

OPEN TENDER ENQUIRY (OTE): TENDER NO. BNPM/OTE/PREPAID GIFT CARDS/0412/2021-22
SUPPLY OF PREPAID GIFT CARDS AT BNPM PLANT, MYSURU

OPEN TENDER ENQUIRY
(OFFLINE)
Standard Bidding Document (SBD)

Procurement of Goods

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED
Administrative Building,
Gate 1, Paper Mill Compound
Note Mudran Nagar, Mysuru 570003
Phone: 0821-2401 158, FAX: 0821- 2401120

Website: www.bnpmindia.com; Email: scm.tender@bnpmindia.com

Not Transferable
Security Classification: Non-security

TENDER DOCUMENT FOR SUPPLY OF PREPAID GIFT CARDS AT BNPM, MYSURU

Tender No. BNPM/OTE/PREPAID GIFT CARDS/0412/2021-22 Dated 15.09.2021

This tender document contains 15 pages

The tender document is sold to:

M/s.

Address _____

Details of Contact person in BNPMIPL regarding this tender:

Name: Shri Bhartendra Pratap Singh, Designation: Assistant General Manager

Address: Bank Note Paper Mill India Private Limited
Administrative Building
Gate 1, Paper Mill Compound
Note Mudran Nagar, Mysuru - 570 003
Telephone No. 0821 - 2401 171

Last date for submission of tender: 1500 Hours on 27-09-2021

Opening of Technical Bids: 1600 Hours on 27-09-2021

OPEN TENDER ENQUIRY (OTE): TENDER NO. BNPM/OTE/PREPAID GIFT CARDS/0412/2021-22
SUPPLY OF PREPAID GIFT CARDS AT BNPM PLANT, MYSURU

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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 Mysuru.

1. Two part sealed tenders are invited by BNPM from eligible bidders for Supply of **Prepaid Gift Cards** for its office located at Note Mudran Nagar, Mysuru - 570003.
2. **Eligibility Criteria:** The prospective bidders should have the following eligibility criteria and should submit the documents as mentioned below.

| Eligibility Criteria | Documents required in support of eligibility criteria |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>a) 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.</p> <p><i>*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)</i></p> | <p>Company's registration / Certificate of incorporation/Partnership Deed/Any other registration certificate (as applicable).</p> <p style="text-align: center;">(AND)</p> <p>Declaration as per Annexure-B on company's letter head duly signed & with company seal to be submitted.</p> |
| b) Bidder should have valid GST registration certificate | Copy of GST certificate. |
| c) Bidder should have valid PAN card | Copy of PAN card. |
| d) Bidder should have not been blacklisted / debarred by BRBNMPL/ SPMCIL/ BNPMIPL/ Government of India. | Declaration as per Annexure-A on company's letter head duly signed & with company seal to be submitted. |
| e) Bidder should submit bid security declaration | Declaration as per Annexure-C on company's letter head duly signed & with company seal to be submitted |

3. Quotations should be addressed to "The Assistant General Manager, Bank Note Paper Mill India Private Limited and should be submitted on or before **15:00 hrs. on September 27, 2021** in sealed covers at the office of Bank Note Paper Mill India Private Limited, Administrative office Building, Entry Gate-1, Paper Mill Compound, Note Mudran Nagar, Mysuru - 570 003. Document in person may be handed over to AGM. The bid shall be opened at **16:00 Hours on September 27, 2021** at the above mentioned address.

SECTION I - NOTICE INVITING TENDER

4. Quotation should be submitted to the offices of the BNPM, super subscribed "**Tender for Supply of Prepaid Gift Cards at BNPM, Mysuru**". The quotation shall be submitted as follows:-

a) Envelope -1 (Technical Bid) shall contain the following

- i. Copy of Company's registration / Certificate of incorporation/Partnership Deed/Any other registration certificate (as applicable).
- ii. Copy of PAN Card.
- iii. Copy of GST Certificate.
- iv. Declaration as per Annexure-A on company's letter head duly signed & with company seal to be submitted.
- v. Declaration as per Annexure-B on company's letter head duly signed & with company seal to be submitted.
- vi. Declaration as per Annexure-C on company's letter head duly signed & with company seal to be submitted.
- vii. (Technical/Commercial) Deviations, if any.
- viii. Copy of the blank tender document without any reference to price duly signed & company seal affixed on all pages.

b) Envelope -2 (Price Bid) shall contain the following

- i. Duly filled Price Bid as per format enclosed with tender document. (Annexure-II).

Both the envelopes shall be put in one envelope and super subscribed "**Tender for Supply of Prepaid Gift Cards at BNPM, Mysuru**".

5. Receipt of Tender:

BNPM is not responsible for any postal delay and quotation shall not be accepted after due date and time. The sealed envelope may also be dropped in the "Tender Box" kept in the corporate office of BNPM, after taking the endorsement at our inward section at reception. Tenderer may visit the site and obtain full details and discuss the related issues with concerned officer during working hour between (1000hrs to 1730hrs) on any working day before submitting their bid. Further, Tenderer must satisfy himself about all the details required to fill the tender before quoting. Ignorance in this regard at later stage will not be entertained. Any query/clarification can be had from the following phone number/s:- Shri. Bhartendra Pratap Singh (0821 2401 177). All pages of tender documents, general terms and conditions and other supporting documents shall be duly stamped, signed & submitted by the tenderer, as a token of having read and accepted all the terms & conditions.

6. Quotations not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.
7. 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 document shall be initiated by the tenderer.
8. The quotation shall remain open for acceptance for a period of 90 days from the date of opening of the tender.

SECTION I – NOTICE INVITING TENDER

9. Evaluation Criteria:

- i. At first stage, techno-commercial bid (Envelope-1) will be opened and evaluated by the competent committee/authority with reference to the parameters prescribed in the tender document. Subsequently, in the second stage the financial bids (Envelope-2) of only technically acceptable offers as decided in first stage shall be opened for further scrutiny and evaluation. Intimation regarding opening of financial bids shall be given to acceptable tenderers to enable them to attend the financial bid opening, if they so desire.
 - ii. The method of evaluation of bidder for awarding the contract shall be on **overall lowest (L-1) effective price** (i.e. overall price quoted by the bidder for all the items less GST) quoted by the bidder on F.O.R – BNPM, Mysuru basis.
10. The rates quoted will be treated inclusive of all charges and no further claims whatsoever will be entertained in this respect. The quoted rates should be F.O.R – BNPM, Mysuru site basis. However GST shall be paid extra at actuals.
11. The acceptance of the tender document 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 tender's received without assigning any reason thereof.

12. Terms of Payment:

100% payment shall be made against delivery of material and required documents at BNPM, Mysuru. Statutory deductions as applicable will be deducted from the gross bill amount.

Note: Bank account details shall be submitted along with the invoice.

13. **Delivery Period:** The materials should be supplied within maximum period 10 days from the date of Purchase Order. Time is the essence of this contract. No delay in delivery shall be acceptable and entertained.
14. **Delivery Terms:** It is responsibility of the supplier to arrange packing & forwarding, transportation, transit insurance and supply the material on F.O.R – BNPM, Mysuru basis only.
15. **Delay or Non Delivery:** Time is essence of the contract and completion of delivery dates agreed to are binding on the seller. In the event the seller is not able to supply as per the delivery schedules given by BNPM, Purchaser will have right either to cancel the order without prejudice to any other rights or to make purchase from an alternate source at the risk and cost of the seller.

In case of rejection and failure to replace goods, the order will be treated as incomplete and we may cancel the order and will arrange to purchase the goods from elsewhere at your risk and cost and the Purchase Order / LOI on you will be cancelled and action taken as per the order terms.

16. **Risk Purchase Clause:** If the supplier fails to abide by the terms and conditions of the contract/agreement, or fails to supply the material as per the delivery schedule or any time repudiates the contract,

SECTION I – NOTICE INVITING TENDER

Procure the tendered item / render service from other agencies at the risk and cost of the supplier. The cost difference between the alternative arrangement and existing contract value wherein default has been made will be recovered from the supplier 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 supplier.

17. **Liquidated Damages:** If the supplier fails to deliver any or all of the goods 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 price of the delayed goods for each week of delay or part thereof until actual delivery, subject to a maximum deduction of 10% of the delayed goods' contract price(s).
18. **Force Majeure:** In the event of any unforeseen event directly interfering with the supply of stores 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 supplier 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.
19. **Fore-Closure Clause:** If at any time during the continuation of this contract, the use of material ordered in this contract is completely banned or due to drastic change in Government policy its use as, raw material is discontinued or is declared hazardous to public health or cause rising to civil commotion, epidemics, wide-spread strikes and 21 days' notice of such eventualities is given by purchaser to the seller, the seller without any right to enforce the contract, will agree to the fore-close the performance of balance portion of this contract and in that event no claim for damages or loss will be lodged against the purchaser.
20. **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.

SECTION I - NOTICE INVITING TENDER

21. **Tender Evaluation and award of work:** Bids will be evaluated as per the terms and based on responsiveness taking into account all relevant factors. While the lowest offer will generally be criteria, BNPM reserves the right to reject any offer including the lowest one if the same is not conforming to its norms. The decision of BNPM in this regard will be final.
22. **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.
23. **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.

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

(Authorized Signatory)

Name of the Person

Signing the Document: _____

Designation: _____

Seal with address: _____

Address of local office: _____

SECTION II – LIST OF REQUIREMENTS

ANNEXURE- I

LIST OF REQUIREMENTS/SPECIFICATIONS

| S No | Item Details | Unit | Quantity |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|
| 1 | <p>PREPAID GIFT CARDS (PHYSICAL CARDS)</p> <p><u>Requirements:</u></p> <ul style="list-style-type: none">a. Preload value – Rs. 3,000/- per card.b. The pre-paid cards should preferably be packed in a box/envelope containing instructions on card usage.c. Validity of card – 1 year from date of activation. <p><u>Features:</u></p> <ul style="list-style-type: none">a. The pre-paid card should be non-reloadable.b. The physical pre-paid card can be a direct usage card (or) transfer to e-wallet/e-pay and use type card.c. The prepaid cards should have facility for multiple transactions (i.e. split and use).d. The pre-paid cards should be enabled with features to ensure secure transactions across merchant POS outlets, online portals etc.e. The pre-paid cards/e-wallet/e-pay should be widely accepted viz. e-commerce, bill payments, POS/online payments etc.f. The pre-paid gift card should not be dedicated to any brand purchase (i.e. to spend on a particular brand). | Nos | 348 |

SECTION III - PRICE BID FORMAT

ANNEXURE-II

SCHEDULE OF PRICE

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

TENDER NOTIFICATION : BNPM/OTE/PREPAID GIFT CARDS/0412/2021-22 Dated 15.09.2021

SCOPE OF WORK: SUPPLY OF PREPAID GIFT CARDS AT BNPM, MYSURU.

| Name of the Firm | | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------|----------|-----------|--------------------------------------------------------------|---------------------------|--------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------|------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------|
| Sch No | Description of goods | HSN Code | Qty (Nos) | Unit Price (incl. of P&F, Insurance & Freight Charges) (INR) | Discount offered per card | Basic Unit Price (incl. of P&F, Insurance & Freight Charges) (INR) | GST@ _____% Amount (INR) | Total Basic Unit Price (incl. of P&F, Insurance, Freight & GST) (INR) | Input GST Credit (INR) {GST amount (if appl.)} | Effective Basic Unit Price (₹) | Total Effective price incl. of P&F, Insurance, Freight (F.O.R, BNPM, Mysuru) (INR) |
| | | | | | | | | | | | |
| 1 | PREPAID GIFT CARDS (FOR GIFT VALUE) | 3926 | 348 | 3,000.00 | | | | | | | |
| 2 | CARD ISSUANCE / ACTIVATION / OTHER CHARGES (IF ANY) | 3926 | 348 | | | | | | | | |
| Total effective price of goods (incl. of freight, P&F & any other charges) - in figures (INR) | | | | | | | | | | | |
| Total price of goods (incl. of freight, P&F, any other charges & GST) - in figures (INR) | | | | | | | | | | | |

SECTION III – PRICE BID FORMAT

Method of evaluation: The method of evaluation of bidder for awarding the contract shall be on **overall lowest (L-1) effective price** (i.e. overall price quoted by the bidder for all the items less GST) quoted by the bidder on F.O.R – BNPM, Mysuru basis.

1. We confirm that the quoted price is inclusive of all statutory levies, duties, freight, packing & forwarding, handling, loading/unloading, insurance and all other charges and charges for delivery at BNPM, Note Mudran Nagar, Mysuru and is firm.
2. We confirm that the quoted prices will remain firm and there would not be any price escalation during the supply period.
3. We confirm that we will abide by all the tender terms & conditions.
4. We confirm that we understood the scope of supply before quoting the price.

Note: In case of any discrepancies in unit price & total price, unit price(s) only shall be considered and total price shall be calculated accordingly.

Thanking you,

Yours faithfully,

(.....)

Seal

Name & Signature with date

SECTION IV - DECLARATION

ANNEXURE - A

Tender No. BNPM/OTE/PREPAID GIFT CARDS/0412/2021-22 Dated 15.09.2021

(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 for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.
2. The director/proprietor of the bidding firm are not closely related to BNPMIPL.
3. 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.

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 IV – DECLARATION

ANNEXURE - B

Tender No. BNPM/OTE/PREPAID GIFT CARDS/0412/2021-22 Dated 15.09.2021

(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 IV - DECLARATION

ANNEXURE -C

Tender No. BNPM/OTE/PREPAID GIFT CARDS/0412/2021-22 Dated 15.09.2021

(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-----

SECTION V – PROFORMA

ANNEXURE III

PROFORMA OF TECHNO-COMMERCIAL BID FOR SUPPLY OF PREPAID GIFT CARD

From
Company Name,
Address.

Date:

To
The Assistant General Manager,
Bank Note Paper Mill India Private Limited,
Administrative Building, Gate 1, Paper Mill Compound,
Note Mudran Nagar, Mysuru-570 003.

Dear Sir,

SUB: Part-I: Techno-Commercial Bid for Supply of Prepaid Gift Cards at BNPM, Mysuru

Ref: Your Tender No: BNPM/OTE/PREPAID GIFT CARDS/0412/2021-22 Dated 15.09.2021

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

A. FIRM'S BIO DATA

| | | |
|---|--------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1 | Name of the applicant / organization and address of the registered office/business office. | |
| 2 | Type of the organization (whether Sole Proprietorship / Partnership / Private Limited / Limited or Cooperative Body etc.). | |
| 3 | Name of the Proprietor / Partners / Directors of the Organization / Firm as the case may be. | (a) (b) (C) |
| 4 | Details of Registration - (whether Partnership firm, Company etc.) - Name of Registering Authority, Date, Registration No etc. | |
| 6 | (a) GST NO (b) PAN NO | |

SECTION V – PROFORMA

B. CONFIRMATIONS

1. We confirm that we have quoted exactly for the tendered product as per your specifications given and will supply the tendered product in numbers as per the delivery schedule and strictly as per your specifications.
2. We have separately given our Price bid offer exactly as per format “Annexure II” in a sealed cover.
3. We confirm that there would not be any price escalation during the supply period.
4. We confirm that we will abide by all the tender terms & conditions. As required, we enclose herewith the complete set of copy of Tender documents (including Terms & Conditions) duly signed by us with seal affixed as a token of our acceptance.
5. We have not been blacklisted/ debarred by BNPM/ Bharatiya Reserve Bank Note Mudran (P) Limited(BRBNMPL) / Security Printing & Minting Corporation of India Limited (SPMCIL) or any Govt. Departments for participation in the tender.

Thanking you,

Seal

Yours faithfully,

Name & Signature with date