

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 LAPTOP AT BNPM PLANT, MYSURU.

This tender document contains **14** Pages

| | |
|------------------------------------|--|
| Tender Enquiry No. | BNPM/OTE/319/2023-24 |
| Tender issuing date | 29.09.2023 |
| Pre-bid meeting date & time | Not Applicable |
| Due date & time for bid submission | 06.10.2023 till 15:00 hrs. |
| Mode of bid submission | Online/Offline |
| Type of tender | Open Tender |
| Tender Processing Fee | Rs. 100/- + Taxes (Only for Online bid 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



SECTION I – NOTICE INVITING TENDERS

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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 / Services | EMD | Required Quantity (UoM) |
|--------------|--|----------------|-------------------------|
| 1 | Supply of Laptop at BNPM, Mysuru (Technical specifications as provided in Section III of this tender enquiry) | Not applicable | 1 (No) |

2. Procedure for offline bid submission:

Tender shall contain **two sealed envelopes** each of whose contents shall be as follows.

- a) Sealed envelope super-scribed **Envelope-1**, consisting of
 - i) Signed and sealed copy of tender document as acceptance to terms & conditions (Section II) & technical specifications (Section III) of tender.
 - ii) Duly filled “Quality Control Requirements” as per Section IV of the tender document.
 - iii) Declaration as per Section V of the tender document in firm’s letter head.

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

The two sealed envelopes shall be put in a separate third sealed envelope super-scribed as Tender No. **BNPM/OTE/319/2023-24 Dated 29.09.2023 – TENDER FOR SUPPLY OF LAPTOP 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.

3. Procedure for bid submission: [ONLINE]

- i. Interested bidders may obtain further information about this requirement from the above office selling the documents. They may also visit our website www.tenderwizard.com/BNP mentioned above for further details.
- ii. Aspiring Bidders/Contractors who have not registered in e-tendering should register through the website E – Tendering (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.
- iii. For details, registration and e-payment, please visit e-tendering website www.tenderwizard.com/BNP or contact **KEONICS help desk @ 080-40482000**.
- iv. The NIT Form with standard tender documents will be accessible in the e-Tendering website (viz. www.tenderwizard.com/BNP).
- v. Class III Digital Signature Certificate (DSC) is mandatory to participate in e-Tenders. Participating bidders/Contractors have to make sure that they have the valid DSC. If not, they can procure from any of the firm as approved by CCA.

SECTION I – NOTICE INVITING TENDERS

- vi. 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.
- vii. For those tenderers whose technical bids do not satisfy the eligibility criteria, their financial Bids will not be opened.
- viii. 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.
- ix. BNPM reserves the right to cancel the tender at any stage without assigning the reasons thereof.
- x. The tender documents are not transferable.

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 – Techno-commercial Bid:** Following documents are to be submitted:
 - a) Signed copy of this document (All the pages).
 - b) Relevant annexure's in firm's letter head.
 - c) Technical details /datasheet for the quoted product.
 - d) In case of MSME – Certificate issued by MSME viz. UDYAM/NSIC/KVIC etc. (If applicable).
 - e) GST/PAN/Bank details/any other documents relevant to the tender.
- ii) Part II – Price Bid:**

Price shall be furnished through e-portal only. Price offer submitted in any other format will be liable for rejection.
3. **Price:** Price should be inclusive of P&F, Freight, Transit Insurance and GST. Price shall remain fixed & no price variation shall be accepted till completion of contract.
4. **Payment terms:**
 - a) 100% amount of the invoiced value shall be released within 30 days of receipt and acceptance of goods by the consignee at destination and on production of all required documents by the supplier.
 - b) Payment will be made only if the supplied consignment meets the specifications & quality criteria mentioned in the Technical Specifications.
5. **Delivery Terms & Delivery Address:**

Delivery shall be made on F.O.R Basis, Bank Note Paper Mill India Pvt. Ltd., Mysuru.

Engineering Stores, Bank Note Paper Mill India Pvt. Ltd., Note Mudran Nagar, Mysore - 570003.
Stores contact details: 0821-2401476/486.
6. **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 arising out of this tender enquiry, BNPM shall, without prejudice to other rights and remedies available to BNPM under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% (Half) 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).
7. **Warranty:** The supplier warrants that the goods supplied under the contract is new, unused and shall have no defect arising from design, materials (except when the design adopted and / or the material used are as per BNPM's specifications) or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods under the conditions prevailing in India. This warranty shall remain valid for **Twelve (12) months** after the goods or any portion thereof as per the tender, have been delivered to the final destination and accepted by BNPM. In case of any claim arising out of this warranty, BNPM shall promptly notify the same in writing to the supplier and within a reasonable span of time supplier shall repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. In case of warranty validity less than 12 months, the same may be specified in appropriate place given in this document.
8. **Taxes:** All Taxes shall be as applicable in GST regime.

Payment of CGST, SGST, IGST & UTGST: The suppliers are required to adhere the following procedure in order to honour the payment against CGST, SGST, IGST & UTGST in the invoice.

SECTION II – TERMS AND CONDITIONS OF THE TENDER

- i) An invoice issued by the vendor for goods or services or both as applicable should be in accordance with the provisions of Sec 31 of the CGST Act & should contain all the prescribed information's in accordance with Chapter VI of CGST rules 2017.
- ii) A debit note issued if any, by the vendor should be in accordance with the provisions of Sec 34 of the CGST Act.
- iii) The vendor should mandatorily upload the aforementioned documents in respective GSTR, details of outward supplies of goods or services as applicable within the prescribed time under GST Act.
- iv) The vendor should provide the relevant documents to confirm the tax charged on the invoice has been paid to the credit of government after adjusting the ITC if any.

Notwithstanding the above, the supplier should provide indemnification as follows:

In the event of non-compliances with respect to GST Act & Rules by the successful bidder, the purchaser is allowed to adjust the GST amount from retention amount (either in BG or in cash) held by the company. If no amount is available for recovery, the successful bidder will refund the GST liability within 10 days from the date of GST reversal in GSTRN.

The above requirements are mandatory to claim any GST liability, failing which, the GST liability will not be paid /reimbursed/accepted.

A. The bidder should consider the following points while quoting GST Rate in their bids:

1. In case of unregistered bidders, the rate and amount of GST shall be shown as "Nil".
2. In case of work contracts or pure labour contracts, the bidder shall quote single GST rate for the work.
3. In case of composite supplies, i.e., a supply consisting of one principal supply and other ancillary supplies, the supply will attract the GST Rate of the principal supply. For example, if Item A in the supply order is the major or principal supply and other items are ancillary supplies, the bidder shall quote the GST Rate applicable to the principal goods (i.e., Item A) being supplied.
4. In case of mixed supply, i.e., a combination of two or more individual goods made together for a single price (each of these items can be supplied separately and is not dependent on any other), the total supply will attract the GST rate of the item which has the highest rate of tax. For example, if Item A in the mixed supply attracts highest rate of tax, the bidder shall quote the GST rate applicable to item A for total mixed supply.
5. In case of supplies which are neither composite nor mixed supplies, the bidder shall quote the GST Rate applicable to each item of supply separately.
6. If there is any difference of opinion regarding classification in HSN code, the bidder should sought clarification/raise query within the given time from the date of tender and it would be clarified before submitting the bid. Once clarified then that will be final & binding and no deviation shall be granted.

B. Other instructions for the bidders to claim any GST liability, failing which, the GST liability will not be paid/reimbursed/accepted:

1. Registered/composite Contractor/supplier should produce GST Invoice containing all the particulars stated in Rule 46 of the CGST Rules, 2017 in accordance with the provisions of Section 31 of the CGST ACT.
2. The supplier should mandatorily update the invoice details in GSTR-1, details of outward supplies of goods or services within the prescribed time under GST Act
3. The Payment shall be made net of TDS as per the provisions of CGST/SGST/IGST Act.

SECTION II – TERMS AND CONDITIONS OF THE TENDER

4. Wherever there is difference in the amount admitted, the supplier may be directed to issue a Credit Note (in case of reduction in the Invoice value)/Debit Note (in case of increase in the Invoice value), and payment shall be released only after the receipt of such Debit or Credit Note
5. Supplier should provide the relevant documents to confirm the tax charged on the invoice has been paid to the credit of Government after adjusting with ITC, if any.
6. Supplier should provide indemnification as follows: “In the event of non-compliances with respect to GST ACT and Rules by the supplier, the supplier should refund the GST liability within 10 days from the date of GST reversal in GSTRN failing which the purchaser shall recover the GST amount from the retention amount (whether in BG or in Cash) held by the company”.
9. **Delay in supplier's performance:** Time for and the date specified in the contract or as extended for the delivery of the stores shall be deemed to be the essence of the contract and the supplier shall deliver the goods and perform the services under the contract within the time schedule specified by BNPM in the contract.

Any delay attributable to the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all the following sanctions besides any administrative action such as (a) Imposition of liquidity damages; (b) Termination of contract for default.

10. **Extension of Time:** If the contract is delayed in the progress of work by changes ordered in the work, or any clause which BNPM shall decide to justify the delay, then the time of completion shall be extended by a reasonable time.

If at any time during the currency of contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform BNPM in writing about the same and its likely duration and make a request to BNPM for extension of the delivery schedule accordingly. On receiving the supplier's communication, BNPM shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

11. **Rejection Replacement:** In case of supplies, 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. If the material is not taken back within the stipulated period, BNPM reserves the right to dispose-off the material at the risk and expense of the vendor as per provision under Section IV: General conditions of contract.
12. **Risk Purchase Clause:** If the supplier fails to abide by the terms and conditions of the contract/agreement, or fails to supply the material as per the delivery schedule or any time repudiates the contract,

Procure the tendered item / render service from other agencies at the risk and cost of the supplier. The cost difference between the alternative arrangement and existing contract value wherein default has been made will be recovered from the supplier along with the other incidental charges.

In case of procurement through alternative sources, if procurement price is lower than the existing contract value wherein default has been made, in such case no benefit on this account will be passed on to the supplier.

SECTION II – TERMS AND CONDITIONS OF THE TENDER

13. **Termination for Convenience:** BNPM reserves the right to terminate the contract, in whole or in part for its (BNPM's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of BNPM. The notice shall also indicate inter-alia, the extent to which the supplier's performance under the contract is terminated, and the date with effect from which such termination will become effective.
14. **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 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 | Composite | 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.

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 of or in respect of the contract.

SECTION II – TERMS AND CONDITIONS OF THE TENDER

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 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. **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.

SECTION III – TECHNICAL SPECIFICATIONS

| S No | Item | Technical Specification |
|-------------|---------------|--|
| 1. | LAPTOP | <ul style="list-style-type: none">a. Screen Size: Min. 15.6”.b. Processor: Min. 12th Gen Intel Core i5 processor.c. Graphics: Integrated.d. Memory: Min. 8 GB DDR4 RAM.e. Storage: Min. 512 GB, M.2, PCIe NVMe, SSD.f. Operating System: Windows 11 Home (Factory Loaded).g. Ports: Min. 1*USB 2.0 port.h. Battery & Charger: Included.i. Warranty: Min. 1 Year OEM’s Warranty.j. Connectivity:<ul style="list-style-type: none">(i) Wireless Connectivity.(ii) Bluetooth Connectivity.k. Other specifications:<ul style="list-style-type: none">(i) Webcam.(ii) Internal Speaker. |

(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 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.

A) TECHNICAL COMPLIANCE STATEMENT:

| S No | Parameter | Required Specification | Offered Specifications | Deviations (if any) |
|---------------|----------------------|--|------------------------|---------------------|
| LAPTOP | | | | |
| 1. | Screen Size | Min. 15.6" | | |
| 2. | Processor | Min. 12th Gen Intel Core i5 processor | | |
| 3. | Graphics | Integrated | | |
| 4. | Memory | Min 8 GB, DDR4 RAM | | |
| 5. | Storage | Min 512 GB, M.2, PCIe NVMe, SSD | | |
| 6. | Operating System | Windows 11 Home (Factory Loaded) | | |
| 7. | Ports | Min. 1*USB 2.0 port | | |
| 8. | Battery & Charger | Included | | |
| 9. | Warranty | Min. 1 Year OEM Warranty | | |
| 10. | Connectivity | (i) Wireless Connectivity (ii) Bluetooth Connectivity | | |
| 11. | Other specifications | (i) Webcam (ii) Internal Speaker | | |

SECTION V – DECLARATION

ANNEXURE A

e-Tender No: BNPM/OTE/319/2023-24 dated 29.09.2023.

(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

(TO BE FILLED ONLINE THROUGH E-TENDER PORTAL)

Dear Sir,

Sub: PRICE BID FOR SUPPLY OF LAPTOP AT BNPM PLANT, MYSURU.

Ref: e-Tender No: BNPM/OTE/319/2023-24 dated 29.09.2023.

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

| Total effective price (net of input tax credit) for Supply of Laptop 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 Laptop 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.

We hereby confirm that

1. We accept all the terms & conditions mentioned in the enquiry.
2. Price quoted is inclusive of P&F, Insurance, Freight and GST on F.O.R Basis, BNPM Plant, Mysuru.
3. HSN Code: Item
4. GST registration status: Unregistered / compounding / registered.
5. Delivery period: (Days / Weeks)
6. Warranty Period: Months (Time Period to be specified in case warranty period is less than 12 months / NA to mentioned in the in-case warranty is not applicable)
7. Bid validity: 90 days from date of closing of tender including extensions/ corrigendum's (if any).
Bid Security declaration has been submitted as per format.
8. **Bank Details (Enclosed - Cancelled Cheque/ Bank Mandate):**
Bank Acc. No.;
Bank Acc Name:;
Branch name:; Branch Code:;
IFSC:;
9. MSME / NSIC status: (If yes, then supporting document shall be submitted along with the offer to avail the benefits under the Procurement Policy for MSEs, Order 2012 along with its amendments.)
(Please fill above: MSI – For Micro Enterprises; SSI – For Small Enterprises; MED.SI – For Medium Enterprises; NSIC – For National Small Industries Corporation regd. firm)
10. Technical Data sheet/ Product Catalogue (Submitted/ Not submitted).

Signature of bidder:

Name of the Firm:

Seal of the firm:

GST No.:

Contact Details: -

Contact Person:

Contact Number:

