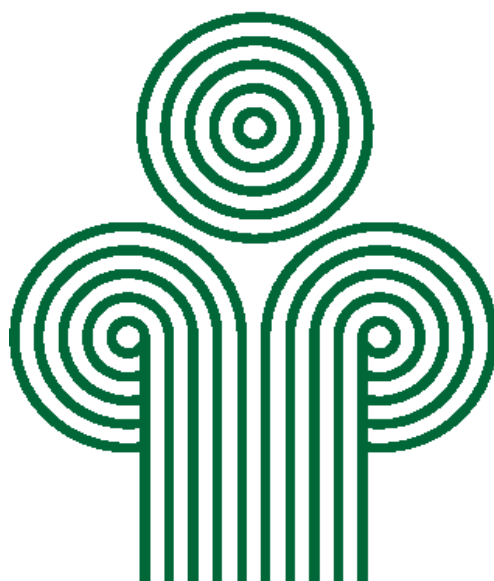


BANK NOTE PAPER MILL INDIA PRIVATE LIMITED



TENDER DOCUMENT FOR THE SUPPLY OF T-Shirts



BNPM/CO/T-Shirts /324/2017-18

Date: December 07, 2017

TENDER DOCUMENT FOR THE SUPPLY OF T-Shirts
At Bank Note Paper Mill India Private Limited (BNPMIPL), Mysore.



REGISTERED & Corporate Office:
BANK NOTE PAPER MILL INDIA PRIVATE LIMITED
Administrative Building, Entry Gate 1, Paper Mill Compound,
Note Mudran Nagar, Mysore – 570003

Last date for submission of tender: 15.00 Hours on 21.12.2017



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I. NOTICE INVITING TENDER

To
Prospective Bidder.

Tender No. BNPM/CO/T-Shirts / 324 /2017-18 Date 07.12.2017

Dear Sir,

Sub: Tender for the T-Shirts for Employees.

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

Sl. No.	Description of Material	Quantity Required	EMD
1	T-Shirts of different sizes (small, Medium, large, X large) for employees Features required: a) Fabric: Min. 90% cotton and Min. 280 GSM b) Style: color neck, half sleeve c) Other: "BNPM" in appropriate colour shall be printed at front-Left side of T-Shirt. d) Colour: Light Green	800 Nos.	5,000/-

Note:

- a) Quantities mentioned above are indicative, the actual requirement may vary (increase / decrease) as per the need.

Last date and time of tender submission.	15.00 hrs. on 21.12.2017
Due date and time of tender opening.	15.30 hrs. on 21.12.2017

Sealed tenders are invited from experienced, resourceful, bonafide and competent Individuals/Firms/Companies/Corporates for the supply of T-Shirts for employees of our Company as per terms & conditions mentioned in this tender. Tenderers are requested to download the tender document from our website www.bnpmindia.com and quote strictly as per the guidelines given in the tender and submit the filled up tender documents duly signed and stamped. Otherwise the offer shall be rejected summarily.



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 of the actual location 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 :- Mrs. Shiva Sharma (0821 2401 180). All pages of tender documents, General terms and conditions and other supporting documents shall be duly stamped and signed & submitted by the tenderer, as a token of having read and accepted all the terms & conditions.

PRICE:

You are required to submit your competitive price as per the enclosed format of Price Bid for "Supply of T-Shirt at BNPMIPL" after considering all the factors involved in the said tender and the price break up there in. Bidder shall quote total Price inclusive of packing & forwarding charges, taxes, duties and other levies. This total Price may also be referred as Contract Price.

IMPORTANT DATES:

The quotation should reach us on or before 1500 hrs on **21.12.2017**. The Techno-Commercial bid will be opened on the same day (i.e. on **21.12.2017**) at 1530 hrs. in presence of bidders. The Price bids of those bidders, who qualify in the Techno-Commercial bid, will be opened at a later date on due intimation. We will appreciate your presence during opening of quotations. BNPM reserves the right to accept/reject/cancel any or all tenders without assigning any reason thereof. BNPM is not bound to accept the lowest bid or any tender or assign any reason for non-acceptance. Mere qualifying as Lowest Bidder in terms of price may not qualify for issue of work order. BNPM also reserves the right to accept the tender in whole or part. Incomplete tender or tenders not submitted in accordance with the directions issued shall be liable for rejection.

NOTE: All the details of Tender Documents may be down loaded from our official website www.bnpmindia.com.

For and on behalf of
Bank Note paper Mill India Pvt. Ltd.

(Alok Kumar)
Deputy General Manager



II. TERMS AND CONDITIONS

Bank Note Paper Mill India Private Limited (BNPMIPL) is a Joint Venture Company between Security Printing and Minting Corporation of India Limited (100% owned by Government of India) and Bharatiya Reserve Bank Note Mudran Private Limited (A wholly owned Subsidiary of Reserve Bank of India) incorporated for manufacture of Banknote paper for India.

1. Two part sealed tenders are invited by BNPMIPL for the Supply of T-Shirt.
2. Eligibility Criteria: The prospective bidders should have the following eligibility criteria and should submit the documents as mentioned below.

I. Pre-qualification Criteria

- a. The Bidder must have supplied at least 250 nos. of T-Shirt during the last 3 (three) years ending on 30.11.2017.
- b. The firm should not have been blacklisted /debarred by Government of India/ Bharatiya Reserve Bank Note Mudran Private Limited / Security Printing and Minting Corporation India Limited / any PSU during last five years.
- c. Firm should be financially sound.

II. Details to be furnished:

- Name of the firm and complete address including branches, if any:
- Status of the firm: Proprietor / Partnership / Regd. Company / Co-op. Society
- GST Registration certificate:
- Income Tax P.A.N. No.:
- Bankers and their Address:
- List of our valuable customers:

Documents to be submitted in support of Pre-qualification Criteria.

The following documents should be submitted by the firm to prove the pre-qualification criteria.

- a. Company's Profile including details about the works completed and being executed.
- b. Customer Certificate/Work Completion Certificate as a documentary evidence in support of technical pre-qualification criteria mentioned above.
- c. Declaration that the firm has not been blacklisted/debarred by Government of India/Reserve Bank of India/ Bharatiya Reserve Bank Note Mudran Private Limited / Security Printing and Minting Corporation India Limited / any PSU during last five years duly signed by authorized person.



- d. Any other relevant document the firm wishes to submit.
3. Tenders shall be addressed to The General Manager, Bank Note Paper Mill India Private Limited and should be submitted before 15.00 Hours on **21.12.2017** in sealed covers at the office of BNPM at **Administrative Building, Entry Gate 1, Paper Mill Compound, Note Mudran Nagar, Mysore - 570003**. Tenders in person may be handed over to Mrs. Shiva Sharma (Deputy Manager).
4. Tenders should be submitted in a sealed cover, to the office of the BNPM, super subscribed "**Supply of T-Shirt at BNPMIPL**". The tender shall be submitted as follows.
- a) Envelope -1 shall contain the following
- I. Cost of tender document in the form of DD of Rs. 1000/- in favor of Bank Note Paper Mill India Private Limited, Payable at Mysore. Cost of tender is non-refundable.
 - II. DD of Rs. 5,000/- (Rupees Five Thousand only) in favor of Bank Note Paper Mill India Private Limited, Payable at Mysore towards EMD.
 - III. **Sample T- shirt of light green colour with appropriate GSM as per tender. However, colour shall be finalized with L1 bidder at the time of award of work.**
 - IV. Lab test report along with supply.
 - V. Details of similar work done along with documentary evidence (Copy of work order/agreement/completion certificate).
 - VI. The tender documents should be duly signed with seal affixed as a token of being abiding to the terms and conditions of the tender.
 - VII. Documentary evidence supporting the prequalification/ techno-commercial criteria.
 - VIII. In case DD towards EMD and cost of tender is not found in order by tender opening committee, the other envelope containing price bid shall not be opened and tender shall be rejected summarily
 - IX. Technical Deviations if any.
- b) Envelope -2 shall contain the following
- I. Price Bid as per Schedule of Price of the Tender document.

All above 2 envelopes will be put in one envelope and super subscribed "**Supply of T-Shirts**". Only the tenders satisfying the eligibility criteria shall be considered for opening of Price bid.

5. Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.
6. 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 shall be initialed by the tenderer.
7. If the tender is made by Proprietary Firm then it shall be signed by proprietor, if the tender is made by partnership firm then it has to be signed by the partners, if the tender is made by the company/corporate other than limited companies then



it has to be signed by the authorized person to enter into such contracts. A copy of such power of attorney, if applicable or similar authorizing letter shall be enclosed. If it is made by a Partnership Firm it shall be signed with the Co-Partner named by a member of the firm who shall sign in his own name and give the name and address of each partner of the firm and attach a copy of Power of Attorney with the tender authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.

8. The tender shall remain open for acceptance for a period of **60 days** from the date of opening of the tender.
9. For any clarification bidder may contact Mrs. Shiva Sharma (Deputy Manager, contact - 0821 2401 180) on any working days. Before quoting the price, contractor is advised to visit the site to understand the scope of work. After quoting price and opening of the quotations, it will be implied to assume that the tenderer has fully understood the scope of supply, detail specification of the tendered product and terms & conditions of the tender.
10. A schedule of approximate quantities for various items accompanies this tender. It should be understood that the quantities specified herein are only approximate & the schedule is liable to alterations by omission, deductions or additions at the discretion of the owner/consultant without affecting the terms of the contract.
11. Prices quoted should be for an individual contract basis and should include all duties and taxes levied by the Central and state governments and other statutory bodies. The rates quoted will be treated as all inclusive and no further claims whatsoever will be entertained in this respect.
12. Matters not covered by the specifications given in the contract as a whole shall be covered by the relevant Indian Standard Codes. If such codes for a particular subject have not been framed, the decision of the Owner shall be final.
13. The acceptance of the tender 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 tenders received without assigning any reason thereof.
14. The work shall be carried out under the direction and supervision of the Owner or their representative at site.
15. After acceptance of the tender, the owner shall issue the purchase / work order.
16. **EMD:** An interest free amount of **DD of Rs. 5,000/-** (Rupees Five Thousand only) in the form of DD in favor of Bank Note Paper Mill India Private Limited payable at Mysore is to be paid along with the technical bid as EMD. EMD of unsuccessful bidders will be refunded on finalization of tender and the EMD of successful bidder shall be refunded on completion of the work / submission of BG towards Security Deposit.



17. On opening of Main sealed envelope, in case DD towards EMD and cost of tender is not found in order by tender opening committee, the other envelope containing price bid shall not be opened and tender shall be rejected summarily.
18. **TENDER EVALUATION AND AWARD OF WORK:** Tenders will be evaluated as per the norms of the BNPM Guide lines taking into account all relevant factors. While the overall lowest offer will generally be the criteria, BNPM reserves the right to reject any offer including the lowest one if the same is not conforming to its norms/ CVC Guide lines. The decision of BNPM in this regard will be final.
19. **QUANTITY:** The quantity indicated in the tender is indicative. The exact quantity may vary at the time of placement of Purchase order. Besides, BNPMIPL shall have the right to place optional order for 25% of the quantity of the total order at the same terms and conditions at a later date as repeat order. Also it reserves the right to foreclose the order before the expiry of the validity depending upon need or if the supplies are not as per delivery schedule or the supply is found to be unsatisfactory.
20. **SECURITY DEPOSIT/RETENTION MONEY:** The EMD of the successful Tenderer will be converted into a part of the stipulated interest free Security Deposit, which is 10% of the tendered value. The remaining amount after adjusting EMD will be deducted from the first bill and the entire amount of Security Deposit will be retained with us till the completion of entire supply. Alternatively, the successful tenderer may submit a bank guarantee of equivalent amount valid upto 12 months favouring Bank Note Paper Mill India Private Limited, Mysore. The Security Deposit shall be released on application after completion of the supply and acceptance of the same at our site.
21. **TERMS OF PAYMENT:** Payment will be released only after receipt, inspection and acceptance of the material at our stores. Statutory deductions like WCT, TDS-IT etc. as applicable will be deducted from the gross bill amount.
22. **DISCREPANCY IN PRICES:** If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected. If there is any discrepancy between the amount expressed in words & figures the amount in words shall prevail in a tender
23. **TIME SCHEDULE:** The supply shall be completed within **1 month** from the date of receipt of T-shirt size details from BNPM.
24. **LIQUIDATED DAMAGES:** The Owner shall levy a liquidated damage at the rate of 1.0% of the total Contract Value per week or part thereof of delay in completion up to a maximum of 5% of the total value.
25. **EXTRA ITEMS:** Any item which is not covered in the Schedule of Rates, but required to be carried out on site, shall be paid as per the actual cost of materials, however cost of the labor involved should be bourned by the supplier.



26. **DEFECTIVE STORES:** If the fabric /goods supplied or any portion thereof is declared defective by the Inspection Committee/Officer nominated by the Company, or found defective /substandard at the time of ultimate use, the same will stand rejected under the terms & conditions of the contract and the tenderer shall replace such goods within 7(seven) working days at their risk and cost. Besides supplier will also be compensated for the loss/damage caused due to supply of defective materials. In case the defective/rejected goods are not removed from the premises of the Paper Mill within 7days, the company has the right to dispose of the rejected/defective goods without referring to the suppliers and shall accept no responsibility whatsoever in this respect.
27. **RECEIPT OF TENDERS:** Tenders should be submitted at the offices of The General Manager, Bank Note Paper Mill India Private Limited, Administrative Building, Entry Gate 1, Paper Mill Compound, Note Mudran Nagar, Mysore – 570003. Tenders in person may be handed over to Mrs. Shiva Sharma (Deputy Manager).
28. **EXTENSION OF TIME:** If the contract is delayed in the progress of work by changes ordered in the work, or any clause which the Owner shall decide to justify the delay, then the time of completion shall be extended by a reasonable time. No such extension shall be allowed unless requests for extension are made in writing immediately by the contractor to the Owner on occurrence of the delay.
29. **GUARANTEE AND DEFECTS LIABILITY PERIOD:** The contractor shall guarantee that all work shall be free from any defect due to defective materials and workmanship. The guarantee shall be valid for a period of 12 months. Any works/parts found defective shall be replaced/re-executed free of all cost by the vendor. The services of the contractor's personnel if requisitioned during this period for such work shall be made available free of any cost to the Owner. If the defects be not remedied within a reasonable time not exceeding 3 days the Owner may proceed to do so at the contractor's risk and expenses without prejudice to any other rights.
30. **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 works or after their completion except accepted matters shall be referred by the Contractor to the Managing Director, BNPMIPL and the BNPMIPL shall within a reasonable time after their presentation make and notify decisions thereon in writing, same shall be final and binding.

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

Authorized Signatory



Name of the Person Signing the Tender

Designation

Seal with address

Address of local office



III. FORM OF TENDER

Bank Note Paper Mill India Private Limited
Administrative Building,
Entry Gate 1, Paper Mill Compound,
Note Mudran Nagar,
Mysore - 570003

Dear Sir,

Having examined the tender documents (contained hereto) relating to the works specified in the tender and having visited and examined the site of the works specified in the said tender and having acquired the requisite information relating thereto as affecting the tender, I/we hereby offer to execute the works specified in the said tender at the rates mentioned in the schedule of quantities hereto and in accordance with all respects of the Technical specifications, schedule of quantities given in the tender, as are provided for by and in all other respects in accordance with such conditions so far as they may be applicable.

Tender No.	BNPM/CO/T-Shirts/ 324 /2017-18
Description of Work	Supply of T-Shirts as per specifications mentioned in tender.
Type of Tender (Two Bid/PQB/EOI Etc.)	Two Bid
Earnest Money Deposit (EMD)	Rs. 5,000/-
Security Deposit/Retention Money	10 % of the contract value
Release of Security Deposit/Retention money	The Security deposit may be returned to the contractor after successful completion of the entire supply.
Price of tender Documents.	Rs. 1000/-
Last date and time of tender submission.	15.00 hrs. on 21.12.2017
Place of receipt of tenders.	Bank Note Paper Mill India Private Limited Administrative Building, Entry Gate 1, Paper Mill Compound, Note Mudran Nagar, Mysore - 570003
Due date and time of tender opening.	15.30 hrs. on 21.12.2017
Place of opening of tenders.	Bank Note Paper Mill India Private Limited Administrative Building, Entry Gate 1, Paper Mill Compound, Note Mudran Nagar, Mysore - 570003



Nominated Person/Designation to receive the Bulky Tender.	Mrs. Shiva Sharma (Deputy Manager)
Period Of Completion	One month from the date of receipt of T-shirt size details from BNPM.
Defects liability period	6 months
Liquidated Damages	1 % of the contract value per week or part thereof of delay subject to a maximum of 5% of contract value after which the contract can be terminated at the discretion of the Owner.
Terms of Payment	On completion of the work.

Should this tender be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said conditions of contract so far as they may be applicable or in default thereof to forfeit EMD and pay to BNPMIPL the amount mentioned as "Liquidated Damages" in the said tender.

In accordance with the requirement of the tender I / We have enclosed herewith in a separate envelope.

1. Documentary evidence towards completion of similar works as specified in eligibility criteria.
2. Power of Attorney.
3. My / our bankers are

4. My / our address is

5. The names of the partners of our firm are

6. The name of the Director of our firm authorized to sign is



7. The name of the person having the power of attorney to sign the contract is

Yours faithfully,

Signature of the tenderer :

Name of the Person Signing the Tender :

Designation :

Seal with address :

Address of local office :

Place :

Date :



IV. GENERAL SPECIFICATION

1. Validity of Tender: The quoted rates shall be valid for a period of **60 days** from the date of opening of the tenders, however in case of any delay due to genuine reasons. The validity period may be extended further for additional period of 30 days. If any tenderer withdraws his tender before the said period or makes any modification in the Price Bid or terms and conditions of the tender then, employer, without prejudice to any other right or remedy will be at liberty to forfeit the whole of the earnest money.
2. The specification covers the general requirements and the specific technical requirements for the works, which are not covered by any of the other component specifications, but are required to be carried out for the satisfactory completion of the work. It shall be very clearly understood that the specifications are brief and do not cover minute details. However, all works shall have to be carried out in accordance with the relevant standards and codes of practices or in their absence in accordance with the best accepted current engineering practices or as directed by OWNER from time to time.
3. **SCOPE:** Supply of T Shirts as per below given specifications:

TABLE -1

1. Fabric:	Min. 90% cotton and Min. 280 GSM
2. Style:	color neck , half sleeve
3. Other:	"BNPM" in appropriate colour shall be printed at front - Left side of T - shirt
4. Quantity to be supplied:	800 Nos.
5. Colour:	Light Green (colour shall be finalized with L1 bidder)
6. Colour fastness to washing (Change in color):	4-5 (IS 3361)

The bidders are required to quote a single rate irrespective of the size (small, medium, large or X large) that would be required by the company.

4. BIDDER is advised to highlight the tender specification points (with proper reference number) in the product brochure for proper evaluation.

We confirm that the quoted price is inclusive of all statutory levies, duties, packing, forwarding, freight, handling, loading, unloading & insurance charges for delivery at your Premises and is firm.

We confirm that there would not be any price escalation during the delivery period.

We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions.



We confirm that tendered item will be supplied.

Thanking you,
Yours faithfully,

Seal

(.....)

Name & Signature with date



PROFORMA OF TECHNO-COMMERCIAL BID FOR SUPPLY OF T-Shirts

Company Name,
Address.

To
The General Manager,
BNPMIPL,
MYSORE – 570 003

Dear Sir,

SUB: Part-I: Techno-Commercial Bid for Supply of T-Shirts

**Ref: Your Tender Enquiry No. BNPM/CO/T Shirts/ 324 /2017-18 dated
07.12.2017**

We have received your Tender enquiry cited and we are pleased to enclose the following as our techno-commercial bid for your kind consideration.

A. FIRM’S BIO DATA

I. Our company's profile.

- Name of the firm and complete address including branches; if any:
- Status of the firm: Proprietor / Partnership / Regd. Company / Co-op. Society
- Local / Central Sales Tax / Excise Regn. No.: (A Copy enclosed)
- Income Tax P.A.N. No.: (A copy enclosed)
- Bankers and their Address:

II. List of our valuable customers:

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.
3. We have enclosed DD No..... dated of amount Rs...../(Rupees.....only) Payable at Mysore in a separate cover towards the payment of Tender fee amount as per your tender conditions.
4. We have enclosed DD No..... dated of amount Rs...../(Rupees.....only) Payable at Mysore in a separate cover towards the payment of EMD amount as per your tender conditions.
5. We have separately given our Price bid offer exactly as per format “Annexure A” in a sealed cover without any conditions /counter conditions. We also note that Price bid with conditions are liable for rejection.
6. We confirm that there would not be any price escalation during the supply period.



7. We confirm that we will abide by all the tender terms & conditions and we do not have any counter 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.

Thanking you,
Yours faithfully,

Seal

()

Name
Signature with date.



Annexure A
PROFORMA OF PRICE BID FOR SUPPLY OF T SHIRTS

From

Date:

..... (Company Name)
..... (Address)

Dear Sir,

Ref.: Your Tender Enquiry No. BNPM/CO/ T Shirts/ 324 /2017-18 dated 07.12.2017

We have received your tender enquiry cited and are pleased to enclose the following as our Price bid for your kind consideration:-

Item Description	UOM	Total qty. required	HSN Code	Basic Price	Freight, Packing & Forwarding Charges, insurance & other charges (Rs.), if any	GST@..... % (Rs.)	Unit landed cost (DAP, BNPM stores) (Rs.)	Total landed cost (FOR BNPM stores) (Rs.) (I=h * a)
		A	B	C	D	E	F = C+D+E	G = F * A
T Shirts with Color Neck	Nos.	800						
Total Price in words								

1. We confirm that the quoted price is inclusive of all statutory taxes & duties, measurement, printing/embroidery, packing & forwarding, handling, loading/unloading, insurance and all other charges and charges for delivery at General Stores, BNPMIPL, Note Mudran Nagar, Mysore and is firm.
2. We confirm that there would not be any price escalation during the supply period.
3. We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions.
4. We confirm that T- Shirts of reputed brand as mentioned by you will be supplied in line with your specifications & design.
5. We confirm that we understood the scope of work before quoting the price.

Thanking you,

Yours faithfully,

Seal

(.....)
Name & Signature with date

