

**Bank Note Paper Mill India Private Limited, Mysore**

Invites online tender or sealed quotations for providing professional services for Internal Audit work at Bank Note Paper Mill India Private Limited-Mysore. The Tender document is hosted on Company's website <http://www.bnpmindia.com> and at e-tender portal ([www.tenderwizard.com/BNP](http://www.tenderwizard.com/BNP)).

For any query, you may contact at Tel 0821-2401111 Fax 0821-2401120  
Email: [scm.tender@bnpmindia.com](mailto:scm.tender@bnpmindia.com)

**TENDER No. BNPM/OTE/624/2023-24 Dated 25.03.2024**

**TENDER No. BNPM/OTE/624/2023-24 Dated 25.03.2024**

**TENDER FOR PROFESSIONAL SERVICES TOWARDS INTERNAL AUDIT**

**REGISTERED & CORPORATE OFFICE  
BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

**Administration Building, Paper Mill Compound,  
Note Mudran Nagar, Mysore-570003**

**Last date for submission of tender: 1400 Hours on 15.04.2024**  
**Opening of Quotation: 1430 Hours on 15.04.2024**

**Contents of Tender**

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**SECTION -I**

**NOTICE INVITING TENDER**

1. 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 (Government of India Enterprise), engaged in manufacturing of bank note papers at Mysore.
2. BNPM invites quotations from intended bidders for providing professional services towards internal auditing works as per the specifications given in the tender document.

**3. Guidelines to submit Tender:**

**A. Online Tender:**

- a. The NIT Form with standard tender documents will be accessible in the e-Tendering website: [www.tenderwizard.com/BNP](http://www.tenderwizard.com/BNP). Aspiring Bidders/Contractors who have not registered for e-tendering should register through the website: [www.tenderwizard.com/BNP](http://www.tenderwizard.com/BNP).
- b. The registration charges of Rs. 500/- plus applicable taxes (per year) are to be paid online only. For online submission, Tender processing fee is Rs. 1000/- plus applicable Taxes.
- c. Class III Digital Signature Certificate (DSC) is mandatory to participate in e-Tenders. Participating bidders/Contractors have to make sure that they have the valid DSC. If not, they can procure from any of the Ras approved by CCA.
- d. For details, registration and e-payment, please visit e-tendering website [www.tenderwizard.com/BNP](http://www.tenderwizard.com/BNP) or contact M/s. KEONICS Helpdesk at 8951906455.
- e. Tenders are to be uploaded in Two-part bid system:
  - i) **Part-I – Prequalification Bid & Techno-commercial Bid:** Scanned copy of technical offer (catalogue/brochure etc.), supportive documents related to eligibility criteria, Tax related documents etc. along with all sections of this tender (except section – VI which has to be submitted as mentioned in Sl. No. ii below) signed & stamped in each & every page. (To be submitted through E-portal only)
  - ii) **Part II – Price Bid:** Price shall be furnished through e-portal only. Price offer submitted in any other format will be liable for rejection.
- f. Interested tenderers may obtain further information about this requirement from above office selling the documents.
- g. Against receipt of below mentioned notification (*in bold*) through email from tenderwizard portal, bidder must resubmit the bid even if the bidder has already submitted the bid through tenderwizard portal.

***Notification: If you have already submitted the tender, then ensure that you resubmit the tender. Else, your bid may be liable to be auto disqualified by the system. And service provider holds no responsibility for the same. In case, you are yet to submit the tender, then please ensure that you submit it before the tender closing time.***

- h. Submission / resubmission of the bid is the responsibility of the bidders only. Bidder should check and confirm at their end regarding the submission / resubmission of their

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bid till the due date & time of bid submission. BNPM / Keonics / Tenderwizard will not be responsible for non-submission / non- resubmission of any bid.

**B. Offline tender (sealed bid):**

- a. The NIT Form with standard tender documents will be accessible in BNPM official website: [www.bnpmindia.com](http://www.bnpmindia.com).
  - b. Tender fee for offline (sealed bid) submission is Nil.
  - c. Tender should be addressed to **The Deputy General Manager, Bank Note Paper Mill India Private Limited** and should be submitted on or before due date and time of tender submission, 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.
  - d. The tender shall be submitted as follows:
    - i. **Envelope -1 (Techno Commercial Bid) shall contain the following**
      - I. All documentary proofs in support to eligibility criteria.
      - II. All Annexures, questionnaire, forms filled, signed, sealed and to be submitted in letter head.
      - III. Deviations, if any.
      - IV. UDYAM/Valid NSIC - if MSME
      - V. Copy of the blank tender document without any reference to price duly signed on all pages as acceptance.
      - VI. Authorization of signing authority( PoA/ board resolution etc)
    - ii. **Envelope -2 (Price Bid) shall contain the following**

Price Bid as per format enclosed with Tender document. No other format will be accepted and BNPM reserves the right to reject any bid if price is not submitted in prescribed price bid format. No spaces shall be left blank. All erasures and corrections made while filling up the tender shall be initiated by the tenderer. Tenderers should quote their prices and rates both in figures and in words.
  - e. Both the envelopes shall be put in one large envelope and super subscribed "**Tender for providing professional services towards internal audit at BNPM, Mysore, Tender No: BNPM/OTE/624/2023-24 Dated 25.03.2024**".
4. The tenderer shall satisfy BNPMIPL that they are competent and authorized to submit tender and/or to enter into a legally binding contract with the BNPMIPL. To this effect, any person giving a tender shall render documentary evidence that his signature on the tender submitted by him is legally binding upon himself, his firm or company as the case may be.
  5. In the event of any of the afore-mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold / received / opened on the next working day at the appointed time.
  6. BNPMIPL reserves the right to reject any or all the applied bids without assigning any reason whatsoever.
  7. Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.

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8. Tenderers should quote their prices and rates both in figures and in words. The bid shall remain valid for a period of 120 days from the date of opening of the tender.
9. All the submitted documents are to be signed and stamped by the authorized person.

\_\_\_\_\_  
Authorized Signatory

Name of the Person Signing the Tender \_\_\_\_\_

Designation \_\_\_\_\_

Seal with address \_\_\_\_\_

Address of local office \_\_\_\_\_



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<b>Section II - Eligibility Criteria</b>		
<b>Sr No</b>	<b>A. Eligibility Criteria of Bidder</b>	<b>Documents required in support of eligibility criteria</b>
1	<p>a. The bidder shall be a firm of Chartered Accountants either partnership firm or LLP and the firm should have at least 10 years of existence. and</p> <p>b. The firm should be in continuous in practice of doing Statutory and/or Internal Audit of Companies / Firms and Institutions for a period of 5 years ending on 31st March, 2023.</p>	<p>a. Registration certificate of the firm issued by the Institute of Chartered accountants of India. Information related to year of establishment of Head Office(s) &amp; Branch office(s), addresses, details of partners with their membership nos.</p> <p>b. Copies of order /contract/appointment letter for each of the last 5 financial years ending on 31.03.2023.</p>
2	The bidder should have at least 3 full time partners in practice.	Self-certified copy of registration certificate of the firm as issued by the Institute of Chartered accountants of India along with the details of partners.
3	The bidder must be empanelled with RBI/ C & AG of India and RBI and their empanelment should be valid on the date of application.	Copy of the supporting documents for empanelment issued by RBI / C&AG as on date of application to be submitted.
4	<p>a) Average annual turnover of the bidder during last three financial year's period ending 31.03.2023 should be more than Rs. 20,00,000/- (Rupees Twenty Lakhs only)</p> <p>b) Net worth of the bidder should not be in negative and should have not eroded by more than 30% in the last three financial years period ending on 31.03.2023.</p>	<p>Audited balance sheet and profit &amp; loss statement for FY: 2020-21, FY: 2021-22 and FY: 2022-23.</p> <p>If data for net worth is not available in balance sheet of FY:2020-21, then bidder to submit audited balance sheet of FY:2019-20</p> <p>Chartered Accountants certificate for Turnover, Profit and Net worth may be accepted for the bidders, where tax audits has been exempted as per the existing Govt. orders issued before tender closing date.</p> <p><b>** Erosion shall be considered only on account of reported loss in the statement of P&amp;L account, which has led to reduction in capital.</b></p>

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<b>Section II - Eligibility Criteria</b>		
<b>Sr No</b>	<b>A. Eligibility Criteria of Bidder</b>	<b>Documents required in support of eligibility criteria</b>
5	<p>The firm should have conducted at least 1 (One) Statutory/Internal audit of Public Sector Company/Public Sector Banks/Govt. Company/Listed Company having turnover of Rs. 1050 Cr or above during the last 7 years ending on 29<sup>th</sup> Feb 2024.</p> <p>OR</p> <p>Conducted at least 2 (Two) Statutory/Internal audit of Public Sector Company/Public Sector Banks/Govt. Company/Listed Company having turnover of Rs. 650 Cr during the last 7 years ending on 29<sup>th</sup> Feb 2024.</p> <p>OR</p> <p>Conducted at least 3 (Three) Statutory/Internal audit of Public Sector Company/Public Sector Banks/Govt. Company/Listed Company having turnover of Rs. 550 Cr during the last 7 years ending on 29<sup>th</sup> Feb 2024.</p> <p>Branch/unit audit would also be considered only if individual branch/unit alone have the above prescribed turnover.</p> <p>Listed company means the company is listed in BSE/NSE as on tender submission due date.</p>	<p>a. Copies of order / contract / appointment letter issued by any Central /State Govt. Manufacturing Company/Public sector banks for conducting Internal / Statutory audit.</p> <p>and</p> <p>b. Documentary evidence for successful completion of audit against the corresponding order / contract / appointment are to be submitted.</p> <p>c. If the client issuing the order / contract to bidder is a listed company then documentary evidence substantiating that the company is listed in BSE/NSE as on tender submission due date.</p>
6	<p>As on the date of submission of bid against this tender, Bidder should not be in the list of ineligible/ blacklisted / debarred by BRBNMPL/ SPMCIL/ BNPMIPL/ PSU /any Government Agency, for participating in its tenders.</p>	<p>Declaration in company's letter head as per Annexure A (Sec VII) is to be submitted.</p>
7	<p>The firm/partner associated should not been penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.</p>	<p>Self-declaration.</p>
8	<p>The bidder should have valid PAN, TAN and GST No, Bank Detail.</p>	<p>Self-certified copies of relevant documents.</p>
9	<p>The firm appointed as statutory auditor of BNPMIPL presently</p> <p>OR</p> <p>The firm appointed as the internal auditor of BNPMIPL and retiring as at end of 31<sup>st</sup> March 2024 will not be eligible for participating in this tender.</p>	<p>Self-declaration</p>



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<b>Section II - Eligibility Criteria</b>		
<b>Sr No</b>	<b>A. Eligibility Criteria of Bidder</b>	<b>Documents required in support of eligibility criteria</b>
10	The bidder must have head office/branch office at Mysore/Bangalore.	Self-certified copies of registration confirmations.
11	Partners eligibility: Out of all full time partners in practice at least any one of the partners should have post qualification of ISA/CISA certified by ICAI/ISACA.	Detailed bio-data including relevant experience of each partner with relevant supporting documents i.e. ISA/CISA.

Note: Consortium/JV is not allowed. Firm/ Partners should disclose relationship, if any, to any Director/KMP of the company.

**General Conditions:**

Any bidder from a country which shares a land border with India will be eligible to bid in the tender only if the bidder is registered with the Competent Authority (The Registered Committee constituted by the Department for Promotion of Industry and Internal Trade) – Sealed and signed Annexure B (Sec – VII) in company's letter head is to be submitted.



**Section-III**

**Scope of work**

**About the company:**

This company has been established as an SPV (Special Purpose Vehicle) of Govt. of India to manufacture the Bank Note/Currency Paper with an intention to reduce/prevent import and to act as an anti-counterfeiting measure. As directed by The Ministry of Finance, Govt. of India, a new company was established as a 50:50 Joint Venture between Security Printing & Minting Corporation of India Limited (A Govt. of India Enterprise) and Bharatiya Reserve Bank Note Mudran Private Limited (A wholly owned subsidiary of Reserve Bank of India).

The company has been incorporated in October 2010 as a standalone private limited company as per the provisions of the Companies Act, 1956 with a registered and corporate office at Administrative Building, Paper Mill Compound, Note Mudran Nagar, Mysuru, Karnataka-570003 India. It has an independent board of directors nominated equally by the JV partners. The Board of Directors headed by a non- Executive Chairman nominated by SPMCIL oversees the overall affairs of the Company. The Managing Director is the whole time Chief Executive of the Company and is also a member of the Board nominated by another JV partner BRBNMPL.

Company is solely engaged in sovereign function of manufacturing of CWBN currency paper only for Indian Bank Note and there is no by-product generated out of manufacturing process. Company has one plant at Mysuru with two manufacturing lines each having a rated capacity of production 6000MT per year. It is a continuous process plant and both the manufacturing lines are fully automated and designed to run continuously 24X7. The BNPMIL has already put in place an effective Quality Management System as embodied in the ISO 9001 – 2015, Environmental Management systems ISO 14001: 2015 and also Occupational Health and Safety Management System ISO 45001:2018 (OHSMS).

The authorized share capital of the company is Rs 1,000 crore and the paid up capital of the company is 800crore. The sales turnover from operation for FY 2022-23 was Rs 1026.50 Crore and the Profit of the company after tax for the FY was Rs 206.35 Crore.

The Company, during the year 2022-23 has achieved a production of 13966 MT CWBN Paper, which was the 116.38% of rated capacity.

The company is subject to C & AG audit and the Statutory Auditor of the company is appointed by C & AG under section 139(5) & 139(7) of the Companies Act, 2013.

**Scope of Internal Audit - Corporate office & Plant**

**Objective:** Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The internal audit activity provides assurance that internal controls in place are adequate to mitigate the risks, governance processes are effective and efficient, and organizational goals and objectives are met. Further, evaluating emerging technologies, analysing opportunities, examining global

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issues, assessing risks, controls, ethics, quality, economy, and efficiency and Communicating information and opinions with clarity and accuracy.

**Broad scope of work**

Particulars	Periodicity
To review and evaluate internal control systems and procedures to determine reliability and integrity of information / financial statements	Half Yearly
To assess adequacy of the internal financial control systems and procedures for safeguarding the Company's interest, detecting fraud or irregularities as well as safe guarding assets of the Company.	Half Yearly
To assess adequacy of systems and procedures for procurement, obtaining sanction for disbursement and utilisation of resources	Quarterly
To determine that the Company maintains proper accounting records as required by law and follows prescribed accounting Standards consistently without any material departure.	Quarterly
To ensure compliance of statutory provisions, laws and regulations.	Quarterly
To review corporate governance practices	Half Yearly
To review and evaluate the performance management system with reference to yearly plan and budgetary exercise.	Half Yearly
To review the system and process of internal and external risk management	Half Yearly
To review & assess the adequacy of maintenance and adherence to cost records.	Quarterly
To represent before audit committee/Board/ AGM.	Quarterly/ Annually

Keeping in view the objectives as stated above, the scope of work shall generally include but not limited to:-

(Illustrative and not exhaustive)

Sl. No	Description	Scope - to check and report significant deviations.	Periodicity
<b>(A)</b>	<b>Receipts &amp; Payments</b>		
1	Cash & Bank payments	Verification of: (A) Payment Vouchers considering: 1) Documentation 2) Authorization as per DOP 3) Accounting, including deductions/payment of statutory dues 4) Compliance with applicable legislations, rules and policies (B) Cheques: Cheque issue register.	Every quarter

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<b>Sl. No</b>	<b>Description</b>	<b>Scope - to check and report significant deviations.</b>	<b>Periodicity</b>
2	Sales & Receipts	Verification of: (A) Receipts Vouchers considering proper: 1) Documentation 2) Authorization 3) Accounting 4) Calculation of TCS (Income Tax), GST etc. (B) Sales: 1) Invoicing & Accounting thereof 2) Comparison of indent and sales 3) Sales realization & ageing analysis, 4) Claim of expenditure incurred for despatches to presses. 5) Disposal/accounting of scrap/waste items	Every quarter
3	Bank Reconciliation	Verification of: 1) Monthly Bank Reconciliation Statement, 2) Review of old outstanding items (if any) 3) To verify the bank charges with reference to facilities sanctioned by bank.	Every quarter
<b>(B)</b>	<b>Accounting, Budget &amp; Ledger Review:</b>		
4	Ledger Review- Creditors, Debtors, Expenses, Advances & Prepaid Expenses	Checking and verification of: 1) Proper accounting 2) Ageing analysis & action taken thereof 3) Outstanding earnest money deposit > Three months, security deposit, retention money, amount recoverable, deposits paid etc. 4) Provisioning of expenditure. 5) Verify payment to creditors are in line with agreed P.O. terms and that full credit has been availed of 6) Verify correctness confirming if proper approvals are taken for creation of provision/write-off of debts/advances/inventory/assets by reference to the DoP clause.	Every quarter
5	Fixed Assets	Verification of: 1) Procurement as per approved Capital Budget/DoP 2) Fixed Asset Register 3) Depreciation calculation, 4) Capitalisation of assets 5) Physical verification	Half yearly
6	Budget review	1) Review of revenue & capital budget & status thereof 2) Analysis of Budget Vs. Actual and reporting	Every quarter

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<b>Sl. No</b>	<b>Description</b>	<b>Scope - to check and report significant deviations.</b>	<b>Periodicity</b>
		the variance	
7	Pricing	Review the calculation of pricing of finished goods with board approved pricing mechanism.	Half yearly
<b>(C)</b>	<b>Goods &amp; Services :</b>		
8	Purchases & Services	<p>Verification of</p> <p>(A) Tenders :</p> <p>1) Adherence to Procurement Manual</p> <p>2) CVC Guidelines</p> <p>3) Verification of single tender purchases, and</p> <p>5) Documentation like tender opening register etc.</p> <p>(B) Vendor Management:</p> <p>1) MSME registered and other vendor data</p> <p>2) Empanelment of vendors and vendor evaluation and rating, etc.</p> <p>(C) Review the expired PO/WO.</p> <p>(D) Review the open PR.</p>	Every quarter
<b>(D)</b>	<b>Personnel / Employee Claims</b>		
9	Personnel Expenses & Employee Claims	<p>Verification of :</p> <p>(A) Pay and Allowances:</p> <p>1) Proper salary fixation and documentation in salary preparation as per Company's policy and procedures &amp; pay revision arrears paid etc.</p> <p>2) Correctness of data related to payable &amp; recoverable</p> <p>3) Verifying attendance records and proper accounting of leave</p> <p>4) Proper calculation of personal income tax,</p> <p>5) Correctness of Performance Linked Incentives along with review of achievements of approved performance targets.</p> <p>6) Compliance with other statutory provisions</p> <p>(B) Perks &amp; Entitlements:</p> <p>1) Proper documentation and authentication of LTC, Leave encashment records</p> <p>2) Settlement of TA/HA (both domestic and foreign) bills</p> <p>3) Verification of settlement of all personal claims like conveyance, telephone, newspaper, furniture, medical, CEA, Housing subsidy etc.</p> <p>Samples checked should be reported.</p>	Half yearly

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<b>Sl. No</b>	<b>Description</b>	<b>Scope - to check and report significant deviations.</b>	<b>Periodicity</b>
<b>(E) Data Security</b>			
10	Data Security and Back-up	Verification of 1) Access Security 2) Periodical data back-up 3) Authorization as per DoP for changes in Master Data 4) Security of data centre and IT network operations	Half yearly
<b>(F) Labour welfare &amp; Industrial Relation:</b>			
11	Labour welfare section	Verification of: 1) PF & ESI details of all Contractors 2) Details of all contract employees, 3) Validity of labour licence and other statutory permissions etc. 4) Accident register, 5) Contractor's attendance and payment register. 6) Adequate insurance coverage of contract labour i.e. Workman Compensation Insurance, Term Insurance etc.	Every quarter
12	Physical verification of Fixed Assets:	Verification records relating to: 1) Fixed asset register, 2) Physical verification of fixed assets as per the policy. 3) Obsolescence of assets like computer/ electronic equipment/F&F etc. & action taken thereof, 4) Confirmation of assets with third party	Once in a year.
<b>(G) Inventory holding &amp; verification:</b>			
13	Stores – General	Verification of records relating to: 1) Receipt: Reconciliation of MIPI with GAN's, review of long pending open MIPI. Verification of GAN with supporting documents in line with PO/WO terms and conditions. 2) Issue: Issue of material must be in support of requisition from user. 3) Closing stock of inventory items.	Half yearly
14	Inventory holding and verification	Verification of records relating to: 1) level of holding of all inventory items, 2) Old Raw material/WIP /FG stock if any, 3) Slow/Non-moving stock 4) Identification of obsolete stock & action taken thereof 5) Expiry of shelf life etc.	Half yearly

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<b>Sl. No</b>	<b>Description</b>	<b>Scope - to check and report significant deviations.</b>	<b>Periodicity</b>
15	Physical verification of Inventory	Quarterly: Physical verification of stock ("A" class items) in presence of Internal Auditors, discrepancies like excess stock, misuse should be brought out in the Report/Executive Summary.	Half yearly
16	Financial risk – inventory	Verification of: 1) Reordering level for major high value inventory items 2) Purchase procedures for items like Security Features, fibrous material, spares, consumables, packing materials, proprietary items etc. 3) Valuation of Inventory as per IND-AS 2	Half yearly
<b>(H)</b>	<b>Statutory Compliances:</b>		
17	Compliance	Compliance of Statutory Laws, Income Tax, Customs, GST, Company Law, Accounting Standard/IND-AS etc., filing of tax returns & compliances.	Every quarter
<b>(I)</b>	<b>Bank Guarantee Review</b>		
18	Bank Guarantee Review	Verification of: 1) Bank guarantee register (including checking of validity of Bank Guarantee/s and confirmation of Bank Guarantee with the issuing bank) 2) Invocation history, if any	Every quarter
<b>(J)</b>	<b>Treasury Management</b>		
19	Verification of investments	1) Verification of investment made or redeemed with reference to Investment Policy 2) Return on investment (ROI) 3) Review of Accounting Heads/Accounting Groups, disclosure made & valuation etc.	Half yearly
<b>(K)</b>	<b>Miscellaneous:</b>		
20	Expenses	To verify all expenses with regard to DoP, budget, Rules, Authority, Contract, Agreement etc. and also to verify correctness of accounting While auditing expenditure, examination shall also include verification of supporting documents, concurrence and approval from the competent authority etc.	Every quarter
21	Licences / Approvals	Whether all required Licences/Approvals have been obtained or renewed on time i.e. factory licence, Lift Licence, Boiler Licence etc.	Every quarter

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<b>Sl. No</b>	<b>Description</b>	<b>Scope - to check and report significant deviations.</b>	<b>Periodicity</b>
22	Contingent Liability	Verify estimates of contingent liability and contractual obligations	Every Year
23	Journal Voucher/Debit Note / Credit Note	Authorization with regard to DoP, compliance with applicable legislations, rules and Policies	Every quarter
24	CSR Expenditure	Review the CSR expenditure in line with approved CSR committee projects.	Half yearly
25	Financial Statements	To check Trial Balance, Profit & Loss account and Balance Sheet and verify whether the records have been maintained properly and complied with applicable Ind As. To check whether all known liabilities against the claims have been provided including provision for retirement benefits etc. Check all year end provisions for finalisation of accounts. Check the accrued interest income on short term investment of fund and accrued other income at year end.	Half yearly
26	IFC (Internal Financial Control)	Annual certification of the Internal Financial Control System of the unit as per Companies Act and the other applicable relevant provisions.	The system of internal financial control over financial reporting has to be examined and monitored by the auditor on a quarterly basis and report
27	Any other matter	Any other matter as directed by the Audit Committee/Board/Management from time to time, certification of specific information/document as directed by the Management.	Every quarter

Further, detailed scope of work shall be discussed and finalised with the winning bidder keeping the broad scope and objectives in view. The bidder should take note of the above for submitting their price bid.

**Note 1:**

1. Internal auditors should mainly focus on the system of internal control, internal checks, and compliance of standard operating procedures, manuals, rules and regulations in respect of various operations of the Company approved by the Board.

2. For the works which is not specifically mentioned in the scope of work but are necessary for



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meeting the audit objectives and requirement of Management, are also to be included. For such situations, management reserves the right to work out the additional scope of work in consultation with the winning bidder.

3. Internal Audit/verification/compliance of the existing directions of Audit Committee / Board / Management (if any) is also to be taken up by the successful bidder within the quoted rates.

**Brief estimation of volume of work**  
**An overview of Transactions**

Particulars	Amount in Lakh	
	For the F.Y 2022-23	For The F.Y 2021-22
% of capacity utilization	116.38%	117.58%
Revenue from operation	1,02,649.80	97,839.44
No of Sale invoices Generated	789	799
No of PO/WO/Agreement issued	1397	1637
No of Goods Acceptance Notes raised	3591	3347
No of AP vouchers	5755	5031
No of payment vouchers passed	4369	4961
No of bank account maintained	5	5
No of employees at year end	336	343
Gross Value of Fixed Assets	1,57,112	1,54,381

**Note 2:**

1. Appointment of the internal auditor shall be subject to the recommendation by audit committee and approval by the Board.
2. Internal audit firms so appointed shall commence internal auditor and submit Internal Audit Report for the Company for each year at quarterly intervals (covering four quarters in a year). Audit should be conducted & concluded by a partner who will assess the performance, coverage and discuss the draft report with the Head of Finance & Accounts. Internal audit report for each quarter shall be furnished within 3 days of conclusion of audit and auditee response.
3. Audit shall be conducted at Registered & Corporate Office of BNPM situated in Mysore.
4. The audit team will work in strict confidentiality and will ensure that the Internal data, Internal statement and Internal information in respect of the operation of the location / work center / Company is dealt with in strict confidence and secrecy. A Certificate towards maintaining confidentiality is to be provided by the Internal Auditor on receipt of appointment letter and before commencement of Audit.

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\_\_\_\_\_  
Authorized Signatory

Name of the Person Signing the Tender \_\_\_\_\_

Designation \_\_\_\_\_

Seal with address \_\_\_\_\_

Address of local office \_\_\_\_\_



**Section- IV**

**Special Terms and Conditions (SCC)**

1. **Price:** Prices quoted should be for an indivisible contract basis and should include all royalties, duties, taxes, expenses 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. Price quoted for the different years shall remain fixed and firm for the respective contract periods and no price variation are allowed.
2. **Terms of Payment:**  
Payment shall be made within 30 days after satisfactory completion of work and submission of report as per scope of work along with original tax invoices and on compliance of all the tender conditions stipulated. Statutory deductions shall be made at source as per rule. Payment shall be released in electronic mode and in INR only.
3. **Liquidated Damages:**  
If the successful bidder fails to provide any or all of the services or fails to perform the services within the time frame(s) incorporated in the contract, BNPM shall, without prejudice to other rights and remedies available to BNPM under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% (Half) percent of the delivered service price of the delayed services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed services' contract price(s).  
In addition to above if any penalty/interest/compensation paid to statutory Authority due to negligence/omission/commission/mistake/error occurred during performance of services would be recovered from the contract price.
4. **Tender Evaluation criteria and award of work:**
  - a. In the first stage of evaluation, Pre-Qualification bid & Techno-commercial bid shall be opened together and however, the Techno-commercial bid of pre-qualified bidder who meets the prescribed eligibility criteria shall be scrutinized and evaluated with reference to the parameters prescribed in the tender document.
  - b. For a bidder meeting the qualification/eligibility criteria and complied to all the terms & conditions and scope of work of the tender vide documentary evidence as submitted by the bidder, financial bids of only techno commercially qualified bidders shall be opened for further evaluation.
  - c. Price evaluation to determine L-1 status will be carried out on the basis of comparing average present value of total basic (effective) price (i.e without GST) quoted for three years.
  - d. Prices quoted for second and third year will be converted to present value prices for evaluation and average of three years will be considered for evaluation. However initial order will be placed for one year only.

## **TENDER No. BNPM/OTE/624/2023-24 Dated 25.03.2024**

Formula for Present Value Calculation:

$$PV_n = Q_n / (1+r)^{n-1}$$

Where,

PV<sub>n</sub>: Present Value

Q<sub>n</sub>: Quoted Price (i.e price quoted for 1<sup>st</sup> year, 2<sup>nd</sup> year, 3<sup>rd</sup> year)

r: Rate of interest – To be considered as 8.65% i.e 0.0865.(Present MCLR of SBI)

n: No of year ( i.e 1 for 1<sup>st</sup> year, 2 for 2<sup>nd</sup> year , 3 for 3<sup>rd</sup> year)

$$NPV \text{ for 3 years} = PV_1 + PV_2 + PV_3$$

$$\text{Average of 3 years} = (PV_1 + PV_2 + PV_3)/3$$

Bidder should be eligible to pass on the input credit which shall be deducted from total price to arrive at effective price for price evaluation purpose. Bidder shall note that no extra cost will be considered over and above the price quoted in the price bid and hence bidder shall ensure that price submitted in the price bid is quoted considering the complete scope of work as defined in the tender document.

### **e. Preference to bidders:**

- i. In case of tie between the bidders against the quoted prices, the bidder having office at Mysore shall be given preference over the other bidder.
- ii. In case of tie between the bidders at Mysore against the quoted prices, the bidder who have more seniority (seniority will be judged from the date of registration of the company/firm) shall be given preference.
- iii. In case of tie between the bidders with same date of registration, the bidder with higher net worth as per CA audited balance sheet for FY 2022-23 shall be given preference.

Based on the best judgment, management shall finalize the bidder for award of the work. The decision of BNPM in this regard shall be final and not to open challenge.

### **5. Settlement of Disputes through Arbitration:**

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.

### **6. Legal Jurisdiction:**

The Courts of Mysore (Karnataka State) shall alone have the jurisdiction to decide on any legal matter of dispute whatsoever arising out or in respect of the contract.

### **7. Rights of Rejection:**

BNPMIPL reserves the right to reject any or all the applied bids without assigning any reason whatsoever. The enquiry can be rejected on national security grounds.

### **8. MSME:**

Public procurement policy for MSE, 2012 as notified by GOI along with its amendments as available in [www.msme.gov.in](http://www.msme.gov.in) shall be followed. For MSEs valid NSIC/ UDYAM registration certificate is to be submitted.

### **9. Risk Purchase:**

If the successful bidder fails to abide by the terms and conditions of the order, or fails to

**TENDER No. BNPM/OTE/624/2023-24 Dated 25.03.2024**

execute service as per the completion schedule or any time repudiates the order, the purchaser(BNPM) will have the right to:

- a. Render service from other agencies at the risk and cost of the successful bidder. The cost difference between the alternative arrangement and existing contract value wherein default has been made will be recovered from the successful bidder along with the other incidental charges.
- b. In case of procurement through alternative sources, if procurement price is lower than the existing contract value wherein default has been made, in such case no benefit on this account will be passed on to the successful bidder.
- c. Forfeiture of performance security.

**10. Contract Period:**

Initially the contract period shall be for one year and renewable for another two years subject to satisfactory performance on yearly renewal basis, keeping price fixed as quoted for respective financial years and other terms & conditions and scope of work unaltered.

**11. Signing Authority:**

- a. Limited / Private Limited Company: Certificate of Incorporation, MOA, and AOA are to be submitted. If the signing authority is not the director of the company then Authorization letter for the person signing the document is to be submitted in Rs. 200 stamp paper authorized by the competent authority not below the level of Director is to be submitted. Else Board Resolution authorizing the person signing the documents is to be submitted.
- b. Proprietorship Firm: GST registration is to be submitted. If the proprietor is signing the documents then declaration in company letter head to be submitted. Else Authorization letter for the person signing the document is to be submitted in Rs. 200 stamp paper authorized by Proprietor.
- c. Partnership Firm: Partnership deed is to be submitted. If the relevant partner having signing authority for bid submission is not signing the tender then Authorization letter for the person signing the document is to be submitted in Rs. 200 stamp paper authorized by Proprietor with confirmation from all the partners.

**12. Sub-Contracting:**

Sub- contracting of the work by the successful bidder is not permitted.

**13. Force Majeure :**

In the event of any unforeseen event directly interfering with the supply of stores arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Contractor shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Unless otherwise directed by BNPM in writing, the contractor shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. If the force majeure condition(s) mentioned above be in force for a period of 90 days or more at any

**TENDER No. BNPM/OTE/624/2023-24 Dated 25.03.2024**

time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

**14. Performance security:**

- a. Within twenty-one days after the issue of notification of award (i.e PO/WO/LOI whichever is earlier) by BNPM, the successful bidder shall furnish performance security to BNPM for an amount equal to five per cent (5%) of the total value of the contract.
- b. Performance security may be furnished in the form of :
  - i. Account payee demand draft
  - ii. Unconditional Bank Guarantee issued and confirmed from any scheduled commercial bank with validity up to 60(sixty) days beyond the date of completion of all contractual obligations of the successful bidder.
  - iii. Fixed deposit (FDR) from a scheduled commercial bank in India.
  - iv. Online payment in an acceptable form(Bank detail is hereunder)

**Account details:**

Name of the Account holder: Bank Note Paper Mill India Pvt. Ltd

Bank Name: HDFC

Branch Name: SME Branch,

Account No: 05230350002465

IFSC Code: HDFC0000523 Richmond Road Branch, Bangalore.

**15. Termination:**

The appointment of the successful bidder shall be stand cancelled forthwith without any prejudice to all available legal or any other remedy / recourse to the company in the following cases:

- a. If the successful bidder obtains the appointment on the basis of false information / mis - statement.
- b. If the performance security is not submitted in accordance with aforementioned clause 14.
- c. If the successful bidder does not take up audit in terms of appointment letter.
- d. If the successful bidder fails to maintain/honour confidentiality and secrecy of the Company's cost data, cost statement and cost information.
- e. If the successful bidder fails to comply with any of the conditions given under scope, eligibility criteria, terms and conditions.

\_\_\_\_\_  
Authorized Signatory

Name of the Person Signing the Tender \_\_\_\_\_

Designation \_\_\_\_\_

Seal with address \_\_\_\_\_

Address of local office \_\_\_\_\_



**SECTION V**

**PERFORMA OF TECHNO-COMMERCIAL BID**

From:

Date:

Name of the bidder,  
Address:

To

DGM (SCM),  
Bank Note Paper Mill India Private Limited  
Administration Building, Paper Mill Compound  
Note Mudran Nagar-Mysore  
570003

Dear Sir,

Ref: Your Tender No. **BNPM/OTE/624/2023-24 Dated 25.03.2024**

We have received your enquiry cited and we are pleased to enclose the following as our technical bid for your kind consideration.

- 1) Our company's profile.
  - Name of the bidder:
  - Status of the bidder: (UDYAM certificate is enclosed for MSME bidders)
  - GST No.: (Copy is enclosed)
  - Income Tax P.A.N. No.: (Copy is enclosed)
  - Bank Detail: (Bank mandate/Cancelled cheque is to be enclosed)
- 2) List of our valuable customers:
- 3) We confirm to providing professional services towards Internal Audit work strictly as per your requirement on as per your schedule.
- 4) We confirm that we will abide by all the tender conditions and we do not have any counter conditions.
- 5) We have attached our bid in two envelopes one contain the techno commercial bid & the other price bid and both are sealed inside the third envelop.
- 6) List of the documents as per the eligibility criteria (Sec – II)

Thanking you,  
Yours faithfully,  
Name & Signature with date.

Seal

**SECTION- VI**

**Price Bid Format for providing professional services towards Internal Audit:**

**Tender No: BNPM/OTE/624/2023-24 Dated 25.03.2024**

Sr No.(A)	Details of heads(B)	For Audit of FY 2024-2025 (INR) (C)	For Audit of FY 2025-2026 (INR)(D)	For Audit of FY 2026-2027 (INR)(E)
1.	Professional Fees for Internal Audit and submission of Report. (Basic i.e yearly effective price without GST) (As per scope of work)(INR)			
2.	Out of pocket expenses / conveyance / travelling / accommodation etc. (INR)			
3.	Total Effective Price (Sr No 1+ Sr No 2) (INR)			
4.	GST (INR) ( HSN/SAC : _____ GST Rate : _____ )(INR)			
5.	Yearly effective price (INR) (Without GST) in Fig. ( Converted to present value price as per Clause 4, Sec- IV, SCC) (INR)			
6.	Total Effective Price for 3 years (Without GST) (INR) in Fig. { Sr No. 5(C)+5(D)+5(E )} (Converted to present value price as per Clause 4, Sec- IV, SCC)			
7.	Total Average Effective Price for 3 years (Without GST) (INR) In Fig. { Sr No. 5(C)+5(D)+5(E )}/3 (Converted to present value price as per Clause 4, Sec- IV, SCC)			
8.	Total Average Effective Price for 3 years (Without GST) (INR) in Word { Sr No.5(C)+5(D)+5(E )} /3 (Converted to present value price as per Clause 4, Sec- IV, SCC)			

**TENDER No. BNPM/OTE/624/2023-24 Dated 25.03.2024**

Formula for Present Value Calculation:

$$PV_n = Q_n / (1+r)^{n-1}$$

Where,

PV<sub>n</sub>: Present Value

Q<sub>n</sub>: Quoted Price (i.e price quoted for 1<sup>st</sup> year, 2<sup>nd</sup> year, 3<sup>rd</sup> year)

r: Rate of interest – To be considered as 8.65% i.e 0.0865.(Present MCLR of SBI)

n: No of year ( i.e 1 for 1<sup>st</sup> year, 2 for 2<sup>nd</sup> year , 3 for 3<sup>rd</sup> year)

$$NPV \text{ for 3 years} = PV_1 + PV_2 + PV_3$$

$$\text{Average of 3 years} = (PV_1 + PV_2 + PV_3)/3$$

**Note:**

1. Bidder shall note that no extra cost will be considered over and above the price quoted in the price bid and hence bidder shall ensure that price submitted in the price bid is quoted considering the complete scope of work as defined in the tender document.
2. **Discrepancy in price:**  
If, in the price structure quoted by a tenderer, 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 tenderer 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.  
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  
If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to aforementioned clauses.  
If, as per the judgment of BNPM, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered/speed post. If the tenderer does not agree to the observation of BNPM, the tender is liable to be ignored.
3. Bidder shall be eligible to pass on the input credit which has been deducted from Total price to arrive at Effective price for price bid evaluation.

Authorized Signatory

Name of the Person Signing the Tender .....

Designation .....

Name of Firm .....

Seal with address .....

Address of local office .....



**SECTION -VII**

**ANNEXURE -A**

**Tender No: BNPM/OTE/624/2023-24 Dated 25.03.2024**

**(To be submitted on Company letterhead)**

**DECLARATION**

1. We do hereby declare that as on the date of submission of bid against this tender we are not in the list of ineligible/ blacklisted/ banned/ debarred entity by SPMCIL/ BRBNMPL/ BNPMIPL/any Government Agency, for participating in its tenders:
2. Further, we agree, in case we get blacklisted/ banned/ debarred by SPMCIL/ BRBNMPL/ BNPMIPL/any Government Agency, any time prior to finalization of tender/ contract, our bid shall not be considered for further evaluation/ award of order.
3. 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.
4. We do hereby declare that we have read and understood all terms and conditions of tender document including Scope of Work, Special Terms & Conditions and confirm to abide to those conditions without any counter conditions.

Signature \_\_\_\_\_

Name-----

Designation-----

Date-----

Stamp of the Organization-----



**SECTION -VII**

**ANNEXURE -B**

**Tender No: BNPM/OTE/624/2023-24 Dated 25.03.2024**

**(To be submitted on the letterhead)**

**DECLARATION**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. I hereby certify that M/s ..... is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that M/s ..... fulfills all requirements in this regard and is eligible to be considered.” (Where applicable, evidence of valid registration by the Competent Authority shall be attached)

I, the undersigned, declare that the item ..... originate in ..... (Name of the country).

Signature \_\_\_\_\_

Name-----

Designation-----

Date-----

Stamp of the Organization-----



**SECTION -VII**

**ANNEXURE -C**

**Tender No: BNPM/OTE/624/2023-24 Dated 25.03.2024**

**(To be submitted on the letterhead)**

**BID SECURITY DECLARATION**

We, the undersigned, declare that we will automatically be suspended from being eligible for bidding in any tender with Bank Paper Mill India Private Limited, Mysore for the period of 12 months, if we are withdrawing our Bid during the period of bid validity (or) fail / refuse to furnish the performance security / execute the contract, if awarded.

Signature \_\_\_\_\_

Name-----

Designation-----

Date-----

Stamp of the Organization-----

