



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

**Registered & Corporate Office: Administrative Building, Paper Mill Compound,  
Entry Gate No. 1, Note Mudran Nagar, Mysuru - 570 003, Karnataka, India**

### **TENDER FOR PRINTING AND SUPPLY OF COMPANY'S WALL CALENDARS AND COMPANY'S DIARIES - 2018**

**TENDER No.: BNPM/TEN/Wall Calendars & Diaries/ 288 /2017-18**

**Dated 20.11.2017**

#### **TO WHOMSOEVER IT MAY CONCERN**

Details of Contact person in BNPM regarding this tender

Name : Shri Alok Kumar

Designation : Deputy General Manager

Address : Administrative office Building,  
Entry Gate 1, Paper Mill Compound,  
Note Mudran Nagar,  
Mysore - 570003, Karnataka, India  
Phone 0821-2401171  
Email: [ssharma@bnpmindia.com](mailto:ssharma@bnpmindia.com)  
Website: [www.bnpmindia.com](http://www.bnpmindia.com)



You are invited to submit your sealed quotations in **two parts (Techno-commercial & Financial)** for printing and supplying company's wall calendars and diaries - 2018 as per the Scope, Terms & Conditions of the tender.

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The bidders are requested to forward the bid as per the bid forwarding letter given in Annexure-I.

**Last date for submission of bid : 14:00 Hours on 04.12.2017**

**Opening of the Technical Bid : 15:00 Hours on 04.12.2017**  
at BNPM Administrative Building,  
Paper Mill Compound, Note Mudran Nagar  
Mysuru - 570 003

**Opening of the Price Bid : Will be intimated separately to successful Bidders of technical bid**

For and on behalf of  
Bank Note Paper Mill India Private Limited  
Sd/-

(Alok Kumar)  
Deputy General Manager



**SCOPE OF WORK**

To print and supply Company's Wall Calendar's & Company's Diaries- 2018.

**Company's Calendars:**

- i. Our requirement of Wall Calendars is **900 (Nine hundred only)**
- ii. The size of the calendar should be **31 cm x 45.5 cm (approx.)**.
- iii. The thickness of the paper of the calendar should be **250 GSM Indigo Majestic Marble White OR 140 GSM Twill Flux**.
- iv. Print Specification: Offset printing with recommended LPI. Print output should match the colour accuracy as given in the printable file.
- v. The name of the Company to be printed is bilingual i.e. Hindi and English. The Hindi version to be printed above the English version.
- vi. Suitable wire binding (coloured) with steel lead (stick) should be made for each Calendar.
- vii. The calendar should have seven sheets, back to back multi-colour printing and each page with different design.
- viii. Copy-right of the pictures of environment / animals / structures that will be inserted in the calendar should be taken care of by the printer and the Company will not take responsibility for any violations regarding the same.
- ix. Back side of the calendar may be supported by pulp board.
- x. The company's logo in multi-colour should be printed on top left portion containing Company's name. The logo is to be printed proportionate to the letters in the Company's name, with its specifications.
- xi. The dates and other details should be printed as per the sample.
- xii. The list of paid holidays applicable to Corporate Office and Plant will have to be printed and the same will be made available to the approved printer.
- xiii. **Sample calendar can be collected from our office for reference purpose.**
- xiv. The successful tenderer may go ahead with the printing only after approval of the final print proof.

**Company's Diaries:**

- i. Our requirement of Diaries is **900 (Nine hundred Only)**
- ii. **It should be Engineer's Diary. (Reference model – RE-328 AF)**
- iii. The size of the diary's add-on page should be **17.5 cm X 24 cm (approx.)**. The thickness of the paper of the diary should be **70 GSM (approx.)**.
- iv. The diaries should contain World Map, India Map, Engineering information (Approx. 30 pages containing unit conversions, weight of metal. Bolt & nuts, flow measurement, fuse wire table etc. and the other usual information such as calorie chart, STD codes, diet chart, health guide etc.
- v. Diaries should have work-to-do, Follow-up and calendar of the particular month in every page.
- vi. Diaries should have thumb cut for each month.
- vii. Apart from the above, for around 25 nos. of diaries, individual names with Designations of the Managing Director, Directors, General Managers, etc. should be printed at the top right hand corner on the outer cover of the diary.
- viii. The logo of the Company should be printed on the front cover of the diary as would be specified by BNPM. On the first page of the diary, a brief introduction of the company, as provided by BNPM, should be printed. On the back side of the first page, the List of Board of Directors of the company should be printed (provided by BNPM). The second page should have the details of the Company's senior officers' name, designation, telephone numbers and other details are to be printed (provided by BNPM). On the back side of the 2<sup>nd</sup> page, important telephone numbers are to be printed (provided by BNPM).
- ix. **Sample diary has to be submitted by bidder along with bid.**
- x. Successful tenderer may go ahead with the printing only after approval of the final print proof.



## Section 2

### GENERAL TERMS AND CONDITIONS

1. Sealed tenders **in two parts (Techno-commercial bid & Financial bid)** are invited from experienced and reputed contractors/agencies/firms engaged in printing of company's diaries and wall calendars. Financial bid to be submitted without any condition attached to the price.
2. Since this is a limited tender, the parties who have been identified and sent the tender documents for getting the quotes, are eligible to participate.
3. The cost of tender is Rs.1000/- and is non-refundable. The cost of tender shall be paid through Demand draft in favour of **Bank Note Paper Mill India Private Limited** payable at **Mysore**.
4. **Earnest Money Deposit (EMD)** Interest free EMD of Rs. 8,000/- (Rupees eight Thousand only). The EMD shall be paid by Demand Draft in favour of **Bank Note Paper Mill India Private Limited** payable at **Mysore**. The EMD of unsuccessful bidders shall be returned on finalization of the tender. The EMD of successful bidder shall be returned on completion of the work. The tender without EMD shall be liable for rejection.
5. **Eligibility Criteria:**
  - a. The firm should have supplied minimum 300 diaries and printed calendars to PSUs/Public Limited Companies/reputed Business or Industrial Houses/Multinational Corporate and Govt. Depts. Etc. during any financial years during last three years with period ending on 31.10.2017.  
*(Copy of completion certificates from concerned clients indicating the value of work done shall be attached with the bid. A self-declaration along with certificate from client confirming printing and supplying of at least 300 Diaries and Calendars each for a client in a year).*
  - b. The firm should have valid GST No., Income Tax, PAN No. along with their bid.
  - c. The firm should not have been black listed by BNPMIPL/BRBNMPL/SPMCIL or any other government department for



participating in the tender at the time of bidding. (A declaration for the same shall be furnished)

6. Tenders should be addressed to Chief General Manager, Bank Note Paper Mill India Private Limited and should be submitted on or before **1400 Hours on December 04, 2017** in sealed covers at the office of BNPM - Administrative Building, Paper Mill Compound, Entry Gate No. 1, Note Mudran Nagar, Mysuru – 570 003. The technical bid shall be opened at **1500 Hours on December 04, 2017** at the above mentioned address. The time and date for opening the financial bid shall be intimated later.
7. The tender shall be signed manually by a person duly authorized to enter into such contracts.
8. The bidder should furnish their tender exactly as per the format without any deviation/counter condition.
9. **Packing and Delivery:** You will have to arrange for dispatch of 900 nos. of diaries and wall calendars each to our Corporate Office in Mysuru (**DAP, BNPMIPL, Engineering Stores, Mysore**) by suitable mode of transportation i.e. cargo services. You will ensure that the diaries and calendars are made available in good condition and as per the quantity indicated on time.
10. You should arrange to supply the diaries and calendars **within 10 days** from the date of placing the order. If the supplier fails to supply within the stipulated time and quality / quantity as mentioned above, Company reserves the right to cancel the order and procure the material from alternate source at the risk and cost of the contractor.
11. **The quoted rates should be inclusive of all taxes/cess/etc. and other charges including packing charges, insurance charges, transportation charges, and charges w.r.t. delivery at BNPM, Engineering Stores, Mysore.**
12. **Confidentiality:** Bidder shall maintain secrecy, exclusivity and confidentiality of the high security currency paper manufacturing environment of BNPMIPL. The information, which is contained in the Calendar/Diary will not, in whole or in part be reproduced, transferred to other documents/electronic media or disclosed to others without written consent of BNPMIPL.



13. **Payment Terms:** Payment will be released only after supply and acceptance of the items at our Corporate Office. Statutory deductions as applicable will be deducted from the gross bill amount.

14. The quotations should be valid for a period of 20 days from the date of technical bid opening.

15. **Evaluation process**

(i) Techno-commercial bid shall be opened in the first instance and these bids shall be scrutinized 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 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 technically qualified tenderers to enable them to attend the financial bid opening, if they so desire.

(ii) The evaluation committee, after determining whether the financial proposals are complete without errors shall determine the lowest financial proposal for award of contract. **The total price quoted (inclusive of GST, royalty etc.) shall be considered for determining the overall L1 bidder combined for both the items. i.e., wall calendars & diaries. If the bidder is not L1 for both the items, bidder shall be given to match the L1 rate for which he is not L1. If the bidder refuse to match the L1 rate, BNPM reserve the right to procure the item form L1 bidder.**

16. **Liquidated Damages:** If the supplier fails to deliver any or all of the goods within the time frame (s) [delivery schedule] incorporated in the contract, BNPMIPL shall, under the contract deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed supply [value of quantity for which delivery is delayed] for each week of delay or part thereof until actual delivery, subject to a maximum deduction of 10%.

17. The Company reserves the right to accept any quotation or reject any or all quotation/s without assigning any reasons.

18. In case of any dispute, efforts will be made to mutually settle the dispute. In this regard, the decision of the Managing Director, BNPM is final.



19. **Jurisdiction:** All matters pertaining to this shall be subject to the jurisdiction of the courts in Mysuru/Bangalore only.

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

\_\_\_\_\_

Authorized Signatory

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

Designation : \_\_\_\_\_

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





### **Section 3**

#### **INSTRUCTION FOR SUBMISSION OF BID**

Tenders should be submitted in original in a sealed cover to the office of the BNPM, super-subscribed "**Tender for printing and supplying of Company's Wall Calendars & Company's Diaries – 2018**". The tender shall be submitted as follows:

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

- i. Cost of tender document in the form of DD of Rs. 1000/- in favor of Bank Note Paper Mill India Private Limited, Payable at Mysore. Cost of tender is non-refundable.
- ii. DD of Rs. 8,000/- (Rupees eight Thousand Only) in favor of Bank Note Paper Mill India Private Limited, Payable at Mysore towards EMD.
- iii. In case DD towards EMD and cost of tender is not found in order by tender opening committee, the other envelope containing price bid shall not be opened and tender shall be rejected summarily.
- iv. Documentary evidence for meeting the pre-qualification/eligibility criteria.(self-attested Purchase Orders executed/client certificates AND self-attested copies of PAN/GST)
- v. Compliance to the Scope of Work as per Section-1 duly signed on all pages.
- vi. Compliance to General Terms & Conditions as per Section-2 duly signed on all pages.
- vii. Compliance to Instruction for submission of Bid as per Section-3 duly signed on all pages.
- viii. Compliance to Price Bid Format (without mentioning price) as per Annexure-III duly signed on all pages.
- ix. Bid forwarding letter (Annexure-I).
- x. Duly-filled Technical Bid (Annexure-II) along with all required documents
- xi. Envelope to be super scribed as "**Envelope-1:Techno-Commercial Bid**"

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

- i. Price Bid (Annexure-III) as per Schedule of Price of the Tender document.
- ii. Envelope to be super-scribed as '**Envelope-2 : Price Bid**'

Both the envelopes should be put in **Envelope-3** and super subscribed as "**Tender for printing and supplying of Company's Wall Calendars & Company's Diaries – 2018 not to be opened before 04.12.2017.**"

Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.

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 shall



be initialed by the tenderer. Bids should be submitted as per the format either in neatly handwritten or typed but manually signed.

The sealed Envelope-3 should be sent **on or before 1400 Hours on 04.12.2017**:

**The Chief General Manager,  
Bank Note Paper Mill India Private Limited  
Administrative Building, Paper Mill Compound,  
Entry Gate No. 1, Note Mudran Nagar,  
Mysuru - 570 003**



**Bid forwarding letter – Specimen**

*(To be submitted on letter head of the firm  
under signatures of authorized signatory)*

Date:

To,

The Chief General Manager,  
Bank Note Paper Mill India Private Limited,  
Note Mudran Nagar  
Mysuru – 570 003

Dear Sir,

**Sub:** Submission of bid – Printing & Supplying Company’s Wall Calendars and  
Diaries – 2018

**Ref:** TENDER NO: BNPM/TEN/wall calendars & diaries/...../2017-18

With reference the above, we \_\_\_\_\_ (name of the bidder) hereby submit our  
bid as under:

1. We have noted, understood and agreed to all the terms and conditions of this tender. In token of our acceptance, each and every page of this tender document is duly signed & sealed by the authorized representative.
2. We have prepared and submitted the bid strictly as per the format and instructions given in the tender document including the scope of work and expectations.
3. The Techno-commercial bid consisting of
  - a. Cost of Tender Document – Rs. 1000/-
  - b. DD of Rs. 8,000/- towards EMD
  - c. Duly signed copies of
    - i. Compliance to the Scope of Work (Section-1),
    - ii. Compliance to General Terms & Conditions (Section-2)
    - iii. Compliance to Instruction for submission of bid (Section-3)
    - iv. Compliance to Price Bid Format without mention of price (Annexure-III); and
    - v. Documents ascertaining the prequalification/eligibility criteria.
  - d. Duly signed ‘Bid forwarding letter (Annexure-I)’



has been submitted in separate sealed envelope duly super-scribing "Envelope-1: Techno-commercial Bid". The price bid has been submitted in separate sealed envelope duly super-scribing "Envelope-2: Price Bid".

The documents in 'Envelope-1: Techno-commercial Bid' do not have any mention of the price.

4. The price bid is submitted un-conditionally i.e. without any condition and strictly as per the price bid format.
5. The price bid is prepared as per the guidelines and furnished strictly as per the format.

For \_\_\_\_\_

(Name of the authorized signatory with seal)

\_\_\_\_\_

**Enclosures:** 1.

2.



## Annexure II

### **Technical Bid Format**

(To be submitted on letter head of the firm under signatures of authorized signatory)

Sl. No.	Particulars	Details
1	Name of the Firm/Company/Agency	
2	Full Particulars of the Office	
	a) Full Address:	
	b) Telephone Number:	
	c) Fax No.:	
	d) E-mail ID:	
3	Whether the Firm is proprietorship / partnership / limited Company. <i>(Attach proof with CIN/Registration Number.)</i>	
4	PAN No. <i>(Pl. attach latest/current Income Tax clearance certificate)</i>	
5	GST No. <i>(Pl. attach a copy of GST Regn. Certificate)</i>	
7	Experience Details of having supplied minimum 300 diaries and calendars in one financial year during last three years with period ending 31.10.2017. <b><u>A self-declaration along with certificate from client confirming printing and supplying of at least 300 Diaries and Calendars each for a client in a year.</u></b>	
8	<u>Bank Account Details of the firm:</u> a. Bank Account No.: b. Bank Name & Address: c. IFSC Code: d. MICR Code:  <i>(Attach self-attested photocopy of cancelled cheque)</i>	



## **DECLARATION**

1. We have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
2. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
3. We confirm that we have not been black listed by BNPMIPL/BRBNMPL/SPMCIL of any other Government department for participating in the Tender.

\_\_\_\_\_  
Signature of authorized person

Date:

Place:

Company's seal



## **Annexure-III**

**TENDER No.: BNPM/TEN/Wall Calendars & Diaries/ 288 /2017-18**

**Dated 20.11.2017**

### **PRICE BID FORMAT**

<b>BANK NOTE PAPER MILL INDIA PRIVATE LIMITED</b>						
<b>Schedule of Quantities</b>						
<b>PRINTING AND SUPPLY OF COMPANY'S WALL CALENDARS &amp; COMPANY DIARIES - 2018</b>						
<b>Sl. No.</b>	<b>Description</b>	<b>Tender Qty. (Nos.) (A)</b>	<b>Basic Price (Rs.) (B)</b>	<b>GST (Rs.) (C)</b>	<b>Total Price Per Unit (D=B+C)</b>	<b>Total Price (Rs.) (E=A*D)</b>
1	Printing and supply of Company's Diaries - 2018	900				
2	Printing and supply of Company's Calendars - 2018	900				
<b>TOTAL PRICE (In Figures)</b>						
<b>TOTAL PRICE (In words)</b>						

- ❖ **The quoted rates would be on the basis of delivery at Corporate Office (DAP, BNPMIPL, Engineering Stores, Mysore).**
- ❖ The quantity mentioned above may be increased/decreased as per the actual requirement.
- ❖ **Sample Calendar and Diary are available at our office for reference purpose.**

For \_\_\_\_\_

Authorized signatory

Place:

Date:

