

Bank Note Paper Mill India Private Limited, Mysore

Invites sealed quotations for providing of professional services for Cost Audit work 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 0821-2401166 Fax 0821-2401120

Email: scm.tender@bnpmindia.com

TENDER No. BNPM/OTE/COST AUDITOR /0034/2021-22 Dated 07.05.2021

TENDER FOR PROFESSIONAL SERVICES TOWARDS COST AUDIT

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

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

Last date for submission of tender:	1500 Hours on 04.06.2021
Opening of Quotation:	1530 Hours on 04.06.2021

Contents of Tender

Section	Description	Page nos.
I	Notice Inviting Tender	04-06
II	Eligibility Criteria	07
III	Scope of work	08
IV	Special Terms & Conditions	09
V	Performa of Techno Commercial Bid	10
VI	Price Bid Format	11
VII	Annexures	12-14

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 Cost Auditing work as per the specifications given in this tender. Tender Fee & EMD are Nil.
2. Quotations should be send to:
GM(F&A), Bank Note Paper Mill India Private Limited , Mysore.
and should be submitted on or before **1500 hrs on 04.06.2021** 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 BNPM, Mysore Reception , Admin Building. The bid shall be opened at **1530 Hours on 04.06.2021** at the above mentioned address.
3. Quotations should be submitted in a sealed cover, to the offices of the BNPM, super subscribed "Enquiry for providing of professional services towards Cost Audit work to BNPM" containing following with separate sealed covers:
 - a) Techno-commercial Bid
 - b) Price Bid as per format enclosed with Tender document.
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 bids shall remain valid for acceptance for a period of 120 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 BNPMIPL 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 within 30 days after satisfactory completion of work and submission of report as per scope of work along with original tax invoices and on compliance of all the tender conditions stipulated. Statutory deductions shall be made at source as per rule.

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

11. Liquidated Damages:

If the successful bidder 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:

Initially techno commercial bids will be opened. Price bids of the only techno commercially qualified bidders will be opened. Price evaluation to determine L-1 status will be done on the basis of comparing net present value of total basic (effective) price (i.e without GST) quoted for three years. Prices quoted for second and third year will be converted to present value prices for evaluation. However initial order will be placed for one year only.

Formula for Present Value Calculation:

$$PV_n = Q_n / (1+r)^{n-1}$$

Where,

PV_n: Present Value

Q_n: Quoted Price (i.e price quoted for 1st year, 2nd year, 3rd year)

r: Rate of interest – To be considered as 5% i.e 0.05.

n: No of year (i.e 1 for 1st year, 2 for 2nd year , 3 for 3rd year)

$$NPV \text{ for 3 years} = PV_1 + PV_2 + PV_3$$

However, BNPM reserves the right to reject any offer including the lowest one if the same is not conforming to its norms.

Bidder should be eligible to pass on the input credit which has been deducted from total price to arrive at effective price.

Bidder shall note that no extra cost will be considered over and above the price quoted in the price bid and hence bidder shall ensure that price submitted in the price bid is quoted considering the complete scope of work as defined in the tender document.

In case of tie between the bidders, the bidders at Mysore will be given preference.

In case of tie between the bidders at Mysore, the bidder who have more seniority (seniority will be judged from the date of registration of the company/firm) will be given preference. Based on the best judgment, management will finalize the bidder for award of the work. The decision of BNPM in this regard will be final and shall not be open to challenge.

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

TENDER No. BNPM/OTE/COST AUDITOR/0034/2021-22 Dated 07.05.2021

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.

16. MSME: Public procurement policy for MSE, 2012 as notified by GOI along with its amendments as available in www.msme.gov.in shall be followed. For MSEs valid UDYAM registration certificate is to be submitted.

17. Risk Purchase: If the successful bidder fails to abide by the terms and conditions of the order, or fails to execute service as per the delivery schedule or any time repudiates the order, the purchaser(BNPM) will have the right to

a) 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.

18. Contract Period: Initially the contract period shall be for one year and renewable for another two years subject to satisfactory performance on yearly renewal basis.

19. Contract Price: It will remain same as the quoted price as quoted for different financial years in the price bid with same scope of work and terms & conditions.

20. Power of Attorney: If the signing authority is not the director of the company then Authorization letter for the person signing the document is to be submitted in Rs. 200 stamp paper authorized by the competent authority not below the level of Director is to be submitted. Else Board Resolution authorizing the person signing the documents may be submitted. For proprietorship if the proprietor is siphoning the documents then declaration in company letter head to be submitted.

21. Sub-Contracting: Sub- contracting of the work by the successful bidder is strictly prohibited.

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 _____

Note: Interested bidders are recommended to register themselves at company's website <https://bnpmindia.com/Vendor.aspx> in order to get future enquiries of relevant items.

SECTION-II

Eligibility Criteria

Sr No	Eligibility Criteria	Documents required in support of eligibility criteria
1	The bidder shall be a firm of Cost Accountants either partnership firm or LLP registered with "The Institute of Cost Accountants of India".	Latest registration certificate of the bidder issued by the ICAI, (Institution of Cost Accountants of India) w.r.t information related to the year of establishment, no of partners etc.
2	The bidder should be in continuous practice of doing cost audit of Companies for a period of 5 years ending on 31 st March, 2021.	Same as above
3	The bidder should have at least 10 years of existence.	Same as above
4	The bidder should have at least 2 full time FCMA partners in practice as per the documents of The Institute of Cost Accountants of India.	Same as above
5	The bidder should have conducted at least 3 Cost audits within a period of last 5 years ending on 31 st March, 2021 at any manufacturing industry/process industry where cost audit is applicable.	Self-certified Work Order/ Contract documents are to be submitted.
6	The bidder must have head office/ branch office either in Mysore or in Bangalore.	Self-certified copies of registration confirmations.
7	The bidder shall be free from any disqualification under Sub-section (3) of Section 141 of the Companies Act, 2013.	Declaration in company's letter head is to be submitted.
8	The bidder associated should not have been penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.	Declaration in company's letter head is to be submitted.
9	Bidder and partner should have not been blacklisted / debarred by BRBNMPL/ SPMCIL/ BNPMIPL/ Government of India.	Declaration in company's letter head as per Annexure A (Sec VII) is to be submitted.

General Conditions:

1. All the submitted documents are to be signed and stamped by the authorized person.
2. 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) – Sealed and signed Annexure B (Sec – VII) is to be submitted.

SECTION-III

Scope of work

1. To conduct Cost Audit of the company in accordance with the provisions of the companies (Cost Records and Audit) Rules, 2014 (including any enactments or amendments made as may be applicable from time to time).
2. Submission/e-filing of Cost Audit Report along with Annexures to the company/MCA, Government of India, within the scheduled date and in the manner as specified / prescribed by MCA.
3. Verification & Certification of annexures to the Cost Audit Reports.
4. Verification & certification of cost proformas maintained by the company as per the companies (Cost Records and Audit) Rules, 2014.
5. Cost Audit firm so appointed shall convert the Audit report along with the annexures in XBRL mode for e-filing, if required.

SECTION- IV

Special Terms and Conditions

1. Time Schedule: Against the issuance of order the work is to be started by the successful bidder within 15 days of issuance of order and to be completed by the within 15.06.2022. This is for first year of the audit work.
2. Audit shall be conducted at Registered & Corporate Office of BNPM situated in Mysore. However, covid protocols are to be maintained strictly as per the guidelines of Central Govt , State Govt and BNPM,Mysore as applicable time to time,
3. The successful bidder must not sub-contract the work.
4. The audit team of the successful bidder will work in strict confidentiality and will ensure that the cost data, cost statement and cost information in respect of the operation of the location / work center / Company is dealt with in strict confidence and secrecy. A Declaration in letter head towards maintaining confidentiality is to be provided by the Cost Auditor on receipt of order and before commencement of Audit.
5. The successful bidder shall have primary responsibility to ensure that the limits specified under Section 141 (3) (g) of the Companies Act, 2013 are not violated.
6. Risk Purchase : Application of risk purchase clause will be applicable in case of the following cases:
 - i. If the successful bidder obtains the appointment on the basis of false information / mis - statement.
 - ii. If the successful bidder fails to abide by the terms and conditions , eligibility criteria of the order
 - iii. If the successful bidder fails to maintain/honour confidentiality and secrecy of the Company's cost data, cost statement and cost information.
 - iv. If the successful bidder fails to comply the delivery schedule or any time repudiates the order.

In case of any of the aforementioned cases, BNPM will have the right to:

- i. Terminate the order without any prejudice to all available legal or any other remedy / recourse.
- ii. 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.
- iii. In case of rendering service 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.

PERFORMA OF TECHNO-COMMERCIAL BID

SECTION V

From:

Date:

Name of the bidder,
Address:

To

GM (F&A),
Bank Note Paper Mill India Private Limited
Administration Building, Paper Mill Compound
Note Mudran Nagar-Mysore
570003

Dear Sir,

Ref: Your Tender No. **BNPM/OTE/COST AUDITOR/0034/2021-22 Dated 07.05.2021**

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:

☐ 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 Cost Audit 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 bid & the other price bid and both are sealed inside the third envelop.

6) List of the documents as per the eligibility criteria (Sec – II)

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

Seal

SECTION- VI**Price Bid Format for providing professional services towards Cost Audit:**

Sr No.(A)	Details of heads(B)	For Audit of FY 2021-2022 (INR) (C)	For Audit of FY 2022-2023 (INR)(D)	For Audit of FY 2023-2024 (INR)(E)
1.	Professional Fees for Cost Audit and submission of Report.			
2.	GST (INR) (HSN/SAC : _____ GST Rate : _____)			
3.	Yearly effective price (INR) (Converted to present value price as per Clause 12, Sec- I, NIT)			
4.	Total Effective Price for 3 years (INR) (Without GST) { Sr No. 3(C)+3(D)+3(E)}			
5.	Total Effective Price for 3 years (Without GST) { Sr No. 3(C)+3(D)+3(E)} (In words)			
6.	Total Price for 3 years (INR) (With GST) { Sr No. 3(C)+3(D)+3(E)}			
7.	Total Price for 3 years (With GST) { Sr No. 3(C)+3(D)+3(E)} (In words)			

Note:

1.Bidder shall note that no extra cost will be considered over and above the price quoted in the price bid and hence bidder shall ensure that price submitted in the price bid is quoted considering the complete scope of work as defined in the tender document.

2. If there is any discrepancy in the quoted price bid against Sr No 2 to Sr No. 7, BNPM has the right to correct the Price Bid and consider the corrected value further for evaluation based on the price quoted in Sr No 1.

Authorized Signatory

Name of the Person Signing the Tender

Designation

Name of Firm

Seal with address

Address of local office

SECTION -VII

ANNEXURE -A

TENDER NO: BNPM/OTE/COST AUDITOR/0034/2021-22 Dated 07.05.2021

(To be submitted on the letterhead)

DECLARATION

We do hereby declare that,

1.We have not been blacklisted/ debarred by BNPMIPL/ BRBNMPL/ SPMCIL or any Govt. Departments. The information provided above is correct and true to the best of my knowledge and belief.

2. The director/proprietor/partner of the bidding firm are not closely related to BNPMIPL, Mysore.

3.We do hereby declare that we have read and understood all terms and conditions and Scope of work of the tender and confirm to abide to those conditions without any counter conditions.

In case, at any time the information furnished is found to be false, you may disqualify/ debar me/ us as deemed fit.

Signature _____

Name-----

Designation-----

Date-----

Stamp of the Organization-----

SECTION -VII

ANNEXURE -B

TENDER NO: BNPM/OTE/COST AUDITOR/0034/2021-22 Dated
07.05.2021

(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).

Signature _____

Name-----

Designation-----

Date-----

Stamp of the Organization-----

SECTION -VII

ANNEXURE -C

TENDER NO: BNPM/OTE/COST AUDITOR/0034/2021-22 Dated
07.05.2021

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-----