

**Bank Note Paper Mill India Private Limited, Mysore**

Invites sealed quotations for providing of professional services for Secretarial Audit work for FY 2019-20 to Bank Note Paper Mill India Private Limited-Mysore.

The enquiry is hosted on Company's website <http://www.bnpmindia.com>. Enquiry may be downloaded from the above referred website.

For any query, you may contact at Tel 0821-2401 128 Fax 0821-2401120  
Email: [companysecretary@bnpmindia.com](mailto:companysecretary@bnpmindia.com)

**LTE No. BNPM/LTE/SECRETRIAL AUDIT/1024/2019-20 Dated 08.01.2020**

**LIMITED TENDER FOR PROFESSIONAL SERVICES TOWARDS SECRETRIAL AUDIT  
FOR FY 2019-20**

**CORPORATE OFFICE  
BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

**Administration Building, Paper Mill Compound,  
Note Mudran Nagar, Mysore-570003**

<b>Last date for submission of tender:</b>	<b>1500 Hours on 17.01.2020</b>
<b>Opening of Quotation:</b>	<b>1530 Hours on 17.01.2020</b>

**Contents of Tender**

Section	Description	Page nos.
<b>I</b>	Notice Inviting Tender	04-05
<b>II</b>	Eligibility Criteria	06
<b>III</b>	Scope of Company Secretarial work	07
<b>IV</b>	Performa of Techno Commercial Bid	08
<b>V</b>	Price Bid Format	09

**SECTION-I**

**NOTICE INVITING TENDER**

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.

1. Sealed quotations are invited by BNPM from intended bidders for providing of professional services towards Company Secretarial work as per the specifications given in SECTION-II.
2. Quotations should be addressed to **Company Secretary, Bank Note Paper Mill India Private Limited** and should be submitted on or before **1500 hrs on 17.01.2020** in sealed covers at the office of BNPM at **Administration Building, Paper Mill Compound, Entry Gate No-1, Note Mudran Nagar, Mysore-570003**. Quotations in person may be handed over to Company Secretary. The bid shall be opened at **1530 Hours on 17.01.2020** at the above mentioned address.
3. Quotations should be submitted in single copy in a sealed cover, to the offices of the BNPM, super subscribed "Enquiry for providing of professional services towards Company Secretarial work to BNPM" containing following :
  - a) Techno-commercial as per Section IV
  - b) Price Bid as per format enclosed with Tender document – Section V
4. Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.
5. 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.
6. If the tender is made by or on behalf of an Owner it shall be signed by a person having the authorizing letter to enter into such contracts. A copy of such 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 Authorizing Letter 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.
7. The tender shall remain open for acceptance for a period of 10 days from the date of opening of the tender.
8. Prices quoted should be for an indivisible contract basis and should include all royalties, duties, taxes, expenses and any other duties and taxes leviable 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.
9. 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.

**10. Terms of Payment:**

Payment shall be made on completion of individual job as per price bid format subject to production of all the required documents.

Payment shall be made in bank account through ECS in INR only.

**11. Liquidated Damages:**

If the firms/service provider 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).

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.

**12. Tender Evaluation and award of work:**

Tenders will be evaluated as per the terms and based on responsiveness taking into account all relevant factors. While the 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.. In case of tie between the firms, firms at Mysore will be given preference. In case of tie between the firms at Mysore, firms have more experience will be given preference. The decision of BNPM in this regard will be final.

**13. 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.

**14. 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.

**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.

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 \_\_\_\_\_

**SECTION-II**

**Eligibility Criteria**

1. The bidder shall be a Practicing Company Secretary or PCS Firms, Supporting documents for same have to be submitted.
2. Practicing Company Secretary or CS Firms having a minimum 2 year practice as on 31.03.2019. Supporting documents for same have to be submitted.

**SECTION-III**

**Scope of Secretarial Audit work**

1. Certifying Compliances including but not limited to Companies Act; Secretarial standards; The Employees' Provident Fund and Miscellaneous Provisions Act, 1952; Payment of Gratuity Act, 1972; Payment of Wages Act, 1936; Payment of Minimum Wages Act, 1948; The Maternity Benefit Act, 1961; The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act), 2013; Payment of Bonus Act, 1965; Employees' State Insurance Act, 1948; Factories Act, 1948; Contract Labour (Regulation and Abolition) Act, 1970; Industrial Dispute Act, 1947; The Water (Prevention & Control of Pollution) Act, 1974; The Air (Prevention & Control of Pollution) Act, 1974; The Explosive Act & Rule for storing fuel/ Petrol and Diesel for Generators; The Environmental Protection Act, 1980 read with various rules for Handling Air, Solid, Liquid, Electronic Waste and any other Acts/regulations/rules as applicable to the industry.
2. Issuing Secretarial Audit Report in format MR-3.

Contract Period: The contract shall be valid for the period up to 31.08.2020

**SECTION- IV**

**PERFORMA OF TECHNO-COMMERCIAL BID**

From:

Date:

Proprietor/Firm Name,  
Address:

To

The Company Secretary,  
Bank Note Paper Mill India Private Limited  
Administration Building, Paper Mill Compound  
Note Mudran Nagar-Mysore  
570003

Dear Sir,

Ref: Your Enquiry No. BNPM/LTE/SECRETARIAL AUDIT/1024/2019-20 Dated  
08.01.2020

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

- 1) Our company's profile.
  - Name of the firm:
  - Status of the firm: Proprietor/Partnership
  - Service Tax/ GST No.:
  - Income Tax P.A.N. No.:
  - Bankers and their Address:
- 2) List of our valuable customers:
- 3) We confirm to providing professional services towards Company Secretarial work strictly as per your requirement on as per your schedule.
- 4) We confirm that we will abide by all the tender conditions and we do not have any counter conditions.
- 5) We have attached our bid in two envelopes one contain the techno commercial & the other price bid & both sealed in 3<sup>rd</sup> envelop.

Thanking you,  
Yours faithfully,  
Name & Signature with date.

Seal



**SECTION- V**

**Price Bid Format for providing professional services towards SECRETARIAL AUDIT  
Work**

Job No.	Details of heads	Rate (In Rs)
1.	Price for Secretarial Audit and submission of Report.	
2.	GST	
3.	Total price including GST (1+2)	
4.	Total price in words including GST	

Authorized Signatory

Name of the Person Signing the Tender .....

Designation .....

Name of Firm .....

Seal with address .....

Address of local office .....