

Not Transferable
Security Classification: Non-Security



बैंक नोट पेपर मिल इण्डिया प्रा. लिमिटेड
BANK NOTE PAPER MILL INDIA PVT LIMITED
JV of SPMCIL - A Govt. of India Enterprises & BRBNMPL - A Subsidiary of RBI

**TENDER ENQUIRY FOR ENGAGEMENT OF FULL-FLEDGED MONEY CHANGERS (FFMCS)
REGISTERED WITH RBI FOR PROVIDING FOREIGN CURRENCY / COLLECTING BACK UNUSED
FOREIGN CURRENCY FOR A PERIOD OF 3 YEARS.**

This tender document contains 12 Pages

Tender Enquiry No.	BNPM/OTE/536/2025-26
Tender issuing date	04.03.2026
Pre-bid meeting date & time	Not Applicable
Due date & time for bid submission	18.03.2026 @ 11.00 Hours
Due date & time for tender opening	18.03.2026 @ 11.30 Hours
Mode of bid submission	Online
Type of tender	OPEN TENDER ENQUIRY (OTE)
Tender Processing Fee	Rs.100/- + Taxes
Details of contact person	Deputy General Manager (SCM) 0821-240111/178/180/177

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

website: www.bnpmindia.com



SECTION I - NOTICE INVITING TENDER

1. Tenders are invited from eligible and qualified tenderers for following services:

S. No.	Description	Qty
1	Engagement of Full-Fledged Money Changers (FFMCs) registered with RBI for providing Foreign Currency / Collecting back unused Foreign Currency.	Approx. USD 25,000 per Year <i>{Amount mentioned is approx. & includes equivalent amount of any other currency}</i> <i>The above amount is tentative and can vary based on actual requirement.</i>

2. **Procedure for bid submission:**

ONLINE:

- 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 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.
 - c) For details, registration and e-payment, please visit e-tendering website www.tenderwizard.com/BNP or contact KEONICS help desk @ 080-40482000, 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. BNPM reserves the right to cancel the tender at any stage without assigning the reasons thereof.
5. Against receipt of the following notification through email from tender wizard, bidder must resubmit the bid even if the bidder have already submitted the bid through tender wizard.
- 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.***
6. 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/ Tender wizard will not be responsible for non-submission/ non resubmission of any bid.



SECTION II -SCOPE OF WORK

1. The scope of work shall include all the required services necessary for seamless operation of providing foreign currency and collecting back foreign currency at / from BNPMIPL, Mysuru on as and when required basis.
2. The Bidder should provide the currency as per the requirements in Cash and Card.
3. Service should be available 24x7 for uploading the required currency in forex card / delivering of currency at BNPM, Mysore.
4. Currency will be delivered within the permitted duration as per BNPM requirement.
5. Bidder shall provide the list of documents required to be submitted by BNPM for providing / collecting back foreign currency by them.
6. FFMC shall provide currency of any country for which request has been made by BNPMIPL, Mysuru.
7. The Bidder will ensure activation of forex card issued to Institute's faculty / officers / staff. In case of delay or non-activation of forex card penalty / damage can be imposed @ 1% of total Invoice value.
8. In case bidder fails to provide foreign currency as per the requirement of BNPMIPL, Mysuru. BNPMIPL shall be free to arrange the foreign currency from any other source and differential cost incurred if any shall be recovered from the bidder.
9. During the tenure of contract if empanelled bidder FFMCs licence issued by RBI is cancelled or revoked then by default the BNPM empanelment shall be revoked / cancelled.



SECTION III – ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

A. ELIGIBILITY CRITERIA:

S. No.	Eligibility Criteria	Documents to be submitted in support of eligibility criteria
1.	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.	Company's registration / Certificate of incorporation/ Partnership Deed/ Any other registration certificate as applicable Bid Security Declaration (Annexure-A) as per the format provided in this enquiry document.
2.	Bidder should have valid GST registration certificate	Copy of GST certificate
3.	Bidder should have valid PAN card	Copy of PAN card
4.	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.	a. 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. b. Declaration as per Annexure – B on company's letter head duly Signed & with company Stamp to be submitted
5.	Bidder should have valid FFMCs licence issued by RBI and copy of the licence to be submitted along with the bid.	Copy of valid FFMC license issue by RBI. Valid means: Valid upto bid validity period.
6.	Bidder should have office in Mysuru, Karnataka, India for facilitating door step services as on closing date of tender.	Complete address of office on Company's letter head.
Note: BNPM reserves the right to seek additional documents related to the documents submitted against eligibility criteria.		



SECTION III – ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

B. Documents to be submitted in e tender portal:

- a) Signed copy of this document (All the pages) as acceptance to tender terms and conditions.
- b) Filled up price details as per the format provided in this document.
- c) All the documents mentioned under **eligibility criteria** above.

C. TERMS & CONDITIONS:

1. **Contract Period:** Contract shall be initially valid for a period of one year from the date of issuance of work order/ LOI/ Empanelment Letter whichever is earlier. However, based on satisfactory performance during the first year, BNPM reserves the right to extend the contract on yearly basis for additional two (02) years with same rate & terms & conditions subject to condition the empaneled bidder should resubmit their valid FFMCS license issued by RBI during the time of extension. The whole contract or part of contract can be terminated at any time at the discretion of the BNPM without assigning any reason whatsoever.
2. **Price:** Price should be inclusive of GST and any other charges as required to complete the entire work. Price shall remain fixed & firm and no price variation shall be accepted till completion of contract period.
3. **Terms of Payment:** 100% payment shall be made within 7 days on the date of receipt of Invoice and on production of all required documents by the supplier. NEFT/RTGS details shall be furnished along with the Original Invoice.
4. **Delivery address:** Foreign Currency shall be delivered to Bank Note Paper Mill India Pvt. Ltd., Mysore, Note Mudran Nagar, Mysore – 570003
5. **Delay in successful bidder's performance:** Time for and the date specified in the contract or as extended for the performance of the services shall be deemed to be the essence of the contract and the successful bidder shall deliver the goods and perform the services under the contract within the time schedule specified by BNPM in the contract.
Any delay attributable to the successful bidder in maintaining its contractual obligations towards delivery of goods and performance of services shall render the successful bidder liable to any or all the following sanctions besides any administrative action such as (a) Imposition of liquidity damages; (b) Termination of contract for default.
6. **Risk Purchase Clause:** If the successful bidder fails to abide by the terms and conditions of the contract/agreement, or fails to performance service as per terms and conditions of the contract,
Render service from other agencies at the risk and cost of the successful bidder. The cost difference between the alternative arrangement and existing contract value wherein default has been made will be recovered from the successful bidder 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 successful bidder.
7. **Termination for Convenience Clause:** BNPM reserves the right to terminate the contract, in whole or in part for its (BNPM's) convenience, by serving written notice on the successful



SECTION III - ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

bidder at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of BNPM. The notice shall also indicate inter-alia, the extent to which the successful bidder's performance under the contract is terminated, and the date with effect from which such termination will become effective.

- 8. 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.
- 9. Legal Jurisdiction:** The Courts of Mysore (Karnataka State) shall alone have jurisdiction to decide on any legal matter of dispute whatsoever arising out of or in respect of the contract.
- 10. Force Majeure:** In the event of any unforeseen event directly interfering with the performance of service 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 successful bidder 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.
- 11. Liquidated Damage:** If the successful bidder 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 contract price of the delayed work for each week of delay or part thereof until actual contract period, subject to a maximum deduction of 10% of the delayed contract price(s).
- 12. 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.
- 13. Evaluation Criteria:** Techno commercial bid will be opened at first. The bidders qualifying techno commercially shall be considered for price bid opening. Price evaluation shall be carried out on the basis of **overall effective price** (i. e. without GST) quoted by the bidder and the contract shall be awarded to the overall lowest (L1) bidder.
- 14. Price discrepancy:**
 - i. 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.
 - ii. 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



SECTION III - ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

- iii. If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
- iv. 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. If the tenderer does not agree to the observation of BNPM, the tender is liable to be ignored.
- v. If there is any tie between the quoted L1 rates of the bidders then preference will be provided to the company which was constituted earlier.
- vi. Note: In techno commercial bid, Bidders have to mandatorily submit Company's registration / Certificate of incorporation/Partnership Deed/Any other registration certificate as applicable substantiating documentary evidence pertaining to date of constitution of the company.

15. Taxes:

All Taxes shall be as applicable in GST regime. Payment of CGST, SGST, IGST & UTGST: The successful bidders are required to adhere the following procedure in order to honour the payment against CGST, SGST, IGST & UTGST in the invoice.

- i) An invoice issued by the vendor for goods or services or both as applicable should be in accordance with the provisions of Sec 31 of the CGST Act & should contain all the prescribed information's in accordance with Chapter VI of CGST rules 2017.
- ii) A debit note issued if any, by the vendor should be in accordance with the provisions of Sec 34 of the CGST Act.
- iii) The vendor should mandatorily upload the aforementioned documents in respective GSTR, details of outward supplies of goods or services as applicable within the prescribed time under GST Act.
- iv) The vendor should provide the relevant documents to confirm the tax charged on the invoice has been paid to the credit of government after adjusting the ITC if any.

Notwithstanding the above, the successful bidder should provide indemnification as follows:

In the event of non-compliances with respect to GST Act & Rules by the successful bidder, the purchaser is allowed to adjust the GST amount from retention amount (either in BG or in cash) held by the company. If no amount is available for recovery, the successful bidder will refund the GST liability within 10 days from the date of GST reversal in GSTRN.

The above requirements are mandatory to claim any GST liability, falling which, the GST liability will not be paid /reimbursed/accepted.

A. The bidder should consider the following points while quoting GST Rate in their bids:

- 1. In case of unregistered bidders, the rate and amount of GST shall be shown as "Nil".
- 2. In case of a compounding dealer, GST shall be quoted as "Nil" as compounded dealers cannot collect GST from the consumers. The price quoted therefore shall be construed as all inclusive.
- 3. In case of work contracts or pure labour contracts, the bidder shall quote single GST rate for the work.
- 4. In case of composite supplies, i.e., a supply consisting of one principal supply and other ancillary supplies, the supply will attract the GST Rate of the principal supply. For example, if Item A in the supply order is the major or principal supply and other items



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are ancillary supplies, the bidder shall quote the GST Rate applicable to the principal goods (i.e., Item A) being supplied.

5. In case of mixed supply, i.e., a combination of two or more individual goods made together for a single price (each of these items can be supplied separately and is not dependent on any other), the total supply will attract the GST rate of the item which has the highest rate of tax. For example, if Item A in the mixed supply attracts highest rate of tax, the bidder shall quote the GST rate applicable to item A for total mixed supply.
6. In case of supplies which are neither composite nor mixed supplies, the bidder shall quote the GST Rate applicable to each item of supply separately.
7. If there is any difference of opinion regarding classification in HSN code, the bidder should seek clarification/raise query within the given time from the date of tender and it would be clarified before submitting the bid. Once clarified then that will be final & binding and no deviation shall be granted.

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

1. Registered/compounding Contractor/ successful bidder should produce GST Invoice containing all the particulars stated in Rule 46 of the CGST Rules, 2017 in accordance with the provisions of Section 31 of the CGST ACT.
2. The successful bidder should mandatorily update the invoice details in GSTR-1, details of outward supplies of goods or services within the prescribed time under GST Act
3. The Payment shall be made net of TDS as per the provisions of CGST/SGST/IGST Act.
4. Wherever there is difference in the amount admitted, the successful bidder may be directed to issue a Credit Note (in case of reduction in the Invoice value)/Debit Note (in case of increase in the Invoice value), and payment shall be released only after the receipt of such Debit or Credit Note
5. The successful bidder should provide the relevant documents to confirm the tax charged on the invoice has been paid to the credit of Government after adjusting with ITC, if any.
6. The successful bidder should provide indemnification as follows: "In the event of non-compliances with respect to GST ACT and Rules by the successful bidder, the successful bidder should refund the GST liability within 10 days from the date of GST reversal in GSTRN failing which the purchaser shall recover the GST amount from the retention amount (whether in BG or in Cash) held by the company".

16. Tax deduction at source: All statutory deduction as applicable shall be deducted at source as per rules at prevailing rates, unless certificate, if any, for deduction at lesser rate or nil deduction is submitted by the Successful bidder from appropriate authority. The successful bidder shall provide accurate particulars of PAN number as required, under Section 206AA of Income Tax Act 1961.

17. Assignments and subletting/subcontracting/JV/Consortium: Not allowed.

18. Signing of bid documents: The bid documents should be signed by competent authority. Power of attorney (POA) (in applicable stamp paper) /Board resolution is to be submitted authorising the person signing the documents. If proprietor is signing the documents, then self-declaration is to be submitted.



SECTION IV – PRICE SCHEDULE

Tender No.: BNPM/OTE/536/2025-26 dated: 04.03.2026

TO BE FILLED ONLINE IN E-TENDERING PORTAL ONLY

Schedule No.	Particulars	Service Charges for Each Transaction (Excluding GST)
1	Issuance of Foreign Currency (Empanelment for 1 st Year)	Rs. _____
2	Issuance of Foreign Currency (Empanelment for 2 nd Year)	Rs. _____
3	Issuance of Foreign Currency (Empanelment for 3 rd Year)	Rs. _____

Note:

1. Evaluation shall be done on the basis of service charges excluding GST, bidder with lowest service charge (L-1 bidder) shall be empanelled.
2. An opportunity shall be provided to all the other qualified bidders to match the L-1 Price based on their rankings i.e. L-1 price shall be offered to L-2, L-3, L-4 bidders based on their rankings. In case bidder matches the L-1 price then the said bidder shall also be empanelled.
3. Maximum 02 bidders shall be empanelled.
4. No advance payment shall be made for any transaction.
5. Service charges offered shall remain firm during the entire contract period.
6. Bidder shall provide the rate of GST applicable for providing Foreign Currency.

(A copy of sealed & signed blank price schedule has to be submitted along with pre-qualification & techno-commercial offer)



SECTION V - DECLARATION

We hereby confirm that

1. We accept all the terms & conditions mentioned in the enquiry.
2. SAC Code:
3. GST registration status: Unregistered / compounding / registered.
4. Contract period: As per contract period mentioned in the tender.
5. Bid validity: 90 days from date of closing of tender including extensions/ corrigendum's (if any).

6. Bank Details:

Bank Acc. No.;

Bank Acc. Name:

Branch name:; Branch Code:

IFSC:

Signature of bidder:

Name of the Firm:

Seal of the firm:

GST No.:

Contact Details:-

Contact Person:

Contact Number:

Email ID:.....



SECTION V - DECLARATION

ANNEXURE-A

E-Tender No.: BNPM/OTE/536/2025-26 dated: 04.03.2026

(To be submitted on Company 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-----



SECTION V - DECLARATION

ANNEXURE -B

E-Tender No.: BNPM/OTE/536/2025-26 dated: 04.03.2026

(To be submitted on Company letterhead)

DECLARATION

I) We do hereby declare that,

1. 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 PQB/ 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.

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-----

