

Not Transferable
Security Classification: Non-Security



बैंक नोट पेपर मिल इण्डिया प्रा. लिमिटेड
BANK NOTE PAPER MILL INDIA PVT LIMITED
JV of SPMCIL - A Govt. of India Enterprises & BRBNMPL - A Subsidiary of RBI

TENDER ENQUIRY FOR SUPPLY OF PREPAID GIFT CARDS AT BNPM PLANT, MYSURU.

This tender document contains 15 Pages

Tender Enquiry No.	BNPM/OTE/353/2023-24
Tender issuing date	03.11.2023
Pre-bid meeting date & time	Not Applicable
Due date & time for bid submission	24.11.2023 till 15:00 hrs.
Mode of bid submission	Online & Offline
Type of tender	Open Tender
Tender Processing Fee	Rs. 1,000/- + Taxes (Applicable only for online submission)
Details of contact person	Deputy General Manager (SCM) 0821-2401111/158/180/177

Registered & Corporate Office:
Administrative Building
Gate 1, Paper Mill Compound
Note Mudran Nagar, Mysuru – 570 003
Telephone No. 0821 – 2401 111

e-mail: scm.tender@bnpmindia.com

website: www.bnpmindia.com



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SECTION I – NOTICE INVITING TENDERS

1. E-tenders are invited from eligible and qualified tenderers for supply of following goods:

Schedule No.	Brief Description of Goods	EMD	Required Quantity (UoM)
1	Supply of Prepaid Gift Cards (Physical) at BNPM, Mysuru – Rs. 2,000/- denomination.	Not applicable	163 Nos
2	Supply of Prepaid Gift Cards (Physical) at BNPM, Mysuru – Rs. 1,000/- denomination.		171 Nos

- Interested bidders may obtain further information about this requirement from the above office selling the documents. They may also visit our website www.bnpmindia.com for further details.
- The tenderer shall satisfy BNPMIPL that, they are competent and authorized to submit tender and/or to enter into a legally binding contract with the BNPMIPL. To this effect, any person giving a tender shall render documentary evidence that his signature on the tender submitted by him is legally binding upon himself, his firm or company as the case may be.
- For those tenderers whose technical bids do not satisfy the eligibility criteria, their financial Bids will not be opened.
- 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.
- BNPM reserves the right to cancel the tender at any stage without assigning the reasons thereof.
- The tender documents are not transferable.

Procedure for online bid submission:

- Aspiring bidders who have not registered in e-tendering should register through the website www.tenderwizard.com/BNP for participating in the Online Tenders. The registration charges will be Rs. 500/- plus applicable taxes (per year) which needs to be paid through electronic mode only.
- For details, registration and e-payment, please visit e-tendering website www.tenderwizard.com/BNP or contact **KEONICS help desk @ 080-40482000**.
- The NIT Form with standard tender documents will be accessible in the e-Tendering website (viz www.tenderwizard.com/BNP).
- Class III Digital Signature Certificate (DSC) is mandatory to participate in e-Tenders. Participating bidders have to make sure that they have the valid DSC. If not, they can procure from any of the firm as approved by CCA.

Procedure for offline bid submission:

- Tender shall contain **two sealed envelopes** each of whose contents shall be as follows.
 - Sealed envelope super-scribed **Envelope-1**, consisting of
 - Copy of Company's registration / Certificate of incorporation/Partnership Deed/Any other registration certificate (as applicable).
 - Copy of PAN Card & GST Certificate.
 - Signed and sealed copy of tender document as acceptance to terms & conditions (Section II) & technical specifications (Section III) of tender.
 - Duly filled "Quality Control Requirements" as per Section IV of the tender document.
 - Declarations as per Section V of the tender document in firm's letter head.



SECTION I – NOTICE INVITING TENDERS

- vi) Detailed catalogue/brochure of offered product.
- vii) (Technical/Commercial) Deviations, if any.

The envelope should be super-scribed “ENVELOPE-1: Techno-commercial Bid” for Supply of Prepaid Gift Cards at BNPM, Mysuru.

- b) Sealed envelope super-scribed **Envelope-2**, shall contain.

- i) Schedule of Prices duly filled in the format (as per Section VI) of tender document.

The envelope should be super-scribed “ENVELOPE-2: Financial Bid” for Supply of Prepaid Gift Cards at BNPM, Mysuru.

The two sealed envelopes shall be put in a separate third sealed envelope super-scribed as Tender No. **BNPM/OTE/353/2023-24 Dated 03.11.2023 – TENDER FOR SUPPLY OF PREPAID GIFT CARDS AT BNPM, MYSURU.**

- c) The bid document shall be addressed to:

Deputy General Manager (Supply Chain & Purchase),
Bank Note Paper Mill India Private Limited,
Administrative Building, Paper Mill Compound,
Note Mudran Nagar, Mysuru 570 003,
Karnataka, India.

Yours faithfully,

For and on behalf of BNPMIPL

--sd--

Deputy General Manager



SECTION II – TERMS AND CONDITIONS OF THE TENDER

1. Tenders are to be uploaded on e-tendering portal www.tenderwizard.com/BNP only in Two part bid system.
2. i) **Part-I – Prequalification Bid & Techno-commercial Bid:** Scanned copy of Technical offer (catalogue/brochure etc.), GST, PAN, Bank details etc., along with all sections & annexures of this tender.

ii) **Part II – Price Bid:**
Price shall be furnished through e-portal/sealed envelope only. Price offer submitted in any other format will be liable for rejection.
3. **Payment terms:**
100% payment shall be made against delivery of material and required documents at BNPM, Mysuru. Statutory deductions as applicable will be deducted from the gross bill amount.
4. **Delivery Schedule:** Successful bidder shall supply prepaid gift cards in 2 lots as per schedule & quantity mutually agreed within a time frame of 20 days from date of placement of delivery schedule.
5. **Liquidated Damages:** 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. BNPMIPL 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 BNPM to impose liquidated damages without assigning any reasons @ 0.5% (Half Percent) of the total value of the item covered in order as LD per week or part thereof subject to a maximum of 10% (Ten Percent) which you unconditionally and expressly agree to unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
6. **Warranty:** Not Applicable.
7. **Quantity Variation:** Purchaser may reserve the right to increase/decrease the tendered quantity between both schedules at the time of placement of contract.
8. All supplies are subject to inspection and approval before acceptance. Relevant documents shall be furnished along with the supply, wherever applicable.
9. The BNPMIPL reserves the right to modify the quantity specified in this enquiry.
10. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be door delivered basis at destination including all charges otherwise the quotation is likely to be rejected. If there is no indication regarding the F.O.R, 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.**
11. **Evaluation Criteria:**
 - (i) The technical bids shall be opened in the first instance and 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 second stage the financial bids 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) **Method of Evaluation:** Evaluation shall be carried out on **total effective price** quoted by the bidders, unless any other method of evaluation is specifically provided in the enquiry and contract shall be awarded to **overall lowest (L-1) bidder.** The quoted price should be

SECTION II – TERMS AND CONDITIONS OF THE TENDER

inclusive of P&F, Freight, Transit Insurance and any other charges required for delivery of item to BNPM, Mysuru on F.O.R basis.

- (iii) All responsive tenderers shall be evaluated as per the terms & conditions of the tender. The basis for arriving at the lowest responsive bidder shall be as per the price quoted for landed cost at Mysuru including GST, packing & forwarding charges, freight, insurance and any other charges etc. and input credit shall be deducted to arrive at the effective price. Effective price shall be considered for arriving the lowest responsive bidder.
- (iv) Bidder has to quote GST rate as per the HSN code provided in Section VI: Price Schedule. In case of any mismatch in HSN code with respect to offered product, same shall be decided in consultation with winning bidder
- (v) All tenderers should be registered under GST. They should be eligible to pass on input credit. Bid will be evaluated all-inclusive though input credit will be deducted to arrive at the effective cost.

1. The evaluation of tender for three categories of GST registration is provided below:

Particulars	Registered	Compounding	Unregistered*
Basic Price	xxx	xxx	xxx
Add: GST	X	-	X
Add: Cess on GST	xx	-	Xx
Less Input Credit	X	-	X
Total price	Xxx +X+xx -X	xxx	xxx +X+xx -X

*If the bidders participated in a tender is unregistered, the GST shall be payable by the purchaser under reverse charge and shall be added to the quoted rate to arrive at the Gross price and input credit, if any shall be deducted from the total landed cost to arrive at the net comparable price.

- 12. 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.
- 13. Delivery period required for supplying the material should be invariably specified in the quotation.
- 14. If the deliveries are not maintained, BNPM will purchase the material at your risk and cost from elsewhere after due notice to you. The loss or damage that may be sustained there by will be recovered from the defaulting supplier.
- 15. **Settlement of Disputes through Arbitration:** 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 Mysuru, Karnataka.
- 16. **Legal Jurisdiction:** The Courts of Mysuru (Karnataka State) shall alone have jurisdiction to decide on any legal matter of dispute whatsoever arising out or in respect of the contract.
- 17. **Force Majeure:** In the event of any unforeseen event directly interfering with the supply of stores arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Contractor shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Unless otherwise directed by BNPM in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. If the force majeure condition(s) mentioned above be in force for a period of 90 days or more at any time, either party shall have

SECTION II – TERMS AND CONDITIONS OF THE TENDER

the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

18. **Fore-Closure Clause:** If at any time during the continuation of this contract, the use of material ordered in this contract is completely banned or due to drastic change in Government policy its use as, raw material is discontinued or is declared hazardous to public health or cause rising to civil commotion, epidemics, wide-spread strikes and 21 days' notice of such eventualities is given by purchaser to the seller, the seller without any right to enforce the contract, will agree to the fore-close the performance of balance portion of this contract and in that event no claim for damages or loss will be lodged against the purchaser.
19. As on the date of submission of bid against this tender, bidder should not be in the list of ineligible/ blacklisted/ banned/ debarred entity by SPMCIL/ BRBNMPL/ BNPMIPL/any government agency for participating in its tenders.
20. Bidder may visit BNPMIPL, before submitting the offer after taking due permission for visiting to understand the requirements.
21. Counter conditions (if any), will be subject to review and acceptance of BNPM. In case of non-acceptance of counter conditions by BNPM, bid shall be liable to be rejected/ignored.
22. Bidders are advised to write the page number on each page of the Technical Bid documents submitted.
23. The BNPMIPL 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.
24. **Rights of Rejection:** BNPMIPL reserves the right to reject any or all the applied bids without assigning any reason whatsoever. The enquiry can be rejected on national security grounds.
25. **Preference for Micro and Small Enterprises (*MSEs):** Public procurement policy for Micro and Small Enterprises (MSEs) order, 2012 as notified by Govt of India (GOI) along with its amendments as available in www.msme.gov.in shall be applicable to this tender.

I/we engage to supply the material(s) to your engineering store, BNPMIPL and comply the following:

1. Tender schedule and technical specification indicated.
2. Item/tender specific conditions for this tender.
3. Terms and conditions enclosed.
4. 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.
5. This offer is **valid for 90 (Ninety) days** from the date of opening of the tender.
6. That we have not been debarred by BNPMIPL/BRBNMPL/SPMCIL and any other Government/Undertakings (Annexure-B enclosed).

Signature & Seal:		Name of Authorized	
Place & Date:		Signatory:	
Address:		Tel. No./Fax. No./Mobile No.	
		Email	
		Id:	



SECTION III – TECHNICAL SPECIFICATIONS

S No	Item	Technical Specification
1.	PREPAID GIFT CARDS (PHYSICAL CARDS)	<p><u>Requirements:</u></p> <ul style="list-style-type: none"> a. Preload value: <ul style="list-style-type: none"> i. Rs. 2,000/- per card for 163 No's. ii. Rs. 1,000/- per card for 171 No's. b. The pre-paid cards should preferably be packed in a box/envelope containing instructions on card usage. c. Validity of card – 1 year from date of activation. d. Cards are to be supplied in 2 lots, once in December 2023 & other lot in June 2024 as per quantity notified through purchase order. <p><u>Features:</u></p> <ul style="list-style-type: none"> a. The pre-paid card should be non-reloadable. b. The physical pre-paid card can be a direct usage card (or) transfer to e-wallet/e-pay and use type card. c. The prepaid cards should have facility for multiple transactions (i.e. split and use). d. The pre-paid cards should be enabled with features to ensure secure transactions across merchant POS outlets, online portals, transfer to e-wallet/e-pay etc. e. The pre-paid cards/e-wallet/e-pay should be widely accepted viz. e-commerce, bill payments, POS/online payments etc. <p>The pre-paid gift card should not be committed to any particular brand purchase (i.e. to spend on a particular brand / brand vouchers etc.).</p>

(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)



SECTION IV – QUALITY CONTROL REQUIREMENTS

1. **Quality:** Quality is essence of this tender. The bidder shall supply the material as per the specifications mentioned in Technical & Material Specifications. The material supplied will be inspected at our factory. Quantity as ascertained on receipt of above material at our site will be treated as quantity supplied wherever the package/materials are received intact.
2. **Rejection:** Materials not meeting our specification will be rejected outright and the rejected material shall be taken back within 7 days at the cost and risk of the supplier and replacement should be made within 15 days from the date of intimation. No payment shall be made for rejected item.

A) TECHNICAL COMPLIANCE STATEMENT:

S No	Required Specifications	Compliance	Deviations (if any)
PREPAID GIFT CARDS (PHYSICAL CARDS)			
1.	Preload value: i. Rs. 2,000/- per card for 163 No's. ii. Rs. 1,000/- per card for 171 No's.	YES / NO	
2.	The prepaid cards should preferably be packed in a box/envelope containing instructions on card usage.	YES / NO	
3.	Validity of card – 1 year from date of activation.	YES / NO	
4.	Cards are to be supplied in 2 lots, once in December 2023 & other lot in June 2024 as per quantity notified through purchase order.	YES / NO	
5.	The prepaid card should be non-reloadable.	YES / NO	
6.	The physical pre-paid card can be a direct usage card (or) transfer to e-wallet/e-pay and use type card.	YES / NO	
7.	The prepaid cards should have facility for multiple transactions (i.e. split and use).	YES / NO	
8.	The prepaid cards should be enabled with features to ensure secure transactions across merchant POS outlets, online portals, transfer to e-wallet/e-pay etc.	YES / NO	
9.	The pre-paid cards/e-wallet/e-pay should be widely accepted viz. e-commerce, bill payments, POS/online payments etc.	YES / NO	
10.	The pre-paid gift card should not be committed to any particular brand purchase (i.e. to spend on a particular brand / brand vouchers etc.).	YES / NO	
11.	Offered Product		

SECTION IV – QUALITY CONTROL REQUIREMENTS

B) COMMERCIAL COMPLIANCE STATEMENT

Sl. No.	Features	Requirements of BNPMIPL, Terms & conditions	Whether Agreed by the firm	Deviation, if any
1	Payment Terms	As mentioned in Sl.No.3 of Section II	Yes agreed	
2	Liquidated Damages	As mentioned in Sl.No.5 of Section II	Yes agreed	
3	Risk Purchase	As mentioned in Sl No.15 of Section II	Yes agreed	
4	No. of pages	Total number of pages in Technical Bid		

SECTION V – DECLARATIONS

ANNEXURE –A

Tender No: BNPM/OTE/353/2023-24 dated 03.11.2023.

- I) *Any bidder from a country which shares a land border with India will be eligible to bid in the tender only if the bidder is registered with the Competent Authority (The Registered Committee constituted by the Department for Promotion of Industry and Internal Trade).
- II) Bidder means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms, or companies), every artificial judicial person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person participating in a procurement process.
- III) “Bidder from a country which shares a land border with India” for the purpose of this order means:-
- a) An entity incorporated, established or registered in such a country; or
 - b) A subsidiary controlled through entities incorporated, established or registered in such a country, or
 - c) An entity substantially controlled through entities incorporated, established or registered in such a country, or
 - d) An entity whose beneficial owner is situated in such a country; or
 - e) An India (or other) agent of such an entity; or
 - f) A natural person who is a citizen of such a country; or
 - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- IV) The beneficial owner for the purpose of (iii) above will be as under:-
- 1) In case of a company or limited liability partnership, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more judicial person, has a controlling ownership interest or who exercise control through other means.
- Further explanation:
- a) “Controlling ownership interest” means ownership of or entitlement to more than twenty five per cent of shares or capital or profits of the company;
 - b) “Control” shall include the right to appoint majority of the director or to control the management or policy decision including by virtue of their shareholding or management rights or shareholder agreements or voting agreements;
- 2) In case of partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more judicial person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 - 3) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who , whether acting alone or together, or through one or more judicial person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

SECTION V – DECLARATIONS

- 4) Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- 5) In case of a trust, the identification of beneficial owners(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V) An agent is a person employed to do any act for any another, or to represent another in dealings with third persons.
- VI) The successful bidder shall not be allowed to sub contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.
- VII) A bidder is permitted to procure raw material, components, sub-assemblies etc. from the vendors from countries which shares a land border with India. Such vendors will not be required to be registered with the competent authority, as it is not regarded as sub-contracting.
- VIII) However, in case a bidder has proposed to supply finished goods procured directly/indirectly from the vendors from the countries sharing land border with India, such vendor will be required to be registered with the competent authority.
- IX) The registration shall be valid at the time of submission of bid and at the time of acceptance of bid.

I have read the above clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I hereby certify that M/s is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that M/s fulfills all requirements in this regard and is eligible to be considered.” (where applicable, evidence of valid registration by the Competent Authority shall be attached)

I, the undersigned, declare that the item originate in (Name of the country).

Signature: _____

Name: _____

Designation: _____

Date: _____

Stamp of the Organization:

SECTION V – DECLARATIONS

ANNEXURE –B

Tender No: BNPM/OTE/353/2023-24 dated 03.11.2023.

(To be submitted on the letterhead)

DECLARATION

We do hereby declare that,

1. As on the date of submission of bid against this tender we are not in the list of ineligible/ blacklisted/ banned/ debarred entity by SPMCIL/ BRBNMPL/ BNPMIPL/any government agency for participating in its tenders.
2. We do hereby declare that we have read and understood all terms and conditions of tender document including Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.
3. 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 – DECLARATIONS

ANNEXURE C

Tender No: BNPM/OTE/353/2023-24 dated 03.11.2023.

(To be submitted on the letterhead)

We, the undersigned, declare that we will automatically be suspended from months, if we are withdrawing our Bid during the period of bid validity (or) fail / refuse to furnish the performance security / execute the contract, if awarded.

Signature: _____

Name: _____

Designation: _____

Date: _____

Stamp of the Organization:

SECTION VI – PRICE BID FORMAT

Dear Sir,

Sub: PRICE BID FOR SUPPLY OF PREPAID GIFT CARDS AT BNPM PLANT, MYSURU.

Ref: Tender No: BNPM/OTE/353/2023-24 dated 03.11.2023.

We have received and understood the above tender enquiry and are pleased to submit our price bid as under:

Sch. No.	Description	HSN	Qty	UOM	Basic Unit price (INR)	P&F, Freight & Transit Insurance & any other charges(if any) per unit (INR)	Unit Price (incl. of P&F, Freight, Transit Insurance & any other charges (if any) excl. of GST) (INR)	GST (%)	GST on Unit Price (INR)	Total Unit Price (incl. of GST) (INR)	Less: Input Credit (GST) (INR)	Effective Unit Price (net of input tax credit) (F.O.R Mysuru) (INR)	Total Effective price (net of input tax credit) (F.O.R Mysuru) (INR)
			A		B	C	D=B+C	E	F=D*E	G=D+F	H=F	I=G-H	J=I*A
1.	PREPAID GIFT CARDS (Rs. 2,000/-)		163	Nos									
2.	PREPAID GIFT CARDS (Rs. 1,000/-)		171	Nos									
3.	CARD ISSUANCE / ACTIVATION / OTHER CHARGES (IF ANY)		334	Nos									
Total effective price (net of input tax credit) for Supply of Prepaid Gift Cards (Physical) with freight, P&F, Transit Insurance and any other charges (F.O.R – BNPM, Mysuru site) in Figures (INR)													
Total effective price (net of input tax credit) for Supply of Prepaid Gift Cards (Physical) with freight, P&F, Transit Insurance and any other charges (F.O.R – BNPM, Mysuru site) in Words (INR)													

Note: Prices quoted above shall be F.O.R – BNPM, Mysuru site basis inclusive of GST, Packing & Forwarding charges, freight, transit insurance and all other charges if applicable.

