

Bank Note Paper Mill India Private Limited, Mysore

Invites sealed quotations for Supply of 34 Nos. of MS Office academic standard licenses at Maharani's Arts and Science College, Mysore under BNPM's CSR activity.

The Enquiry document along with eligibility criteria are hosted on Company's website <http://www.bnpmindia.com>. The Enquiry may be purchased from the Office of Managing Director, Bank Note Paper Mill India Private Limited, Administrative office Building, Entry Gate-1, Paper Mill Compound, Note Mudran Nagar, Mysuru - 570 003. Enquiry may also be downloaded from the above referred website.

The cost of Enquiry document is Rs 1000/- which is non-refundable.

For any query, you may contact at Tel 0821-2401 111, Fax 0821-2581 154



BANK NOTE PAPER MILL INDIA PRIVATE LIMITED
Administrative office building,
Entry Gate.1, Paper mill compound,
Note Mudran Nagar , Mysuru-570 003

ENQUIRY NO. BNPM/ENQ/MSOFFICE CSR/ 39/2018-19 DATED 16.04.2018

ENQUIRY FOR SUPPLY OF 34 NOS. OF MS OFFICE ACADEMIC
STANDARD LICENSES

Last date for submission of bid: **1430 Hours on 23-04-2018**
Opening of Bids: **1500 Hours on 23-04-2018**



Index

<u>Section</u>	<u>Description</u>	<u>Page nos.</u>
I.	Notice Inviting Enquiry	4 to 7
II.	List of Requirements / Technical Specifications	8
III.	Price Bid format	9



I. NOTICE INVITING ENQUIRY

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)

1. Sealed Enquiries are invited by BNPM from eligible & financially sound bidders for Supply of 34 Nos. of MS Office academic standard licenses at Maharani's Arts and Science College, Mysore under BNPM's CSR activity.
2. **Eligibility Criteria:** The prospective bidders should have the following eligibility criteria and should submit the documents as mentioned below.
 - a) Proof of registration i.e., valid sales GST and PAN.
 - b) Should be in business of supply of Software's preferably **OEM** or **Authorized partners/ Authorized representative of Microsoft** (Supporting documents to be submitted).
3. **Cost of Enquiry Form:** The cost of Enquiry is **Rs.1000/-** and is nonrefundable. The cost of Enquiry shall be paid by Demand draft payable at Mysore in favour of **Bank Note Paper Mill India Private Limited** payable at **Mysore** should be submitted in the envelope.
4. EMD of Rs. 2000 shall be paid by Demand draft payable at Mysore in favor of **Bank Note Paper Mill India Private Limited** payable at **Mysore** should be submitted in the envelope which will be refunded on successful supply, installation and submission of valid documents. EMD may also be submitted through electronic transfer.
5. Enquiries should be addressed to The Deputy General Manager, Bank Note Paper Mill India Private Limited and should be submitted on or before **1430 hrs on April 23, 2018** 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. Enquiries in person may be handed over to DGM. The bid shall be opened at **1500 Hours on April 23, 2018** at the above mentioned address.
6. Enquiries should be submitted in duplicate marked as original and duplicate in a sealed cover, to the offices of the BNPM, super subscribed "Enquiry for Supply of 34 Nos. of MS Office academic standard licenses at Maharani's Arts and Science College, Mysore under BNPM's CSR activity". The Enquiry shall be submitted as follows:-

Envelope -1 shall contain the following

- I. Cost of Enquiry document in the form of DD of Rs.1000/-
- II. EMD of Rs.2000/-in the form of DD or through electronic transfer.
- III. Technical Deviations, if any.
- IV. Documentary proof in support for eligibility criteria.
- V. Copy of the blank Enquiry document without any reference to price duly signed on all pages.

Envelope – 2 shall contain the following

- I. Price Bid as per format enclosed with Enquiry document.



Both the envelopes shall be put in one envelope and super subscribed **“Enquiry for supply of 34 Nos. of MS Office academic standard licenses”**.

7. Enquiries not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.
8. Enquirers 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 Enquiry shall be initiated by the Enquirer.
9. The Enquiry shall remain open for acceptance for a period of 60 days from the date of opening of the Enquiry.
10. **EVALUATION CRITERIA:**
 - (i) At first stage, techno-commercial bid will be opened and evaluated by the competent committee/ authority with reference to the parameters prescribed in the Enquiry document. Subsequently, in the second stage the financial bids 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 Enquirers 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 consolidated grand total offered by the bidder and will be decided taking into consideration of the total offered price for delivery up to BNPM, Mysore.
11. Prices quoted should include GST and any other duties and taxes leviable by the Central and state governments and other statutory bodies. The rates quoted will be treated as all-inclusive and no further claims whatsoever will be entertained in this respect. The quoted rates should be FOR Mysore site basis.
12. The acceptance of the Enquiry will rest with the Owner, who does not bind himself to accept the lowest Enquiry and reserves to himself the authority to reject any or all of the Enquiry received without assigning any reason thereof.
13. The owner also reserves the right to allot the order partly or wholly to single or different Enquirer.
14. **Discrepancy in Prices:**
 - i) If, in the price structure quoted by a Enquirer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless BNPM feels that the Enquirer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
 - ii) If, there is an error in a total price, which has been worked out through addition and/ or subtraction of subtotals, the subtotals shall prevail and the total corrected; and
 - iii) If, there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail



iv) If, as per the judgment of BNPM, there is any such arithmetical discrepancy in an Enquiry, the same will be suitably conveyed to the Enquirer by registered/speed post. If the Enquirer does not agree to the observation of BNPM, the Enquiry is liable to be ignored.

15. Terms of Payment:

- (i) 100% payment on receipt and delivery and activation of license as per our specifications by the consignee at destination and on production of all required documents by the supplier.

Payments to suppliers shall be made by account payee cheque or through ECS only.

17. Delivery Period: Delivery shall be made within 1 week of issuing of Work order.

18. Delivery Terms: It is responsible of the supplier to arrange transportation incase required on FOR destination basis. BNPMIPL requires material on FOR Mysore site office, Note Mudran Nagar, Mysore basis only.

17. 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.

18. Liquidated Damages: The Employer/Owner shall levy a penalty at the rate of 0.5% of the delivered price of the delayed goods per week or part thereof of delay in delivery up to a maximum of 10% of the delayed licenses.

19. Enquiry Evaluation and award of work: Enquiry will be evaluated as per the terms and based on responsiveness taking into account all relevant factors. While the lowest offer will generally be the 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.



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

Authorised Signatory

Name of the Person Signing the Enquiry _____

Designation _____

Seal with address _____

Address of local office _____



LIST OF REQUIREMENTS / TECHNICAL SPECIFICATIONS

S. No.	Brief Description of Goods/ Services	Operating System Firmware Version & Appliance Key	Subscription Required
1	Supply of 34 Nos. of MS Office academic standard licenses at Maharani's Arts and Science college, Mysore under BNPM's CSR activity.	Office Standard 2016 Single OLP NC Academic (MS word, MS excel & MS PowerPoint)	Perpetual

- **The licenses shall be in the name of M/s. Maharani's Arts and Science college**

Place of Delivery: (BNPM's CSR Activity)

Maharani's Arts and Science College,
Jhansi Lakshmi Bai Road,
Near CCD, Mysore, Karnataka 570005



SCHEDULE OF PRICE

SL. NO	DESCRIPTION	QTY	UOM	UNIT PRICE, (Rs)	GST @ ... %	PACKING & FOWARDIN G CHARGES If any.	OTHER CHARGES like Transit Insurance etc.	UNIT RATE INCLUDING TAXES (FOR Mysore Site Basis)
A	B	C	D	E	F	G	H	J = E+F+G+H
1	Supply of 34 Nos. of MS Office academic standard licenses at Maharani's Arts and Science college, Mysore under BNPM's CSR activity.	34	Nos.					
GRAND TOTAL INCLUSIVE OF ALL TAXES & DUTIES (IN FIGURES) ON FOR MYSORE BASIS								
GRAND TOTAL INCLUSIVE OF ALL TAXES & DUTIES (IN WORDS) ON FOR MYSORE BASIS								

Notes:

- 1) Prices quoted shall be inclusive of packing & forwarding charges, freight, octroi, transit Insurance and all other charges if applicable.
- 2) If the bidder is making E1 Transaction as disclosed in CST Act, the basic price quoted shall be inclusive of all (Inclusive of taxes, Duties & Other Charges on FOR Mysore Site)



SIGNATURE OF THE ENQUIRER