

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	19-06-2026 12:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	19-06-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Finance
विभाग का नाम / Department Name	Department Of Economic Affairs
संगठन का नाम / Organisation Name	Security Printing And Minting Corporation Of India Limited (spmci)
कार्यालय का नाम / Office Name	Madhya Pradesh
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	prachi.awasthi@spmci.com
वस्तु श्रेणी / Item Category	Financial Audit Services - Audit report, As per scope of work; CA Firm
अनुबंध अवधि / Contract Period	1 Year(s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension	3

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
Payment Timelines	Payments shall be made to the Seller within 30 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	29160

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

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

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

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

SPMCIL
Bank Note Press
(Collection A/c)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15

ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any

purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

6. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

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

8. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

9. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Financial Audit Services - Audit Report, As Per Scope Of Work; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report , As per scope of work
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	As per scope of work
Category of Work under Financial Audit	As per scope of work
Type of Industries/Functions	As per scope of work
Frequency of Progress Report	As per scope of work
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per scope of work
State	NA
District	NA
एडऑन /Addon(s)	

विवरण/ Specification	मूल्य/ Values
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Siddharth Srivastava	455001,General Manager Admin Office , Bank Note Press, Dewas	Project / Lumpsum Based	N/A

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

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Forms of EMD and PBG

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

SPMCIL Bank Note Press Collection A/c
payable at
Dewas

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

3. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

SPMCIL Bank Note Press Collection A/c Dewas

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the

Buyer within 5 days of Bid End date/ Bid Opening date

4. **Forms of EMD and PBG**

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

SPMCIL Bank Note Press Collection A/c
payable at
Dewas

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

5. **Forms of EMD and PBG**

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

SPMCIL Bank Note Press Collection A/c
payable at
Dewas

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

6. **Forms of EMD and PBG**

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

SPMCIL Bank Note Press Collection A/c Dewas

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

7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. Payment Terms:

a. 100% Payment shall be released after receipt of satisfactory report from user department and on production of all required documents by the firm. The payment will be done through NEFT/RTGS Only.

Paying Authority: HOF, Bank Note Press, Dewas.

The firm has to submit bank details along with invoice mentioning Beneficiary.

Name:

Account Number:

IFSC Code:

Address and Branch Details.

b. The bank details of the supplier of Goods/Services should be incorporated on the face of the invoice only.

2. The bidder firm should meet following eligibility criteria to qualify:

a). For MSE/Start-up firm: Capability- Equipment & Manufacturing Facilities: - The bidder must have capability to provide the relevant services.

b). For other firm: Experience and Past performance: - The bidder should have experience of having successfully supplied the relevant services of Rs.583199.20/- in any one of the last five years ending on 31.03.2025.

3. Liquidated Damages:

If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, SPMCIL shall, without prejudice to other rights and remedies available to SPMCIL under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the ½ % percent of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods ' or services' contract price(s). In all such cases GST would also be applicable on LD.

4. Contract duration: Duration of contract is for 01 years.

5. At the time of submitting the offer, bidder has to submit the following:

a) Sealed and Signed Scope of work.

b) Sealed and signed bid document as an acceptance of all terms and conditions mentioned in the bid without any deviation.

c) Blacklisted Undertaking:-

Undertaking/Declaration certificate that you are currently not suspended/Banned/Blacklisted by any ministry/department of govt. of India or by any state govt. for business dealing.

d) Land border sharing:-

Bidders should submit undertaking regarding Compliance of Restrictions under Rule 144 (xi) of GFR 2017 as per DOE Order (Public Procurement No.4) dated 23.02.2023 (as amended from time to time) regarding restrictions on procurement from a bidder of a country which shares a land border with India as follows:

Undertaking regarding of Land Border Sharing Clause

To,

M/s Security Printing And Minting Corporation of India Limited

Ref : - GEM/BID/2026/B/XXXXXX Dated : - XX/XX/XXXX

Dear Sir,

We have read the clause regarding provisions for procurement from a Bidder which share a land border with India, we certify that, bidder M/s (Name of Bidder) is:

(i) Not from such a country []

(ii) If from such a country, has been registered with the Competent Authority. []

(Evidence of valid registration by the
Competent Authority shall be attached)

(Bidder is to tick appropriate option () above.

We hereby certify that bidder M/s (Name of Bidder) fulfills all requirement in this regard and is eligible to be considered against the tender.

{Signature of Authorized Signatory of Bidder}

Name : _____

Designation : _____

Seal :

e) Anti-Bribery clause:- By participating in this tender, the suppliers/Vendors/Contractors are deemed to have undertaken that they shall not give or take, any financial or non-financial bribe, to or from anyone during the tender or during the execution of the contract thereafter and if they notice any such incident happening, they shall report it to Vigilance

f). ZED & LEAN Certification:

Government of India has launched scheme for obtaining ZED & LEAN certification to MSE vendors. Accordingly, bidders are requested to obtain these certification to ensure minimum wastage in production process which shall ultimately result in cost cutting & improvement in efficiency.

For further clarification & assistance bidders are requested to go through website of ZED & LEAN certification scheme, links of which are as follows:

ZED: <https://zed.msme.gov.in/>

LEAN: <https://lean.msme.gov.in/>

NOTE: These certification shall not have any impact on eligibility criteria for qualification in tender.

g). GIT & GCC: Bidders are requested to go through link provided below regarding GIT (General instructions to Tenderer) & GCC (General conditions of contract) and submit an undertaking that bidder has read & unconditionally accepted all the clauses of GIT & GCC. In case if there is any contradictory provision between GeM GTC and SPMCIL GIT & GCC then provision given in GIT & GCC of SPMCIL shall prevail.

GIT: <https://www.spmcil.com/spmcil/UploadDocument/GIT.pdf>

GCC: <https://www.spmcil.com/spmcil/UploadDocument/GCC.pdf>

6. GST Return:

Supplier should file the GST returns for outward supplies in time. In case of any Input credit Loss to BNP by way of their failure to file GST returns in time, BNP reserves the right to withhold the payment of further supplies till production of evidence of filing of returns."

7. Non-disclosure Undertaking: Participating bidder should submit non-disclosure undertaking for not sharing the privacy of this organization (by bidder or their personnel) to other firms/person etc. by any mode of means.

8. Documents Checklist:-

The participating bidder has to submit the documents as per following mentioned order:-

1. Latest Udyam Certificate (only if applying for MSE purchase preference or EMD exemption)
2. Eligibility documents -As per eligibility criteria mentioned in the bid document copy of supply order/ purchase order/ contract order/ work completion certificate and their invoice copy (seal and signed)
3. Sealed and Signed GeM Bid (Tender) Document.
4. Sealed and Signed Scope of work (as attached in the bid document.)
5. You are requested to submit the undertaking/Declaration certificate that you are currently not suspended/Banned/Blacklisted by any ministry/department of govt. of India or by any state govt. for business dealing.

9. Note:- Participating bidder needs to submit all related documents along with the bid.

8. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

अस्वीकरण/**Disclaimer**

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.

9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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

compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Part - 2: Scope of Internal Audit – / Corporate office /SPMCIL Units

Sl. No	Description	Scope - to check and report significant deviations.	Periodicity
(A) Receipts & Payments			
1	Cash & Bank payments Cash & Bank Receipts	Verification of: (A) <u>Payment Vouchers</u> considering: 1) Payment as per Contractual terms 2) Accounting, including deductions/payment of statutory dues 3) Compliance with applicable legislations, rules and policies (B) <u>Receipts Vouchers</u> : 1) Documentation 2) Accounting entries	Quarterly 100%
2	Sales & Receipts	Verification of: (A) <u>Sales</u> : 1) Invoicing & Accounting thereof 2) Comparison of indent and sales 3) Sales realization & ageing analysis, 4) Compliance of income tax & GST	Quarterly 100%
3	Bank & Inter Office Reconciliation	Verification of: 1) Bank Reconciliation Statement, 2) Verify bank balances and book balances, reporting of discrepancy, if any 3) Review of old outstanding items (if any), 4) Inter-Unit accounting and its supporting documents (Advice/Invoice copy/sanction Note etc.).	Quarterly 100%

4.	Contractor's Bills	Checking of running account bills with respect to quantity and quality of work, certification of work, adjustment of advances application of penalty clause etc. as per the terms of contract.	Quarterly 50%
(B) Accounting, Budget & Ledger Review:			
5	Ledger Review- Creditors, Debtors, Expenses, Advances & Prepaid Expenses	<p>Checking and verification of:</p> <ol style="list-style-type: none"> 1) Proper accounting 2) Ageing analysis party wise of Debtor, creditor (Domestic and imported) prepaid expenses & action taken thereof 3) Outstanding EMD for more than 30 days from the conclusion of tender 4) Verification of Security Deposits with reference to contractual terms and their validity, checking of outstanding balances, after completion of contractual obligations. 5) Provisioning of expenditure. 	Quarterly 100%
6	Fixed Assets	<p>(a) Conduct of the Physical verification of fixed assets and reporting the variances as per physical verification and as per Books of Account.</p> <p>(b) Check whether proper records are maintained including Fixed Assets Register and Depreciation is properly calculated and accounted for in accordance with the applicable accounting policies.</p>	Half yearly 100%
7	Budget review	<ol style="list-style-type: none"> 1) Review of revenue & capital budget & status thereof 2) Analysis of Budget Vs. Actual and reporting the variance 	Half Yearly

(C) Goods & Services:			
8	Purchases & Services	Verification of (A) <u>Tenders:</u> 1) Adherence to Procurement Manual 2) Verification of single tender purchases, and (B) Vendor/ Agency/ Agency Management: 1) MSME related all compliances (C) Verification of Contract/PO awarded on nomination basis and single tender basis valuing Rs. 5 lakh and above. (D) Checking of Open POs after the expiry of delivery date. If any reporting of it.	Quarterly 100%
(D) Personnel / Employee Claims			
9	Personnel Expenses & Employee Claims	Verification of: (A) Payroll: Verify whether a) Salaries, wages and other deductions are authorized and recorded on a timely basis and payroll deductions are determined in accordance with legal requirements and are paid to Government and other specified parties as per specified timelines b) All authorized employee benefit plans and related costs are appropriately controlled and administered (B) Human Resource & Establishment: (a) Leave records (b) Payment of all types of advances to the employees (c) Review of sub ledgers and recovery of advances (d) LTC records (e) Pay fixation	Quarterly 100%

(E) Security			
10	Security	Verification of records relating to: 1) Various entry / exit passes and cards issued 2) Vehicle deployment, 3) Review of payments and assets of the company held by CISF and 4) Other periodic security control procedures.	Every quarter
(F) Labor welfare & Industrial Relation:			
11	Labor welfare section	Verification of: 1) PF & ESI details of all Contractors 2) Details of all contract employees, 3) Validity of factory, hospital license, etc. 4) Accident register, 5) Contractors' attendance and payment details 6) Compliance with the New Labour Codes.	Every quarter
(G) Maintenance of Assets & Properties:			
12	Township and Guest House	1) Township: (a) To check whether the allotment, occupation and vacation of Quarters are in accordance with the laid down practices. (b) Receipt of revenue. (c) Stores management (d) Repair and maintenance of building and roads 2) Guest House: (a) To check the level of utilization i.e. occupation of rooms by guests. (b) Receipt of revenue (c) Purchase of consumables (d) Purchase and use of assets (e) Repairs and maintenance of assets.	Every quarter

13	Plant, Machinery & Equipment	Verification of records relating to Plant, Machinery and Equipment: 1) Periodic and preventive maintenance and adherence to maintenance schedule 2) Stoppage and Idle time, production delay & action taken 3) Obsolescence of equipment like computer/electronic equipment and machines & action taken thereof,	Half yearly
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(H) Inventory holding & verification:

14	Inventory holding and verification	Verification of records relating to: 1) level of holding of all inventory items, 2) Re-order level of inventory verification and reporting 3) Old WIP /FG stock if any, 4) Identification of obsolete stock & action taken thereof 5) Expiry of shelf life etc. 6) Verification of the third-party inventory lies with SPMCIL and check it with SAP.	Every quarter
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15	Physical verification of Inventory	1) Quarterly: Physical verification of stock ("A" class items) will be done by the internal auditor and discrepancies like excess stock, misuse should be brought out in the Report/Executive Summary. 2) The Internal Auditors should ensure to conduct perpetual physical verification system of all "B" class items of Store within one year on surprise basis. 3) Random physical verification of 50% of low value items the balance 50% in March quarter so as to cover all the materials under 'C' category items at least once in a year. Mainly 'C' category items in December quarter and the balance 50% in March Quarter so as to cover all the materials under 'C' category items at least once in a year.	Quarterly
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		<p>4) Reporting the variances as per physical verification and as per books of account</p> <p>5) Valuation in accordance with the applicable accounting policies prescribed by ICAI.</p> <p>6) identification of slow moving and excess inventories and its periodical Reporting to management with suggesting measures.</p>	
(I) Provision			
16	To ensure that all the known liabilities have been provided after duly authorization including retirement benefits and claims in respect of employees. To ensure actuarial valuation as per applicable accounting standards		Yearly 100%
(J) Bank Guarantee Review			
17	Bank Guarantee and fixed Deposits Review	<p>Verification of:</p> <p>1) Bank guarantee register (including checking of validity of Bank Guarantee/s and confirmation of Bank Guarantee with the issuing bank)</p> <p>2) Invocation history, if any</p> <p>3) Verification of fixed deposits</p>	Quarterly
(K) Statutory Compliances:			
18	<p>1) To ensure compliances of all the applicable statutes and laws governing the organization that all the taxes and statutory dues are deposited in time and the required reports and returns have been filed periodically on time.</p> <p>2) Adjustment of advance given in respect to work orders and their adjustment with work done and adjustment of advances (CPWD).</p> <p>3) Other areas which SPMCIL Management may consider necessary in the course of working of the units.</p>		Quarterly 100%

19	Internal Financial Control (SPMCIL Units/Corporate office)	<p>(a) Performance a diagnostic review of existing internal financial control system from the management's perspective and to identify deficiencies, if any. Provide recommendations to mitigate such deficiencies.</p> <p>(b) Identifying significant accounts and mapping with business processes and sub-processes for identification of financial reporting risks (materiality, quantitative & qualitative judgment), Recommend on documentation guidelines and Advice on updating the IFC Framework.</p> <p>(c) Provide recommendations on ways that the SPMCIL may address control weaknesses.</p> <p>(d) Review of risk and control matrices including documentation of controls i.e., entity level controls, pervasive IT controls and process level controls.</p> <p>(e) Any other activities/studies/reports, if necessary, in connection with development of Internal Financial Control Framework not covered above.</p>	<p>Yearly 100%</p>
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Section VII: Technical Specifications / Scope of work

Part -1: The "Scope of Work" for CONCURRENT AUDIT - Units / Corporate office / EPF Trust

Concurrent audit is a systematic examination of Operational functioning on a regular basis to ensure accuracy, authenticity, compliance with procedures and guidelines. It is an on-going appraisal of the operational health of an entity to determine whether the Operational Control (including internal control mechanisms) are effectively working and identify areas of improvement to enhance efficiency. Independent Chartered Accountant firm to undertake periodical audits and report on vital parameters.

- D) Objective: The key objectives of the concurrent Audit include:
- To ensure prompt detection of irregularities and lapses.
 - To assess & improve overall internal control systems.
 - To detect mistakes, errors, omissions, fraud etc.

A. Production

1. The Concurrent Auditor should ensure that all production entries (FG, WIP, scrap) are recorded in SAP on a real-time basis and reconcile system data with physical records and production registers
2. verify that raw material consumption is in line with the Bill of Materials (BOM) and investigate any deviations, with proper documentation of reasons and approvals in SAP.
3. The Concurrent Auditor should verify that abnormal wastage, rejections, and scrap generation are properly classified, recorded, and approved, and financial impact is correctly reflected in books.
4. To verify that preventive and breakdown maintenance records are properly maintained and assess the impact of machine downtime on production and cost.
5. To verify that inter-departmental transfers (raw material to production, WIP to FG) are properly recorded and reconciled in SAP without discrepancies.
6. To verify that all dispatches of finished goods are supported by proper documentation, approvals, and reconciliation with production and inventory records.

B. Inventory

1. Stock register to be verified and approved
2. Re-order level of inventory verification and reporting
3. Verification of obsolete stock details and Reporting on it.
4. Verification of scrap stock details and Reporting on it.
5. Verification of WIP and Reporting on it.
6. Verification of Valuation of inventory as per the policy

7. Ageing Analysis of inventory and report of it.

4. Frequency:

Concurrent Audit Shall be carried on the monthly basis

5. Term of appointment of the Auditor:

The concurrent auditor shall be appointed for the One Year only.

6. Reporting System:

- i) Minor irregularities pointed out by the concurrent auditors are to be rectified on the spot. Serious irregularities should be straightaway reported to the Head of unit for immediate action.
- ii) The concurrent auditor would have asked some details / records to be produced by the Unit and the Unit has refused to produce / not produce the same for some other reasons. These facts must also be included in the Reporting system by the Unit Concurrent Auditor.
- iii) Whenever fraudulent transactions are detected, they should immediately be reported to the Unit Head concerned (unless the Unit Head is involved). But it is advised that the Concurrent auditor must have the base records and evidence on his record before reporting the Fraudulent Transaction to Unit Head.
- iv) In any situation the details of Fraudulent Transactions should not be revealed to anyone, otherwise the Concurrent auditor will be held responsible by the Company, as he has signed "Declaration of Fidelity and Secrecy at the time of acceptance of audit
- v) A special report may be submitted by the concurrent auditor in situations of any serious irregularity/ frauds, etc. In such cases, the concurrent auditor should get in touch with the higher authorities at the earliest besides sending a special report/flash report to the higher authorities, explaining the findings of the case. The issue needs to be discussed with the Unit Head and his feedback/ views to be mentioned in his special report:
- vi) The findings of the concurrent auditors to be incorporated in Quarterly Internal Audit Report of the Company to be submitted to head of unit

7. Contents of Audit Report:

Concurrent Audit Report of a Unit/Press should contain the following statements and documents:"

1. Duly filled in Checklist provided as per scope.
2. Financial statements as prescribed
3. Observations and Recommendations of Auditor – particularly covering the following aspects:
 - a) Deficiencies noticed in internal control
 - b) Suggestions to improve the internal control
 - c) Extent of non-compliance with Guidelines issued by Authorities
4. Action Taken by Unit/Press on the previous audit observations, along with his observations on the same.
5. Monthly Report on the above may be submitted to Corporate Office by 10th of following month.

ADDITIONAL SCOPE OF WORK (For Internal Audit & Concurrent Audit)

- i. Internal Audit shall be conducted in four phases i.e. 1st phase covering period from 01.04.2026 to 30.06.2026, 2nd phase covering period from 01.07.2026 to 30.09.2026, 3rd phase covering period 01.10.2026 to 31.12.2026 and 4th phase covering period from 01.01.2027 to 31.03.2027.
- ii. The Internal Auditor will ensure that the information obtained in respect of the operations of the unit is maintained in strict confidence and secrecy. A certificate towards maintaining confidentiality is to be provided by the Internal Auditor at the time of acceptance of Audit assignment.
- iii. The appointment of the Audit Firm will be for one year i.e. for 2026-27.
- iv. The concurrent audit will be conducted throughout the monthly basis.
- v. For purpose of concurrent audit sufficient staff/Qualified CA's to be deployed by CA firm throughout the month on daily basis to carryout activities as per scope of work.
- vi. If progress/performance of the audit firm is not found satisfactory by SPMCIL or there are inordinate delays in submission of reports, the management reserves the right to terminate the appointment of the firm.
- vii. The Audit firm will be debarred from getting, in future, Internal Audit/Concurrent assignments in SPMCIL in the following cases:
 - a) If the firm obtains the appointment on the basis of false information/false statement at the time of submission of application/document for the tender.
 - b) The Audit firm is found to have sub-contracted the work.
 - c) If the firm does not take up the audit in terms of the appointment letter.
 - d) If the Firm does not submit Audit Report, complete in all respect, in terms of the appointment and within the specified date.
 - e) If the firm is found to be divulging the information of the operations of the company.

AUDIT FEE

- i. No other expenses like TA/ DA / Boarding/Lodging will be reimbursed by the SPMCIL.
- ii. GST or any other tax as applicable will be paid extra as per respective Tax Act.
- iii. The Firm shall be eligible for payment up to 25% of total internal audit fee in each quarter. Such fee shall be released only after submission of report for that phase followed by the bill and all supporting evidences/documents required to process such bills including wrap up discussion report with management for each Phases.

iv. For concurrent audit monthly payment given on submission of acceptance of report by management.

Reporting requirement:

On completion of the Audit of the respective Audit Unit of each phase, the following steps should be followed before finalization of the report and the partner of the firm should meet and discuss the audit observations.

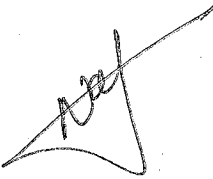
(i) The salient audit observations of the respective preliminary Audit shall be discussed with the Head of Finance along with the GM of units so that timely corrective action may be taken and based on the outcome, a draft composite Audit Report covering all the Audit areas within the scope shall be compiled/prepared, including additional information if any, that may be provided/obtained during such discussions and rectifications carried out on the instance of audit. The report should also contain specific suggestions for improvements, if any.

(ii) Based on the outcome of the discussions, the Audit Report thus compiled shall be structured as outlined hereunder.

Note:

1. Any Delay beyond 10 days in furnishing of Internal Audit Report/Concurrent audit consequently for two phases due to non-deployment of manpower or any other reason attributable to the audit firm within stipulated dates mentioned as above will render audit firm to disqualify for future assignment and their nomination will not be considered for subsequent years.

2. Internal Audit for F.Y 2026-27 shall be carried out on quarterly basis & Concurrent audit report should be carried on monthly basis. *from the month issue po.*


वित्त प्रमुख
बीक नोट मुद्रणालय, देवास (म. प्र.)