

(Part-B) of the qualified bidders only will be considered for evaluation. Bidders are requested to quote as per the format given.

- b) The all-inclusive price including out of pocket expenses as per price bid shall be considered for evaluation and determination of lowest responsive bid.
 - c) If there is a tie among the eligible applicants: Based on the best judgment management will finalise the agency for award of the assignment. The decision of the organisation shall be final and shall not be open to challenge.
7. 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.

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 Company/LLP/partnership firm; and
- Documents to establish conformity with eligibility criteria

Price bid shall be in the format as prescribed in section 6 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 – Insurance Risk Assessment”. The name and address of the bidder shall be clearly mentioned on the sealed envelope 3.

Final date of submission of queries, if any – 14th Feb, 2019 and management response shall be given on 15th Feb, 2019.

The sealed envelope 3 should be received by us on or before 11:30 Hrs of 20th Feb 2019 and should be addressed to:

The Chief General Manager
Bank Note Paper Mill India Private Limited
Bank Note Paper Mill India Private Limited
Administrative Building, Entry Gate1,
Paper Mill Compound,
Note Mudran Nagar,
Mysuru-570003
Telephone No: 0821-2401111/167/125/161

Email Id: For written queries please send email at the following address:

akmandal@bnpmindia.com/chinnaraoc@bnpmindia.com/ranjeeth@bnpmindia.com



Price bid format

Professional fee for the Comprehensive insurance risk identification, assessment and management through risk insurance.

(Amount in Rs.)

Particulars	Amount in Rs
Professional fees for the entire scope of work including Out of pocket expenses/conveyance/travelling/accommodation (In figures)	
Total professional fee (in words) including out of pocket expenses etc.,	

Note:

1. The prices shall be excluding GST. Applicable GST shall be paid extra at actuals.
2. Price bid with conditions shall not be considered/may be rejected.

For _____

Authorised signatory

Place:

Date:



Documents checklist to substantiate the eligibility criteria

SI no	Eligibility criteria	Documents to be submitted duly attested with seal & Signature
01	The bidder should be at least 05 years in business providing systematic, critical appraisal of all potential risks involving personnel, plant, services and operations (risk identification, assessment and management) profession service having past experience of comprehensive risk profiling, assessment & risk mitigation plan including risk transfer for at least two large/reputed private sector/public company/PSU/manufacturing company in the last 5 years. Large/reputed company means having an asset base of above Rs 1,000 crore.	Self-certified business object clause/ copy of licence issued by appropriate authority. Work order and competition certificate from the company along with the extract of asset base from the final report.
02	The bidder must be partnership firm/LLP/company having operation in India, employing qualified and experienced risk management experts either as a partner/director or whole time employee. The last three average annual turnover from this business should be at least around Rs 50 lakhs.	Self-certified qualification certificate of experts showing name, qualification, professional experience, total number of years of experience etc., Profit and Loss statement of the company/firm duly certified by Chartered Accountant showing the turnover from this business.
03	The firm/LLP/ Company should not have been blacklisted/debarred anytime during last 3 years ending 31st Jan 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	Self-declaration.



	controlled by any state/central government.	
04	The firm/LLP/ Company associated should not been penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.	Self-declaration.
05	The tenderer should have valid PAN and GST No.	Self-certified copies of PAN and GST certificates



Bid forwarding letter – Specimen

Date:

To,

The Chief General Manager (Finance)
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: BNPM/for appointment of agency for Comprehensive Risk Identification, assessment and management through risk insurance/914 /2018-19 DATED 05th Feb 2019.

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 Internal Audit.
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 of the audit as given in Section 3 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 04 the tender.

7. We meet the eligibility criteria as under:

Sl no	Eligibility criteria	Yes/ No	Documents to be submitted duly attested with seal & Signature
01	The bidder should be at least 05 years in business providing systematic, critical appraisal of all potential risks involving personnel, plant, services and operations (risk identification, assessment and management) profession service having past experience of comprehensive risk profiling, assessment & risk mitigation plan including risk transfer for at least two large/reputed private sector/public company/PSU/manufacturing company in the last 5 years. Large/reputed company means having an asset base of above Rs 1,000 crore.		Self-certified business object clause/ copy of licence issued by appropriate authority. Work order and competition certificate from the company along with the extract of asset base from the final report.
02	The bidder must be partnership firm/LLP/company having operation in India, employing qualified and experienced risk management experts either as a partner/director or wholetime employee. The last three average annual turnover from this business should be at least around Rs 50 lakhs.		Self-certified qualification certificate of experts showing name, qualification, professional experience, total number of years of experience etc., Profit and Loss statement of the company/firm duly certified by Chartered Accountant showing the turnover from this business.



03	The firm/LLP/ Company should not have been blacklisted/debarred anytime during last 3 years ending 31st Jan 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.		Self-declaration.
04	The firm/LLP/ Company associated should not been penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.		Self-declaration.
05	The tenderer should have valid PAN and GST No.		Self-certified copies of PAN and GST certificates

We have attached the relevant documents as prescribed above.

I hereby declare that all the above statements made by us in this application are true, complete and correct to the best of our knowledge and belief. We understand that in the event of any information found false or incorrect or suppressed or do not satisfy the eligibility criteria, our candidature / appointment, at any stage, is liable to be cancelled / terminated. We hereby agree that any legal proceedings in respect of any matter or claim or dispute arising out of this application and / or out of the said tender can be instituted by us only in courts / tribunal / forums at Mysuru. We undertake to abide by all the terms and conditions mentioned in the tender issued by the Company.

An authenticated copy of the document which authorizes the signatory to commit on behalf of the firm shall accompany the offer.



NOTE: The individual signing the tender or any other documents connected therewith should clearly indicate his full name and designation and also specify whether he is signing,

a) As Partner (s) of the firm;

b) As Director, Manager or Secretary in case the of Limited Company duly authorized by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

For _____

(Name of the signatory)

Partner/Director

(Seal of the firm/company/LLP)

