

Bank Note Paper Mill India Private Limited, Mysore

Invites sealed quotations for providing of professional services for Company Secretarial/filing 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 0821-2401 128 Fax 0821-2401120



Enquiry No. BNPM/LTE/CS WORK/539/2018-19 Dated 27.09.2018

LIMITED TENDER FOR PROFESSIONAL SERVICES TOWARDS SECRETRIAL WORK

**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:
Opening of Quotation:**

**1500 Hours on 04.10.2018
1530 Hours on 04.10.2018**



Contents of Tender

Section	Description	Page nos.
I	Notice Inviting Tender	04-05
II	Eligibility Criteria	06
III	Scope of Company Secretarial work	07
IV	Performa of Techno Commercial Bid	08
V	Price Bid Format	9

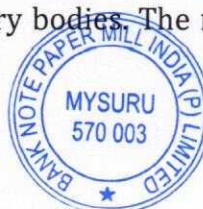


SECTION-I

NOTICE INVITING TENDER

Bank Note Paper Mill India Private Limited (BNPM) is a joint venture company between Bharatiya Reserve Bank Note Mudran Private Limited (A wholly owned subsidiary of Reserve Bank of India) and Security Printing and Minting Corporation of India Limited (100% owned by Government of India), incorporated for setting up & manufacturing of bank note papers at Mysore.

1. Sealed quotations are invited by BNPM from intended bidders for providing of professional services towards Company Secretarial work as per the specifications given in SECTION-II.
2. Quotations should be addressed to Managing Director, Bank Note Paper Mill India Private Limited and should be submitted on or before **1500 hrs on 04.10.2018** in sealed covers at the office of BNPM at Administration Building, Paper Mill Compound, Entry Gate No-1, Note Mudran Nagar, Mysore-570003. Quotations in person may be handed over to Company Secretary. The bid shall be opened at **1530 Hours on 04.10.2018** at the above mentioned address.
3. Quotations should be submitted in single copy in a sealed cover, to the offices of the BNPM, super subscribed "Enquiry for providing of professional services towards Company Secretarial work to BNPM" containing following :
 - a) Techno-commercial as per Section IV
 - b) Price Bid as per format enclosed with Tender document – Section V
4. Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.
5. Tenderers should quote their prices and rates both in figures and in words. No blank spaces shall be left. All erasures and corrections made while filling up the tender shall be initiated by the tenderer.
6. If the tender is made by or on behalf of an Owner it shall be signed by a person having the authorizing letter to enter into such contracts. A copy of such authorizing letter shall be enclosed. If it is made by a Partnership Firm it shall be signed with the Co-Partner named by a member of the firm who shall sign in his own name and give the name and address of each partner of the firm and attach a copy of Authorizing Letter with the tender authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
7. The tender shall remain open for acceptance for a period of 10 days from the date of opening of the tender.
8. Prices quoted should be for an indivisible contract basis and should include all royalties, duties, taxes, expenses and any other duties and taxes leviable by the Central and state governments and other statutory bodies. The rates quoted will be



treated as all inclusive and no further claims whatsoever will be entertained in this respect.

9. The acceptance of the tender will rest with the Owner, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assigning any reason thereof.

10. Terms of Payment:

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

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

11. Liquidated Damages:

If the firms/service provider fails to provide any or all of the services or fails to perform the services within the time frame(s) incorporated in the contract, BNPM shall, without prejudice to other rights and remedies available to BNPM under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% (Half) percent of the delivered service price of the delayed services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed services' contract price(s).

In addition to above if any penalty/interest/compensation paid to statutory authority due to negligence/omission/commission/mistake/error occurred during performance of services would be recovered from the contract price.

12. Tender Evaluation and award of work:

Tenders will be evaluated as per the terms and based on responsiveness taking into account all relevant factors. While the lowest offer will generally be the criteria, BNPM reserves the right to reject any offer including the lowest one if the same is not conforming to its norms.. In case of tie between the firms, firms at Mysore will be given preference. In case of tie between the firms at Mysore, firms have more experience will be given preference. The decision of BNPM in this regard will be final.

All the above terms and conditions have been read, understood and accepted by me.

Authorized Signatory

Name of the Person Signing the Tender _____

Designation _____

Seal with address _____

Address of local office _____



SECTION-II

Eligibility Criteria

1. The bidder shall be a Practicing Company Secretary/ Chartered Accountant /Cost Accountant. Supporting documents for same have to be submitted.
2. The practicing company secretary/Chartered Accountant/ Cost Account should have at least 10 years industrial working experience especially in a manufacturing organisation.



SECTION-III

Scope of Company Secretarial work

1. Providing, Compilation of status/search reports for companies, banks and financial institutions.
2. Providing Due Diligence Certificates on behalf of the Company as required by Banks and Financial Institutions.
3. Price for Preparing, precertification, filing of forms like DIR-12, MR-1, CHG-1, CHG-4 etc (price to be quoted for each form) such as DIR-12, MR-1, CHG-1, CHG-4 any others.
4. Advising on legal and procedural matters under the Companies Act 2013 or rules made thereunder

Contract Period: The contract shall be valid for the period of one year with effect from the date of issue of work order



SECTION- IV

PERFORMA OF TECHNO-COMMERCIAL BID

From:

Date:

Proprietor/Firm Name,
Address:

To

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

Dear Sir,

Ref: Your Enquiry No._____ dated _____

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

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

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

Seal



SECTION- V**Price Bid Format for providing professional services towards COMPANY**
SECRETRIAL Work

Job No.	Details of heads	Rate (In Rs)
1	Price for Preparing, precertification, filing of forms like DIR-12, MR-1, CHG-1, CHG-4 etc (price to be quoted for each form)	DIR-12: MR-1: CHG-1: CHG-4: Other forms if any :
2.	Price for Providing, Compilation of status/search reports for companies, banks and financial institutions	
3	Providing Due Diligence Certificates on behalf of the Company as required by Banks and Financial Institutions	
4	Advising on legal and procedural matters under the Companies Act 2013 or rules made thereunder	
5.	Sub Total	
6	GST	
7	Total price including GST	
8	Total price in words including GST	

Authorized Signatory

Name of the Person Signing the Tender

Designation

Name of Firm

Seal with address

Address of local office

