

LIMITED TENDER ENQUIRY (LTE): TENDER NO. BNPM/LTE/CORPORATE GIFTS/477/2018-19
Supply of Trolley Suitcase & Steam Iron at BNPM Plant, Mysuru

LIMITED TENDER ENQUIRY
(OFFLINE)
Standard Bidding Document (SBD)

Procurement of Goods

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED
Administrative Building,
Gate 1, Paper Mill Compound
Note Mudran Nagar, Mysuru 570003
Phone: 0821-2401 158, FAX: 0821- 2401120

Website: www.bnpmindia.com; Email: gopalakrishnan.m@bnpmindia.com

Not Transferable
Security Classification: Non-security

TENDER DOCUMENT FOR SUPPLY OF CORPORATE GIFTS

e-Tender No. BNPM/LTE/CORPORATE GIFTS/477/2018-19 Dated 03.09.2018

This tender document contains 11 pages

The tender document is sold to:

M/s.

Address _____

Details of Contact person in BNPMIPL regarding this tender:

Name: Shri Alok Kumar, Designation: Deputy General Manager

Address: Bank Note Paper Mill India Private Limited
Administrative Building
Gate 1, Paper Mill Compound
Note Mudran Nagar, Mysuru - 570 003
Telephone No. 0821 - 2401 171

Last date for submission of tender: 1500 Hours on 13-09-2018

Opening of Technical Bids: 1600 Hours on 13-09-2018



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SECTION I - NOTICE INVITING TENDER

Bank Note Paper Mill India Private Limited (BNPM) is a joint venture company between Bharatiya Reserve Bank Note Mudran Private Limited (A wholly owned subsidiary of Reserve Bank of India) and Security Printing and Minting Corporation of India Limited (100% owned by Government of India), incorporated for setting up & manufacturing of bank note papers at Mysore.

1. Two part sealed tenders are invited by BNPM from eligible bidders for Supply of **Trolley Suitcase & Steam Iron** for its Site Office at Note Mudran Nagar, Mysore - 570003.
2. **Eligibility Criteria:** The prospective bidders should have the following eligibility criteria and should submit the documents as mentioned below.
 - i. Registered under GST (if any).
 - ii. Should have permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India.
 - iii. Should be authorized dealer/distributor/trader and should have valid authorization certificate issued by the manufacturer.
 - i. In case of trader, manufacturer's authorization form to be produced along with technical bid for distribution.
 - iv. Should not be blacklisted/debarred by BNPM/Bharatiya Reserve Bank Note Mudran (P) Limited (BRBNMPL)/Security Printing & Minting Corporation of India Limited (SPMCIL) (or) any Govt. Departments to participate in tender. Declaration must be given on company letterhead.
3. Quotations should be addressed to The Deputy General Manager, Bank Note Paper Mill India Private Limited and should be submitted on or before **15:00 hrs. on September 13, 2018** in sealed covers at the office of Bank Note Paper Mill India Private Limited, Administrative office Building, Entry Gate-1, Paper Mill Compound, Note Mudran Nagar, Mysuru - 570 003. Document in person may be handed over to DGM. The bid shall be opened at **16:00 Hours on September 13 2018** at the above mentioned address.
4. Quotation should be submitted to the offices of the BNPM, super subscribed "**Tender for Supply of Corporate Gifts at BNPM**". The quotation shall be submitted as follows:-
 - a) **Envelope -1 shall contain the following**
 - i. Copy of PAN Card.
 - ii. Copy of GST Certificate.
 - iii. (Technical/Commercial) Deviations, if any.
 - iv. Documentary proof in support for eligibility criteria.
 - v. Copy of the blank tender document without any reference to price duly signed & company seal affixed on all pages.
 - vi. Authorized dealership/distributor certificate from Manufacturer (or) Manufacturer's authorization certificate.
 - vii. Declaration regarding non-blacklisting/non-barring of firm by as per Annexure-III in your company's letterhead.
 - b) **Envelope -2 shall contain the following**
 - i. Dully filled Price Bid as per format enclosed with tender document. (Annexure-II).Both the envelopes shall be put in one envelope and super subscribed "**Tender for Supply of Corporate Gifts at BNPM**".



SECTION I - NOTICE INVITING TENDER

5. Receipt of Tender:

BNPM is not responsible for any postal delay and quotation shall not be accepted after due date and time. The sealed envelope may also be dropped in the "Tender Box" kept in the corporate office of BNPM, after taking the endorsement at our inward section at reception. Tenderer may visit the site and obtain full details and discuss the related issues with concerned officer during working hour between (1000hrs to 1730hrs) on any working day before submitting your bid. Further, Tenderer must satisfy himself about all the details required to fill the tender before quoting. Ignorance in this regard at later stage will not be entertained. Any query/clarification can be had from the following phone number/s:- Shri. Alok Kumar (0821 2401 171). All pages of tender documents, general terms and conditions and other supporting documents shall be duly stamped, signed & submitted by the tenderer, as a token of having read and accepted all the terms & conditions.

6. Quotations not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.
7. Tenderers should quote their prices and rates both in figures and in words. No blank spaces shall be left. All erasures and corrections made while filling up the tender document shall be initiated by the tenderer.
8. The quotation shall remain open for acceptance for a period of 90 days from the date of opening of the tender.

9. Evaluation Criteria:

- i. At first stage, techno-commercial bid (Envelope-1) will be opened and evaluated by the competent committee/authority with reference to the parameters prescribed in the tender document. Subsequently, in the second stage the financial bids (Envelope-2) of only technically acceptable offers as decided in first stage shall be opened for further scrutiny and evaluation. Intimation regarding opening of financial bids shall be given to acceptable tenderers to enable them to attend the financial bid opening, if they so desire.
 - ii. The method of evaluation of bidder for awarding the contract shall be on **item wise L-1 basis** inclusive of GST.
10. The rates quoted will be treated inclusive of all charges and no further claims whatsoever will be entertained in this respect. The quoted rates should be D.A.P (Delivered at Place) – BNPM, Mysore site basis. However GST shall be paid extra at actuals.
 11. The acceptance of the tender document will rest with the Owner, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tender's received without assigning any reason thereof.

12. Terms of Payment:

- i. 100% payment shall be made against delivery of material at Engineering Stores – BNPM ,Mysuru. Statutory deductions as applicable will be deducted from the gross bill amount.

Note: Bank account details shall be submitted along with the invoice.



SECTION I - NOTICE INVITING TENDER

13. **Delivery Period:** The materials should be supplied within maximum period 3 Weeks from the date of Purchase Order (i.e. latest by 5th October 2018). Time is the essence of this contract.
14. **Delivery Terms:** It is responsibility of the supplier to arrange packing & forwarding, transportation, transit insurance and supply the material on D.A.P (Delivered at Place) – BNPM, Mysuru basis only.
15. **Delay or Non Delivery:** Time is essence of the contract and completion of delivery dates agreed to are binding on the seller. In the event the seller is not able to supply as per the delivery schedules given by BNPM, Purchaser will have right either to cancel the order without prejudice to any other rights or to make purchase from an alternate source at the risk and cost of the seller.
- In case of rejection and failure to replace goods, the order will be treated as incomplete and we may cancel the order and will arrange to purchase the goods from elsewhere at your risk and cost and the Purchase Order / LOI on you will be cancelled and action taken as per the order terms.
16. **Liquidated Damages:** The Owner shall levy a penalty at the rate of 0.5% of the delivered price of the delayed goods per week or part thereof delay in delivery up to a maximum of 10% of the delayed goods.
17. **Tender Evaluation and award of work:** Bids will be evaluated as per the terms and based on responsiveness taking into account all relevant factors. While the lowest offer will generally be criteria, BNPM reserves the right to reject any offer including the lowest one if the same is not conforming to its norms. The decision of BNPM in this regard will be final.
18. **Settlement of Disputes:** All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the progress of the work or after their completion except accepted matters shall be settled through arbitration process as per the Arbitration & Conciliation Act, 1996. The venue of arbitration shall be Mysore, Karnataka.

All the above terms and conditions have been read, understood and accepted by me.

(Authorized Signatory)

Name of the Person

Signing the Document: _____

Designation: _____

Seal with address: _____

Address of local office: _____



SECTION II – LIST OF REQUIREMENTS

ANNEXURE- I

LIST OF REQUIREMENTS/SPECIFICATIONS

S No	Requirement	Unit	Quantity
1	TROLLEY SUITCASE – SAFARI AIM 4W UPRIGHT 55 (Article No: 364171)	Nos	380
2	STEAM IRON – SINGER MAIZY 1200W (Article No: 374653)	Nos	430

Note: The colour for both Trolley Suitcase & Steam Iron shall be decided & intimated at the time of placing purchase order.

SECTION III – PRICE BID FORMAT

ANNEXURE-II

SCHEDULE OF PRICE

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

Tender Notification : BNPM/LTE/CORPORATE GIFTS/477/2018-19 Dated: 03-09-2018

Scope of Work: Supply of Trolley Suitcase & Steam Iron at BNPM – Mysore Site.

Name of the Firm											
Schedule No	Description of goods	HSN Code	Quantity in (No's)	Unit Price (₹)	Freight, P&F per unit (if any) (₹)	Basic Price incl. of Freight, P&F (₹)	GST @ 18% (₹)	Total basic price incl. of freight, P&F & GST (₹)	Input Tax Credit (₹)	Effective Unit Basic Price (₹)	Effective Total Price (₹)
			Q	A	B	C=(A+B)	D	E=(C+D)	F	G=(E-F)	H=(G*Q)
1	TROLLEY SUITCASE – SAFARI AIM 4W UPRIGHT 55 (ARTICLE NO – 364171)	4202	380								
2	STEAM IRON – SINGER MAIZY 1200W (ARTICLE NO – 374653)	8451	430								
Total effective price of goods (incl. of freight, P&F, GST & any other charges) – in numbers (INR)											
Total effective price of goods (incl. of freight, P&F, GST & any other charges) – in words (INR)											



SECTION III – PRICE BID FORMAT

1. We confirm that the quoted price is inclusive of all statutory levies, duties, freight, packing & forwarding, handling, loading/unloading, insurance and all other charges and charges for delivery at Engineering Stores, BNPMIPL, Note Mudran Nagar, Mysore and is firm.
2. We confirm that the quoted prices will remain firm and there would not be any price escalation during the supply period.
3. We confirm that we will abide by all the tender terms & conditions.
4. We confirm that we understood the scope of supply before quoting the price.

Thanking you,

Yours faithfully,

(.....)

Name & Signature with date

Seal



SECTION IV - DECLARATION

ANNEXURE III

(To be submitted on the letterhead)

Tender No: BNPM/LTE/CORPORATE GIFTS/477/2018-19 Dated: 03-09-2018

DECLARATION

We do hereby declare that,

- i. We have not been blacklisted/ debarred by BNPMIPL/ BRBNMPL/ SPMCIL or any Govt. Departments to participate in tender. The information provided above is correct and true to the best of my knowledge and belief.
- ii. The director/proprietor of the bidding firm are not closely related to BNPMIPL.

In case, at any time the information furnished is found to be false, you may disqualify/ debar me/ us as deemed fit.

Signature _____

Name-----

Designation-----

Date-----

Stamp of the Organization-----



SECTION V – PROFORMA

ANNEXURE IV

PROFORMA OF TECHNO-COMMERCIAL BID FOR SUPPLY OF CORPORATE GIFTS

From
Company Name,
Address.

Date:

To
The Deputy General Manager,
Bank Note Paper Mill India Private Limited
Administrative Building, Gate 1, Paper Mill Compound
Note Mudran Nagar, Mysuru-570 003

Dear Sir,

SUB: Part-I: Techno-Commercial Bid for supply of Trolley Suitcase & Steam Iron at BNPM, Mysuru

Ref: Your Tender No: BNPM/LTE/CORPORATE GIFTS/477/2018-19 Dated: 03-09-2018

We have received your tender enquiry cited and we are pleased to enclose the following as our technical bid for your kind consideration.

A. FIRM'S BIO DATA

1	Name of the applicant / organization and address of the registered office/business office.	
2	(a) Whether bidder is OEM/Authorized Dealer/Possesses Manufacturer's authorization form	Yes / No
3	Type of the organization (whether Sole Proprietorship / Partnership / Private Limited / Limited or Cooperative Body etc.).	
4	Name of the Proprietor / Partners / Directors of the Organization / Firm as the case may be.	(a) (b) (C)
5	Details of Registration – (whether Partnership firm, Company etc.) – Name of Registering Authority, Date, Registration No etc.	
7	Experience in the field (Enclose documentary evidence)	___ Years
8	(a) GST NO (b) PAN NO	
9	Names of Bankers and their full addresses	



SECTION V – PROFORMA

B. CONFIRMATIONS

1. We confirm that we have quoted exactly for the tendered product as per your specifications given and will supply the tendered product in numbers as per the delivery schedule and strictly as per your specifications.
2. We are the original manufacturer of the tendered product/wholesale authorized dealer/distributor of the original manufacturer and herewith enclose a valid authorized dealer distributor certificate issued by M/s..... /Self certification as the case may be (only in case of manufacturer).
3. We have separately given our Price bid offer exactly as per format “Annexure A” in a sealed cover.
4. We confirm that there would not be any price escalation during the supply period.
5. We confirm that we will abide by all the tender terms & conditions. As required, we enclose herewith the complete set of copy of Tender documents (including Terms & Conditions) duly signed by us with seal affixed as a token of our acceptance.
6. We have not been blacklisted/ debarred by BNPM/ Bharatiya Reserve Bank Note Mudran (P) Limited(BRBNMPL) / Security Printing & Minting Corporation of India Limited (SPMCIL) or any Govt. Departments for participation in the tender.

Thanking you,

Seal

Yours faithfully,

Name & Signature with date

