



TENDER FOR CSR AUDIT- IMPACT ASSESMENT

TENDER NO: BNPM/OTE/CSR AUDIT- IMPACT ASSESMENT/0262/2021-22 DATED 06.07.2021

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 20.07.2021

For and on behalf of

Bank Note Paper Mill India Private Limited

(B.P. Singh)
Assistant 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 / Impact Assessments of CSR Projects as undertaken by any Govt Organization/Public Sector Company/Private Sector during last 5 years ending on 30th June, 2021.
3. The bidder should have CSR professionals/ should be CSR professionals if individual, who are Internationally/Nationally certified CSR Professional and should be presently in business.
4. The bidder should not have been blacklisted/debarred anytime 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 bidder should have valid PAN and GST Number.





Section 3

Objective & Scope of work

1. To obtain all documents from beneficiary and from BNPM as required for Audit.
2. To collect the stakeholder feedback.
3. 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.
4. Submit Audit Report for each projects.



Details of CSR Projects to be audited

Section 4

Sr. No.	New Project	Brief Description of project/ items provided under CSR activity	(Budget Amount)(INR)	FY in which projects initiated	Requirement
1	SAI RANGA VIDYA SAMASTHE	Proving infrastructure	13,00,000	2020-21	CSR Audit, Impact Analysis, Assessing Social returns
2	Government first grade collage, Nanjangud	Proving infrastructure	69,37,000	2020-21	CSR Audit, Impact Analysis, Assessing Social returns
3	Mysore City Corporation	Providing Mask, Gloves, Incinerator	83,00,000	2020-21	CSR Audit, Impact Analysis, Assessing Social returns
4	Mysore Zoo	Proving infrastructure	70,00,000	2020-21	CSR Audit, Impact Analysis, Assessing Social returns
5	Jawahar Navodaya	Proving infrastructure	28,70,000	2020-21	CSR Audit, Impact Analysis, Assessing Social returns
6	Vivekananda Youth Movement- Palliative Care	Providing Sponsorship for 75 patients	12,90,000	2020-21	CSR Audit, Impact Analysis, Assessing Social returns
7	Rotary club	Proving infrastructure	37,82,000	2020-21	CSR Audit, Impact Analysis, Assessing Social returns
8	Government College (People's Park)	Proving toilets, water tank, sump.	12,00,000	2020-21	CSR Audit, Impact Analysis, Assessing Social returns
9	Mysore City Corporation	Street Cleaning Machine	78,12,000	2020-21	CSR Audit, Impact Analysis, Assessing Social returns
10	Public TV Charitable Trust	100 Tabs to rural students	35,00,000	2020-21	CSR Audit, Impact Analysis, Assessing Social returns
11	Pejawara sarvajanaka Hostel	Proving infrastructure	28,09,000	2020-21	CSR Audit, Impact Analysis, Assessing Social returns
12	Alzheimer's & related disorders	Sponsoring to patients	1,00,000	2020-21	CSR Audit, Impact Analysis, Assessing Social returns
13	Little sisters for Poor	Proving ICU Beds	7,50,000	2020-21	CSR Audit, Impact Analysis, Assessing Social returns
14	Deenabhandu	Proving infrastructure	26,30,000	2020-21	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**

The entire evaluation and Audit Report for the completed projects are to be furnished within 30 days from placement of order, for projects under progress (if any) the time for furnishing the report will be mutually agreed with the successful bidder & BNPM.

- 3. Payment terms**

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).

TDS as applicable shall be effected from the Professional fee.

Out of pocket expenses / conveyance/accommodation etc. are shall be included in the professional fees as quoted in price bid. No additional reimbursement of out of pocket expenses is envisaged.

Payment shall be done in INR only. Payments to supplier shall be made by electronic transfer.

- 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 effective price basis (i.e without GST) as per price bid format.

- 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 Mysore based firms, management will invite those firms for discussion/negotiation. Based on the best judgment, management will finalize the firm for award of the assignment. The decision of the organization 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.

- 6. Preference for Micro & Small Enterprises:**

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 shall be applicable to this tender.

* MSEs should have valid **UDYAM registration certificate / NSIC** to be considered under preference for Micro & Small Enterprises (*MSE).





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
- Annexure A, Annexure B.

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 20.07.2021 and should be addressed to:

The Assistant 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
Email Id: scm.tender@bnpmindia.com





Section 7

Price bid format

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)(without GST)	Total GST (INR)	Total professional fee with GST (in figures) including out of pocket expenses etc.(INR)
1	SAI RANGA VIDYA SAMASTHE	Proving infrastructure					
2	Government first grade collage, Nanjangud	Proving infrastructure					
3	Mysore City Corporation	Providing Mask, Gloves, Incinerator					
4	Mysore Zoo	Proving infrastructure					
5	Javahar Navodaya	Proving infrastructure					
6	Vivekananda Youth Movement- Palliative Care	Providing Sponsorship for 75 patients					
7	Rotary club	Proving infrastructure					
8	Government College (People's Park)	Proving toilets, water tank, sump.					
9	Mysore City Corporation	Street Cleaning Machine					
10	Public TV Charitable Trust	100 Tabs to rural students					
11	Pejawara sarvajanaka Hostel	Proving infrastructure					
12	Alzheimer's & related disorders	Sponsoring to patients					



**Section 7**

13	Little sisters for Poor	Proving ICU Beds					
14	Deenabhandu	Proving infrastructure					
16	Total professional fee without GST (in figures) including out of pocket expenses etc., as above						
17	Total professional fee without GST (in words) including out of pocket expenses etc., as above						
18	Total professional fee with GST (in figures) including out of pocket expenses etc., as above						
19	Total professional fee with GST(in words) including out of pocket expenses etc., as above						

Note:

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 n o	Eligibility criteria	Documents to be submitted duly attested with seal & Signature
	<u>Eligibility criteria of Bidder:</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 30 th June, 2021.	a. Self-certified Copy of Work order / Agreement b. Proof of Work Completion of the same work order.
03	The bidder should have CSR professionals who are Internationally/ Nationally certified CSR Professional.	Relevant International /IICA Certificate
04	The bidder should not have been blacklisted/debarred anytime 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 bidder should have valid PAN and GST Number	Self-certified copies of the documents.





Annexure I

Bid forwarding letter – Specimen

Date:

To,

The Assistant 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.

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. (Copy of relevant document)
 - 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 30th June, 2021. (Copy of work order / agreement and proof of work completion)
 - c. We have not been blacklisted/debarred anytime 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. And acceptance of all terms & conditions of the tender (Annexure A)
 - 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).
9. Bid Security Declaration(Annexure B)

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. _____





ANNEXURE -A

TENDER NO: BNPM/OTE/CSR AUDIT- IMPACT ASSESMENT/0262/2021-22 DATED
06.07.2021

(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-----





ANNEXURE -B

TENDER NO: BNPM/OTE/CSR AUDIT- IMPACT ASSESMENT/0262/2021-22 DATED
06.07.2021

(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-----

