



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

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**LIMITED TENDER ENQUIRY - BNPM/LTE/SAFETY SIGN BOARD /346/2020-21**

**Issue Date & Time: 08.07.2020**

**Closing Date & Time: 22.07.2020 15:00 hrs.**

**A. Scope of Work:**

Providing, supplying and installation of safety sign board at BNPMIPL Mysore as per the specification indicated in the price bid with accessories etc. necessary for completion of work as directed by engineer in charge.

**B. Terms & Conditions:**

**1. Documents to be submitted:**

- a) Signed copy of this document (All the pages).
- b) Filled price details as per the format provided below in this document.
- c) Technical details /datasheet for the enquired product (if applicable).
- d) Micro / Small Enterprise (Certificate issued by MSME)/UAM/NSIC certificate (If applicable).
- e) PAN Copy.
- f) GST Copy.

- 2. 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.

**3. Terms of Payment:**

100% of the bill value shall be paid on completion of works at BNPM Premises and on production of all required documents by the supplier. Payments to suppliers shall be made by account payee cheque or through ECS in INR only.

TDS if any, will be applicable as per statutory norms.

Payment shall be made after completion of works at BNPM, Mysore, subject to satisfactory condition and duly certified by BNPM officials.

- 4. Delivery Terms & Delivery Address:** Delivery shall be made on F.O.R Basis, Bank Note Paper Mill India Pvt. Ltd., Mysore.

It is responsible of the bidder to arrange transportation and labour required for completion of works on FOR destination basis.

- 5. 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.

- 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.



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- 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, falling 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 a compounding dealer, GST shall be quoted as “Nil” as compounded dealers cannot collect GST from the consumers. The price quoted therefore shall be construed as all inclusive.
- 3. In case of work contracts or pure labour contracts, the bidder shall quote single GST rate for the work.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. 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. Tender Evaluation for determination of L1 price:**

**a. Indigenous/Domestic Bidder**

- 1. If the tenderer/bidder does not include the details of GST separately in the tender/quotation, the same shall be rejected



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2. The HSN code of the product/services shall be determined at the tendering stage itself and mentioned in the price bid format to quote the GST rate according to the specified HSN code.
3. 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

4. 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.

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

1. Registered/compounding 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.
  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”.
- 6. Warranty:** The product supplied shall be under warranty for 12 months from the date of receipt of material at BNPM, Mysuru for any manufacturing defects & poor workmanship. If the applicable warranty period is less than 12 months then the same has to be mentioned at the appropriate place provided in this enquiry document.
- 7. Liquidated Damages (LD):** Liquidated damages shall be applicable at the rate of 0.5% per week or part thereof until actual delivery or performance, subject to a maximum deduction of 10% of the delayed good's /service's contract price.
- 8. 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



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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.

- 9. 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.

- 10. 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.

- 11. 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 Mysore, Karnataka.

- 12. Legal Jurisdiction:** The Courts of Mysore (Karnataka State) shall alone have jurisdiction to decide on any legal matter of dispute whatsoever arising out of or in respect of the contract.

- 13. 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



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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.

**14.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.

**15.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.



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**16.Price Bid Format:**

SI No	Material Description	U O M	Qty	Unit Price (INR)	P&F, Insurance & Freight Charges (INR)	GST@ Amount (INR)	Unit price including P&F, Insurance, Freight & GST (INR)	Total price inclusive of P&F, Insurance, Freight & GST (F.O.R, BNPM, Mysuru) (INR)	Input GST Credit (INR) GST amount * Total quantity}	Effective price inclusive of P&F, Insurance, Freight (F.O.R, BNPM, Mysuru) (INR)
A	B	C	D	E	F	G	H=E+F+G	I=H*D	J=G*D	K=I-J
1	Providing, supplying and fixing of wall mounted safety sign board ( fluorescent type )of required size, color, text, style and information sign using of 5mm thick regular foam type fluorescent boards including 3M Company double side tape/sticker/nailed if required at desired locations including other material which are essential for completion of job to enhance its heritage look having neat exterior finish etc. as required and direction of engineer using standard make of materials the rate quoted shall include labour charges, transportation charges, installation charges, cutting, finishing etc. which are necessary for completion of work as directed by engineer in charge. <b>Matter on broad to be written and size of boards: Refer Annexure I</b>	Sqft	60							
2	Providing, supplying, installation of regular foam type wall mounted safety sign board of required size using 5mm thick foam board as	Sqft	730							



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background materials with self-glowing sticker of required font size, colour, text and style including 3Mcompany double side tape/sticker/nailed if required at desired location including other material which are essential for completion of job as required and direction of engineer using standard make of materials the rate quoted shall include labour charges, transportation charges, installation charges, cutting, finishing etc. <b>Matter on broad to be written and size of boards: Refer Annexure II</b>												
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**Note:** Evaluation shall be carried out basis overall L-1 price quoted by the bidders, unless any other method of evaluation is specifically provided in the enquiry. The quoted price should be inclusive of P&F, Freight, Transit Insurance and any other charges required for delivery of item to BNPM, Mysuru.



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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, Mysore.
3. HSN Code: .....
4. GST registration status: Unregistered / Compounding / Registered.
5. Delivery/work completion period: ..... (Days / Weeks)
6. Warranty Period/Defect liability 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: 30 days from date of closing of tender including extensions/corrigendum's (if any).
8. Bank Details: Acc. No. ....; Bank Name: .....; Branch name: .....; Branch Code: .....; IFSC: .....
9. MSME / NSIC status: ..... (If yes, then supporting document to be submitted along with the offer)  
(Please fill above: MSI – For Micro Enterprises; SSI – For Small Enterprises; MED.SI – For Medium Enterprises; NSIC – For National Small Industries Corporation regd. firm)

Signature of bidder: .....

Name of the Firm: .....

Seal of the firm: .....

GST No.: .....

**Contact Details:-**

Contact Person: .....

Contact Number: .....

Contact E-mail ID: .....





**Annexure -I**  
**INSTALLATION OF SAFETY SIGN BOARDS - Fluorescent type**



0.5 FT X 0.5 FT, QTY - 85



0.5 FT X 0.5 FT, QTY-40



2 FT X 0.66 FT, QTY-20

**Annexure-II**  
**INSTALLATION OF SAFETY SIGN BOARDS - COMPRESSED GAS CYLINDER STORAGE AREA**





03 FT X 02 FT, QTY - 01

03 FT X 02 FT, QTY - 12



02 FT X 01 FT, QTY - 03

02 FT X 01 FT, QTY - 03

02 FT X 01 FT, QTY - 04





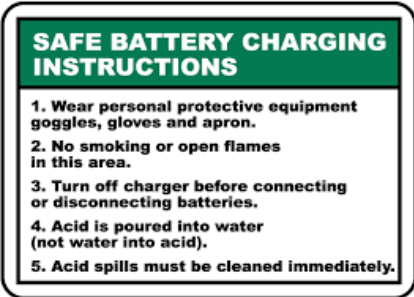
02 FT X 01 FT, QTY - 03

02 FT X 01 FT, QTY - 03

02 FT X 01 FT, QTY - 04



02 FT X 01 FT, QTY - 05



02 FT X 01 FT, QTY - 06





02 FT X 01 FT, QTY-02



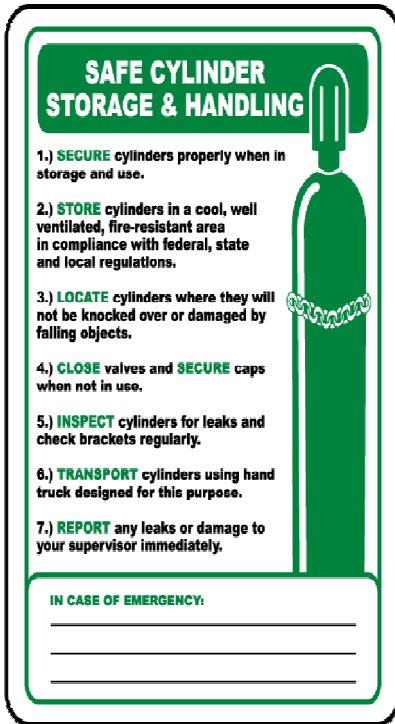
02 FT X 01 FT, QTY-02



02 FT X 01 FT, QTY-05



02 FT X 01 FT, QTY-05



03 FT X 02 FT, QTY - 03



03 FT X 02 FT, QTY - 03



02 FT X 02 FT, QTY - 25



02 FT X 02 FT, QTY - 10



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01 FT X 01 FT, QTY-15



01 FT X 01 FT, QTY-10



02 FT X 01 FT, QTY-02

**Periodic Table of the Elements**

1 H Hydrogen 1.008																	2 He Helium 4.002
3 Li Lithium 6.941	4 Be Beryllium 9.012											5 B Boron 10.811	6 C Carbon 12.011	7 N Nitrogen 14.007	8 O Oxygen 15.999	9 F Fluorine 18.998	10 Ne Neon 20.180
11 Na Sodium 22.990	12 Mg Magnesium 24.305											13 Al Aluminum 26.982	14 Si Silicon 28.086	15 P Phosphorus 30.974	16 S Sulfur 32.065	17 Cl Chlorine 35.453	18 Ar Argon 39.948
19 K Potassium 39.098	20 Ca Calcium 40.078	21 Sc Scandium 44.956	22 Ti Titanium 47.867	23 V Vanadium 50.942	24 Cr Chromium 51.996	25 Mn Manganese 54.938	26 Fe Iron 55.845	27 Co Cobalt 58.933	28 Ni Nickel 58.693	29 Cu Copper 63.546	30 Zn Zinc 65.38	31 Ga Gallium 69.723	32 Ge Germanium 72.631	33 As Arsenic 74.922	34 Se Selenium 78.96	35 Br Bromine 79.904	36 Kr Krypton 83.798
37 Rb Rubidium 85.468	38 Sr Strontium 87.62	39 Y Yttrium 88.906	40 Zr Zirconium 91.224	41 Nb Niobium 92.906	42 Mo Molybdenum 95.95	43 Tc Technetium 98.907	44 Ru Ruthenium 101.07	45 Rh Rhodium 102.906	46 Pd Palladium 106.42	47 Ag Silver 107.868	48 Cd Cadmium 112.411	49 In Indium 114.818	50 Sn Tin 118.711	51 Sb Antimony 121.760	52 Te Tellurium 127.6	53 I Iodine 126.904	54 Xe Xenon 131.29
55 Cs Cesium 132.905	56 Ba Barium 137.328	57-71 Lanthanides	72 Hf Hafnium 178.49	73 Ta Tantalum 180.948	74 W Tungsten 183.84	75 Re Rhenium 186.207	76 Os Osmium 190.23	77 Ir Iridium 192.227	78 Pt Platinum 195.085	79 Au Gold 196.967	80 Hg Mercury 200.592	81 Tl Thallium 204.383	82 Pb Lead 207.2	83 Bi Bismuth 208.980	84 Po Polonium [209]	85 At Astatine [209]	86 Rn Radon [222]
87 Fr Francium [223]	88 Ra Radium 226.025	89-103 Actinides	104 Rf Rutherfordium [261]	105 Db Dubnium [262]	106 Sg Seaborgium [266]	107 Bh Bohrium [264]	108 Hs Hassium [265]	109 Mt Meitnerium [268]	110 Ds Darmstadtium [269]	111 Rg Roentgenium [272]	112 Cn Copernicium [277]	113 Nh Nihonium [284]	114 Fl Flerovium [289]	115 Mc Moscovium [288]	116 Lv Livermorium [293]	117 Ts Tennessine [294]	118 Og Oganesson [294]
57 La Lanthanum 138.905	58 Ce Cerium 140.116	59 Pr Praseodymium 140.908	60 Nd Neodymium 144.242	61 Pm Promethium [145]	62 Sm Samarium 150.36	63 Eu Europium 151.964	64 Gd Gadolinium 157.25	65 Tb Terbium 158.925	66 Dy Dysprosium 162.500	67 Ho Holmium 164.930	68 Er Erbium 167.259	69 Tm Thulium 168.934	70 Yb Ytterbium 173.055	71 Lu Lutetium 174.967			
89 Ac Actinium 227.028	90 Th Thorium 232.038	91 Pa Protactinium 231.036	92 U Uranium 238.029	93 Np Neptunium 237.048	94 Pu Plutonium 244.064	95 Am Americium 243.061	96 Cm Curium 247.070	97 Bk Berkelium 247.070	98 Cf Californium 251.080	99 Es Einsteinium [254]	100 Fm Fermium 257.095	101 Md Mendelevium [261]	102 No Nobelium [261]	103 Lr Lawrencium [262]			
Alkali Metal		Alkaline Earth		Transition Metal			Basic Metal	Semimetal	Nonmetal	Halogen	Noble Gas	Lanthanide		Actinide			

3.5 FT X 2.5 FT – 01



01FTX1FT, QTY-15



*The 10 commandments of workplace safety*

1. *Always be responsible for the safety of yourself and others.*
2. *Always remember all accidents are preventable.*
3. *Always follow company rules, regulations and procedures.*
4. *Always assess the risks, Stop and think.*
5. *Always be proactive about safety.*
6. *Always deter from situations you're not trained to handle.*
7. *Always manage the lift.*
8. *Always Be prepared.*
9. *Always practice good housekeeping.*
10. *Always take the safest path, never take shortcuts.*

03 FT X 03 FT, QTY-05




02 FT X 01 FT, QTY - 06

**Guidelines for Safe Forklift Operations**

**Always...wear proper personal protective equipment required for the job.**

- ...secure safety belt and observe surrounding working conditions.**
- ...know the rated load capacity and maximum carrying weight and never exceed it.**
- ...use extra caution when load will be approaching maximum weight limit.**
- ...stop and proceed with caution at doorways and blind intersections while sounding horn.**
- ...approach load slowly and center the weight of load between forks for maximum load stability.**
- ...gently lift and slightly tilt load back and position the heaviest part of load against carriage.**
- ...sound horn when changing direction from either forward or backward motion.**
- ...if load blocks your front vision travel in reverse with forks 8-12 inches from ground.**
- ...travel using caution with mast tilted back slightly to keep load stable.**
- ...keep hands, arms and legs inside the forklift at all times.**
- ...exercise extreme caution on wet surfaces.**
- ...respect and service machinery as recommended by manufacturer.**



03 FT X 03 FT, QTY-08



# LOCKOUT-TAGOUT FOR SAFETY

Lockout Tagout products increase efficiency and safety levels are used in creating a safer worker environment.

- 1. Identify**  
the types of energy sources used, potential hazards, and all control devices.
- 2. Notify**  
all affected employees.
- 3. Turn off**  
all operating controls.
- 4. Locate**  
all energy sources.
- 5. Isolate**  
all energy sources by blocking, bleeding and venting stored energy as found in springs, hydraulic systems and pneumatic systems.
- 6. Lock-out**  
all switches and energy controls in the 'off' or 'safe' position.
- 7. Test**  
the operating controls . Put all controls in the 'on' position. Be sure nobody can get hurt before testing.
- 8. Return**  
all operating controls to the 'off' position.
- 9. Perform**  
required task.
- 10. Remove**  
lock-out devices only after the equipment is fully assembled and all affected employees have been notified. Each lock-out device must be removed by the person who put it on .




03 FT X 03 FT, QTY-12




02 FT X 02 FT, QTY-01






# Battery Charging Safety Procedures



The following relates to lead-acid industrial batteries that are used in the two main applications:

- Motive power - to drive/power forklift trucks and other vehicles
- Standby power - to provide backup for equipment in the event of a mains failure

## Chemical




Batteries contain sulphuric acid, which is poisonous, corrosive and causes burns/irritation on contact with the skin or eyes.

### Safe Working Practices

- Protective clothing like face mask, goggles, apron, gloves must always be worn
- Ensure staff are aware of and provided with eyewash and/or drench facilities
- Spillage handling equipment and procedures should be in place
- Staff should be aware of procedures relating to washing off spillages from clothes and skin

## Electrical




Short circuits can cause extensive arcing, burning and melting of metal objects and explosion of charging gases.

Electric shocks can be received from both batteries and charging equipment.

### Safe Working Practices

- Ensure charger is switched off before the battery is connected or disconnected
- Always use insulated tools
- No tools or other conductive objects should be placed on top of battery
- Remove any metallic items like jewellery from hands, wrists, neck etc
- Always disconnect the earthed terminal first and reconnect it last
- Ensure staff are made aware of the actions to undertake in the event of electric shock taking place

## Explosion



Hydrogen gas given off by the battery during charging.

Risk of fire and/or explosion if flammable mixtures of hydrogen with air accumulate.

### Safe Working Practices

- Ensure good ventilation at a high level immediately above the batteries is provided
- Designate charging area should be clearly marked "No Smoking" and "No Naked Lights"
- Make sure the battery is topped up to correct level
- Ensure all connections are secure before switching on
- Electrical equipment/sources of ignition to be a distance away from charger
- Keep batteries upright and properly secured during charging
- Use the lifting holes provided on the battery container
- Wear essential protective clothing and footwear at all times

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03 FT X 03 FT, QTY-10

