



Bank Note Paper Mill India Private Limited
Corporate Office, Gate 1 Administrative Building, Paper Mill Compound
Note Mudran Nagar, Mysuru, 5700003 Karnataka, India
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NOTICE OF EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF CONSULTANT FOR PREPARATION OF FINANCE/ACCOUNTS & BUDGET MANUAL

EOI No. : BNPM/EOI/Consultant-FA/ 86/2017-18 DATED 06.11.2017

Bank Note Paper Mill India Private Limited (BNPM) is a joint venture company of Security Printing and Minting Corporation of India Ltd (SPMCIL) a Government of India Enterprise, and Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL), a subsidiary of Reserve Bank of India, **invites Expression of Interest** from, competent and resourceful Professional consultants / Agencies (Individual/Trust/Society/partnership firm/LLP/Company) for appointment as consultant for preparation of finance/accounts & budget manual to develop comprehensive policy manuals for consistent and uniform practice of policy guideline across all locations of the company.

The applicants fulfilling the eligibility criteria as given in Annexure 3 are requested to express their interest in providing services in the specimen given in Annexure 4 to this expression of interest. The Expression of Interest must be submitted with the brief profile of the Consultant/ Agencies (Individual/Trust/Society/Partnership firm/LLP/Company), total experience in the field of providing services in preparation of finance/accounts & budget manual, their past performance in similar type of assignment for any of the public sector undertakings/Government Organisation/Joint sector Companies/Reputed listed Private sector Companies/ Multi-national companies engaged in manufacturing & process industries. The Expression of Interest must be sent to the following address:

The Managing Director
Bank Note Paper Mill India Private Limited
Corporate Office,
Gate 1 Administrative Building, Paper Mill Compound
Note Mudra Nagar, Mysuru -570 003
Karnataka, India

Response to EOI shall be sent on or before 1500 hours on 06 December 2017



Steps in the process:

1. Receipt and Evaluation of EOI
2. Presentation by bidders on past performance & proposed scope of assignment.
3. Issue of tender document to short listed firms..
4. Pre-bid meeting with intending bidders.(if so required)
5. Receipt and evaluation of bids
6. Discussion/negotiations of terms and conditions, if so required
7. Finalisation and award of work

Details of Annexures:

1. Brief background of the company and promoters - Annexure 1
2. Broad objective & scope of work – Annexure 2
3. Eligibility Criteria – Annexure 3
4. Specimen Response letter to EOI as Annexure 4

For and behalf of Bank Note Paper Mill India Private Limited

Alok Kumar
(Assistant General Manger)

Note: The Company reserves the right to accept/reject any application at its sole discretion and/or cancel the entire exercise. Mere fulfilling the minimum eligibility criteria will not confer any right on the applicant to be called for discussion/ selection.



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Background of the company and promoters and objective of EOI

Bank Note Paper Mill India Private Limited (BNPM) (www.bnpmindia.com) is a 50:50 Joint Venture Company promoted by Security Printing and Minting Corporation of India Ltd (SPMCIL) (www.spmcil.com), and Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) (www.brbnmpl.co.in). BNPM registered office and the factory is at Mysore. The company has set up a green field banknote paper mill with a production capacity of 12000 metric ton per annum. This is a continuous process industry and the product is unique of its kind having fiduciary value more than its intrinsic worth. The project has been commissioned in April 2016 and is working on its rated capacity.

SPMCIL is a Mini-Ratna Category – I CPSE and a wholly owned schedule ‘A’ Company of Government of India and is under the administrative control of Department of Economic Affairs, Ministry of Finance, Government of India. It is engaged in sovereign function of printing of bank notes and minting of coins besides printing of many other security documents.

BRBNMPL is the wholly owned subsidiary of Reserve Bank of India, established with a view to augment the production of bank notes in India and to bridge the gap between supply and demand for bank notes in the country. The company is engaged in sovereign function of printing and supplying of bank notes.

The BNPM factory is situated at Note Mudran Nagar Mysore, Karnataka, and its Registered and Corporate Office is also situated at the same premises.

The Company intends to design, develop & implement comprehensive policy manuals (finance, accounts & budget) for consistent and uniform practice across all locations.

Keeping the objective in view, the Expression of Interest (EOI) is issued.



Broad objective & Scope of Work

1. Design, develop & deliver comprehensive policy manuals (finance, accounts & budget manuals) for consistent & uniform practice across all locations of the company for financial management & budgetary control;
2. Design & development of comprehensive budget manual for financial management through budgetary control;
3. Development of expenditure policies for revenue & capital expenditure including investment guidelines;
4. Design & development of scope & coverage of financial concurrence;
5. Preparation of delegation of power matrix with responsibility & accountability;
6. Developing financial performance benchmark – in terms of return on investment, financing cost, other manufacturing and administrative cost etc.;
7. Developing system & procedure of internal checks & control;
8. Design & development of accounting policies, standard chartered accounts, guidelines for preparation & presentation of financial statements following the applicable accounting standards;
9. Design & development of risk profile and risk management policy.

These are indicative & not exhaustive. A comprehensive scope of work will be developed before issue of tender document.



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Eligibility Criteria

1. The applicant should have experience in providing advisory/ consultancy services in the area of financial management including design, development & delivery of finance manuals (finance, accounts & budget manual) and effective Management Information System.

Experience:

2. The applicant should have provided consultant services in the field of design & development of finance/accounts & budgetary manual or development of comprehensive Financial Management Information System for at least at-least two Government/PSUs/Joint sector companies/multi-national companies/large listed private sector companies or in combination preferably engaged in manufacturing & process industries; during the last five years ending on 30 April 2017. (Documentary proof to be submitted).

Financial Standing

I) Bidder Firms should have average annual turnover of not less than Rs. 1.5 cr. from consultancy services of similar nature and should be financially sound and should have not suffered any financial loss for more than one year during the last three years period ending 31.03.2017

(ii) The net worth of the firm should not have eroded by more than 30% in the last three years period ending 31.03.2017.

The copy of audited balance sheet and Profit and loss accounts for last three financial years is to be submitted along with the proposal

Other qualifications:

3. The applicant should have valid Service Tax registration/GST Registration / and PAN (Documentary proof to be submitted)
4. The applicant firm should have professionally qualified resource person (CA/ICWA/CS/MBA from reputed institutions and like) experienced in the field of providing financial consultancy services. The applicant should provide complete profile of Directors/ Partners/ Individual professionals giving qualification & experience engaged by them.



Specimen Response letter for EOI

Date:

The Managing Director
Bank Note Paper Mill India Private Limited
Corporate Office,
Gate 1 Administrative Building, Paper Mill Compound
Note Mudra Nagar, Mysuru -570 003
Karnataka

Sub: EOI NO.: BNPM/EOI/Consultant-FA/ 86 /2017-18 DATED 06.11.2017

Dear Sir,

We have gone through the above referred EOI and understood your requirements with respect to preparation of Procurement Manual

We fulfil the eligibility criteria and undertake that;

1. We have noted, understood and agreed to all the terms and conditions of the EOI. In token of our acceptance we have signed and enclosed the EOI duly signed by the authorized representative.
2. I/we am/are _____ and I/We have enclosed the registration certificate issued under the Companies Act 1956/Limited Liability Partnership Act 2008/Partnership Act 1932/Co-operative Society Act 1912/Trust Act 1882 Service Tax laws/Professional Tax registration certificate as documentary evidence.
3. I/We have completed ____ no. of assignment for _____ during the year _____. I/we have enclosed the work order/completion certificate issued by _____ as documentary evidence.
4. We have the total experience of ____ years in the related field as on 30 April 2017.
5. The average annual turnover in 3 financial years i.e. 2016-17, 2015-16, 2014-15 is Rs.____. I/We have enclosed the annual report/statements of accounts (preferably



audited) and a statement of average annual turnover of last 3 years duly authenticated by an authorised official of the Company/firm.

6. I/we have enclosed the PAN Card copy and the registration certificate or as empanelled retainer.
7. We also enclose our brief profile and list of our major clients for your consideration and a few brief samples cases of our earlier assignments
8. We will be interested to present our proposal and demonstrate our past performance before you at a meeting at your convenience.

For_____

(Name and designation of officer)

Encl:

1. Duly signed EOI
2. Registration certificates
3. Work order or completion certificate
4. Annual report/income tax return and a statement of average annual turnover of last 3 years.
5. PAN Card copy and copy of Service Tax/GST registration certificate
6. Brief profile and list of major clients

