLOVAKIA

#### (i) IMPORTS FROM POLAND

Shipments under this contract would be made by the National flag lines of the two parties and vessels of third flag conference lines, in accordance with the agreement between the Govt. of the Republic of India and the Govt. of the Polish People#s Republic regarding shipping co-operation dated 27.6.1960 as amended up-to-date.

#### (ii) IMPORTS FROM CZECHOSLOVAKIA

Goods under this contract would be shipped by the National flag lines of the two parties and vessels of the third flag conference lines, in accordance with the Agreement on co-operation in Shipping between India and Czechoslovakia signed on 3.11.1978 and ratified on 19.12.1979, as amended up-to-date.

Shipping arrangements should be made by the Sellers in consultation with the Resident Representative of the Indian shipping Lines in Gdynia, C/o Morska Agencja W. Gdyni, Gdyni, ul, Pulaskiego 8, P.O. Box III-10 246; Gdynia (Po#and) - Telex: MAG, PL. 054301, Tel: 207621), to whom details regarding contract number, nature of cargo, quantity, port of loading/discharging, name of Government consignee, expected date of readiness of each consignment etc., should be furnished at least six weeks in advance of the required position, with a copy thereof endorsed to the Shipping Co-ordination Officer, Ministry of Shipping & Transport (Chartering Wing), New Delhi

(Cable: TRANSCHART, NEW DELHI; Telex: VAHAN ND-2312, 2448 & 3104.).

**(d) SHIPMENTS FROM RUSSIA & OTHER MEMBER COUNTRIES OF C.I.S.**

Shipment under this contract should be made in accordance with the Agreement between the Government of the Republic of India and the Government of the Russia & other member countries of C.I.S. on Merchant Shipping, by vessels of Indo-C.I.S. Shipping Service.

**(e) SHIPMENT FROM JAPAN**

The shipment of goods should be made by Indian vessels to the maximum extent possible subject to a minimum of 50%.

The Seller should arrange shipment of the goods in consultation with the Embassy of India in Japan, Tokyo, to whom details regarding contract number, nature of cargo, quantity, port of loading/ discharge, name of the Govt. consignee, expected date of readiness of each consignment etc. should be furnished at least six weeks in advance of the required position.

Note: The copies of such contracts are to be endorsed both to the Attaché (Commercial), Embassy of India in Japan, Tokyo, and the Shipping Co-ordination Officer, Ministry of Shipping & Transport, New D.

**(f) SHIPMENTS FROM AUSTRALIA, ALGERIA, BULGARIA, ROMANIA, EGYPT**

The Seller shall arrange shipment of the goods by Indian flag vessels to the maximum extent possible subject to a minimum of 50%. For the purpose of ascertaining the availability of suitable Indian vessels, the Seller shall give adequate notice of not less than six weeks about the readiness of each consignment to the Shipping Corporation of India Ltd., SHIPPING HOUSE, 245, Madame Cama Road, Bombay-400 021 (CABLE: SHIPINDIA BOMBAY) and also endorse a copy thereof to the Shipping Coordination Officer, Ministry of Shipping & Transport, New Delhi (Cable: TRANSCHART, NEW DELHI; Telex: VAHAN ND-2312, 2448 & 3.

**(g) SHIPMENTS FROM PAKISTAN**

The shipment of cargoes should be made by Indian vessels to the maximum extent possible subject to a minimum of 50%.

Shipping arrangements should be made by the Sellers in consultation with M/s Mogul Line Ltd. 16- Bank Street, Fort, Bombay-400 023 (Cable: MOGUL BOMBAY; Telex011-4049 MOGUL), to whom details regarding contract number, nature of cargo, quantity, port of loading/discharging, name of Government consignee, expected date of readiness of each consignment etc. should be furnished at least six weeks in advance of the required position with a copy thereof endorsed to the Shipping Co-ordination Officer, Ministry of Shipping & Transport(Chartering Wing), New Delhi (Cable : TRANSCHART, NEW DELHI ; Telex : VAH#N ND - 2312, 2448 & )

**(h) SHIPMENTS FROM U.S ATLANTIC & GULF PORTS**

The Seller should arrange shipment of the goods by vessels belonging to the member lines of the India-Pakistan-Bangladesh-Ceylon and Burma Outward Fright Conference. If the Seller finds that the space on the Conference Lines vessels is not available for any specific shipment, he should take up with India-Pakistan-Bangladesh-Ceylon and Burma Outward Fright Conference, 19, Rector Street, New York N.Y 10006 U.S.A. for providing shipping space and also inform the Shipping Co-ordination Officer, Ministry of Shipping & Transport, New Delhi (Cable: TRANSCHART, NEW DELHI; Telex: VAH#N ND - 2312, 2448 & 3.

**(i) SHIPMENTS FROM ST. LAWRENCE AND EASTERN CANADIAN PORTS**

The Seller should arrange shipment of the goods by vessels belonging to the following shipping lines:-

- (1) The Shipping Corporation of India Ltd.
- (2) The Scindia Steam Navigation Co. Ltd.

If the Seller finds that the space in vessels of these Lines is not available for any particular consignment, he should inform the Shipping Co-ordination Officer, Ministry of Shipping & Transport, New Delhi (Cable : TRANSCHART, NEW DELHI ; Telex : VAH#N ND - 2312, 2448 & 3104) immediately so that dispensation from the shipping lines

concerned to use alternative lifting may be so.

**(j) SHIPMENTS FROM WEST COAST PORTS OF U.S.A., CANADA AND OTHER AREAS NOT SPECIFICALLY MENTIONED ABOVE**

The Seller should arrange shipment of the goods by Indian vessels to the maximum extent possible subject to a minimum of 50%. For the purpose of ascertaining the availability of suitable Indian vessel and granting dispensation in the event of their non-availability, the Seller should furnish the details regarding contract number, nature of cargo, quantity, port of loading/discharge, name of the Govt. consignee and expected date of readiness of each consignment etc. to the Shipping Coordination Officer, Ministry of Shipping & Transport, New Delhi (Cable : TRANSCART, NEW DELHI : Telex : VA#ANND - 2312, 2448 & 3104) at least six weeks in advance of the required position.

**2.0 BILLS OF LADING**

**(i) C.I.F./C&F TURNKEY SHIPMENTS**

The Bills of lading should be drawn to indicate #Shipper# and #Consignee# as under:-

SHIPPER: The C.I.F./C&F/TURNKEY SUPPLIERS concerned.

CONSIGNEE: As per Consignee#s particulars in the contract (The name and address of the #Port Consignee# and #Ultimate Consignee# both should be indicated).

**(ii) F.O.R. SHIPMENTS**

The bills of Lading should be drawn to indicate #Shipper# and #Consignee# as under: - SHIPPER: The F.O.R. suppliers concerned. CONSIGNEE: Suppliers# Indian Agents on order.

**Note:-**

1. Moreover the name of the #Purchaser# and #Ultimate Consignee# should appear in the body of the Bills of Lading as the #Notify Part# or as a remark.

2. Two non-negotiable copies of the Bills of Lading indicating the freight amount and discount, if any allowed, should be forwarded to the Shipping Co-ordination Officer, Ministry of Shipping and Transport (Chartering Wing), New Delhi after the Shipment of each consignment is affected.

3. The seller should avoid the use of over-aged vessels for the shipment of the goods under the contract and if so used, the cost of additional insurance, if any, shall be borne by the Seller.

**B: In Respect Of F.O.B./F.A.S Contracts For Imports**

1. Shipping arrangements will be made by the Ministry of Shipping and Transport (Chartering Wing), New Delhi (Cable: TRANSCART, NEW DELHI: Telex: VA#ANND - 2312, 2448 & 3104) through their respective Forwarding Agents/Nominees as mentioned below, to whom adequate notice about the readiness of cargo for shipment should be given by the Sellers from time to time at least six weeks in advance of the required position for finalizing the shipping arrangements

Area	Forwarding Agents/Nominees
(a) U.K. including Northern Ireland (also Eire) the North Continent of Europe (Germany, Holland, Belgium, France, Norway, Sweden, Finland and Denmark) and Ports on the Continental Sea Board of the Mediterranean, (i.e. French and Western Italian ports) and also Adriatic Ports.	M/s Schenker Deutschland AG, Bel den Muehren 5 20457 Hamburg , Germany Telephone No. +49 40 36135-351 Fax No : +49 40 36135-509 E-mail- kay.buedinger@schenker
(b) U.S.A and Canada	M/s OPT, Overseas Project, Transport Inc. 46, Sellers Street, Kearny, N.J. 07032, USA Tel : 201/998-7771, Tel : 573-3586 Fax : 201/998-78
(c) Japan	The First Secretary (Commercial)



Area	Forwarding Agents/Nominees
	Embassy of India, Tokyo, Japan, (Cable : INDEMBASSY TOKYO) Telex : INDEMBASSY J 24850, Telephone # 262 - 2391
(d) Australia, Algeria, Bulgaria, Romania, Czechoslovakia, Egypt.	The Shipping Corporation of India Ltd., #Shipping House# 229/232 Madame Cama Road, Bombay - 400021 (Cable : SHIP INDIA BOMBAY) Telex : 31-2209 SCID IN Telephone: 232666, 232785.
(e) Russia & other member countries of C.I.S.	The Secretaries, Indo-C.I.S. Shipping Service, C/o The Shipping Corporation of India Ltd., #Shipping House# 245, Madame Cama Road, Bombay - 400021. (Cable : SHIP INDIA BOMBAY FOR SOVIND SHIP) Telex : 31-2209 SCID IN. Telephone : 23
( f ) Poland	The Secretaries, Indo-Polish Shipping Service, C/o The Shipping Corporation of India Ltd., #Shipping House# 245, Madame Cama Road, Bombay - 400021. (Cable : SHIP INDIA BOMBAY FOR INDOPOL) Telex : 31-2209 SCID IN Telephone : 23
(g) Pakistan	The Mogul-Line Ltd., 16, Bank Street, Fort Bombay - 400023 (Cable : MOGUL BOMBAY) Telex : 011-4049 (MOGUL) Telephone : 252785 II
(h) Other areas not specifically mentioned above	The Shipping Co-ordination Officer, Ministry of Shipping and Transport, (Chartering Wing), New Delhi. (Cable : TRANSCHART, NEW DELHI) Telex : VAHAN ND 2312,2448 & 3104

## 2. BILLS OF LADING

The Bills of Lading should be drawn to indicate 'Shipper' and 'Consignee' as under :-

**SHIPPER:** The Government of India.

**CONSIGNEE:** "As per consignee's particulars in the contract. (The name and address of the 'Port Consignee' and 'Ultimate Consignee' should both be indicated.)

3. Two non-negotiable copies of the Bills of Lading indicating the freight amount and discount, if any allowed, should be forwarded to the Shipping Co-ordination Officer, Ministry of Shipping and Transport (Chartering Wing), Parivahan Bhawan, New Delhi after the Shipment of each consignment is affected.

4. The Seller should avoid the use of over-aged vessels for the shipment of the goods under the contract and if so used, the cost of additional insurance, if any, shall be borne by the Seller.





Tender Number:6000009894

## Section XIX: Proforma of Bills for Payments

(Refer to Clause 22.6 of GCC)

Name and Address of the Firm.....  
Bill No.....Dated.....  
Purchase order.....No.....Dated.....  
Name and address of the consignee.....  
Billing and Shipping address of vender/place of supply.....

S.No	Authority for Purchase	Description of Stores	No.or qty.	Rate Rs. P.	Price per Rs. P	Amount

1. GST Amount as well as (%)

HSN CODE: \_\_\_\_\_

2. Freight (if applicable)

GSTIN : \_\_\_\_\_

3. Packing and Forwarding charges (if applicable)

4. Others (Please specify)

5. PVC Amount (with calculation sheet enclosed)

6. (-) deduction/Discount

7 . Net amount payable (in words Rs.)

Despatch detail RR No. other proof of despatch.....

Dated.....(enclosed)

Inspection Certificate No.....Dated.....(enclosed)

Income Tax Clearance Certificate No.....Dated.....(enclosed)

Modvat Certificate No.....(enclosed)

Place and Date



Tender Number:6000009894

Inspection Certificate No.....Dated.....(enclosed)

Income Tax Clearance Certificate No.....Dated.....(enclosed)

Modvat Certificate No.....(enclosed)

Place and 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

**THREE BID,SINGLE STAGE ( THREE PACKET ) TENDER  
BIDDER'S CHECK LIST BEFORE TENDER SUBMISSION**

**Part I : - PRE-QUALIFICATION BID**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	Tender Fee <b>(Not For MSME Firm)</b>	
2	Earnest Money Deposited <b>(Not For MSME Firm)</b>	
3	Tender Document duly Seal & Signed – One Copies <b>(Without mentioning any price)</b>	
4	Power of Attorney/Authorization with the seal of the company of person signing the tender documents.	
5	Submit Manufacturer's Authorization form	
6	Accept the Warranty clause as per tender	
7	Submit the documents as per Qualification / Eligibility criteria – <b>Section IX</b> 1) Copy of Purchase orders as per eligibility criteria last five financial years for point no. i), ii) & iii). 2) Financial statements for last three years( Balance sheet and Profit & Loss statement) certified by CA.	
8	Fill Tender Form – Section X duly seal & sign ( <b>Without mentioning any price</b> )	

**Part II : - TECHNO-COMMERCIAL BID**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	Submit Technical Specification –Section VII as per tender	
2	Submit Blank Price Bid as per Section XI <b>(Without mentioning any price)</b>	
3	Submit acceptance of all sections of this tender document (GIT, SIT, SCC, Quality control requirements, Tender Form, Questionnaire, etc.	
4	Submit a document stating “unconditional accepting all the terms and conditions of tender enquiry without any deviations”.	
5	Confirm the delivery period as per section VI of condition No. 2(I)	
6	Confirm Required Destination ( F.O.R/F.O.B.) : SPM, Hoshangabad (Door delivery basis) as per section VI of condition No.2(II)	
7	Confirm the payment terms as per section VI of condition Sl. No.18	
8	Confirm the Tender validity as per section VI of condition No.5	

**Part III : - PRICE BID**

S.No.	Tender Submission Check Points	Check before submission Tick ( <input checked="" type="checkbox"/> )
1	Price Bid as per Section XI (Price including all taxes & other charges )	

.....  
(Bidder's Seal & Sign)