OPEN TENDER ENQUIRY (OTE): TENDER NO. BNPM/OTE/BUILDING ILLUMINATION/0416/2021-22 ILLUMINATION OF BUILDINGS AT BNPM PLANT, MYSURU

OPEN TENDER ENQUIRY (OFFLINE)

Standard Bidding Document (SBD)

Procurement of Services

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 ILLUMINATION OF BUILDINGS AT BNPM, MYSURU

Tender No. BNPM/OTE/BUILDING ILLUMINATION/0416/2021-22 Dated 17.09.2021

This tender document contains <u>17</u> pages

The tender document is sold to:

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 28-09-2021 Opening of Technical Bids: 1600 Hours on 28-09-2021

OPEN TENDER ENQUIRY (OTE): TENDER NO. BNPM/OTE/BUILDING ILLUMINATION/0416/2021-22 ILLUMINATION OF BUILDINGS AT BNPM PLANT, MYSURU

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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 **Illumination of Buildings** 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
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. *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). Refer point 25 (page 8 & 9) for details.	Company's registration / Certificate of incorporation/Partnership Deed/Any other registration certificate (as applicable). (AND) Declaration as per Annexure–B on company's letter head duly signed & with company seal to be submitted.
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 28, 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 28, 2021** at the above mentioned address.

4. Quotation should be submitted to the offices of the BNPM, super subscribed "<u>Tender for Illumination of Buildings at BNPM, Mysuru"</u>. 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 "<u>Tender</u> <u>for Illumination of Buildings at BNPM, Mysuru</u>".

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.

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 completion of work and on submission of 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 service is to be carried out at BNPM as per directives of BNPM representative(s) for the occasion of Dussehra. The lights should be kept in working condition on buildings for a period of 7 days after fixing (as per instructions of BNPM representative). Fixing of lights should be completed within a period of 3 days from date of intimation & the same shall be removed after 7 days from date of complete fixing of lights (or) as per mutually agreed timelines between BNPM & successful bidder (if any). Time is the essence of this contract. No delay in delivery shall be acceptable and entertained.
- 14. **Delivery Terms:** It is responsibility of the service provider to arrange packing & forwarding, transportation, transit insurance, Boarding & Lodging expenses for manpower, tool charges and any other charges to complete services 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/Work 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,

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 contracted work is not completed within the timeline mutually agreed between BNPM & successful bidder, a sum equivalent to 0.5% 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/services contract price. Refer Section 24 of GCC (Section IV of this tender document) for detailed terms.
- 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.
- 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.
- 24. **Clause related to payment of CGST, SGST, UTGST & IGST:** The service providers are required to adhere the following procedure in order to honor the payment against CGST, SGST, IGST & UTGST in the invoice:
 - i. An invoice issued by the supplier of goods or services or both should be in accordance with the provisions of section 31 of the CGST Act and should contain all the prescribed information's in accordance with Chapter VI of CGST Rules 2017;
 - ii. A debit note issued if any, by a supplier/service provider should be in accordance with the provisions of section 34 of the CGST Act;
 - iii. The supplier/service provider should mandatorily upload the aforementioned documents in GSTR-1, details of outward supplies of goods or services within the prescribed time under GST Act;
 - iv. The supplier/service provider should provide the relevant documents to confirm the tax charged on the invoice has been paid to the credit of government after adjusting with ITC if any.

Notwithstanding above, the supplier/service provider should provide indemnification as follows: "In the event of non-compliances with respect to GST Act and Rules by the supplier, the purchaser is allowed to adjust the GST amount from retention amount

(either in BG or in Cash) held by the company. If no amount is available for recovery, the supplier/service provider will refund the GST liability within 10 days from the date of GST reversal in GSTRN".

The above requirements are mandatory to claim any GST liability, failing which, the GST liability will not be paid/reimbursed/accepted.

- 25. 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) Bidder means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms, or companies), every artificial judicial person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person participating in a procurement process.
 - II) "Bidder from a country which shares a land border with India" for the purpose of this order means:
 - a) An entity incorporated, established or registered in such a country; or
 - b) A subsidiary controlled through entities incorporated, established or registered in such a country, or
 - c) An entity substantially controlled through entities incorporated, established or registered in such a country, or
 - d) An entity whose beneficial owner is situated in such a country; or
 - e) An India (or other) agent of such an entity; or
 - f) A natural person who is a citizen of such a country; or
 - g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
 - III) The beneficial owner for the purpose of (iii) above will be as under :-
- 1) In case of a company or limited liability partnership, the beneficial owner is the natural person (s), who, whether acting alone or together, or through one or more judicial person, has a controlling ownership interest or who exercise control through other means.

Further explanation:

- a) "Continuing ownership interest" means ownership of or entitlement to more than twenty five per cent of shares or capital or profits of the company;
- b) "Control" shall include the right to appoint majority of the director or to control the management or policy decision including by virtue of their shareholding or management rights or shareholder agreements or voting agreements;

- 2) In case of partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more judicial person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
- 3) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more judicial person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- 4) Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- 5) In case of a trust, the identification of beneficial owners(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership
- IV) An agent is a person employed to do any act for any another, or to represent another in dealings with tired person.
- V) The successful bidder shall not be allowed to sub contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority.

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	Supply, fixing & removal of LED Serial Lights on rental basis for a period of 7 days (1 Serial Light Set = 8 meter length min for decoration)	Nos	1,500
2	Supply, fixing & removal of LED Tape Lights on rental basis for a period of 7 days (1 Tape Light Set = 9 meter length min for decoration)	Nos	150
3	Supply, fixing & removal of Para Lights (for decoration) on rental basis for a period of 7 days	Nos	30

Scope of work:-

- a. The list of requirements provided above are to be installed at BNPM, Mysuru and should be kept in working condition for a period of 7 days on the occasion of Dussehra (Nadahabba) in its buildings like Administrative Building, Gate Complexes, Technical Building, Pulping Plant, Garden area etc.
- b. Tentative period of installation shall be during 1^{st} & 2^{nd} week of October 2021.
- c. The list of requirements provided in Annexure I are to be supplied on rental basis for a period of 7 days as per intimation provided by BNPM.
- d. The lights shall be installed by contractor within a period of 3 days from date of receipt of intimation from BNPM representative.
- e. The lights should be in good working condition. In case of any issues, the same shall be made correct (or) be replaced immediately for effective lighting. In case the lights have not been replaced after due intimation, payment for such non-working lights shall be withheld retrospectively for such date.
- f. 1 no of LED Serial Light set should be of minimum 8 meters in length.
- g. 1 no of LED Tape Light set should be of minimum 9 meters in length.
- h. Electrical power source shall be provided by BNPM to successful bidder. However in case of any requirement of electrical cable extensions to reach power source, the same shall be in scope of contractor.
- i. Contractor shall ensure that all lights are in good working condition on daily basis prior to start of lighting.
- j. Dismantling of installed lights after completion of required period shall be done by contractor.
- k. Since work is scheduled to be carried out at heights, all necessary safety personal protective equipment's / gears are to be supplied to working personnel by the contractor.

SECTION III - PRICE BID FORMAT

ANNEXURE-II

SCHEDULE OF PRICE

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

TENDER NOTIFICATION: BNPM/OTE/BUILDING ILLUMINATION/0416/2021-22 Dated 17.09.2021

SCOPE OF WORK: ILLUMINATION OF BUILDINGS AT BNPM, MYSURU.

Name of the Firm											
Sch No	Description of goods	SAC Code	Qty (Nos)	Basic Unit Price (INR)	Fixing & removal charges per unit (INR)	Basic Unit Price (incl. of fixing & removal charges) (INR)	GST@% Amount (INR)	Total Basic Unit Price (incl. of fixing & removal charges) (INR)	Input GST Credit (INR) {GST amount (if appl.)} (INR)	Effective Basic Unit Price (INR)	Total Effective price incl. of fixing & removal charges (F.O.R, BNPM, Mysuru) (INR)
			A	В	С	D=(B+C)	E=D*%	F=(D+E)	G=E	H=(F-G)	I=(H*A)
1	Supply, fixing & removal of LED Serial Lights		1,500								
2	Supply, fixing & removal of LED Tape Lights		150								
3	Supply, fixing & removal of Para Lights		30								

Total effective price for illumination of buildings (excluding GST) – in figures (INR)

Total price for illumination of buildings (including GST) – in figures (INR)

SECTION III - PRICE BID FORMAT

<u>Method of evaluation</u>: 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:

- a. In case of any discrepancies in unit price & total price, unit price(s) only shall be considered and total price shall be calculated accordingly.
- b. Price should be quoted exactly as per the format given above; Price bids with conditions / Counter conditions are liable for rejection.
- c. Multiple / Variable rate for single item, would lead to rejection of offer.

Thanking you,	
Yours faithfully,	Seal
()	
Name & Signature with date	

SECTION IV - DECLARATION

ANNEXURE - A

Tender No. BNPM/OTE/BUILDING ILLUMINATION/0416/2021-22 Dated 17.09.2021 (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/BUILDING ILLUMINATION/0416/2021-22 Dated 17.09.2021

(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/BUILDING ILLUMINATION/0416/2021-22 Dated 17.09.2021

(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 ILLUMINATION OF BUILDINGS AT BNPM, MYSURU

Date:

Company Name,
Address.
То
The Assistant General Manager,
Bank Note Paper Mill India Private Limited,
Administrative Building, Gate 1, Paper Mill Compound,

Dear Sir,

From

SUB: Part-I: Techno-Commercial Bid for Illumination of Buildings at BNPM, Mysuru

Ref: Your Tender No: BNPM/OTE/BUILDING ILLUMINATION/0416/2021-22 Dated 17.09.2021

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

Note Mudran Nagar, Mysuru-570 003.

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,	