

**Tender document for Hiring of Services of
Balmer Lawrie Co. & Ltd. on Nomination Basis**

**Unit: India Government Mint, Hyderabad of Security Printing and Minting
Corporation of India Limited**

Firm's Reference		Balmer Lawrie email dtd: 09-01-2024		Date	25-01-2024	
Email	igm.hyderabad@spmcil.com			Nomination Tender	Address: P.B. NO. 10, H.C.L. POST, I.D.A. PHASE II, CHERLAPALLY, HYDERABAD – 500 051. (TELANGANA)	
Phone	+91-40-27268300 (Extn -122)					
Fax	040-27262951					
Website	igmhyderabad.spmcil.com/en/latest-tenders/					
M/ s: Balmer Lawrie & Co Ltd, Logistics Services - Hyderabad, 301 Regency House, 680 Somajiguda, Hyderabad - 82 Ph. No: 91-40-2342590 Mobile No. 91 9948298216. Email: rajyalakshmi.c@balmerlawrie.com				Enquiry No and Date	Tender No: 6000018634 Dtd: 25-01-2024	
				Date of Tender Opening	05-02-2024	
				<i>The Tender would be opened at 3 pm on the date of tender opening above, at the address mentioned above.</i>		
Please submit/upload your quotation on or before 3:00 pm on date of tender opening through e-tendering portal, You must upload your bid along with the scanned copies of necessary documents (including proof of cost of EMD as applicable). Original copy of such scanned uploaded EMD must reach in physical form within the date and place as provided otherwise your uploaded bid would be considered as unresponsive. Yours Sincerely Asstt/ Purchase Officer						
Tender Schedule						
Sr No:	Description and Specification of Material	Quantity	Unit	Delivery Required	Price bid Description In figure and in words	
1	Transport Charges	1	Activity	30 Days	Basic Cost:	Rs.
					GST @ ___%	Rs.
					Other Charges: (_____)	Rs.
					Total Cost	Rs.

Enclosed Specifications/ Drawings/ Special Conditions of Contract:

1. Details of Spares to be transferred from IGMK to IGMH are as follows:

2. Box 1 - 45cm x 45cm x 30cm

3. Box 2 - 50cm x 40cm x 20cm

4. Box 3 - 50cm x 55cm x 20cm

5. Box 4 - 45cm x 40cm x 20cm

6. Box 5 - 50cm x 50cm x 30cm

Item: Electronic Items

Total Weight: 100 KGS (approx.) (\pm 5% variation)

Item/ Tender Specific Conditions of this tender:

1. Weight mentioned above is indicative only. Hence, \pm 5% variation to be allowed.

2. Payment Shall be made as per actuals.

I/ We engage to supply the material(s) to your office and comply the following:

1. Tender Schedule and Technical Specification indicated

2. Item/ Tender specific conditions for this tender.

3. Terms and Conditions printed overleaf

4. General conditions of Contract signed by me at the time of Vendor Registration (for registered vendors)

5. I/ we confirm that set off for the GST etc. paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST etc.

6. This offer is valid for 90 days from the date of opening of tender.

Signature & seal Place & Date:		Name of Authorised Signatory:	(Rajkumar R) Manager (MM)
Address:	P.B. NO. 10, H.C.L. POST, I.D.A. PHASE II, CHERLAPALLY, HYDERABAD – 500 051. (TELANGANA)	Tel. No/ Fax. No / Mobile No Email ID:	+91-40-27268300 (Extn -122) igm.hyderabad@spmcil.com

TERMS AND CONDITIONS OF LIMITED/ PROPRIETARY PROCUREMENT TENDER

1. The quotation must be in the form furnished by procuring entity and should be in ink free from corrections / erasures. In case there is any unavoidable correction it should be properly attested, otherwise the quotation will not be considered.
2. EMD amount mentioned in above tender document shall be furnished in one of the following forms: a) Account Payee Demand Draft or b) Fixed Deposit Receipt or c) Banker's cheque; in acceptable form, otherwise the tender will not be accepted in any case. The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank (nationalized bank) in India, payable at Hyderabad in favour of India Government Mint Hyderabad, (a unit of SPMCIL).
3. Tenderer may also download the tender documents from the web site mentioned above and submit its tender by utilizing the downloaded document (Through e-tendering portal i.e. MSTC E-Commerce (mstcecommerce.com)), the bidder must not make any changes to the contents of the documents.
4. Bidders may upload their bids through e-tendering portal i.e. MSTC E-Commerce (mstcecommerce.com)), bidders must upload their bids along with scanned copies as required enclosures (including proof of cost of EMD as applicable) as per instructions given in this regard. Original copy of such scanned uploaded EMD, must reach in physical form within the date and place as provided in such instructions, otherwise their uploaded bid, would be declared as unresponsive.
5. The Purchaser reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
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. Participation in this tender is by invitation only. Unsolicited offers are liable to be ignored. However, vendors who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure. Note: To get registered as approved supplier with procuring entity, please download supplier approval form from SPMCIL website and submit.
8. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organization is large scale industry or small-scale industry. If you have NSIC/ SSI/ MSI. Certificate, please attach it to the quotation.
9. Samples (if any) must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labeled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted.
10. All drawings sketches and samples if any sent along with this enquiry must be returned along with quotations duly signed.

11. All supplies are subject to inspection and approval before acceptance. Manufacturer/ Supplier Warranty Certificates and Manufacturer/ Government Approved Lab Test Certificate shall be furnished along with the supply, wherever applicable.
12. The Purchaser reserves the right to modify the quantity specified in this enquiry.
13. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Price quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as F.O.R. Destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation..
14. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included.
15. Delivery Period required for supplying the material should be invariably specified in the quotation.
16. Required Terms for Delivery: F.O.R. India Government Mint, Hyderabad. (F.O.R: Free on Road)
17. In case your quotation is accepted, and order is placed on you, the supply against the order should be made within the period stipulated in the order. Purchaser reserves the right to recover any Loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle the Purchaser for imposition of Penalty without assigning any reasons @ 1/ 2% of the total value of the item covered in order as Penalty per day subject to a maximum of 5% unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
18. If the deliveries are not maintained and due to that account the Purchaser is forced to buy the material at your Risk and Cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
19. Dispute Clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Hyderabad only.
20. Our normal payment terms are 100% (**only on actual weight basis**) within 30 days on receipt and acceptance of material at our site in good condition.
21. **Security Deposit:** Not Applicable.
22. Please refer the link <https://spmCIL.com/uploaddocument/GIT/new.pdf> for following :
 - Part I: General Instructions Applicable to All Types of Tenders
 - Part II: Additional General Instructions applicable to Specific Types of Tenders
23. Please refer the link <https://spmCIL.com/uploaddocument/GCC/new.pdf> for following:
 - Part I: General Conditions of the Contract Applicable to All Types of Tenders
 - Part II: Additional General Conditions of the Contract applicable to Specific Types of Tenders