

Bank Note Paper Mill India Private Limited, Mysore

Invites bid through e tender portal (www.tenderwizard.com/BNP) for hiring a practicing company secretary/Firm of PCS for secretarial services at BNPM, Mysore.

The Tender document is hosted on Company's website <http://www.bnpmindia.com> and at e tender portal (www.tenderwizard.com/BNP) . The tender may be purchased from the Office of Managing Director, Bank Note Paper Mill India Private Limited, Administrative office Building, Entry Gate-1, Paper Mill Compound, Note Mudran Nagar, Mysuru - 570 003. Tender may also be downloaded from the above referred websites.

For online submission through e tender portal (www.tenderwizard.com/BNP) : The registration charges will be Rs. 500/- plus applicable taxes (per year) which needs to be paid through electronic mode only. Tender processing fee is **Rs. 100/- plus** applicable Taxes. Any corrigendum/addendum will be published in www.bnpmindia.com and www.tenderwizard.com/BNP

Contact: 0821-2401-111(Purchase & Supply Chain), e mail: scm.tender@bnpmindia.com.

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

**Administrative office building,
Entry Gate.1, Paper mill compound,
Note Mudran Nagar , Mysuru-570 003**

TENDER NO. BNPM/OTE/72 /2024-25, dated 16.05.2024

**TENDER FOR HIRING A PRACTICING COMPANY SECRETARY/FIRM OF PCS FOR SECRETARIAL
SERVICES OF THE COMPANY**

Last date for submission of Tender:	11:00 Hours on 06.06.2024
Opening of Technical Bids:	11: 30 Hours on 06.06.2024

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SECTION I. NOTICE INVITING TENDER

1. Bank Note Paper Mill India Private Limited (BNPM) is a joint venture company between Bharatiya Reserve Bank Note Mudran Private Limited (A wholly owned subsidiary of Reserve Bank of India) and Security Printing and Minting Corporation of India Limited (100% owned by Government of India), incorporated for setting up & manufacturing of bank note papers at Mysore. e bids are invited by BNPM from eligible & financially sound bidders for hiring a practicing company secretary/Firm of PCS for secretarial services at BNPM, Mysore - 570003.
2. e-Bids may submitted in online/offline mode for HIRING A PRACTICING COMPANY SECRETARY/ FIRM OF PCS FOR SECRETARIAL SERVICES OF THE COMPANY at BNPM, Mysore - 570003 by eligible & financially sound bidders. JV/Consortium/Sub-Contracting/Association are not allowed. One bidder can submit one proposal only.

i. Online mode of bid submission (e tender):

- a. Interested tenderers 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.
- b. 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. Tender processing fee is Rs. 100/- plus applicable Taxes.**
- c. For details, registration and e-payment, please visit e-tendering website www.tenderwizard.com/BNP or contact Helpdesk at **8951906455**.
- d. The NIT along with tender documents will be accessible in the e-Tendering website (viz www.tenderwizard.com/BNP).
- e. 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 RAs approved by CCA.
- f. Bidders/Contractors should upload and attach all the Scanned copies of technical documents/certificates in e-tendering website www.tenderwizard.com/BNP pertaining to their eligibility criteria mentioned in the NIT, failing which, the bid will not be considered.
- g. Online bids are to be submitted through e tender portal (www.tenderwizard.com/BNP) only.

Note:

Against receipt of the following notification through email from tenderwizard portal, bidder must resubmit the bid even if the bidder have already submitted the bid through tenderwizard portal.

Notification: If you have already submitted the tender, then ensure that you resubmit the tender. Else, your bid may be liable to be auto disqualified by the system. And service provider holds no responsibility for the same. In case, you are yet to submit the tender, then please ensure that you submit it before the tender closing time.

Submission / resubmission of the bid is the responsibility of the bidders only. Bidder should check and confirm at their end regarding the submission/ resubmission of their bid till the due date & time of bid submission. BNPM / Keonics/ Tenderwizard will not be responsible for non-submission/ non resubmission of any bid.

ii. Offline mode of bid submission (sealed bid)

Quotations should be addressed to DGM-SCM , Bank Note Paper Mill India Private Limited and should be submitted on or before within due and time of submission of the bid in sealed covers at the office of BNPM at Administration Building, Paper Mill Compound, Entry Gate No-1, Note Mudran Nagar, Mysore-570003. Quotations should be submitted in a sealed cover, super subscribed as "Enquiry for practicing company secretary/Firm of PCS for secretarial services to BNPM and Tender No BNPM/OTE/ /2024-25, dated..." containing following with separate sealed covers:

- a) Techno-commercial Bid (Envelope 1)
- b) Price Bid as per format enclosed with Tender document – Section V. (Envelope 2)

Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.

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 initiated by the tenderer.

3. **Risk Purchase Clause:** If the successful bidder fails to abide by the terms and conditions of this agreement, or fails to provide service as per the schedule or any time repudiates the contract, BNPM will have the right to recover the cost difference between the alternative arrangement and existing contract value wherein default has been made from the contractor 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.
4. **Force Majeure :** If at any time during the execution of the order, the performance in whole or in part by either party of any obligation under this Order is prevented or delayed by reason of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events") provided notice of happenings of any such eventuality duly endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable but, within 7days from the date of occurrence and termination thereof and satisfies the other party adequacy of the measure taken by it, neither party shall by reason of such event, be entitled to cancel the Order nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the Order shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of, BNPM, as to whether the services have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under this Order is prevented or delayed by reason of any such event for a period exceeding 60 days, BNPM, may at his option cancel the Order.

5. **Bid Validity:** The tender shall remain open for acceptance for a period of 120 days from the date of opening of the tender.

6. **Evaluation Criteria:**
 - a. At first stage, techno-commercial bid will be opened and evaluated by the competent committee / authority with reference to the parameters prescribed in the tender document. Subsequently in the second stage the financial bids of only techno commercially acceptable offer 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.
 - b. **The method of evaluation of price bid for determining L1 status shall be on the basis of overall effective price basis (i.e without GST) only.**
 - c. However, the acceptance of the tender will rest with BNPM, who does not bind himself to accept the lowest tender and reserves the authority to reject any or all of the tenders received without assigning any reason thereof.
 - d. If there is any tie between the quoted L1 rates of the bidders then preference will be provided to local bidders i.e a bidder having head office at Mysore.

7. **Discrepancy in Prices:**
 - a. If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless BNPM feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
 - b. 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; and
 - c. If, there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
 - d. If, as per the judgment of BNPM, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered/speed post/email. If the tenderer does not agree to the observation of BNPM, the tender is liable to be ignored.
 - e. Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.

8. **Liquidated Damage :** If the successful bidder fails to provide any or all of the services or fails to perform the services within the time frame(s) incorporated in the contract, 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 service price of the delayed 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 services' contract price(s).

9. **Penalty:** In addition to above if any penalty / interest / compensation paid to statutory Authority due to negligence / omission / commission / mistake / error occurred

during performance of services would be recovered from the contract price at actual basis.

10. **Number of Proposals and respondents**

No Bidder or its Associate shall submit more than one Proposal, in response to this RFP. A Bidder applying individually or as an Associate shall not be entitled to submit another Proposal. Any Bidder which submits or participates in more than one tender/proposal would be disqualified

11. **Terms of Payment:**

- a. **For Due Diligence certificate, Annual certificate & other services:** Payment shall be released within 30 days after submission of the certificates / completion of the order (as applicable) and as per the rate quoted in price bid.
- b. **For Filing Forms:** Payment shall be released within 30 days after filing the forms as per the rate quoted in the price bid and against submission of invoice accordingly. Invoice is to be submitted and paid by BNPM to the successful bidder as per the quoted unit rates (i.e per form filing basis) and on the basis of actual number of forms filed only.
- c. Government Filing fees shall be reimbursed as per actual challans. The Bidder shall quote only his professional fees only.
- d. Payment shall be released in INR vide electronic transfer. TDS shall be deducted as applicable.

12. **Tenure of Contract:** The contract is for one year. The contract is extendable for another two (02) years on yearly renewal basis subject to satisfactory performance with same terms & conditions and quoted price at the discretion of BNPM.

13. **Signing authority of bid documents:** Bid document should be signed by an authorized person. For Ltd/ Pvt Ltd company authority not less than the rank of Director should sign the bid document, else if signed by any other person then the person should be authorized for signing the bid document vide Board Resolution/ Power of Attorney (Rs. 200 stamp paper authorized by Managing Director). If the bidder is proprietary firm then proprietor should sign the documents else the person should be authorized by Power of Attorney (Rs. 200 stamp paper authorized by Proprietor). For Partnership Firm it shall be signed by a partner of the firm who is authorized to sign the bid documents and other partner/partners (as per partnership deed) of the firm should authorize that person to sign, a letter signed by other partners should be enclosed.

14. **Non-performance of the successful bidder:** Successful bidder should adhere the completion schedule. During the execution of the contract if the performance of the bidder is found unsatisfactory then BNPM has the right to (i) Terminate the contract (ii) Force Majeure clause will be applied (iii) Debar/ Blacklist the bidder.

15. **Compliance of security Norms:**

BNPM is a security organization located in the premises of BRBNMPL and the Govt. of Karnataka declares the premises as Prohibited Area. Hence the successful bidder has to abide by the security rules of the Company.

16. **Performance in executing previous contracts:**
Performance of the bidders in executing the previous orders will be considered for techno commercial evaluation. Any non-performance in executing the previous contracts may lead to techno commercial disqualification as per the discretion of BNPM, Mysore.
17. **Settlement of disputes:** All disputes and differences of any kind whatsoever arising out of or in connection with the contract/order, 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.
18. **Legal Jurisdiction:** The Courts of Mysore (Karnataka State) shall alone have jurisdiction to decide on any legal matter of dispute whatsoever arising out or in respect of the contract/order.
19. **Non-disclosure of information:** The successful bidder shall treat and mark all information received from BNPM, Mysore during their work as confidential (or Secret –as the case may) and shall not, disclose the information to any third party. A declaration in company letter head of the bidder in this regard is to be submitted in techno commercial bid.

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

Authorised Signatory

Name of the Person Signing the Tender _____

Designation _____

Seal with address _____

Address of local office _____

SECTION II.
QUALIFICATION/ ELIGIBILITY CRITERIA

Category	Eligibility Criteria	Documents required in support of eligibility criteria
General	a) Bidder* (Individual/ firm/ company/ corporate / LLP / HUF / limited company) intending to bid should be bonafide, experienced, technically competent, resourceful and financially sound to carry out the assigned order. *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)	Company's registration / Certificate of incorporation, MOA, AOA / Partnership Deed/ Any other registration certificate as applicable Signed & Stamped Annexure – B on company's letter head.
	b) Bidder should have valid GST registration certificate	Copy of GST certificate
	c) Bidder should have valid PAN card.	Copy of PAN card
	d) As on the date of submission of bid against this tender, Bidder should not be in the list of ineligible/ blacklisted / debarred by BRBNMPL/ SPMCIL/ BNPMIPL/ /any Government Agency, for participating in its tenders.	Declaration as per Annexure-C on company's letter head duly Signed & with company Stamp to be submitted
Experience & Past Performance	a) The bidder shall be a Practicing Company Secretary or PCS Firm who have at least one person qualified in CS and a member of The Institute of Company Secretaries of India (ICSI). b) Practicing Company Secretary or CS Firms should have experience of minimum 2 years practice as on 31.03.2024. c) The Practicing CS or CS Firm should have carried out atleast two CS audits during last five years period ending on 31.03.2024. d) The bidder should have an office / branch office in Mysore / Bangalore.	a) Valid certificate of practice issued by ICSI. b) Valid peer review certificate issued by ICSI c) (i) Order/Contract document (ii) Documentary evidence of completion d) Registration/Lease Agreement/Rental Agreement substantiating the location of office/ branch office in Mysore/ Bangalore. Note: Valid means valid within bid validity period.
Financial standings	Net worth of the firm should not be in negative and should have not eroded by more than 30% in the last three financial years period ending on 31.03.2023.	Audited balance sheet for FY 2019-20, 2020-21, 2021-22 & 2022-23. Chartered Accountants certificate for Net worth may be accepted for the bidders, where tax audits has been exempted as per the existing Govt. orders issued before tender closing date. Erosion shall be considered only on account of reported loss in the statement of P&L account, which has led to reduction in capital.

SECTION III

SCOPE OF WORK

- Provide Due Diligence Certificates on behalf of the Company as required by Banks and Financial Institutions.
- Preparing, Certifying, filing of Forms like AOC-4-XBRL (including XBRL document)
- Preparing, Certifying, filing of Forms other e-forms/applications etc.
- Issuing MGT-8 (Annual Certificate)
- Tentative Number of forms to be filed in a year is 30 nos.
- However the aforementioned number may be changed as per due guideline for the financial year. However, Invoice is to be submitted and paid by BNPM to the successful bidder as per the quoted rates and on the basis of actual number of forms filed only.

SECTION IV

FORMAT TO BE FILLED UP & SUBMITTED IN TECHNO COMMERCIAL BID

e TENDER NO. BNPM/OTE/72/2024-25, dated 16.05.2024

SR NO	DOCUMENT	DETAIL	DOC SUBMISSION/ COMPLIANCE
1	BANK NAME & DETAIL (BANK MANDATE/ CANCELLED CHEQUE IS TO BE ENCLOSED)		
2	NSIC/UDYAM/ ANY OTHER DOC		SUBMITTED/ NOT SUBMITTED
3	DEVIATION AGAINST TENDER IF ANY		YES/NO
4	GST REGISTRATION CERTIFICATE		SUBMITTED/ NOT SUBMITTED
4	PAN REGISTRATION CERTIFICATE		SUBMITTED/ NOT SUBMITTED
5	BLANK TENDER DOC WITHOUT ANT REFERENCE TO PRICE DULY SIGNED ON EACH PAGE		SUBMITTED/ NOT SUBMITTED
6	CONTACT NO (PHONE)		MENTIONED/NOT MENTIONED
7	Email ID		MENTIONED/NOT MENTIONED
8	DOCUMENTS PERTAINING TO ELIGIBILITY CRITERIA (SEC III)ARE ENCLOSED		SUBMITTED/ NOT SUBMITTED
9	ANNEXURE A , B, C, D		SUBMITTED/ NOT SUBMITTED

Authorised Signatory

Name of the Person Signing the Tender _____

Designation _____

Seal with address _____

Address of local office _____

SECTION IV

TENDER NO. BNPM/OTE/72/2024-25. dated 16.05.2024

(To be submitted on the letterhead)

BID SECURITY DECLARATION

We, the undersigned, declare that we will automatically be suspended from being eligible for bidding in any tender with Bank Paper Mill India Private Limited, Mysore for the period of 12 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.

Authorised Signatory

Name of the Person Signing the Tender _____

Designation _____

Seal with address _____

Address of local office _____

SECTION IV
TENDER NO. BNPM/OTE/72/2024-25, dated 16.05.2024

(To be submitted on the letterhead)
DECLARATION

I have read the 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).

(Where applicable, evidence of valid registration by the Competent Authority shall be attached.)

Signature _____

Name-----

Designation-----

Date-----

Stamp of the Organization-----

SECTION IV

TENDER NO. BNPM/OTE/72/2024-25, dated 16.05.2024

(To be submitted on the letterhead)

DECLARATION

1. We do hereby declare that 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. Further, we agree, in case we get blacklisted/ banned/ debarred by SPMCIL/ BRBNMPL/ BNPMIPL/any Government Agency, any time prior to finalization of tender/ contract, our bid shall not be considered for further evaluation/ award of order.
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.
4. We do hereby declare that we have read and understood all terms and conditions of tender document including & Scope of Work and confirm to abide to those conditions without any counter conditions.

Signature _____

Name-----

Designation-----

Date-----

Stamp of the Organization-----

ANNEXURE D**SECTION IV****TENDER NO. BNPM/OTE/72/2024-25, dated 16.05.2024****(To be submitted on the letterhead)****a.Experience Detail**

Sr No.	Work Order/ Contract No & Date	Name of the client issuing the respective order/ contract	Description of work	Contract period	Documentary evidence of completion of order/contract
1					
2					
3					

b. Detail pertaining to practicing

Sr No.	Registration Type	Submitted document detail
1	Valid certificate of practice issued by ICSI.	
2	Valid peer review certificate issued by ICSI	

c. Office location

Sr No.	Registration Type	Submitted document detail
1	Documentary evidence substantiating the location of office/ branch office in Mysore/ Bangalore.	

d. Financial Standing Detail:

Sr No	Financial Year	Net Worth (INR)	UDIN of CA
1	2022-23		
2	2021-22		
3	2020-21		
4	2019-20		

Signature _____
Name _____
Designation- _____
Date _____
Stamp of the organization _____

SECTION V. SCHEDULE OF PRICE

TENDER NO. BNPM/OTE/72/2024-25, dated 16.05.2024

TENDER FOR HIRING A PRACTICING COMPANY SECRETARY/ FIRM OF PCS FOR SECRETARIAL SERVICES OF THE COMPANY

S.No	Item Description	TENTATIVE QTY (a)	UOM (b)	HSN /SAC	Unit Rate (Including all applicable charges) (Rs) (c)	GST (%) (d)	GST on unit rate (Rs.) (e=c*d)	Unit Rate with GST (f=c+e)	Total Price with GST (Rs.) (Including all applicable charges) (g = f*a)	Total effective Price i.e without GST (Rs.) (Including all applicable charges) (h = c*a)
1	Providing due diligence certificate and Annual certificate (As per scope of work, Sec II)	2	Lot							
2	Preparing, Certifying, filing of Forms like A0C-4-XBRL(including XBRL document)(As per scope of work, Sec II)	1	Lot							
3	Preparing, Certifying, filing of Forms like DIR-12, CHG-1, CHG-4, MGT-14 etc. (As per scope of work, Sec II)	30	Nos							
4	Issuing MGT-8 (Annual Certificates) (As per scope of work, Sec II)	1	Lot							

S.No	Item Description	TENTATIVE QTY (a)	UOM (b)	HSN /SAC	Unit Rate (Including all applicable charges) (Rs) (c)	GST (%) (d)	GST on unit rate (Rs.) (e=c*d)	Unit Rate with GST (f=c+e)	Total Price with GST (Rs.) (Including all applicable charges) (g = f*a)	Total effective Price i.e without GST (Rs.) (Including all applicable charges) (h = c*a)
5	Providing, Compliance Report/Status Report/Search Reports of Companies. Advising on legal and procedural matters under the Companies Act 2013 or rules made thereunder. (As per scope of work, Sec II)	1	Lot							
Total effective price i.e without GST (INR)										
Total price with GST (INR)										

- Note:**
- We confirm that the quoted price is inclusive of all taxes, fooding, lodging, royalty (if any) and all other applicable charges etc required to complete the order.
 - We confirm to abide by all the terms and conditions mentioned in the tender .I/We confirm that I/We have read all the terms and conditions of the tender document and signed and stamped on each page of the document.
 - Government Filing fees shall be reimbursed as per actual challans. The Bidder shall quote only his professional fees only.

Authorized Signatory
Name of the Person Signing the Tender
Designation
Seal with address,

Place :

Date :