



## **Bank Note Paper Mill India Private Limited**

(A joint venture of SPMCIL, a Government of India Undertaking and BRBNMPL, a wholly owned subsidiary of Reserve Bank of India)

Invites sealed quotations for providing insurance policy for “RENEWAL OF DIRECTORS AND OFFICERS LIABILITY INSURANCE POLICY” to Bank Note Paper Mill India Private Limited-Mysore.

The enquiry is hosted on Company’s website <http://www.bnpmindia.com>. Enquiry may be downloaded from the above referred website.

**This notice is being published only to limited bidders and is not an open invitation to quote in tender. Participation in this tender is by invitation only and is limited to bidders for item, to whom invitation has been sent. Unsolicited offers are liable to be ignored**

**TENDER FOR RENEWAL OF DIRECTORS & OFFICERS LIABILITY  
INSURANCE POLICY**

**CORPORATE OFFICE**

**BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

**Administration Building, Paper Mill Compound,  
Note Mudran Nagar, Entry Gate No-2, Mysore-570003  
Karnataka, India**

Last date for submission of tender: 11.00 Hours on September 9, 2022

Opening of Quotation: 12.00 Hours on September 9, 2022



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## **SECTION-1**

### **Notice Inviting Tender (NIT)**

**Tender No. BNPM/LTE/D&O Liability Insurance Policy (Renewal)/0401/2022-23  
Date: 2<sup>nd</sup> September, 2022.**

Interested bidders fulfilling the eligibility criteria as per section 2 are invited to submit the sealed tender.

Name of work/service for which bid is invited	Insurance policy for Renewal of Directors and Officers Liability of Bank Note Paper Mill India Private Limited.
Bid Security (EMD)	Not applicable
Cost of Tender Document	Nil
Due date and time for submission of bid	9 <sup>th</sup> September 2022 – 11:00 hrs.
Date of opening of Technical bid	9 <sup>th</sup> September 2022 – 12:00 hrs.
Venue for bid submission and opening	Bank Note Paper Mill India Pvt Ltd. Administrative Building, Paper Mill Compound, Entry Gate No. 2, Note Mudran Nagar, Mysuru - 570003 Karnataka, India

The bidders or their designated representatives, who intend to bid, are invited to attend the opening of Techno commercial & price bid at the date and time mentioned as above.

Bidder(s) are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions. Once quoted, the Bidder shall not make any subsequent price change after due date and time of submission of bid. Price changes through any other mode shall render the offer liable for rejection.

Tenders should be submitted in duplicate marked as original and duplicate in a sealed cover, to the offices of the BNPM, super subscribed "Tender for Sale of General Waste". The tender shall be submitted as follows

**a) Envelope -1 shall contain the following**

- I. As acceptance to tender terms & scope of work: Copy of the blank tender document without any reference to price duly signed on all pages.
- II. Against eligibility criteria: CA audited Financials of FY 2020-21

**b) Envelope -2 shall contain the following**

Price Bid as per format enclosed with Tender document.



Tender should be addressed to **The Assistant General Manager, Bank Note Paper Mill India Private Limited** and should be submitted on or before due date and time as mentioned above 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.

Yours faithfully,

For and on behalf of  
Bank Note Paper Mill India Private  
Limited Sd/-  
(Dharani Kumara K)  
General Manager



## **SECTION-2**

### **Eligibility Criteria**

1. Following public sector insurance companies only shall be allowed to provide their price bid. The public sector insurance companies are as follows:
  - a. The New India Assurance Co Ltd.
  - b. National Insurance Co Ltd.
  - c. The Oriental Insurance Co Ltd.
  - d. United India Insurance Co Ltd.

Participation from any other insurance company apart from the above shall not be accepted and their bid shall be rejected.

2. CA audited Financials of FY 2020-21 to be submitted.



### **SECTION-3**

#### **Scope of Renewal of Directors and Officers Liability Insurance Policy**

BNPMIPL intends to avail the following known & significant risks under Renewal of Directors and Officers Liability Insurance Policy with all standard cover with add- on at standard terms & conditions of the policy with standard exclusions and standard policy excess:

<b>Scope of cover</b>	<b>Estimated sum insured (Rs. in crore)</b>	<b>Confirmation by the bidder</b>	<b>Deviations, if any by the bidder</b>
Risks to be covered under Renewal of Directors' and Officers' Liability Insurance (D&O Liability Insurance Policy)  Six Directors and Three Sr. Management Officers are to be covered under standard D&O Liability Insurance Policy.  Wrongful act committed by a Director / Officer in his / her official capacity during the policy period and discovered after his / her retirement but within the discovery period of seven years.	9.00  (Each officer sum insured Rs. 1.00 Cr)		
Standard Deductibles (Policy excess):	Rs. 1,00,000		

**Note:**

- Estimated sum insured value and estimated premium are indicative and may vary at actuals when determined.
- Standard risk cover, exclusions and conditions etc. for Renewal of Directors and Officers Liability Insurance policy should be furnished separately duly signed by the bidder which should form part of the contract.
- Price bid shall be unconditional and shall be submitted in the prescribed format.



## **SECTION-4**

### **Instructions to Bidders and general terms and conditions**

1. **Bid currency**

All premiums quoted by bidders shall be in INR only on firm price basis.

2. **Bid Validity**

Bids shall be kept valid for 60 days from the last date of submission of bid. A bid valid for a shorter period may be rejected by BNPMIPL as non-responsive. In exceptional circumstances, BNPMIPL may request the bidders to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing or by fax / e-mail. Bidder will not be permitted to modify his bid, but will be required to extend the validity of its bid for the period of the extension.

3. **Price Bid Opening and Evaluation**

Price bid of the techno commercially qualified bidders (as per eligibility criteria) will be opened in the presence of bidders' authorized representatives who intends to attend, at date, time and location stipulated in the tender document.

4. **Correction of Errors**

Bids determined to be substantially responsive will be checked by the BNPM for any arithmetic errors. Errors will be corrected by the BNPM as follows:

- a. Where there is a discrepancy between the amounts in words and figures, the amount in words will govern; and
- b. Where there is a discrepancy between the unit rate and the total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- c. The amount stated in the bid will be adjusted by the BNPM in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected.
- d. In In case of tie in quoted price bid between /among bidders, the bidder having higher net worth in the last financial year shall be declared lowest between / among them.

5. **Evaluation and Comparison of Bids**

Evaluation of bid shall be done on following basis: -

Bidders quoted lowest premium amount net of Input GST Credit for the Renewal of Director and Officer Liability policy will be declared as L1 bidder and winner.

6. **Payment Terms:**

- i. Payment at the accepted rates shall be made at the time of award of LOI/order ( whichever is earlier) subject to the terms and conditions of the contract.



- ii. GST as applicable at the time of premium payment shall be considered for payment.
- iii. TDS as applicable shall be made.
- iv. Payment shall be done in INR only. Payments shall be made by electronic transfer.



## SECTION- 5

### Price bid Format

(Price bid is to be submitted in consideration of Renewal of Directors and officer liability cover read with Scope of cover as per Section - 3)

<b>Scope of cover</b>	<b>Estimated sum insured (Rs. in crore )</b>	<b>SAC Code</b>	<b>Rate of premium (in Rs.)</b>	<b>Premium for 9 officers (in Rs.)</b>	<b>Total GST (in Rs.)</b>	<b>Total premium payable (incl GST for 9 officers) (in Rs.)</b>
<p>Risks to be covered under Renewal of Directors' and Officers' Liability Insurance (D&amp;O Liability Insurance Policy)</p> <p>Six Directors and Three Sr. Management Officers are to be covered under standard D&amp;O Liability Insurance Policy.</p> <p>Wrongful act committed by a Director / Officer in his / her official capacity during the policy period and discovered after his / Her retirement but within the discovery period of seven years.</p>	9.00 (Each officer sum insured Rs. 1.00 Cr)					

**Note:**

1. GST should be quoted as per format in the bid with the applicable rate. Any upward/downward variation in GST shall be settled at actuals. No other escalation shall be entertained.
2. The amount of sum assured may vary at actuals. The rate quoted shall also be valid for changed value of sum assured.



## SECTION-6

### Format of Bid forwarding Letter

Date:

To,

The Assistant General Manager (SCM)

Bank Note Paper Mill India Private Limited, Administrative Building, Entry Gate  
No.2, Paper Mill Compound, Note Mudran Nagar, Mysuru – 570003, Karnataka,  
India

Dear Sir,

**Sub:** Submission of bid

**Ref:** Tender No. BNPM/LTE/D&O Liability Insurance Policy  
(Renewal)/0401/2022-23 dated 02.09.2022.

With reference the above we \_\_\_\_\_ Insurance Company hereby submit  
our price bid as under:

1. We have noted, understood and agreed (without deviation) to all the terms and conditions of the tender document for Renewal of Directors and Officers Liability Insurance Policy. In token of our acceptance we have signed and enclosed the entire tender document including Instruction to the bidder, compliance to general terms and conditions duly signed by the authorized representative.
2. We have prepared and submitted the price bid strictly as per the format and instruction given in the tender document.
3. The price bid is submitted unconditionally i.e. without any condition and strictly as per the price bid format.
4. The bid is submitted for Renewal of Directors and Officers Liability Insurance Policy - for inbuilt covers and add-on covers.
5. The bid submitted is valid for 60 days from the last date of submission of bid.
6. We accept that the decision of BNPMIPL in acceptance/rejection/evaluating the bid and awarding contract is final and binding on us.

The undersigned is duly authorized to sign the bid document and attestation. The terms and conditions shall be binding on the insurance company represented by undersigned (Authorization letter in original is attached is herewith)

For and on behalf of

\_\_\_\_\_ Insurance Company Limited

(Authorized signatory)



**SECTION -7**

**DECLARATION**

**BNPM/LTE/D&O Liability Insurance Policy (Renewal)/0401/2022-23 Date:  
02.09.2022.**

I) We do hereby declare that,

1. We have not been blacklisted/ debarred by BNPMIPL/ BRBNMPL/ SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.

2. 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.

II) We do hereby declare that we have read and understood all terms and conditions, scope of work of the tender document and confirm to abide to those conditions without any counter conditions.

Signature \_\_\_\_\_

Name-----

Designation-----

Date-----

Stamp of the Organization-----

