

**LIMITED TENDER ENQUIRY
(OFFLINE)
Standard Bidding Document (SBD)**

Procurement of Goods

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

**Administrative Building,
Gate 1, Paper Mill Compound
Note Mudran Nagar, Mysuru 570003 Phone:
0821-2401 171,178, FAX: 0821- 2401120**

Website: www.bnpmindia.com; Email: alokkumar@bnpmindia.com
Scmcommon@bnpmindia.com

**Not Transferable
Security Classification: Non-security**

TENDER DOCUMENT FOR ORGANISATION OF EVENT MANAGEMENT

e-Tender No. BNPM/LTE/EVENT MANAGEMENT/521/2018-19 Dated 25.09.2018

This tender document contains 12 pages

The tender document is sold to:

M/s.

Address _____

Details of Contact person in BNPMIPL regarding this tender:

Name: Shri Alok Kumar, Designation: Deputy 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 04-10-2018

Opening of Technical Bids: 1600 Hours on 04-10-2018



LIST OF CONTENTS

<u>Section</u>	<u>Description</u>	<u>Page Nos</u>
I	Notice Inviting Quotation	3 to 5
II	List of Requirements (Annexure-I)	6
III	Price Bid Format (Annexure-II)	7 to 8
IV	Declaration (Annexure-III)	9
V	Proforma (Annexure-IV)	10 to 11

SECTION I - NOTICE INVITING TENDER

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 Mysore.

1. Two part sealed tenders are invited by BNPM from eligible bidders for **Organisation of Event Management**.
2. **Eligibility Criteria:** The prospective bidders should have the following eligibility criteria and should submit the documents as mentioned below.
 - i. Registered under GST (if any).
 - ii. Should have permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India.
 - iii. Relevant experience of organizing at least one similar event during last 3 years (work order/ service order/purchase order).
 - iv. Should not be blacklisted/debarred by BNPM/Bharatiya Reserve Bank Note Mudran (P) Limited (BRBNMPL)/Security Printing & Minting Corporation of India Limited (SPMCIL) (or) any Govt. Departments to participate in tender. Declaration must be given on company letterhead.
3. Quotations should be addressed to The Deputy General Manager, Bank Note Paper Mill India Private Limited and should be submitted on or before **15:00 hrs. on October 04, 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. Document in person may be handed over to DGM. The bid shall be opened at **16:00 Hours on October 04, 2018** at the above mentioned address.
4. Quotation should be submitted to the offices of the BNPM, super subscribed "**Tender for Organisation of Event Management**". The quotation shall be submitted as follows:-
 - a) **Envelope -1 shall contain the following**
 - i. Copy of PAN Card.
 - ii. Copy of GST Certificate.
 - iii. (Technical/Commercial) Deviations, if any.
 - iv. Documentary proof in support for eligibility criteria.
 - v. Copy of the blank tender document without any reference to price duly signed & company seal affixed on all pages.
 - vi. Declaration regarding non-blacklisting/non-barring of firm by as per Annexure-III in your company's letterhead.
 - b) **Envelope -2 shall contain the following**
 - i. Dully filled Price Bid as per format enclosed with tender document. (Annexure-II).Both the envelopes shall be put in one envelope and super subscribed "**Tender for Organisation of Event Management**".



SECTION II – LIST OF REQUIREMENTS

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 your 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. Alok Kumar (0821 2401 171). 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 **Effective total price** inclusive of GST.
10. The rates quoted will be treated inclusive of all charges and taxes and there is no further claims whatsoever will be entertained in this respect.
 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:

- i. 100% payment shall be made on completion of the work and duly certification by BNPM that the work has been carried out satisfactorily. Statutory deductions as applicable will be deducted from the gross bill amount.

Note: Bank account details shall be submitted along with the invoice.

13. **Time Schedule:** The work shall be carried out as per the schedule given by BNPM (Tentatively October 13, 2018).



SECTION II - LIST OF REQUIREMENTS

14. Venue of the Event:

Hotel Rio Meridian

2203/54, New Sayyaji Rao Road,
Bamboo Bazar Near Highway Circle,
Mysore- 570015

- 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 / LOI on you will be cancelled and action taken as per the order terms.

- 16. Liquidate Damages:** If the contractor fails to perform the same as per schedule given by BNPM, the BNPM shall levy a liquidated damage of 10% of the contract value.

- 17. 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.

- 18. Settlement of Disputes:** 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.

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	Requirement	Unit	Quantity
1	SOUND		
	Rcf HDL 20 three way top (powered)	Nos	06
	Rcf 8006 (powered)	Nos	04
	DBX Speaker management Controller	Nos	01
	X 32 digital concole	Nos	01
	Equalizers	Nos	02
	Monitor EQ	Nos	02
	Wireless Handheld Microphone (Shure)	Nos	02
	Podium Mic (Laple)	Nos	02
	Corded Microphones (Shure)	Nos	01
	Head mic (Shure)	Nos	01
	Dual CD player with Dj Mixer, Signal Cabling, Wiring etc.,	Nos	01
2	Lights		
	PAR 64 Cans	Nos	18
	LED par cans long men	Nos	12
	Special Effect Light	Nos	02
	Moving Sharpy	Nos	06
	Haze Machine with DMX	Nos	02
	Halogen Flood's	Nos	02
	Laser Light (Multi colour)	Nos	01
	Power packs 1 KVA per 24 Ch (Dimmer)	Nos	02
	PERL 2010 Digital Lighting Board	Nos	01
	Slider Board	Nos	01
	Light Stands	Nos	04
	Goal Post 40x18	Nos	01
	LED (Serial Lights 5 mtrs of length Approx)	Nos	30

SECTION II - LIST OF REQUIREMENTS

- MC for Anchoring
- Back drop wings 16x10 with flex printing and mounting 10x4 two nos wings next to Back drop.
- Stage is available at venue, however floor mat may be required for stage to suit the cultural function.
- Stage decoration with flowers
- Entertainment programs
- Gray Carpet 24x 20 feet
- Black Masking 128x 3 feet
- Photo booth 8x6 with 4x6 platform
- Welcome Standees 6x3 four nos
- Flower Bouquet 4 Nos
- One commercial DJ.
- Photos – 2 sets of soft copy and Album with 100 photos; photo size should be 6"x4"
- Video Recording – 2 sets of Blue Ray DVD copies.
- LED wall 8x6 – 2 Nos
- DG with Backup – 64 KW

Note:

In case of any other item/ material is required for completing the work, same shall be provided by vendor / contactor.

SECTION III – PRICE BID FORMAT

ANNEXURE-II

SCHEDULE OF PRICE

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

Tender Notification : BNPM/LTE/Event Management/521/2018-19 Dated: 25-09-2018

Scope of Work: Organisation of Event Management.

Name of the Firm								
Schedule No	Description of goods	Quantity in (Event)	Basic Price including all charges except GST (₹)	GST @ (₹)	Total basic price incl. of freight, P&F & GST (₹)	Input Tax Credit (₹)	Effective Unit Basic Price (₹)	Effective Total Price (₹)
		Q	A	B	C=(A + B)	D	E=(C-D)	F=(E*Q)
1	Organising Event Management (Detailed As per List of Requirements)	01						
Total effective price (incl. of freight, P&F, GST & any other charges) – in numbers (INR)								
Total effective price (incl. of freight, P&F, GST & any other charges) – in words (INR)								



SECTION III – PRICE BID FORMAT

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 organizing event.
2. We confirm that the quoted prices will remain firm and there would not be any price escalation during the work period.
3. We confirm that we will abide by all the tender terms & conditions.
4. We confirm that we understood the scope of work before quoting the price.

Thanking you,

Yours faithfully,

(.....)

Seal

Name & Signature with date



SECTION IV - DECLARATION

ANNEXURE III

(To be submitted on the letterhead)

Tender No: BNPM/LTE/EVENT MANAGEMENT/521/2018-19 Dated: 25-09-2018

DECLARATION

We do hereby declare that,

- i. We have not been blacklisted/ debarred by BNPMIPL/ BRBNMPL/ SPMCIL or any Govt. Departments to participate in tender. The information provided above is correct and true to the best of my knowledge and belief.
- ii. The director/proprietor of the bidding firm are not closely related to BNPMIPL.

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 V – PROFORMA

ANNEXURE IV

PROFORMA OF TECHNO-COMMERCIAL BID FOR ORGANISATION OF EVENT MANAGEMENT

From
Company Name,
Address.

Date:

To
The Deputy General Manager,
Bank Note Paper Mill India Private Limited
Administrative Building, Gate 1, Paper Mill Compound
Note Mudran Nagar, Mysuru-570 003

Dear Sir,

SUB: Part-I: Techno-Commercial Bid for Organisation of Event Management, Mysuru

Ref: Your Tender No: BNPM/LTE/EVENT MANAGEMENT/521/2018-19 Dated: 25-09-2018

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

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)
5	Details of Registration – (whether Partnership firm, Company etc.) – Name of Registering Authority, Date, Registration No etc.	
7	Experience in the field (Enclose documentary evidence)	___ Years
8	(a) GST NO (b) PAN No	
9	Names of Bankers and their full addresses	



SECTION V – PROFORMA

B. CONFIRMATIONS

1. We confirm that we have quoted exactly for the tendered as per your specifications given and will done the work as per your time schedule and venue and strictly as per your specifications.
2. We have separately given our Price bid offer exactly as per format “Annexure A” in a sealed cover.
3. We confirm that there would not be any price escalation during the work 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,

Name & Signature with date

