

**Tender for Annual Maintenance Contract (AMC) for Motorized & Non- Motorized Rolling Shutters Installed at BNPM Plant, Mysuru**

**Not Transferable  
Security Classification: Non-Security**



**बैंक नोट पेपर मिल् 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 ANNUAL MAINTENANCE CONTRACT (AMC) FOR MOTORIZED & NON-MOTORIZED ROLLING SHUTTERS INSTALLED AT BNPM PLANT, MYSURU.**

**This tender document contains 23 Pages**

<b>Tender Enquiry No.</b>	<b>BNPM/OTE/414/2024-25</b>
<b>Tender issuing date</b>	<b>10.12.2024</b>
<b>Pre-bid meeting date &amp; time</b>	<b>Not Applicable</b>
<b>Due date &amp; time for bid submission</b>	<b>31.12.2024 till 1100 Hrs.</b>
<b>Mode of bid submission</b>	<b>Online</b>
<b>Type of tender</b>	<b>OPEN TENDER ENQUIRY (OTE)</b>
<b>Tender Processing Fee</b>	<b>Rs. 250/- + Taxes</b>
<b>Details of contact person</b>	<b>Deputy General Manager (SCM) 0821-240111/189/191/177</b>

**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](mailto:scm.tender@bnpmindia.com)**

**website: [www.bnpmindia.com](http://www.bnpmindia.com)**

**Tender for Annual Maintenance Contract (AMC) for Motorized & Non- Motorized Rolling Shutters Installed at  
BNPM Plant, Mysuru**

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## SECTION I: NOTICE INVITING TENDER

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

Schedule No.	Brief Description of Goods / Services	Tentative Quantity (with unit)	**Earnest Money Deposit (In Rs.)	Remarks
1	Annual Maintenance Contract (AMC) for Motorized Rolling Shutters Installed at BNPM Plant, Mysuru	21 Nos.	Rs. 4,500/-.(Rs. Four Thousand Five Hundred only)	Refer Section – III for Technical specifications
2	Annual Maintenance Contract (AMC) for Non-Motorized Rolling Shutters Installed at BNPM Plant, Mysuru	10 Nos.		

### **For Start-up Bidders:**

- a) Submission of EMD is exempted for Start-up bidders as per the Office Memorandum No. F/20/2/2014-PPD(Pt.) of Ministry of Finance dated 25.07.2017.
- b) Start-ups should be registered with Department for Promotion of Industry and Internal Trade (DPIIT) Bid Security Declaration as per Annexure-C is to be submitted.
- c) **For MSE Bidders:** Submission of EMD is exempted for **Micro and Small Enterprises (MSEs)** as per the Public Procurement Policy for MSEs Order, 2012. MSEs should be registered and also will continue to remain registered during the tender validity period with District Industries Centre (DIC) or Khadi and Village Industries Commission (KVIC) or Khadi and Industries Board (KVIB) or Coir Board or National Small Industries Commission (NSIC) or Directorate of Handicrafts and Handlooms or UDYAM Registered or Any other body specified by Ministry of MSME.
- d) **For Non MSE/Start-up bidders:** EMD is to be submitted

### **Documents to be submitted:**

- i) **For MSE Bidders:** Valid NSIC / KVIC / KVIB / DIC / UDYAM Registration certificate.
- ii) **For Start-ups:** Certificate of recognition issued by DPIIT.
- iii) Bid Security Declaration as per Annexure-C is to be submitted by bidders claiming exemption to EMD.

## 2. **Procedure for bid submission:**

- a) 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](http://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](http://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.
- c) For details, registration and e-payment, please visit e-tendering website [www.tenderwizard.com/BNP](http://www.tenderwizard.com/BNP) or contact KEONICS help desk @ 8951906455.
- d) 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.

3. 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.

4. For those tenderers whose technical bids do not satisfy the eligibility criteria, their financial Bids will not be opened.
5. 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.
6. BNPM reserves the right to cancel the tender at any stage without assigning the reasons thereof.

Yours faithfully,

For and on behalf of BNPMIPL

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](http://www.tenderwizard.com/BNP) only in Two part bid system.
2. **Part-I – Prequalification Bid & Techno-commercial Bid**: Scanned copy of Technical offer (catalogue/brochure etc.), GST, PAN, Bank details etc., along with all sections & annexures of this 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. **Delivery Schedule**: Successful bidder shall carry out the work at BNPM Plant, Mysuru. As per the schedules provided in scope of work (Section – III).
4. **Contract Period**: The contract shall be awarded to the service provider initially for a period of one year from the date of issue of LOI/work order and extendable for further period of two years **on yearly renewable basis subject to satisfactory performance**.
5. **Warranty/DLP**: Not Applicable.
6. **Security Deposit / Performance Security**: - (Format enclosed in this enquiry)
  - a. Within 21 days after the issue of notification of award by BNPM, the supplier shall furnish performance security to BNPM for an amount equal to (5%) five per cent of the total value of the contract.
  - b. The Performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be in one of the following forms:
    - i. Account Payee Demand Draft drawn on any commercial bank in India, in favour of Bank Note Paper Mill India Private Limited.
    - ii. Fixed Deposit (FDR) from a scheduled commercial bank in India;
    - iii. Online payment in an acceptable form.
7. As on the date of submission of bid against this tender, bidder should not be in the list of ineligible/ blacklisted/ banned/ debarred entity by SPMCIL/ BRBNMPL/ BNPMIPL/any Government Agency for participating in its tenders.
8. Bidder may visit BNPMIPL, before submitting the offer after taking due permission for visiting to understand the requirements.
9. No counter conditions shall be accepted.
10. Bidders are advised to write the page number on each page of the Technical Bid documents submitted.
11. The BNPMIPL reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
12. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organization is large scale industry or small scale industry. If you have NSIC/MSE/MSI/DGS&D Certificate, please attach it to the quotation. Mention your registration details.
13. Complete details and ISI specification if any must accompany the quotation. Make/brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to



the material required by us, the same may be shown separately.

14. All drawings sketches and samples, if any, sent along with this enquiry must be returned along with quotations duly signed.
15. All supplies are subject to inspection and approval before acceptance. Manufacturer/ supplier warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable.
16. The BNPMIPL reserves the right to modify the quantity specified in this enquiry.
17. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be door deliver basis at destination including all charges otherwise the quotation is likely to be rejected. Prices quoted for free delivery at destination (i.e., Mysore) will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
18. (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) The method of evaluation of bidder for awarding the contract shall be on basis of overall lowest bidder (L1) for delivery up to BNPM, Mysore.
  - (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 Mysore 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.
  - (v) Bidder has to quote GST rate as per the HSN code provided in Section XI: Price Schedule. In case of any mismatch in HSN code with respect to offered product, same shall be decided in consultation with winning bidder
19. In case the items in the enquiry are covered by any rate contract or running contract finalized by the DGS&D or any other state or central Government, it should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC rates outside rate contract.
20. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included.
21. **Liquidated Damage:** In case your quotation is accepted and order is placed on you, the supply against the order should be made within the period stipulated in the order. BNPMIPL reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to



supply the material within the stipulated period shall entitle BNPM to impose liquidated damages without assigning any reasons @ 0.5% (Half Percent) of the total value of the item covered in order as LD per week or part thereof subject to a maximum of 10% (Ten Percent) which you unconditionally and expressly agree to unless extension is obtained in writing from the office on valid ground before expiry of delivery period.

22. **Risk Purchase Clause:** If the deliveries are not maintained and due to that account BNPM is forced to buy the material at your risk and cost from elsewhere after due notice to you, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
23. **Payment terms:** 100% payment shall be made on quarterly basis after the submission of bills along with service report after carrying out the periodic maintenance schedules duly certified by BNPM. Credit period of approx. 30 days is to be provided after submission of bills for clearing the payments by BNPM. Payment shall be made through ECS and in INR only.
24. **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.
25. **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.
26. **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.
27. **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.





28. **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.
29. **Contract Price:** Bidder shall quote strictly in INR and as per the attached price schedule considering the Scope of Work & Technical specifications as mentioned in section III. Price quoted should be firm for the entire contract period and there shall be no variation / escalation on any account other than statutory charges. Any upward / downward revision in statutory charges shall be considered at actuals. No claim in respect of any type of violation of any relevant rules etc., shall be payable.
30. **Tenure:** The contract shall be awarded to the service provider initially for a period of one year and extendable for further period of two years **on yearly renewable basis subject to satisfactory performance**. However, the contract can be terminated at any time at the discretion of BNPMIPL with one month's notice.
31. **Vendor Performance:** Vendor shall be evaluated for their performance. The performance shall be based on timeliness of deliveries, quality of the material supplied, technical support, quality of after-sales service if any, replacement of the defective material if any, responsiveness etc. Based on the above criteria, the vendor shall be rated in category "A", "B" & "C". The vendor with rating "C" shall be disqualified/debarred from participating in the tender for certain period.
32. **Preference for Micro and Small Enterprises (MSE):** Public procurement policy for Micro and Small Enterprises (MSEs) order, 2012 as notified by Govt of India (GOI) along with its amendments as available in [www.msme.gov.in](http://www.msme.gov.in) shall be applicable to this tender. \*MSEs should have valid Udyam Registration Certificate to be eligible for consideration under preference for Micro and Small Enterprises (\*MSEs).
33. **Statutory deductions:** Statutory deductions shall be made at source as per prevailing rate.
34. **Compensation for Damages:** In case any damage is caused to BNPMIPL due to negligence, carelessness or inefficiency of staff of the agency, the agency shall be responsible to make good the loss. BNPMIPL shall have the right to adjust the damage / loss suffered by it from the security deposit or / and to charge penalty as decided by BNPMIPL. Decision of BNPMIPL in this respect shall be final and binding on the agency.
35. **Termination of Contract by BNPMIPL:** If the service provider stops providing satisfactory service then BNPMIPL has the right to terminate the Contract without giving any notice whatever may be the reason and their Security Deposit will be forfeited. In this case, the service provider has no right to claim compensation. BNPMIPL has the right to award the contract to any other service provider at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by BNPMIPL from pending bills/s or by raising a separate claim. Decision of BNPMIPL in this regard is final. The service provider has no right to withdraw or leave the contract in mid before expiry of the term of the specified valid tenure of the contract.
36. **Compliance to workmen related statutory requirements:** Bidder shall ensure that workmen employed by them for carrying out service activity at the site should be covered under ESI, PF & Workmen compensation as per the prevailing norms & rules. The bidder shall comply at its own cost with all statutory provisions as laid down under various labour laws in India as applicable from time to time. In case of violation of such statutory provisions under the labour law by the bidder, there will not be any liability on BNPM and the contract will be liable for termination.





37. **Safety equipments:** Bidder shall ensure that workmen employed for carrying out Installation activity at the site is equipped with all the necessary safety gears and equipments required for carrying out the work safely.
38. **Site Inspection:** Bidders may like to visit the site at their own cost and they may obtain all necessary information as to risks, contingencies and other circumstances which may influence or alter their tender before submitting their offer. The bidders shall be deemed to have full knowledge of the work involved, whether they inspect it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.
39. **Sub-contracting:** The service provider shall in no case lease/transfer/sublet/appoint caretaker for the services without prior permission from BNPMIPL in writing.
40. **Limitation of Liability:** Neither party shall be considered in default of this Contract or liable for any losses or damages of whatever nature caused if and to the extent that such default is attributable to the acts of God, terrorism, war, strikes or any other cause outside the control of the party so affected.
41. **Security and Confidentiality:** BNPMIPL is a security organization and the premise is declared as 'Prohibited Area' by the Govt. of Karnataka. Hence, the service provider has to abide by the security rules of the Company.
42. I/we engage to supply the material(s) to your engineering store, BNPMIPL and comply the following:
- a) Tender schedule and technical specification indicated.
  - b) Item/tender specific conditions for this tender.
  - c) Terms and conditions enclosed.
  - d) General conditions of contract signed by me at the time of supplier registration (for registered suppliers/ enclosed).
  - e) I/we confirm that set off for the GST, etc. Paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST, etc.
  - f) This offer is valid for 90 (Ninety) days from the date of opening of the tender.
  - g) 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.
  - h) That the rates quoted are not higher than the rates quoted for same item to BNPMIPL/BRBNMPL/SPMCIL and any other Government/ Undertakings.

Signature & Seal		Name of Authorized	
Place & Date:		Signatory:	
Address:		Tel. No./Fax. No./Mobile	
		No. Email	
		Id:	



### Section III: Technical Specifications

Sch. No.	Brief Description of Goods / Services	Tentative Qty. {with unit}	Earnest Money Deposit (EMD) {INR}	Remarks
1.	Providing AMC for repair & servicing of motorized & non-motorized rolling shutters installed at BNPM Plant, Mysuru including assembling after repair i.e. top hood shaft cage, shaft case, shaft brackets, springs, side guides bottom rails, gear units, bearing, electric motors, starters and thoroughly cleaning all the components, or repairing shaft re-aligning on the surface bottom rail and side guides, repairing the starters, inspecting, taking out and replacing the damaged or defective components, (any spare required for replacement shall be provided by BNPM), ensuring proper locking arrangements from both side and outside including all welding, drilling, straightening, grinding, erection of scaffolding, ladders, tools, tackles, labour, transportation with all consumables, such as lubricants like gears etc. and all hardware's such as nuts, bolts, rivets, screws, washers, keys, etc. for effective working of rolling shutter.	21 Nos. (Motorized Rolling Shutter)	Rs. 4500/- (Rupees Four Thousand Five Hundred Only)	
2.		10 Nos. (Non-Motorized Rolling Shutter)		

**1. Required Delivery Schedule:** Successful bidder shall carry out the work at BNPM Plant, Mysuru. As per the schedules provided in scope of work

**2. Contract Period:** The contract shall be awarded to the service provider initially for a period of one year from the date of issue of LOI/work order and extendable for further period of two years **on yearly renewable basis subject to satisfactory performance.**

**Address:**

Bank Note Paper Mill India Private Limited  
 Paper Mill Compound  
 Note Mudran Nagar,  
 Mysuru – 570 003



## **Section IV: Scope of Work**

### **Scope of Work: AMC of Motorised and Non-Motorised Rolling Shutters installed at BNPM Plant, Mysuru**

1. Bidder shall carry out quarterly maintenance of all the motorised and non-motorised (manual) rolling shutters installed in BNPM Premises.

Motorised Rolling Shutter (4 metre wide x 4 metre height) – 21 Nos.

Non-Motorised (Manual) rolling shutter @ ETP Area (2.5 metre wide X 3 metre height) – 02 Nos.

Non-Motorised (Manual) rolling shutter @ ETP Area (2 metre wide X 3 metre height) – 01 No.

Non-Motorised (Manual) rolling shutter @ BRB Consignment (1.5 metre wide X 3 metre height) – 01 No.

Non-Motorised (Manual) rolling shutter @ Mould Section (2 metre wide X 2.1 metre height) – 01 No.

Non-Motorised (Manual) rolling shutter @ Incinerator room (2 metre wide X 2.1 metre height) – 01 No.

Non-Motorised (Manual) rolling shutter @ Mini Press Building (5 metre wide X 5 metre height) – 03 Nos.

Non-Motorised (Manual) rolling shutter @ Mini Press Building (3 metre wide X 3 metre height) – 01 No.

2. Servicing / Preventive Maintenance of rolling shutters include but not limited to the following jobs:

i) Thorough cleaning and lubrication

ii) Operation checking / testing and necessary adjustments wherever required

iii) Replacement of parts, if required, for proper operation of shutters

iv) Attend the breakdown calls and repair the defects as and when required. Breakdown of shutters should be attended within 24 hours after getting information from BNPM.

v) The cost of spare parts replaced during the period of contract shall be borne by BNPM. However, the parts may be replaced with written approval of BNPM regarding the reasonableness and necessity of replacement.

vi) Proper checklist/ completion report of individual rolling shutter is to be submitted duly signed by the contractor and BNPM representative.

vii) The shutter should not be non-operational for more than 24 hours without notice in case of major work.

3. **No. of Visits:** Minimum 04 preventive maintenance services for each rolling shutter is mandatory. Vendor has to ensure the full time operability and healthiness of all the rolling shutters. There shall be no restriction as such regarding number of visits to the site.

4. **Tools & Tackles:** All Tools & Tackles required to attend the maintenance of the rolling shutters shall be in the scope of vendor. Vendor has to make his own arrangement for ladder / scaffoldings etc. required to attend the maintenance.

5. **Consumables:** As such there is not much requirement of any consumables for servicing of shutters. Even then, arranging the consumables like grease, oil, emery paper etc. shall be the responsibility of vendor without any extra cost.

6. If the vendor fails to attend the breakdown of any shutter or fails to rectify the defect, BNPM shall be free to make alternative arrangement from any other source to get the problem rectified and shall deduct the same amount from vendor account / bills.

7. Vendor has to abide by all the rules and regulation of the company w.r.t discipline and safety. All the persons working inside BNPM premises should follow the safety practices strictly.

8. At the time of expiry of contract, all the shutters shall be handed over in operational condition.

**We will provide the services strictly as per the scope of work provided in this tender.**

*(To be signed & stamped and submitted along with Techno-commercial Bid Part -I)*



## SECTION V – QUALIFICATION/ ELIGIBILITY CRITERIA

Category	Eligibility Criteria	Documents required in support of eligibility criteria
<b>General</b>	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/Partnership Deed/Any other registration certificate as applicable  Signed & Stamped Annexure - A 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
	b) Valid ESI & EPF registration.	Copy of ESI & EPF
	e) Bidder should have not been blacklisted / debarred by BRBNMPL/ SPMCIL/ BNPMIPL/ Government of India.	Declaration as per Annexure-B on company's letter head duly Signed & with company Stamp to be submitted
<b>Experience &amp; Past Performance</b>	Bidder should have successfully completed at least one similar nature of work (i.e. Supply and fixing or Maintenance of rolling shutters for office / commercial complex) during the last 05 years as on 30.11.2024.	Copy of Purchase order/ Work order / Agreement/ Any other relevant document (Any other document such as LR/e-way bill/GSTR-1 filing details/WCC etc. evidencing supply of material)
<b>Financial Standings</b>	a) Average annual turnover of the bidder firm during last three financial year's period ending 31.03.2023 should be more than Rs. 68,000/- (Rupees Sixty Eight thousand only)  <b>Note:</b> <b>For Start-ups bidders:</b> The condition of average annual turnover shall be relaxed for Start-ups recognized by DPIIT. The start-ups should submit certificate of recognition issued by DPIIT.	Audited balance sheet and profit & loss statement for FY:2021-22, FY:2020-21 and FY:2022-23  Declaration as per Annexure - D Chartered Accountants certificate for Turnover, Profit and 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.
	b) Net worth of the bidder firm should not be in negative as on 31.03.2023 and should have not <b>eroded**</b> by more than 30% in the last three financial year's period ending 31.03.2023.	** Erosion shall be calculated only on account of reported loss in the statement of P&L account, which has led to reduction in capital.

**\* 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)**



- I) Bidder means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms, or companies), every artificial judicial person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person participating in a procurement process.
- II) "Bidder from a country which shares a land border with India" for the purpose of this order means: -
- a) An entity incorporated, established or registered in such a country; or
  - b) A subsidiary controlled through entities incorporated, established or registered in such a country, or
  - c) An entity substantially controlled through entities incorporated, established or registered in such a country, or
  - d) An entity whose beneficial owner is situated in such a country; or
  - e) An India (or other) agent of such an entity; or
  - f) A natural person who is a citizen of such a country; or
  - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

III) The beneficial owner for the purpose of (iii) above will be as under: -

- 1) In case of a company or limited liability partnership, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more judicial person, has a controlling ownership interest or who exercise control through other means.

Further explanation:

- a) "Continuing ownership interest" means ownership of or entitlement to more than twenty-five per cent of shares or capital or profits of the company;
  - b) "Control" shall include the right to appoint majority of the director or to control the management or policy decision including by virtue of their shareholding or management rights or shareholder agreements or voting agreements;
- 2) In case of partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more judicial person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
- 3) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more judicial person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- 4) Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- 5) In case of a trust, the identification of beneficial owners(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership

IV) An agent is a person employed to do any act for any another, or to represent another in dealings with tired person.



V) The successful bidder shall not be allowed to sub contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

VI) A bidder is permitted to procure raw material, components, sub-assemblies etc. from the vendors from countries which shares a land border with India. Such vendors will not be required to be registered with the competent authority, as it is not regarded as sub-contracting.

VII) However, in case a bidder has proposed to supply finished goods procured directly/indirectly from the vendors from the countries sharing land border with India, such vendor will be required to be registered with the competent authority

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Bidder to furnish stipulated documents in support of fulfillment of qualifying criteria. Non-submission or incomplete submission of documents may lead to rejection of offer.

All experience, past performance and capacity/ capability related/ data should be certified by the authorised signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder may be verified from the parties for whom work has been done.

We confirm that, we are competent and legally authorized to submit the tender and / or to enter into legally binding contract.

We ..... (Name of the company) have submitted the required documents in support of the eligibility criteria mentioned above.

Vendor to furnish stipulated documents in support of fulfillment of qualifying criteria. Non-submission or incomplete submission of documents may lead to rejection of offer.

All experience, past performance and capacity/capability related data should be certified by the authorized signatory of the Vendor firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by Vendor may be verified from the parties for whom work has been done.

We confirm that, we are competent and legally authorized to submit the tender and/or to enter into legally binding contract.

We ..... (Name of the company) have submitted the required documents in support of the eligibility criteria mentioned above.

Authorized Signature with stamp & date

(To be signed & stamped and submitted along with Techno-commercial Bid Part –I



**ANNEXURE -A**

**e- Tender No. BNPM/ OTE/414/2024-25 dated 10.12.2024**

**(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).

**ADDITIONAL CERTIFICATE:**

I have read the clause regarding restrictions on procurement from a bidder having Transfer of Technology (ToT) arrangement. I certify that, M/s .....

- Does not have any ToT arrangement requiring registration with the competent authority.
- Has valid registration to participate in this procurement.

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

Signature \_\_\_\_\_

Name-----

Designation-----

Date-----

Stamp of the Organization-----





**ANNEXURE -B**

**e- Tender No. BNPM/ OTE/414/2024-25 dated 10.12.2024**

**(To be submitted on the letterhead)**

**DECLARATION**

We do hereby declare that,

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.

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.

2. 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.

II) We do hereby declare that we have read and understood all terms and conditions of tender document including GIT, SIT, GCC, SCC, Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.

Signature \_\_\_\_\_

Name-----

Designation-----

Date-----

Stamp of the Organization-----



## **Annexure C**

**e-Tender No. BNPM/ OTE/414/2024-25 dated 10.12.2024**

**(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.

Signature \_\_\_\_\_

Name-----

Designation-----

Date-----

Stamp of the Organization-----



## Annexure D

e-Tender No. BNPM/ OTE/414/2024-25 dated 10.12.2024

(To be submitted on Company letterhead)

**a. Experience Detail**

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

**b. Financial Standing Detail:**

Sr No	Financial Year	Turnover (INR)	Net Worth (INR)
1	2022-23		
2	2021-22		
3	2020-21		

Signature \_\_\_\_\_

Name-----

Designation-----

Date-----

Stamp of the Organization-----



## **SECTION VI: QUALITY CONTROL REQUIREMENTS & COMPLIANCE STATEMENT**

1. **Rejection:** 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.

### **A) Technical Compliance Statement:**

Sch. No.	Brief Description of Goods / Services	Tentative Qty. {with unit}	Whether agreed by the bidder	Deviation if any
1.	Providing AMC for repair & servicing of motorized & non-motorized rolling shutters installed at BNPM Plant, Mysuru including assembling after repair i.e. top hood shaft cage, shaft case, shaft brackets, springs, side guides bottom rails, gear units, bearing, electric motors, starters and thoroughly cleaning all the components, or repairing shaft re-aligning on the surface bottom rail and side guides, repairing the starters, inspecting, taking out and replacing the damaged or defective components, (any spare required for replacement shall be provided by BNPM), ensuring proper locking arrangements from both side and outside including all welding, drilling, straightening, grinding, erection of scaffolding, ladders, tools, tackles, labour, transportation with all consumables, such as lubricants like gears etc. and all hardware's such as nuts, bolts, rivets, screws, washers, keys, etc. for effective working of rolling shutter.	21 Nos. (Motorized Rolling Shutter)		
2.		10 Nos. (Non-Motorized Rolling Shutter)		

### **B) Commercial Compliance Statement**

Sl. No.	Features	Requirements of BNPMIPL, Terms & conditions	Whether Agreed by the firm	Deviation, if any
1	Delivery Schedule	As mentioned in Sl.No.03 of Section II	<b>Yes agreed</b>	
2	Contract Period	As mentioned in Sl.No.04 of Section II	<b>Yes agreed</b>	
3	Security Deposit	As mentioned in Sl.No.06 of Section II	<b>Yes agreed</b>	
4	Payment Terms	As mentioned in Sl.No.23 of Section II	<b>Yes agreed</b>	
5	Liquidated Damages	As mentioned in Sl.No.21 of Section II	<b>Yes agreed</b>	
6	Risk Purchase	As mentioned in Sl No.22 of Section II	<b>Yes agreed</b>	
7	No. of pages	Total number of pages in Technical Bid		



## SECTION VII- BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

..... (Insert: Bank's Name, and Address of Issuing Branch or Office)

Beneficiary:

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

Performance Guarantee No.:

WHEREAS.....(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of LOI (Letter of Intent) no..... dated ..... to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said LOI that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the LOI;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay Bank Note Paper Mill India Private Limited up to the above amount upon receipt of its first written demand, without Bank Note Paper Mill India Private Limited having to substantiate its demand.

This guarantee will remain in force for a period of sixty days after the currency of this contract and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name, authorization/ signature no. and designation of the officer

Seal, name & address of the Bank and address of the Branch



### Checklist for Bank Guarantee:

Performance BG should be in line with comply the following.

1. BG should be issued on not less than Rs.200 e stamp / non-judicial stamp paper only
2. Non-judicial stamp paper / e stamp paper should be purchased in the name of BG issuing bank only.
3. In case of e stamp paper first party should be BG issuing bank and second party should be BNPM.
4. Date of sale of non-judicial / e stamp paper shown on the BG and the stamp paper (BG) issued is not more than six months prior to the date of execution of BG.
5. Executing officer of BG should indicate his name, designation and power of attorney number / signing power no etc. on each page of BG.
6. Name and address of the bidding party, name and address of BNPM and value of the contract are to be mentioned clearly.
7. Overwriting / cutting if any in BG should be authenticated under signature and seal of authorized signatory of BG issuing Bank.
8. BG number and BG date should be mentioned in all pages of BG and all pages are endorsed / signed by authorized signatories of issuing bank.
9. Amount mentioned in figures and words are to be matched.
10. Validity of BG should be in line with the contract.
11. BG should be unconditional.
12. Our Branch details is as mentioned below:

Name of the Bank: HDFC Bank

Name of the Branch: Richmond Road Branch

Branch Address: No.B/24, Salco Centre, Bangalore-560025, Karnataka

(A/c No. Bank Note Paper Mill India Pvt Ltd, A/c No. : 05230350002465, IFSC Code: HDFC0000523, Branch: Richmond Road Bangalore)



**SECTION VIII: PRICE BID FORMAT (TO BE FILLED ONLINE THROUGH E-TENDER PORTAL)**

Dear Sir,

**Sub: Price bid for Annual Maintenance Contract (AMC) for Motorized & Non- Motorized Rolling Shutters Installed at BNPM Plant, Mysuru.**

**Ref: Tender No: BNPM/OTE/414/2024-25 dated 10.12.2024**

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

Sch. No.	Description	UOM	Qty	HSN/ SAC	Basic Unit price (INR)	Boarding, lodging, Conveyance Charges & any other charges(if any) per unit (INR)	Unit Price (incl. of Boarding, lodging, Conveyance Charges & any other charges(if any) excl. of GST) (INR)	GST (%)	GST on Unit Price (INR)	Total Unit Price (incl. of GST) (INR)	Less: Input Credit (GST) (INR)	Effective Unit Price (net of input tax credit) (F.O.R Mysore) (INR)	Effective total price (net of input tax credit) (F.O.R Mysore) (INR)
			A		B	C	D=B+C	E	F=D*E	G=D+F	H	I=G-H	J=I*A
1	Annual Maintenance Contract (AMC) for Motorized Rolling Shutters Installed at BNPM Plant, Mysuru (As per the scope of work provided in Section-III &IV)	Nos.	21										
2	Annual Maintenance Contract (AMC) for Non-Motorized Rolling Shutters Installed at BNPM Plant, Mysuru (As per the scope of work provided in Section-III &IV)	Nos.	10										
Total Effective Price for AMC of Motorised & Non- Motorised Rolling Shutters Installed at BNPM Plant, Mysuru (INR)													





