



Bank Note Paper Mill India Private Limited
Corporate Office, Gate 1 Administrative Building, Paper Mill Compound
Note Mudran Nagar, Mysuru, 5700003 Karnataka, India
Tele- 0821 2401 111, Fax 0821 2401 222
Email info@bnpmindia.com
Website www.bnpmindia.com

NOTICE OF EXPRESSION OF INTEREST (EOI) FOR AVAILING HUMAN RESOURCE CONSULTANCY SERVICES - DESIGNING/DEVELOPING OF HR AND ADMINISTRATIVE MANUAL

EOI No. : BNPM/EOI/Consultant-HR/ 87/2017-18 DATED . . .2017

Bank Note Paper Mill India Private Limited (BNPM) a joint venture of Security Printing and Minting Corporation of India Ltd (SPMCIL) a Government of India Enterprise, New Delhi and Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL), a wholly owned subsidiary of Reserve Bank of India, Bangalore incorporated under the Companies Act 1956 on 13th October 2010 **invites participation from** HR Consultants (partnership firms/companies/LLPs) for developing/designing the comprehensive HR and administrative manual for uniform and consistent management practices.

HR consultants 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 profile of the organization, total experience of the firm/company/LLP including details of their experience in similar type of assignment for any public sector undertakings/Govt. department/large listed private sector companies/ Multi-national companies preferably 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
Administrative Building, Paper Mill Compound,
Note Mudran Nagar, Mysore - 04
Ph: 0821-2401128
e-mail: akmandal@bnpmindia.com
CC to email: companysecretary@bnpmindia.com

Response to EOI shall be sent on or before 4:00 pm of th ; © > ; @2017



Steps in the process:

1. Receipt and Evaluation of EOI
2. Pre-bid meeting with intending tenderers.
3. Issue of tender document along with the scope of work and terms and conditions
4. Receipt and evaluation of bids
5. Discussion/negotiations of terms and conditions, if so required
6. Finalisation and award of mandate

Details of Annexures:

1. Brief background of company, promoters and manpower details of the company as Annexure 1
2. Board Scope and objective 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
(Asst. General Manger)

Note:

- 1. The Company, in the year 2014 had called for the EOI (BNPM/CO/EPI/HR CONSULTANCY/08/2015-16) for designing/developing of HR Policies and Practices with regard to performance management system. Those bidders who have already responded to that EOI may not submit their response again provided they meet the eligibility criteria as on the date of this EOI. The company will send intimation on issue of tender for availing HR consultancy service to them in due course on finalisation of the present EOI.**
2. 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.



Background of the company and promoters:

Bank Note Paper Mill India Private Limited (BNPMIPL) (www.bnpmindia.com) is a 50:50 Joint Venture Company promoted by Security Printing and Minting Corporation of India Ltd (SPMCIL), New Delhi (www.spmcil.com) and Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL), Bangalore (www.brbnmpl.co.in) Its registered office and site office is at Mysore. The company is implementing the project of setting up of bank note paper mill with a capacity of production of 12000 metric ton per annum of bank note paper in two phases of 6000 TPA each. This is a continuous process industry and the product is unique of its kind and having fiduciary value more than its intrinsic worth. The manufacturing unit is a prohibited/restricted area and the responsibility of physical and gadgetry security is entrusted to Central Industrial Security Force (CISF).

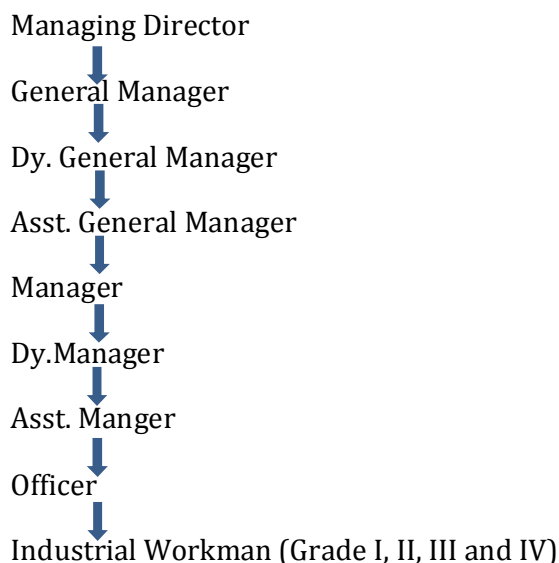
SPMCIL is a Mini-ratna Category – I CPSE and a wholly owned schedule ‘A’ Company of Government of India and is under the administrative control of Department of Economic Affairs, Ministry of Finance, Government of India. It is engaged in sovereign function of printing of bank notes and minting of coins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

Manpower details

The total strength of manpower for the project is estimated to be 400 personnel (both executive cadre and non-executive cadre). The company has hired the required number of personnel and has also started the promotion exercise.

The organizational hierarchy is as under:



The manpower inventory of the company comprises of

- Executive Cadre
 - Technical stream consists of engineering graduates and (to a limited extent) diploma engineers
 - Non-technical stream consists of CS/CA/CWA/MBAs. Etc

- Non-executive cadre – Minimum qualification for workman in technical stream is ITI (at lower level)/Diploma engineers (at higher grade) and for non-technical stream, it is graduate.

Objective:

The Company intends to design, develop and implant comprehensive H R and Administrative manual for uniform and consistent practices across the company for 'good corporate governance'



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Board Scope and objective of work

- I. Preparation of HR and administration manuals for implementation by the company and shall include:
 - a. Conducting study/Gap Analysis of the existing processes of the company and corresponding manuals currently being followed by the different departments in company wherever there is an internal manual available and followed
 - b. Audit of the existing procedures/manuals and create manuals wherever they do not exist
 - c. Suggesting and making changes to the manuals wherever required, in sync with the current best practices being followed in the industry in the public domain.
 - d. Preparation of the final step by step guidelines for all departments in company
 - e. Devising performance management system
- II. Training and development
- III. Organize the Divisions with staff strength
- IV. Design and development of comprehensive administrative manual for administering various facilities and employee schemes.
- V. Preparation of Delegation of power matrix with responsibility and accountability

Purpose of the Manual

- a. Manual should provide officials with all the basic guidelines about how to perform their duties.
- b. Manual should give an explanation about how to perform specific tasks.
- c. Guides the general procedures and policies that govern the way in which the office is managed. This should describe in detail the responsibility and duties of a specific employee or officer. The hierarchy of position should be explained so that no boundaries are crossed.
- d. Manual should also outline how one is expected to conduct themselves in the organization.
- e. Manual should help the employees/officers in their day to day working in staying consistent and reducing confusion and error.



The manual may be classified into:

- a. Organisational manual
- b. Administrative manual
- c. Performance appraisal manual

Organisation manual:

- a. Manual includes organizational structure, duties, rights, powers, responsibility and accountability of the officials and staff.
- b. It also covers hierarchy of the organization including relationships between officials and departments.
- c. The number of decision making levels
- d. It stipulates the do's and don'ts of the organization.

Administrative Manual

- a. Manual consists of administrative structures, systems, procedures, method of work of each department and subordinate officers in the organization
- b. Manual also spells out the duties, rights and responsibilities of the department concerned.

Performance appraisal manual:

This should including for

- a. developing organisation performance matrix and sub-dividing into:
 - Divisional/departmental performance
 - Individual performance matrix/key result area
 - Integration
 - Appraisal system
 - Performance related pay
- b. Designing suitable organisation structure to support performance management system
- c. Developing and documenting HR practices in this regard in two parts:
 - a. To share with employees
 - b. To act as management tools
- d. Competency mapping for the present and future.

Note: *The scope of work as specified above is indicative only and is not exhaustive in any manner. Suggestion from the bidders will be considered in the preparation of detailed scope of work for tendering.*



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Eligibility Criteria

Status:

1. The bidder should either be a company registered under the Companies Act 1956 or a Limited Liability Partnership registered under the Limited Liability Partnership Act 2008 or a Partnership firm registered under the Partnership Act 1932. The main business/profession of the bidder should include providing HR Consultancy services.

Experience:

2. The applicant should have experience in providing advisory/ consultancy services in the area of HR consultancy including design, development & delivery of HR and administrative manuals and effective Management Information System for at least at-least two Government/PSUs/Joint sector companies/multi-national companies/large 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

1. 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
2. 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

Others:

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 (like MBA-HR/other professionals from reputed institutions) experienced in the field of providing HR consultancy services. The applicant should provide complete profile of Directors/ Partners/ Individual professionals giving qualification & experience engaged by them.



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Specimen Response letter for EOI

Date:

The Managing Director
Bank Note Paper Mill India Private Limited
Administrative Building, Paper Mill Compound,
Note Mudran Nagar, Mysore - 04

Sub: Response to EOI No. : BNPM/EOI/Consultant-HR/ 87/2017-18 dated 06.11.2017

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. We are _____ and We have enclosed the registration certificate issued under the Companies Act 1956/Limited Liability Partnership Act 2008/Partnership Act 1932 certificate as documentary evidence.
3. We have completed ____ no. of assignment for _____ during the year _____. 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.____. 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. we have enclosed the PAN Card copy and copy of Service Tax/GST registration certificate.
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

