



बैंक नोट पेपर मिल इण्डिया प्रा. लिमिटेड

BANK NOTE PAPER MILL INDIA PVT LIMITED

JV of SPMCIL - A Govt. of India Enterprises & BRBNMPL - A Subsidiary of RBI

Ph no. 0821-2401189; Email: karthikeyan.m@bnpmindia.com

LIMITED TENDER ENQUIRY – BNPM/LTE /338/2023-24

Issue Date & Time: 18.10.2023 15:00 hrs.

Closing Date & Time: 25.10.2023 15:00 hrs.

Mode of bid submission: In sealed envelope to address specified in this document/ by mail.

A. Scope of Work/ Supply:

Providing, supplying and fixing of Safety Sign Board as per the technical specifications as mentioned below and drawing

Sl.no.	Description	Qty*
1	Safety Sign Board (regular foam type) Supply and Installation of Foam type Display Boards as per following details: 1.Type : Foam board as the background material 2.Thickness : 5 mm thick foam board 3.Sticker Type : Self glowing sticker with 3M company double side tape/ sticker/ nailed / good quality adhesion 4. Printing Type : Good quality printing with glossy finish. 5. Others : Size of the board, Text, Font, Color etc. (As per Annexure-1).	350 Sqft. (As per price schedule)

Sl. No	Size of the board	Quantity required
1	3' x 5'	6 No's
2	3' x 3'	28 No's
3	3' x 2.67'	1 No

Bidder requested to visit the place of work to get first-hand information before quoting. Nothing shall be entertained at later stages.

B. Terms & Conditions:

1. Documents to be submitted:

- Signed copy of this document (All the pages).
- Filled price details as per the format provided below in this document.
- Technical details /datasheet for the enquired product (if applicable).
- Micro / Small Enterprise (Certificate issued by MSME)/UAM/NSIC certificate (If applicable).
- PAN Copy.
- GST Copy.



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- g) Self-Declaration for defect liability period as mentioned in the annexure-1
2. **Price:** Price should be inclusive of P&F, Freight, Transit Insurance and GST. Price shall remain fixed & no price variation shall be accepted till completion of contract.
3. **Terms of Payment:**
100% of the bill value shall be paid on completion of Successful supply and fixing at BNPM Premises and on production of all required documents by the supplier. Payments to suppliers shall be made by account payee cheque or through ECS in INR only.

TDS if any, will be applicable as per statutory norms.

Payment shall be made after completion of works at BNPM, Mysore, subject to satisfactory condition and duly certified by BNPM officials.

4. **Delivery Terms & Delivery Address:** Delivery shall be made on F.O.R Basis, Bank Note Paper Mill India Pvt. Ltd., Mysore.

It is responsible of the bidder to arrange transportation and labour required for completion of supply and fixing on FOR destination basis.

5. **Taxes:** All Taxes shall be as applicable in GST regime.
Payment of CGST, SGST, IGST & UTGST: The suppliers are required to adhere the following procedure in order to honour the payment against CGST, SGST, IGST & UTGST in the invoice.

- i) An invoice issued by the vendor for goods or services or both as applicable should be in accordance with the provisions of Sec 31 of the CGST Act & should contain all the prescribed information's in accordance with Chapter VI of CGST rules 2017.
- ii) A debit note issued if any, by the vendor should be in accordance with the provisions of Sec 34 of the CGST Act.
- iii) The vendor should mandatorily upload the aforementioned documents in respective GSTR, details of outward supplies of goods or services as applicable within the prescribed time under GST Act.
- iv) The vendor should provide the relevant documents to confirm the tax charged on the invoice has been paid to the credit of government after adjusting the ITC if any.

Notwithstanding the above, the supplier should provide indemnification as follows:

In the event of non-compliances with respect to GST Act & Rules by the successful bidder, 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 successful bidder 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, falling which, the GST liability will not be paid /reimbursed/accepted.

- A. **The bidder should consider the following points while quoting GST Rate in their bids:**



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1. In case of unregistered bidders, the rate and amount of GST shall be shown as “Nil”.
2. In case of a compounding dealer, GST shall be quoted as “Nil” as compounded dealers cannot collect GST from the consumers. The price quoted therefore shall be construed as all inclusive.
3. In case of work contracts or pure labour contracts, the bidder shall quote single GST rate for the work.
4. In case of composite supplies, i.e., a supply consisting of one principal supply and other ancillary supplies, the supply will attract the GST Rate of the principal supply. For example, if Item A in the supply order is the major or principal supply and other items are ancillary supplies, the bidder shall quote the GST Rate applicable to the principal goods (i.e., Item A) being supplied.
5. In case of mixed supply, i.e., a combination of two or more individual goods made together for a single price (each of these items can be supplied separately and is not dependent on any other), the total supply will attract the GST rate of the item which has the highest rate of tax. For example, if Item A in the mixed supply attracts highest rate of tax, the bidder shall quote the GST rate applicable to item A for total mixed supply.
6. In case of supplies which are neither composite nor mixed supplies, the bidder shall quote the GST Rate applicable to each item of supply separately.
7. If there is any difference of opinion regarding classification in HSN code, the bidder should sought clarification/raise query within the given time from the date of tender and it would be clarified before submitting the bid. Once clarified then that will be final & binding and no deviation shall be granted.

B. Tender Evaluation for determination of L1 price:

a. Indigenous/Domestic Bidder

1. If the tenderer/bidder does not include the details of GST separately in the tender/quotation, the same shall be rejected
2. The HSN code of the product/services shall be determined at the tendering stage itself and mentioned in the price bid format to quote the GST rate according to the specified HSN code.
3. The evaluation of tender for three categories of GST registration is provided below:

Particulars	Registered	Compounding	Unregistered*
Basic Price	xxx	xxx	xxx
Add: GST	X	-	X
Add: Cess on GST	xx	-	xx
Less Input Credit	X	-	X
Total price	xxx + X + xx - X	xxx	xxx + X + xx - X

4. If the bidders participated in a tender is unregistered, the GST shall be payable by the purchaser under reverse charge and shall be added to the quoted rate to arrive at the Gross price and input credit, if any shall be deducted from the total landed cost to arrive at the net comparable price.

C. Other instructions for the bidders to claim any GST liability, failing which, the GST liability will not be paid/reimbursed/accepted:



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1. Registered/compounding Contractor/supplier should produce GST Invoice containing all the particulars stated in Rule 46 of the CGST Rules, 2017 in accordance with the provisions of Section 31 of the CGST ACT.
2. The supplier should mandatorily update the invoice details in GSTR-1, details of outward supplies of goods or services within the prescribed time under GST Act
3. The Payment shall be made net of TDS as per the provisions of CGST/SGST/IGST Act.
4. Wherever there is difference in the amount admitted, the supplier may be directed to issue a Credit Note (in case of reduction in the Invoice value)/Debit Note (in case of increase in the Invoice value), and payment shall be released only after the receipt of such Debit or Credit Note
5. Supplier 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.
6. Supplier should provide indemnification as follows: “In the event of non-compliances with respect to GST ACT and Rules by the supplier, the supplier should refund the GST liability within 10 days from the date of GST reversal in GSTRN failing which the purchaser shall recover the GST amount from the retention amount (whether in BG or in Cash) held by the company”.

6. Liquidated Damages (LD): Liquidated damages shall be applicable at the rate of 0.5% per week or part thereof until actual delivery or performance, subject to a maximum deduction of 10% of the delayed good's /service's contract price.

7. Delay in supplier's performance: Time for and the date specified in the contract or as extended for the delivery of the stores shall be deemed to be the essence of the contract and the supplier shall deliver the goods and perform the services under the contract within the time schedule specified by BNPM in the contract.

Any delay attributable to the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all the following sanctions besides any administrative action such as (a) Imposition of liquidity damages; (b) Termination of contract for default.

8. Extension of Time: If the contract is delayed in the progress of work by changes ordered in the work, or any clause which BNPM shall decide to justify the delay, then the time of completion shall be extended by a reasonable time.

If at any time during the currency of contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform BNPM in writing about the same and its likely duration and make a request to BNPM for extension of the delivery schedule accordingly. On receiving the supplier's communication, BNPM shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.



- 9. 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.

- 10. 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.

- 11. 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.

- 12. 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.

- 13. 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.



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14. 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.



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15. Price Bid Format:

SI No	Material Description	UOM	Qty	Unit Price (INR)	P&F, Insurance & Freight Charges (INR)	GST@ Amount (INR)	Unit price including P&F, Insurance, Freight & GST (INR)	Total price inclusive of P&F, Insurance, Freight & GST (F.O.R, BNPM, Mysuru) (INR)	Input GST Credit (INR) {GST amount * Total quantity}	Effective price inclusive of P&F, Insurance, Freight (F.O.R, BNPM, Mysuru) (INR)
A	B	C	D	E	F	G	H=E+F+G	I=H*D	J=G*D	K=I-J
1	Safety Sign Board (regular foam type) Supply and Installation of Foam type Display Boards as per following details: 1.Type : Foam board as the background material 2.Thickness : 5 mm thick foam board 3.Sticker Type : Self glowing sticker with 3M company double side tape/ sticker/ nailed / good quality adhesion 4. Printing Type : Good quality printing with glossy finish. 5. Others : Size of the board, Text, Font, Color etc Matter on broad to be written and size of boards attached in this enquiry.	Sqft	350							

Note: The quoted price should be inclusive of P&F, Freight, Transit Insurance and any other charges required for delivery of item to BNPM, Mysuru.



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We hereby confirm that

1. We accept all the terms & conditions mentioned in the enquiry.
2. Price quoted is inclusive of P&F, Insurance, Freight and GST on F.O.R Basis, BNPM Plant, Mysore.
3. HSN Code:
4. GST registration status: Unregistered / Compounding / Registered.
5. Delivery/work completion period: (Days / Weeks)
6. Warranty Period/Defect liability period: Months (Time Period to be specified in case warranty period is less than 12 months / NA to mentioned in the in case warranty is not applicable)
7. Bid validity: 30 days from date of closing of tender including extensions/corrigendum's (if any).
8. Bank Details: Acc. No.; Bank Name:;
Branch name:; Branch Code:;
IFSC:
9. MSME / NSIC status: (If yes, then supporting document to be submitted along with the offer)
(Please fill above: MSI – For Micro Enterprises; SSI – For Small Enterprises; MED.SI – For Medium Enterprises; NSIC – For National Small Industries Corporation regd. firm)

Signature of bidder:

Name of the Firm:

Seal of the firm:

GST No.:

Contact Details:

Contact Person:

Contact Number:

Contact E-Mail ID:



LIMITED TENDER ENQUIRY – BNPM/LTE/338/2023-24

BNPM/LTE/338/2023-24 dated XX.XX.2023

(To be submitted on Company 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-----

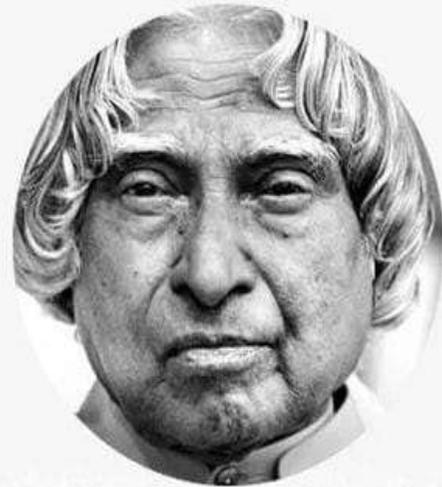
Stamp of the Organization-----



Annexure-1

Standing alone doesn't
mean I am alone,
it means I'm strong
enough to handle things
all by myself.

Size: 3' x 5' - 2 No's



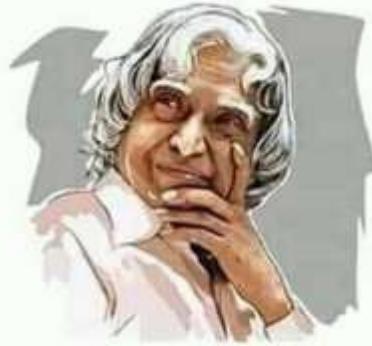
Trust
is like glass,
once broken it
will never be the
same again.

Size: 3' x 3' - 1 No



"EGO" is the only
requirement to
destroy any
relationship
so be the bigger
person skip the 'E'
and let it 'GO'.

Size: 3' x 3' - 1 No



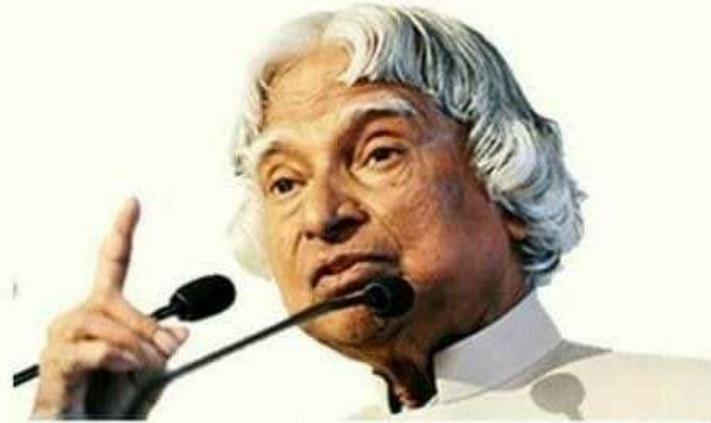
You cannot change your future, but, you can change your habits, and surely your habits will change your future.

Size: 3' x 3' - 1 No



Always be true
and original,
because no one
can replace you.

Size: 3' x 3' - 1 No



Don't compare your life
to others .. There's no
comparison between
the sun and the moon.
They shine when it's
their time.

Size: 3' x 3' - 1 No



Size: 3' x 3' - 1 No

**If you
know you
can do
better..
then do
better.**

Size: 3' x 2.7' - 1 No



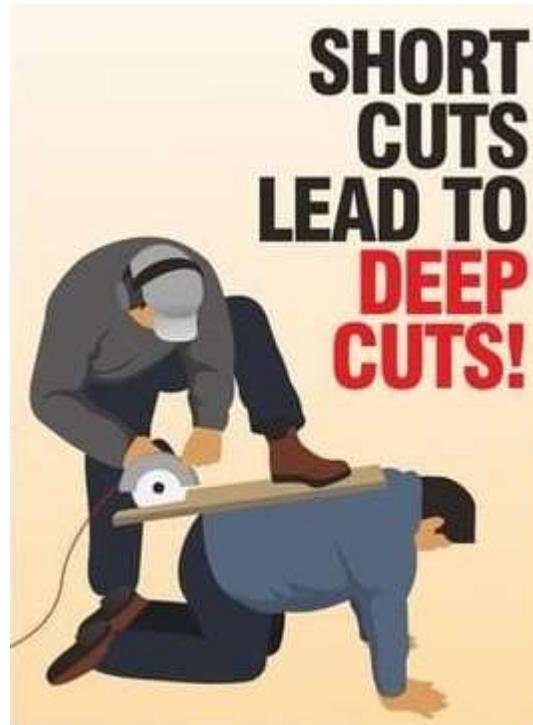
**COMING TOGETHER
IS A BEGINNING.**

**KEEPING TOGETHER
IS PROGRESS.**

**WORKING TOGETHER IS
SUCCESS.**

Size: 3' x 3' - 1 No



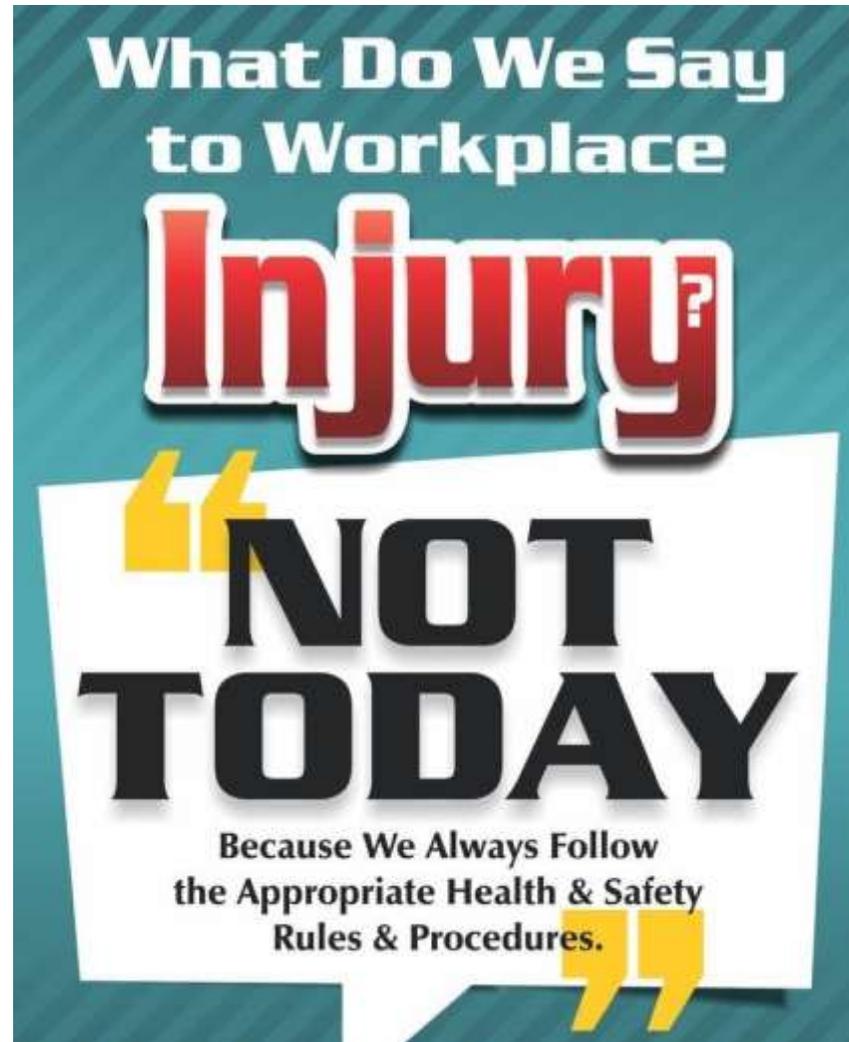


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Size: 3' x 3' - 1 No





Size: 3' x 3' - 1 No

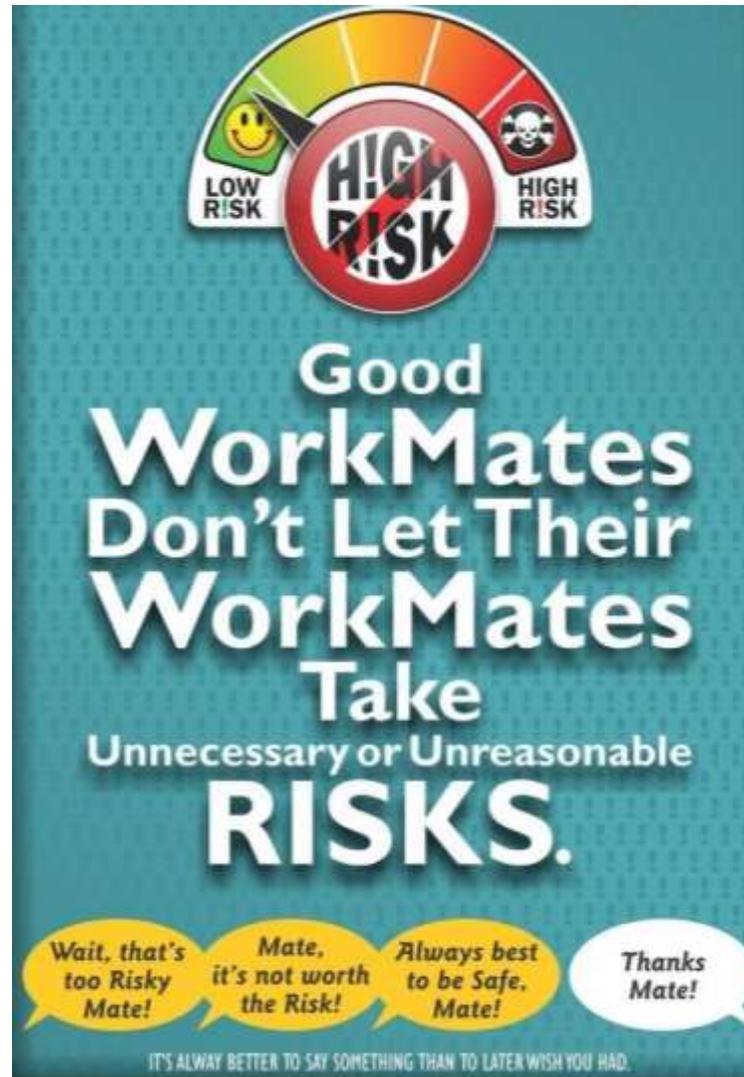
LEADERSHIP BEHAVIORS

WHICH REDUCE INJURIES

- 1 Spend time with your team members and help them identify the problems, before they arise.
- 2 Don't turn a blind eye to safety, even when you are running behind your schedule and under pressure.
- 3 Regularly discuss ways to improve safety.
- 4 Make sure to praise and reward safety behaviour.
- 5 Welcome and listen, when your employees report safety problems and incidents.
- 6 Educate your employees on the importance of safety.
- 7 Provide constructive feedback for unsafe behaviours.
- 8 Be fair and don't allow double standards.
- 9 Often visit your workplace and observe your employees safe behaviours.
- 10 Engage your employees in solving safety problems.
- 11 Continually encourage employees to work safely.
- 12 Talk about your beliefs on the importance of safety.



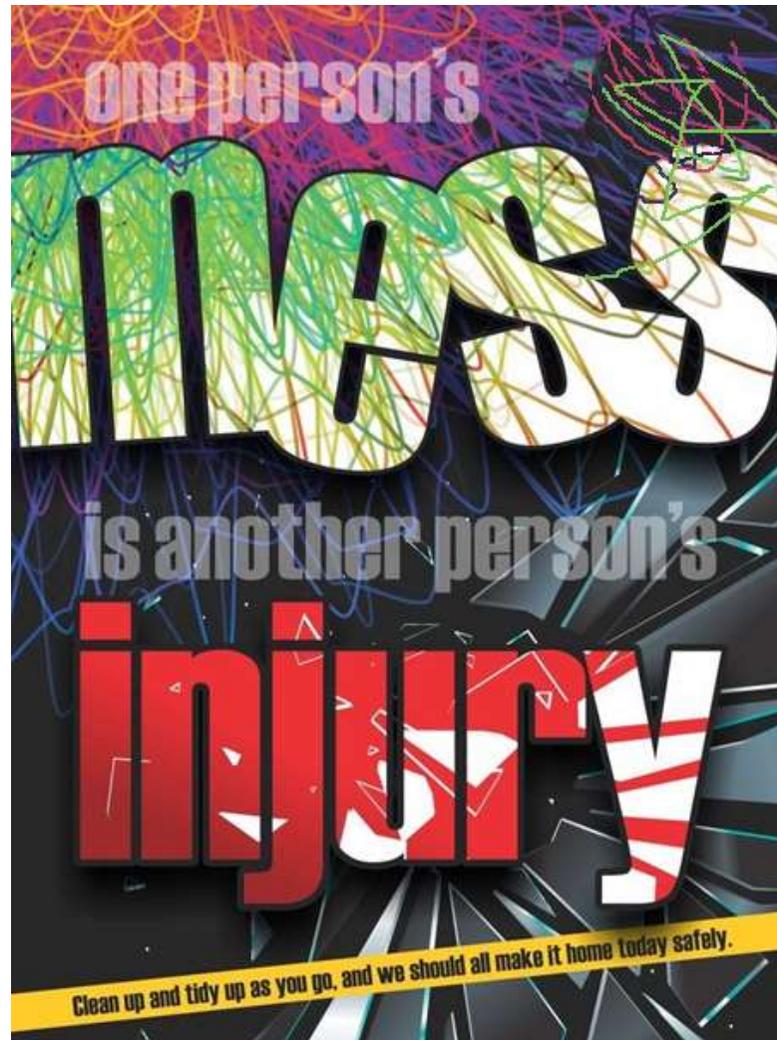
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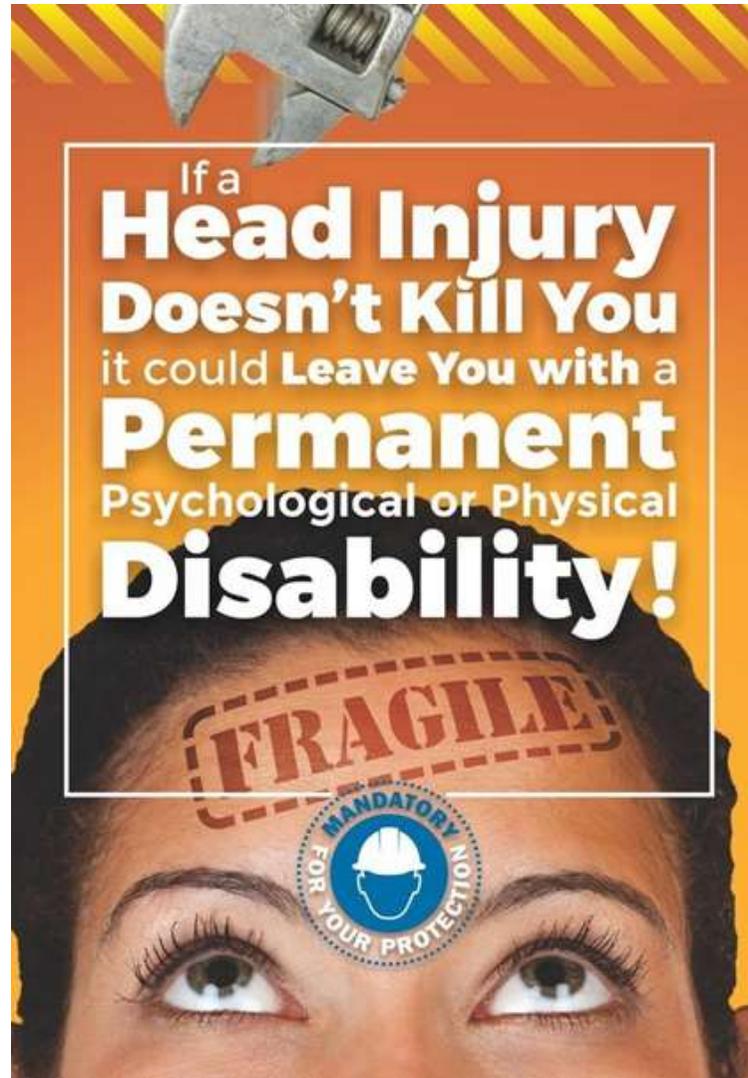
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Size: 3' x 3' - 1 No





Size: 3' x 3' - 1 No

TIPS FOR WORKING NIGHTSHIFT

SLEEPING

- *Avoid Caffeine Drinks and Alcohol for few hours before trying to sleep.*
- *Unwind mentally.*
- *Make your room dark, quiet and cool. Consider ear plugs, block out curtains and air-conditioning.*
- *Develop a Routine and stick to it.*
- **MAKE SLEEP A PRIORITY.**
Try to get 4-7 hours straight.

GENERAL

- *Keeping fit and eating right will help you with endurance required for working nights.*
- *Schedule time with your family.*

Do whatever it takes to get a good day's rest.

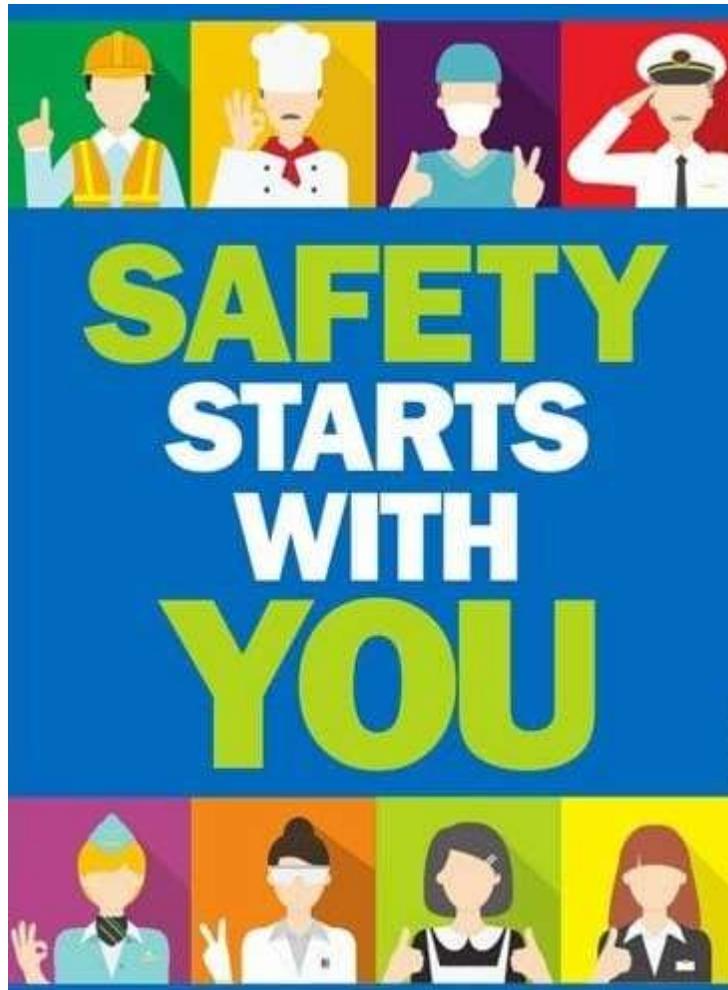
ONSHIFT

- *Eat Light Meals as you would if you were working during the day. Heavy meals take a lot of energy to digest so can leave you feeling tired and sluggish.*
- *If you are tired take EXTRA care - use checklists and double check everything important.*
- *If you are too tired to stay alert tell your supervisor. A 20 minute nap might be all you need to regain focus.*

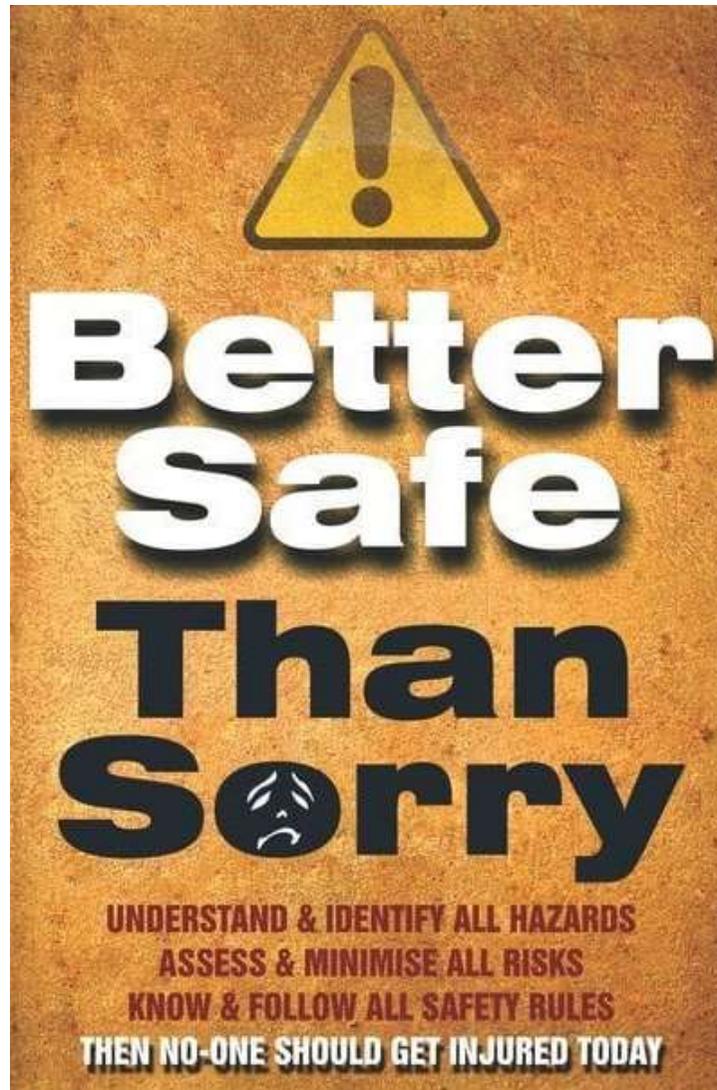
FIND OUT WHAT WORKS FOR YOU

Experiment to find out what works for you. Having an hour or two sleep when you come off shift, then later sleeping 4-6 hours before work might work for you. (Ask around to see what works for others.)

Size: 3' x 3' - 1 No



Size: 3' x 3' - 1 No



Size: 3' x 3' - 1 No

PERSONAL PROTECTIVE EQUIPMENT(PPE)

EAR PROTECTION
USE IN NOISY AREAS TO AVOID HEARING LOSS

RESPIRATORY EQUIPMENT
USE TO PROTECT FROM INHALING DUST AND OTHER CONTAMINANTS

SAFETY GLOVES
USE TO PROTECT YOUR HANDS FROM INJURY

SAFETY SHOES
USE TO PROTECT YOUR FEET FROM FALLING OR ROLLING OBJECTS

SAFETY HELMET
USE TO PROTECT YOUR HEAD FROM FALLING OBJECTS

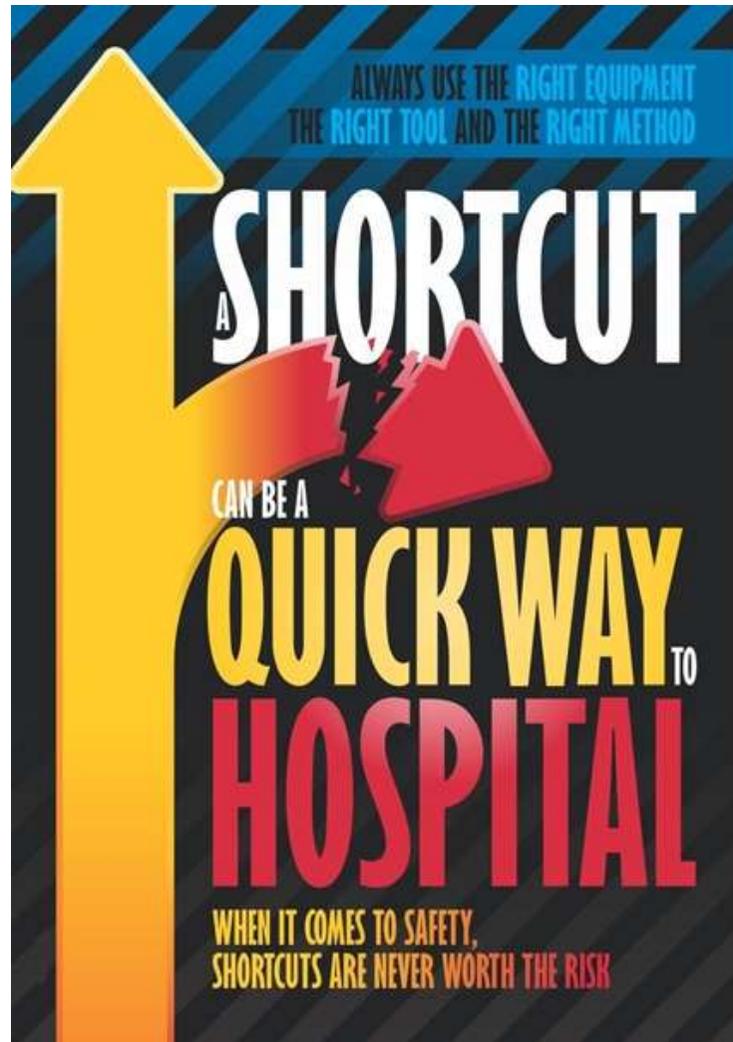
SAFETY GLASSES
USE TO PROTECT EYES FROM FLYING PARTICLES

REFLECTIVE CLOTHING
USE TO MAKE SURE YOU ARE HIGHLY VISIBLE TO OTHER PERSONNEL

YOU ONLY HAVE ONE BODY!

Size: 3' x 3' - 1 No





Size: 3' x 3' – 2 No's



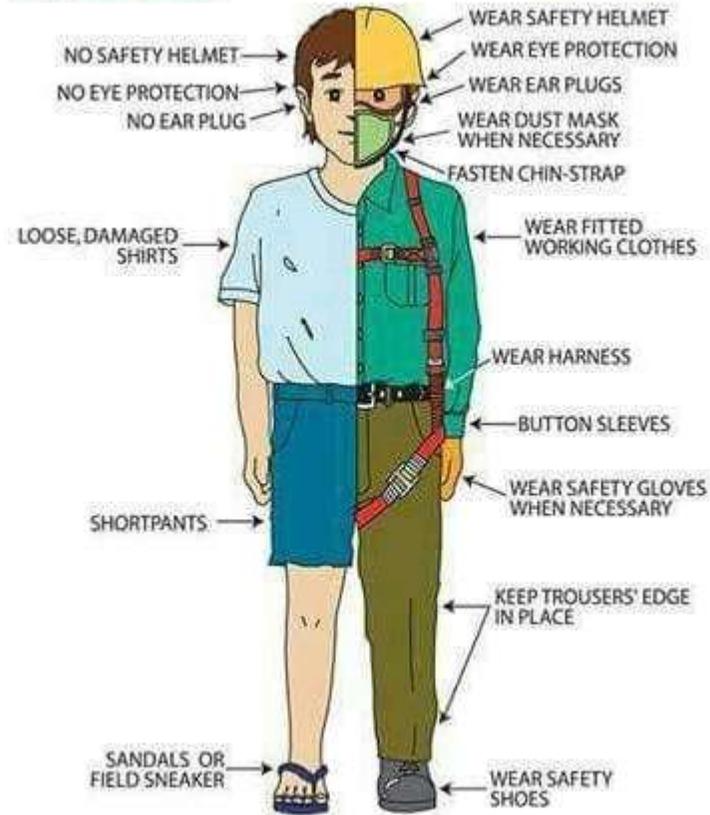
WORK AT HEIGHT

Do's	Don'ts
 <p>Check the suitability & calibration of all equipments All PPE must be suitable for working at height.</p>	 <p>Do not carry any loose items of work equipment when climbing.</p>
 <p>Always select the right anchor point. PPEs will not help if the anchor point selection is wrong.</p>	 <p>Do not use the equipments which do not conform to the applicable relevant standards.</p>
 <p>Rope access work to be planned, supervised and undertaken by competent specialists.</p>	 <p>Do not leave any unprotected edges on completion of any tasks that require opening of hatches or guardrails.</p>
 <p>All lifts should be correctly planned and supervised by a competent person.</p>	 <p>Do not pass the Lanyard over sharp edges between anchor point and climber.</p>
 <p>All lifting equipment must undergo pre-use check by user, and periodic thorough examinations.</p>	 <p>Do not expose the personal fall protection systems to rough or sharp edges, as these can damage ropes and lanyards.</p>
 <p>Always wear lightweight and flexible suit.</p>	 <p>Do not appoint a same person for inspection and routine maintenance of the equipments.</p>
 <p>Keep better and walkways clean of oil spillages, tea trolley etc.</p>	 <p>Do not carry work at a height if there are no appropriate ergonomic conditions or work equipments are not suitable.</p>

Size: 3' x 3' - 1 No

UNSAFE

SAFE



Size: 3' x 3' - 1 No

6S LEAN WORKPLACE

1. SORT

Organization – keeping only what is necessary and discard everything else – when in doubt, throw it out



2. SET IN ORDER

Orderliness – arranging and label only necessary items for easy use and return by anyone



3. SHINE

Cleanliness – keeping everything swept and clean for inspection – for safety and preventative maintenance



4. STANDARDIZE

Standardized cleanup – the state that exists when the first three pillars or "S's" are properly maintained



5. SUSTAIN

Sustaining the discipline – making a habit of properly maintaining correct procedures



6. SAFETY

Accident prevention – awareness of all activities to identify and eliminate hazards for a zero accident and injury-free workplace



Size: 3' x 3' - 1 No



A Mistrake You See
but Do Nothing to Fix, becomes
Your Mistrake Too

A Safe Workplace is Everyone's Responsibility.



See it

Whenever you see a mistake which could hurt someone, you have a responsibility to protect others from it.



Sort it

If you're not able to fix the problem yourself, isolate it and report it so it can't hurt anyone.



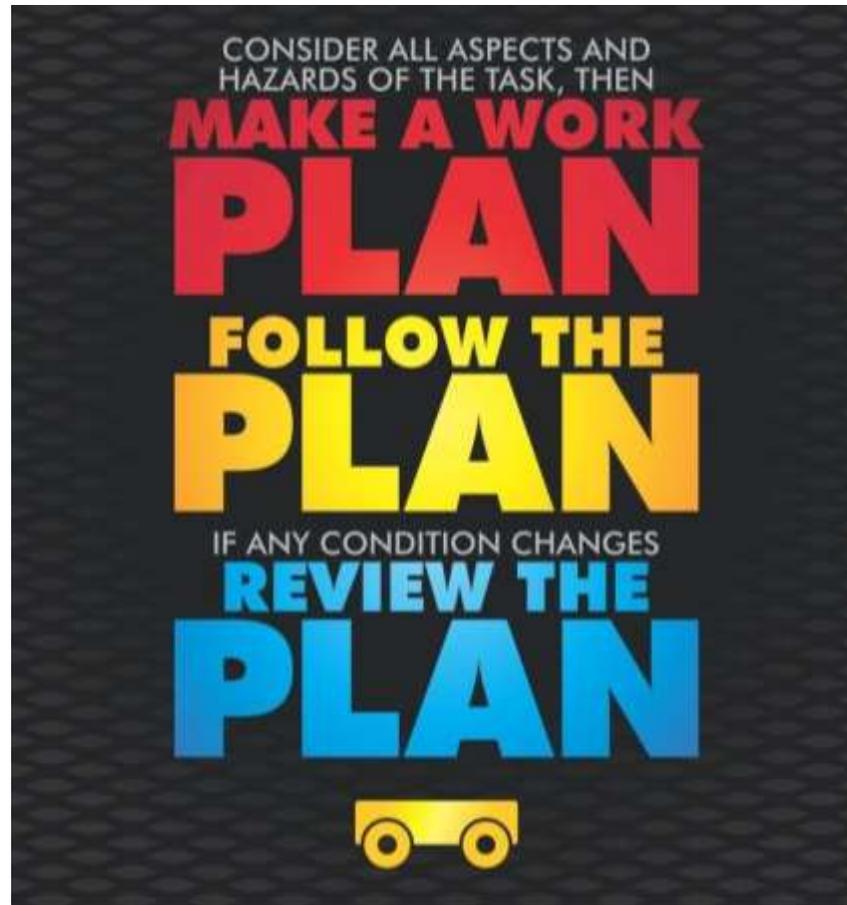
Report it

Whether you were able to fix the problem or not, it still needs to be reported so others can be taken to prevent the chance of it happening again.

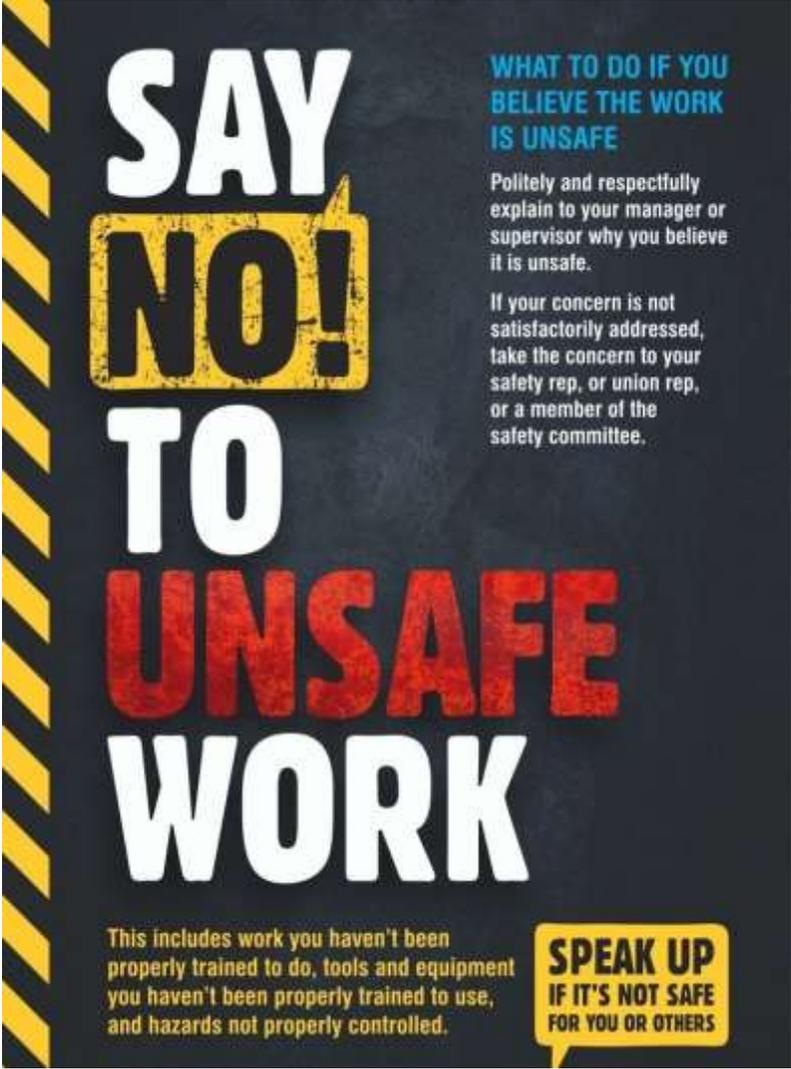
The injury you prevent, could be your own.

Size: 3' x 3' -1 No





Size: 3' x 3' -1 No



**SAY
NO!
TO
UNSAFE
WORK**

WHAT TO DO IF YOU BELIEVE THE WORK IS UNSAFE

Politely and respectfully explain to your manager or supervisor why you believe it is unsafe.

If your concern is not satisfactorily addressed, take the concern to your safety rep, or union rep, or a member of the safety committee.

This includes work you haven't been properly trained to do, tools and equipment you haven't been properly trained to use, and hazards not properly controlled.

**SPEAK UP
IF IT'S NOT SAFE
FOR YOU OR OTHERS**

Size: 3' x 3' -1 No





Size: 3' x 5' -2 No's



Size: 3' x 5'



Size: 3' x 5'