



TENDER FOR AUDIT OF CSR PROJECTS

TENDER NO: BNPM/ET/CSR AUDIT/424/2019-20 DATED 13.08.2019

Bank Note Paper Mill India Private Limited (BNPM) invites participation from reputed and experienced Company / Individual / Proprietary /Partnership Firm / LLP/ AOP/ Society / Institution for Audit of CSR Projects carried out / being carried out by BNPM.

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Interested Bidders meeting the eligibility criteria and accepting the general terms and conditions may submit their sealed tender as per the instruction below.

The due date and time for submission of bid is 11:30 Hrs on 22nd Aug 2019.

For and on behalf of

Bank Note Paper Mill India Private Limited

Sd/-

(Alok Kumar)

Deputy General Manager





Section 1

Background of the Company

Bank Note Paper Mill India Private Limited is a Special Purpose Vehicle (SPV) jointly promoted by Government of India through Security Printing and Minting Corporation of India Limited (SPMCIL) and Reserve Bank of India through Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) incorporated under the Companies Act, 1956 having its registered corporate office at Entry gate no 01, Administrative Building, Paper Mill Compound, Note Mudran Nagar, Mysore - 570003 and its factory of operation in the same campus. The company is set for manufacturing currency notes.

As per companies act, BNPM as a responsible Corporate has completed or undertaken various CSR projects. As per the norms the Economic, Social & Environmental impact are to be ascertained along with social return of the projects are also to be measured through Audit.





Section 2

Eligibility Criteria

1. The bidder should be a Company / Individual / Proprietary /Partnership Firm / LLP/ AOP/ Society / Institution.
2. The bidder should have conducted minimum 4 Audits / Assessments of CSR Projects as undertaken by any Govt Organization/Public Sector Company/Private Sector during the last 5 years ending on 31st July, 2019.
3. The bidder should have CSR professionals who are internationally/Nationally certified CSR Professional and should be presently in business.
4. The firm should not have been blacklisted/debarred anytime during last 3 years ending on 31st July 2019 from participation in a tender floated by any central/state PSU including Security Printing and Minting Corporation of India Limited, New Delhi and Bharatiya Reserve Bank Note Mudran Private Limited, Bangalore or any state/central government department/institutes or any autonomous body funded and/or controlled by any state/central government.
5. The tenderer should have valid PAN and GST Number.





Section 3

Scope of work

- i. To obtain all documents from beneficiary and from BNPM as required for Audit.
- ii. To collect the stakeholder feedback.
- iii. Examine, evaluate, assess, review the CSR Projects carried out / being carried out by BNPM for the following:
 - a. Its effectiveness and relevancy
 - b. Economic, Social, Environmental Impact of the projects are to be ascertained & Social Returns from the project are to be measured.
- iv. Submit Audit Report for each projects.





Section 4

Projects to be audited

Sl No	Name of the Beneficiary	Nature of project	Budget amount (Rs in lakhs)	FY in which projects initiated	Requirement
1	City Corporation , Mysore	Environment sustainability and ecological balance maintenance and beautification of Park (Under Progress , verge of Completion)	30.00	2018-19	CSR Audit, Impact Analysis, Assessing Social returns
2	Kendriya Vidyalaya , Mysore	Promotion of education- Establishment of smart class, supply of dual desk (Completed)	20.40	2018-19	CSR Audit, Impact Analysis, Assessing Social returns
3	Rudset Institute , Mysore	Upgradation of class room and dormitories	10.00	2018-19	CSR Audit, Impact Analysis, Assessing Social returns
4	Maharani Women Science College , Mysore	Providing computers and other facilities for toilet etc. (Completed)	43.00	2018-19	CSR Audit, Impact Analysis, Assessing Social returns
5	Divya Jyothi Charitable Trust, for the disable , Mysore	Construction of hostel cum training center- Total budget 150.00 lacs, amount to be spend for FY 18-19 50 lacs. (Under progress)	50.00	2018-19	CSR Audit, Impact Analysis, Assessing Social returns
6	The institute of Engineers, Mysore	Repairs and renovation of building(Under progress)	10.00	2018-19	CSR Audit, Impact Analysis, Assessing Social returns
7	Kalamandira, Dept of Kannada & Cultural Division , Mysore	Promotion and protection of Art & culture- Gardening, Landscaping and beautification (Completed)	41.00	2018-19	CSR Audit, Impact Analysis, Assessing Social returns
8	Rudset Institute , Mysore	(Promotion of Education including special training) (Computer hardware & Networking- Rs.3.88 lakhs; Beauty Parlour Mgt-Rs.2.72 lakhs; Women's Tailor-Rs.2.72 lakhs; Dairy farming & Vermicomposting-Rs.0.92 lakhs.) (Under Progress)	10.00	2019-20	CSR Audit, Impact Analysis, Assessing Social returns





Section 4

9	The Institute of Engineers, Mysore	(Promotion of Education including special training) To sponsor a 15-day technical training program on Design & Integration Concepts of Solar PV System for skill development and self-employment (Under Progress)	2.95	2019-20	CSR Audit, Impact Analysis, Assessing Social returns
10	CIPT : Centre for Skilling & Technical Support (CSTS)	(Promotion of education including special training) To sponsor for Machine Operator Assistant - Injection Moulding Machine operator Assistant - Plastics Processing courses (Under Progress)	93.60	2019-20	CSR Audit, Impact Analysis, Assessing Social returns
11	Amruta Kripa Charitable Hospital	(Promotion of Health care)- providing Telemedicine van and sponsor for 100 medical camps (Under Progress)	180.00	2019-20	CSR Audit, Impact Analysis, Assessing Social returns
12	Jayadeva Hospital	(Promotion of Health care) sponsor to acquire Ultrasound System & Hemodialysis Machine (Under Progress)	50.00	2019-20	CSR Audit, Impact Analysis, Assessing Social returns



1. The bidder shall submit the brief profile as per format – Annexure II
2. **Process and time schedule**

Against Option 1(Project wise Price) :The entire evaluation and Audit Report for the completed projects (Ref Sec 4) are to be furnished within 30 days, for projects under progress the time for furnishing the report will be mutually agreed with the successful bidder & BNPM.

Against Option2 (Annual Price): Audit is to be carried out quarterly basis for projects already completed / under process. Report is to be submitted accordingly.

This assessment should be conducted by a team headed by a qualified CSR professional.
3. **Payment terms**

Against Option 1(Project wise Price) :Payment shall be made within 30 days against submission of invoice & final audit report for individual project (separately for each individual project as & when applicable)

Against Option 2(Annual Price): Payment shall be made on proportionate basis with respect to yearly quoted price against submission of invoice & quarterly audit report.

TDS as applicable shall be effected from the Professional fee.

Out of pocket expenses / conveyance/accommodation etc. shall be included in the professional fees as quoted in price bid. No reimbursement of out of pocket expenses is envisaged.
4. **Evaluation process**
 - a) Techno Commercial part will be evaluated on the basis of eligibility criteria. Qualified bidders only will be considered for evaluation. Bidders are requested to quote as per the formats given.
 - b) Price Bid will be evaluated on overall price basis (i.e with GST) as per price bid format . Price against Option1 & Option2 as submitted by a bidder will be compared with prices submitted against Option1 & Option2 of other bidders respectively. Final decision of ordering for the suitable option will be decided by BNPM.
 - c) If there is a tie in Price among the eligible applicants: Local firm based in Mysore shall be preferred. If there is a tie between two Mysore based firms, management will invite those firms for discussion/negotiation. Based on the best judgment, management will finalise the firm for award of the assignment. The decision of the organisation shall be final and shall not be open to challenge.
5. Mere meeting the qualification and / or submission of application will not confer any right for selection. Acceptance / rejection of any application will be at the sole discretion of the Management.





Section 6

Instruction for submission of bid

Duly completed bid shall be submitted in a sealed envelope as under:

Techno commercial bid should be submitted in a sealed envelope – 1 (super scribing “Techno commercial bid”) consisting of:

- Bid forwarding letter (Annexure I)
- Brief profile of Bidder (Annexure II); and
- Documents to establish conformity with eligibility criteria

Price bid shall be in the format as prescribed in section 7 only. Price bid should be submitted in a sealed envelope – 2 (super scribing “Price Bid”)

Both envelop 1 and 2 shall be put in sealed envelope 3. The sealed envelope 3 should be super- scribed “Tender for Audit of CSR Projects”. The name and address of the bidder shall be clearly mentioned on the sealed envelope 3.

The sealed envelope 3 should be received by BNPM on or before 11:30 Hrs of 22nd Aug 2019 and should be addressed to:

The Deputy General Manager
Bank Note Paper Mill India Private Limited
Administrative Building, Entry Gate1,
Paper Mill Compound,
Note Mudran Nagar,
Mysuru-570003
Telephone No: 0821-2401111/171/173
Email Id:

alokkumar@bnpmindia.com/gourab.banerjee@bnpmindia.com





Section 7

Price bid format

Option 1: Project wise Price:

Sr No	Name of the Beneficiary	Projects	Professional fees(INR)	Out of pocket expenses / conveyance /Travelling / accommodation etc(INR)	Total professional fee (in figures) including out of pocket expenses etc., (INR)	Total GST (INR)	Total professional fee with GST (in figures) including out of pocket expenses etc., as above(INR)
1	City Corporation , Mysore	Environment sustainability and ecological balance maintenance and beautification of Park (Under Progress , verge of Completion)					
2	Kendriya Vidyalaya , Mysore	Promotion of education- Establishment of smart class, supply of dual desk (Completed)					
3	Rudret Institute , Mysore	Upgradation of class room and dormitories					
4	Maharani Women Science College , Mysore	Providing computers and other facilities for toilet etc. (Completed)					
5	Divya Jyothi Charitable Trust, for the disable , Mysore	Construction of hostel cum training center- Total budget 150.00 lacs, amount to be spend for FY 18-					



**Section 7**

		19 50 lacs. (Under progress)					
6	The institute of Engineers, Mysore	Repairs and renovation of building(Under progress)					
7	Kalamandira, Dept of Kannada & Cultural Division, Mysore	Promotion and protection of Art & culture- Gardening, Landscaping and beautification (Completed)					
8	Rudset Institute, Mysore	(Promotion of Education including special training) (Computer hardware & Networking- Rs.3.88 lakhs; Beauty Parlour Mgt-Rs.2.72 lakhs; Women's Tailor-Rs.2.72 lakhs; Dairy farming & Vermicomposting-Rs.0.92 lakhs.) (Under Progress)					
9	The Institute of Engineers, Mysore	(Promotion of Education including special training)To sponsor a 15-day technical training program on Design & Integration Concepts of					





Section 7

		Solar PV System for skill development and self-employment (Under Progress)					
10	CIPT : Centre for Skilling & Technical Support (CSTS)	(Promotion of education including special training) To sponsor for Machine Operator Assistant - Injection Moulding Machine operator Assistant - Plastics Processing courses (Under Progress)					
11	Amruta Kripa Charitable Hospital	(Promotion of Health care)- providing Telemedicine van and sponsor for 100 medical camps (Under Progress)					
12	Jayadeva Hospital	(Promotion of Health care) sponsor to acquire Ultrasound System & Hemodialysis Machine (Under Progress)					





Section 7

13	Total professional fee with GST (in figures) including out of pocket expenses etc., as above	
14	Total professional fee with GST(in words) including out of pocket expenses etc., as above	

Option2: Yearly Price

Sr No	Particulars	Price (INR)
1	Professional fees(INR) Yearly	
2	Total professional fee (in figures) including out of pocket expenses etc., (INR)	
3	Total GST(INR)	
4	Total professional fee with GST (in figures) including out of pocket expenses etc., as above	
5	Total professional fee with GST(in words) including out of pocket expenses etc., as above	

Note:

1. The total professional fees inclusive of out of pocket expenses etc., shall be considered for price bid evaluation and determination of lowest bid. Please refer the evaluation process – Section 5 Para 4, 5.
2. Price bid with conditions shall not be considered/may be rejected.

For _____

(Name & Signature of the competent authority)

Place:

Date:





Section 8

Documents checklist to substantiate the Eligibility Criteria

Sl no	Eligibility criteria	Documents to be submitted duly attested with seal & Signature
	<u>A. Firm eligibility criteria:</u>	
01	The bidder should be a Company / Individual / Proprietary /Partnership Firm / LLP/ AOP/ Society / Institution.	Company's registration certificate under company's Act, Certificate of incorporation, MOA , AOA (if other than limited company then MOA , AOA by corporate) / Partnership Deed under Indian Partnership Act / Constitution of business in case of business in individual name / Any other registration certificate as applicable.
02	The bidder should have conducted minimum 4 Audits / Assessments of CSR Projects as undertaken by any Govt Organization/Public Sector Company/Private Sector during the last 5 years ending 31st July, 2019.	1. Self-certified Copy of Work order / Agreement 2. Proof of Work Completion.
03	The bidder should have CSR professionals who are Internationally/ Nationally certified CSR Professional.	Relevant International /IICA Certificate
04	The firm should not have been blacklisted/debarred anytime during last 3 years ending 31st July 2019 from participation in a tender floated by any central/state PSU including Security Printing and Minting Corporation of India Limited, New Delhi and Bharatiya Reserve Bank Note Mudran Private Limited, Bangalore or any state/central government department/institutes or any autonomous funded and/or controlled by any state/central government.	Self-declaration letter.
05	The tenderer should have valid PAN and GST Number	Self-certified copies of the documents.





Annexure I

Bid forwarding letter – Specimen

Date:

To,

The Deputy General Manager
Bank Note Paper Mill India Private Limited
Administrative Building, Entry Gate1, Paper
Mill Compound,
Note Mudran Nagar, Mysuru-570003

Dear Sir,

Sub: Submission of techno commercial bid/Financial bid

Ref: Tender No. 424

With reference the above we _____ (name of the bidder) hereby submit our bid as under:

1. We have prepared and submitted the bid strictly as per the format and instruction given in the tender document.
2. Techno commercial bid and price bid have been submitted in separate sealed envelopes duly super scribing techno commercial and price bid and both the sealed envelope have been put in third envelop super scribing Tender for Audit of CSR Projects
3. The price bid is submitted un-conditionally i.e. without any condition and strictly as per the price bid format.
4. Techno-commercial bid is not having any mention of the price.
5. We perused the scope, objective as given in Section 3 & 4 including notes appended and confirm that, our bid is submitted with reference to the above scope and quantum of work.
6. We accept unconditionally the general terms and condition as prescribed in Section 05 the tender.
7. We meet the eligibility criteria as under:





- a. We are a Company /Partnership Firm/LLP/ AOP/Individual/Proprietary /Society /Institution.
 - b. We have conducted_____No's of Audit/ Assessment of CSR Projects as undertaken by Govt Organization/Public Sector Company/ Private sector during the last 5 Years ending 31st July, 2019. (Copy of appointment/engagement letter)
 - c. We have not been blacklisted/debarred anytime during last 3 years ending 31st July 2019 from participation in a tender floated by any central/state PSU including Security Printing and Minting Corporation of India Limited, New Delhi and Bharatiya Reserve Bank Note Mudran Private Limited, Bangalore or any state/central government department/institutes or any autonomous funded and/or controlled by any state/central government.
 - d. We attach herewith relevant International / IICA certificate of the CSR professional.
8. We attach herewith the self-certified valid PAN & GST certificates (as applicable)

For _____

(Name & Signature of the competent authority)





Annexure II

Brief Profile of the bidder

1. a. Name of the Firm (in CAPITAL letters) _____
- b. Address of the Head Office / Branch Offices _____
(Please also give telephone no. and e-mail address) _____

- c. Permanent Account Number _____
- d. GST Registration No. _____
- e. Bank Details _____
- f. Qualification of the CSR Professional _____
- g. Experience of the CSR Professional _____
- h. Contact Details of Key Personnel _____

(Name & Signature of the competent authority)

List of Annexure:

1. _____
2. _____
3. _____

