



Bank Note Paper Mill India Private Limited
Corporate office: Administrative Building, Entry Gate 1, Paper Mill Compound,
Note Mudran Nagar, Mysore – 570003, Karnataka, India

Standard Biding Document (SBD)

Not Transferable

Tender Document for SAP- Business One, HCM Application & Business Analytics - Procurement of licences, Implementation & Support Services

Tender No. 212 BNPM/CO/Implementation & Support Services of ERP/2017-18 & Dt. 21/09/2017

The Tender Document contains 75 Pages

The Tender Document is sold to

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Details of Contact person in BNPM regarding this tender

Name: Shir. Alok Kumar

Designation: Deputy General Manager

Address **Bank Note Paper Mill India Pvt. Ltd.**
Administrative Building,
Note Mudran Nagar,
Mysore- 570003.
Phone 0821- 2401175
Email info@bnpmindia.com
Website: www.bnpmindia.com



NIT**BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

SECTION: I

NOTICE INVITING TENDERING

SHEET 1 OF 6

CONTENTS – STANDARD BIDDING DOCUMENT

Section No	Specification no	Description
	APQ	Application- Pre-qualification
I.	BNPM/CO/ERP/212/2017-18	Notice Inviting Tender (NIT)
II.	GIT	General Instructions to Tenderers (Can be downloaded from website: www.bnpmindia.com under the section %Corporate Actions+)
III.	SIT	Special Instructions to Tenderers
IV.	GCC	General Conditions of Contract (Can be downloaded from website: www.bnpmindia.com under the section %Corporate Actions+)
V.	SCC	Special Conditions of Contract
VI.	LOR	List of Requirements
VII.	TS	Technical Specifications
VIII.	DL	Deliverables
IX.	QC	Qualifying/ Eligibility Criteria
X.	TF	Tender Form/ Acceptance of Terms & Conditions
XI.	PS	Price Schedule
XII.	QUEST	Questionnaire
XIII.	BG-EMD	Bank Guarantee Form for EMD
XIV.	DPR	Detailed project report, activity and expectation from BNPM
XV.	BG-PS	Bank Guarantee Form for Performance Security.
XVI.	DT	Declaration by tenderer
XVII.	LOA	Letter of Authority for attending Bid Opening
XVIII.	PBP	Proforma of Bills for Payments
XIX.	APQ	Application-Pre-Qualification
XX.	ACW	Additional Conditions. Not Applicable
XXI.	IP	Proforma for Integrity Pact - Not Applicable



NIT**BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

SECTION: I

NOTICE INVITING TENDERING

SHEET 2 OF 6

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

Administrative Building, Entry Gate 1, Paper Mill Compound,

Note Mudran Nagar, Mysuru-570003, Karnataka, India

Tele: 0821-2401 111, Fax 0821-2401 154

Email info@bnpmindia.com, website: www.bnpmindia.com

Tender No.212 BNPM/CO/Implementation & Support Services of ERP/2017-18 & Dt. 21/09/2017

1. Bidders satisfying the pre-qualification (techno commercial) conditions specified in the bid and ready to supply of service ast mentioned requirement in conformity with the Scope of Service and Technical specification provided in NIT and terms and conditions stipulated herein may submit their commercial quotes as specified in the format of the document. The closed quote should be submitted electronically only on the BNPM e- Tendering Portal www.tenderwizard.com/BNP within the time.
2. Tenders are invited in two parts (Techno-commercial & Financial) from eligible and qualified tenderers for supply of following Goods:

S No.	Brief Description of Goods/ Services	Qty	Earnest money
1.	Supply of SAP- Business One, HCM Application & Business Analytics licences and Implementation & Support Services	As per requirement (Plase see the List of requirement Section VI)	Rs 2,00,000/- (Rupees Two lakh only)

Tender Number	Tender No.212 BNPM/CO/Implementation & Support Services of ERP/2017-18 & Dt. 21/09/2017
Type of Tender (Two Bid/PQB/EOI Etc.)	Two Bid
Price of the tender Documents	Rs 3000/- plus applicable tax
Closing Date and time for receipt of tenders	23.10.2017 1500 Hours



NIT**BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

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Pre-bid meeting

06.10.2017 at 1700 Hrs at
Bank Note Paper Mill India Pvt. Ltd.
Administrative Building,
Entry Gate 1, Paper Mill Compound
Note Mudran Nagar,
Mysore- 570003.

Bid submission Mode

Through e-tendering portal
www.tenderwizard.com/BNP

3. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website www.tenderwizard.com/BNP (as mentioned above) for further details, addendum/corrigendum etc.
4. Non-refundable Tender fee is Rs 3000/- per set plus applicable taxes. The payment shall be made through electronic mode only.
5. Aspiring Bidders/Contractors who have not registered in e-tendering should register through the website E_tendering (www.tenderwizard.com/BNP) for participation in online tenders. The registration charges will be Rs 3000/- plus applicable service tax (per year) which needs to be paid through electronic mode only.
6. For details, registration and e-payment please visit e-tendering website www.tenderwizard.com/BNP or contact e-tendering helpdesk at 080-49352000/ Mr Manohar V at 09686196756.
7. The NIT Form with standard bidding document will be accessible in the e-tendering website (www.tenderwizard.com/BNP)
8. 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 form any of the RAs approved by CCA.
9. Bidders/Contractors should upload and attach all the scanned copies of technical documents/certificates in e-tendering website www.tenderwizard.com/BNP pertaining to their eligibility criteria mentioned in the NIT/SBD, failing which, the bid will not be considered.
10. The tender shall contain two bid system each of whose shall be as follows envelopes each of whose contents shall be as follows.

Prequalification Bid & Techno-commercial Bid should consist of clearly visible scanned copy of:

- i) Bid forwarding letter.



NIT**BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

SECTION: I

NOTICE INVITING TENDERING

SHEET 4 OF 6

- ii) Power of Attorney in favour of the person who has signed the bid on stamp paper of appropriate value.
- iii) Documents to establish conformity with Bidder's Qualification/Eligibility criteria.
- iv) ESIC, PAN details, GST registration certificate, Scheduled bar chart, proposed organization chart.
- v) Earnest Money Deposit (To be paid electronic mode/Bank Guarantee)
- vi) Deviations from GCC, SCC, SIT, GIT (if any)
- vii) Schedule of deviations to technical specifications separately
- viii) Technical details/documents specified in technical part
- ix) Blank copy (Without price) of Schedule of price duly signed & stamped on each page

The bidder should submit the "Prequalification Bid & Techno Commercial bid "in e-tendering Portal only.

Financial Bid Shall contain

- i) Schedule of Prices duly filled in.

11. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, should be uploaded in e-tendering portal www.tenderwizard.com/BNP only.

12. In the event of any of the above mentioned dates being declared as a holiday / closed day for the purchase organisation, the tenders will be sold / received / opened on the next working day at the appointed time.

13. The tender documents are not transferable.

Yours Faithfully,

(Alok Kumar)
Deputy General Manager



Objective

Bank Note Paper Mill India Private Limited (the Company) is incorporated as Private Company under the provisions of the Companies Act, 1956 (CIN: U21090KA2010PTC055475) and domiciled in India having its corporate & registered office at Entry Gate -1, Administrative Building, Paper Mill Compound, Note Mudran Nagar, Mysore - 570003 with the main objects inter-alia of developing, designing, manufacturing and supplying of currency paper and bank note paper. The company is a 50:50 Joint Venture between Security Printing & Minting Corporation of India Limited (SPMCIL- A Govt. of India Enterprise) and Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL -a wholly owned subsidiary of Reserve Bank of India). The company is entrusted by the Ministry of Finance (MOF), Government of India with the responsibility of implementing a green field project of setting up and running of a Bank Note Paper Mill of capacity 12000 TPA at Mysore, Karnataka.

In order to meet the current challenges for sustaining competitiveness in the market as well as to move towards excellence in governance with less paperwork, enhance Business processes efficiency there is a need for the Organisation to undertake an ERP implementation to facilitate the objectives. This exercise will enable the company to streamline and standardize the processes across the organization and to adopt some of the global best practices being followed in similar organizations. In this connection, the company is looking for an ERP Implementation services provider who will implement ERP solution meeting company's functional needs and extend post implementation support for 6 months post Go-Live.

Expectation

The Implementation vendor is expected to do an assessment of the company's business processes to understand its requirements before submitting the response. Interested Implementation vendor may visit the unit, at their own cost, to have first-hand knowledge on the activities of the organization, available infrastructure, work culture and IT systems, prior to Submission of the response.

For this purpose, on behalf of Chairman and Managing Director BANK NOTE PAPER MILL INDIA PRIVATE LIMITED (BNPM), Participation invited from the Indian Companies under two stage bidding system (Techno-commercial bid & financial bid) for implementation of ERP namely SAP B1 with HANA (here after called SAP B1) along with compatible HCM application & Business Analytical Tool as per the schedule of requirement and bill of material enumerated in this tender document. Implementation vendor shall have expertise in implementing GST as part of SAP B1 ERP implementation.



NIT

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

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SHEET 6 OF 6

Scope of the contract is for supply, installation, commissioning, configuration, customization, training, Operationalize and maintenance of SAP B1, HCM application & Business Analytical tools on turnkey basis, on a fixed cost basis.

BNPM intends to identify the number of technically and commercially responsive bidders to one, from the list of such bidders arranged in increasing order of their evaluated prices starting from the lowest for the purpose of ordering against this tender. The bidder with the lowest evaluated price will be considered for executing the contract for the tendered quantity as per the delivery schedule. The BNPM reserves the right to award some of the tasks to one more vendor, in case it is felt, it is prudent to do so, for the advantage of the organisation.

Present Status

BNPM has started the commercial operations by June 2016. It has majorly two completely automated paper manufacturing lines to produce Paper from Cotton. The production lines are having high end DCS (Distributed Control system) in production area which captures processes and consumption data automatically. The production line has Pulping, Paper manufacturing, winding and Sheet Making processes in a highly secured environment. The processes are more akin to chemical processing and Paper manufacturing plants.

Presently BNPM is using Tally for its accounting and financing, Godrej time management system to record employees attendance and automated Weigh Bridge to weigh & receive incoming raw materials. Presently, the operations are managed with 400 permanent employees. Also the company engages sub-contracted workers and security for its needs.

The present system users are around 25 transactional users and 10 Management users with approval rights.



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Section II: General Instructions to Tenderers (GIT)

This section-II shall be downloaded from website: www.bnpmindia.com under the section

Corporate Actions+and signed & stamped and submitted along with the Techno-Commercial Bid .Part II as acceptance of terms and conditions.



The following Special Instructions to Tenderers will apply for this tender. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in tender. The corresponding GIT clause numbers have also been indicated in the text below: In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

SI No	GIT Clause No	Topic	Substitution / Replaced by
1.	8	Pre-bid meeting	4.4
2.	9	Time limit for receiving request for clarification	4.3
3.	11	Tender Currency	INR
4.	12.11	GST	1.0
5.	19	Tender Validity	90 days
6.	20.4	Number of Copies of Tenders to be submitted	Single Copy
7.	20.9	E-Procurement	E Procurement
8.	35.2	Additional Factors for Evaluation of Offers	As specified. Prospective bidders should meet our tender conditions [Pre-qualification criteria] as well as the proposed vehicles should meet our required specifications.
9.	43.0	Parallel Contract	Not applicable
10.	50	Tender for rate Contracts	As applicable.

1. GST:

The suppliers are required to adhere the following procedure in order to honour the payment against CGST, SGST, IGST & UTGST in the invoice:

- i. An invoice issued by the supplier of goods or services or both should be in accordance with the provisions of section 31 of the CGST Act and should contain all the prescribed informations in accordance with Chapter VI of CGST Rules, 2017;
- ii. A debit note issued if any, by a supplier should be in accordance with the provisions of section 34 of the CGST Act;
- iii. The supplier should mandatorily upload the aforementioned documents in GSTR -1, details of outward supplies of goods or services within the prescribed time under GST Act;
- iv. The supplier should provide the relevant documents to confirm the tax charged on the invoice has been paid to the credit of government after adjusting with ITC if any.

Notwithstanding above, the supplier should provide indemnification as follows:

On the event of non-compliances with respect to GST Act and Rules by the supplier, the purchaser is allowed to adjust the GST amount from retention amount (either in BG or in Cash) held by the company. If no amount is available for recovery, the supplier will refund the GST liability within 10 days from the date of GST reversal in GSTRN+

The above requirements are mandatory to claim any GST liability, failing which, the GST liability will not be paid/reimbursed/accepted.

2. Corrigendum/ Addednum, if any, including clarifications provided during pre-bid meeting/ or otherwise shall be hosted on Company's website (www.bnpmindia.com) only.
3. The Company discourages the engagement of agents for brokering contracts and hence intending bidders are requested to take note of the above that engagement of agents for brokering contracts may result in dis-qualification.
4. Important Dates-

4.1	Final Date of submission of tenders-	23.10.2017 1500 Hous
4.3	Last Date for bidders to request for clarifications-	03.10.2017 1100 Hours
4.4	Pre-bid Meeting	06.10.2017 1700 Hours
5. Performance Security-
 - (a) As per GCC
 - b) Value 10 of the contract value.
6. Pre-Qualification for bidding-Refer Section . IX (Qualification Eligibility Criteria)

The prequalification/Eligibility criteria are given in Section IX. The bidders to note that the bidders meeting all i.e. technical (Past experienter), financial and other qualification criteria as mention in section IX will be considered as successful in PQB. The bidders are required to submit the documentary evidence for the same as specified in the section . IX.

7. Quoting of rates for all destinations is compulsory. Selective quoting shall render the bid in-valid.

8. Site Inspection:

Tenderer may like to visit the site at their own cost and they may obtain all necessary information as to risks, contingencies and other circumstances which may influence or alter their tender before submitting the tender. The tenderers shall be deemed to have full knowledge of the work involved, whether they inspect it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

9. Rights of Inspection/ Rejection/ distribution:

BNPMIPL reserves the right at their sole discretion and without assigning any reason thereof whatsoever, to

- a) Reject any or all tenders either in full or in part,
- b) To inspect the vehicle and its documents if so required.

10. SECURITY AND CONFIDENTIALITY

- a) BNPMIPL is a security organization and the premise is declared as ~~Prohibit~~ Prohibited Area by the Govt. of Karnataka. Hence the contractor has to abide by the security rules of the Company. The contractor has to ensure the character and antecedent of the persons deployed. The contractor has to carry out police verification of their drivers and submit the report at their own cost.
- b) The Contractor shall inform the name, age and permanent addresses of the personnel deployed and give his complete bio data and certify his character. Also, you shall complete all the security formalities laid down by BNPMIPL, in this regard.
- c) BNPMIPL reserves the right to get the antecedents of the employees of the contractor verified through police. Any employee of the contractor, if found as unsuitable or having doubtful integrity or associated with any other job, shall be removed from the premises at the risk and cost of the contractor. The contractor shall vouch for the integrity of its workers.
- d) BNPMIPL shall be entitled to prevent a breach of the above and to damages in case of breach.

11. ASSIGNMENTS AND SUBLETTING/SUB CONTRACTING:

The contractor shall not sub -contract the work to any sub- contractor without the

prior approval of BNPMIPL.

12. STATUTORY REQUIREMENTS:

The Contractor/Transporter should comply with all statutory provisions as applicable such as but not limited to:-

- a) Workmen Compensation Act, Contract Labour R & A Act 1970 & Contract Labour R & A Rules 1971, Minimum wages Act 1948, payment of wages act 1936 and other related labour legislations etc., and shall by periodical substitution/ rotation of manpower, indemnify Company from any claims in future or due to any breach of the statutory requirements. The Company, as a principal employer, shall enforce the provisions of these Acts.
- b) The Contractor shall indemnify the company from any claim due to any breach of statutory requirements and the company as a principle employer shall enforce the provisions of the act.
- c) The contractor shall obtain license / registration from Labour Authority / any other Statutory Authority including PF & ESI as may be required and shall furnish Statutory Returns and deposit contributions and Statutory Levies as per the Law of the Land as applicable from time to time. The Contractor shall be liable to furnish with the company all copies returns and documents as would be asked for time to time.
- d) The contractor has to provide all statutory welfare measures for their workers like rest interval, food etc.
- e) The rules and other statutory obligations with regard to payment of employees wages not less than the minimum wages notified by Govt. of India under minimum wages Act 1948 and rules made there under, benefits, welfare and safety measures under factories Act 1948 and rules made hereunder, maintenance of registers stipulated etc., will be deemed to be part of the contract. The contractor shall fulfil all the statutory stipulations as regards pollution under various pollution control Acts.
- f) The contractor shall adhere to all specific laws and rule related to the subject matter of the contract.
- g) Any untoward incident arising out of improper supervision or inadequate safety measures and loss / damage/ compensation arising out of this will be the sole responsibility of the transporter. The transporter should properly maintain all necessary first aid kits under his custody and ensure that all its employees are adequately trained in administering first aid in case of emergencies.

13. Indemnity:

The successful bidder/ contractor shall at all times indemnify BNPMIPL against all claims which may be made in respect of the stores for infringement of any right protected by patent, registration of design or trade mark and shall take all risk of accidents or damage which causes a failure of the supply of goods /Services.

14. Co-ordinating Authority:

Deputy General Manager (SCM) of BNPMIPL or the Officer authorized by him shall be the coordinating officer.

15. Legal Jurisdiction:

The court of Mysore (Karnataka State) only shall have jurisdiction to deal with and decide any legal matter of dispute whatsoever arising out of any Work orders placed by us/agreement entered into.

16. Agreement:

Successful tenderer will have to sign an agreement, containing terms & conditions as per prescribed format furnished by BNPMIPL.

17. Safety & Security Measures:

- a) While applying for pass, contractor must enclose copy of address proof (Voters ID card or ration card or driving license or passport etc., for all the workers for which gate pass has been requested. The details shall be submitted in the prescribed format.
- b) The contractor shall submit police verification certificate for good character / antecedents for all the workers/supervisor for complying Security formalities. This certificate or receipt of submission shall be submitted by the contractor. The same shall be submitted for workers/supervisors, who may be a replacement / addition, as the case may be. The cost of verification will be borne by the contractor.
- c) Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the contractor. The Contractor shall conform to all the Labour Laws and shall remain solely responsible for the obligation under the relevant statutory provisions.
- d) In case of any accident to bidders/workmen, bidders are to arrange necessary prima facie requirement immediately after the incident. BNPMIPL shall in no way be held responsible to compensate bidders workmen be it on duty or not. No benefit in any form shall be admissible in such case.

18. The bidder should give a confirmation regarding confidentiality as follows:

The information contained in the tender document and / or gathered during discussion, in the course of executing the contract shall not in full or part be reproduced, transferred to other documents / electronic media or disclosed to others without written consent of BNPMIPL.

19. In order to be considered for Award of Work of 'ERP Implementation', bidders shall submit their bids conforming to the following instructions:

Executive Summary

This section shall contain an executive summary of your firm's proposal, covering the scope, approach, methodology, timing, and the value added your Bidder's firm shall provide. Please do not exceed one page. In addition, if Bidder wishes to provide information on their organization & capabilities, same shall be enclosed at the end of the proposal as Annexure.

Solution, Approach, Methodology & Deliverables

This section should define and detail the followings:

- i. Bidder's solution for the scope specified in this RFP document
- ii. Bidder's approach for the execution of the said scope & the solution proposed by Bidder.
- iii. Bidder's methodology to execute this project
- iv. Bidder's deliverables: System, Technical, Functional, Testing Strategy and Documentation in every phase of the project

Roles and Responsibilities

This section shall clearly explain the roles and responsibilities of the resources that will be identified by bidders. Bidder shall explain the role of each of the resources involved, clearly detailing responsibilities and accountabilities. Bidders shall briefly explain roles & responsibilities of Project Managers, Functional & Technical Consultants, System Administrators, BPOs and, Data Owners.

Proposed Organization / Staffing

In this section bidder shall provide a clear picture of your firm's views on how to organize and staff this project. In addition, bidder shall provide recommended organizational structure required to support the approach to complete the project including roles and responsibilities.

Project Governance

Bidder shall explain the project governance structure with project Management, communication, review process and escalation process. Also include the Issue/resolution management and Risk & Mitigation Management.

Project Timeline

Bidder shall explain in detail the overall project activities with timelines & important deliverables. Bidder shall attach a detailed project plan explaining all project activities using template Project Activity List (Chap: 12 Form: 13) covering following key Project Phases;

- i. Project Preparation
- ii. Business Blue Print
- iii. Realization

- iv. Cutover Preparation
- v. System Administrator & End User Training
- vi. Cutover & Project Go Live
- vii. Post Go-Live Support

Project Effort

Bidder shall list down number of consultants (Senior & Junior) deployed to complete the project and man days estimation for each role.

Identified Resources

Bidder shall enclose the resume of the identified resource that would be deployed to this project. The resources mentioned must be assigned to BNPM SAP B1, HCM application & Business analytics Implementation project 100% time.

Proposed project manager must present to BNPM selection panel the understanding of the scope, solution along with staffing during finalists presentation process. The same project manager must be provided to the project, if project is awarded. No change of resource would be acceptable from the time the project is awarded to the start of the project and for the duration of the project.

BNPM may interview all identified resources for the project. No swap of resources will be entertained during the course of the project (unless a resource leaves your organization).

Assumption, Exclusions, Change Request Process**i) Exclusions**

Bidder shall clearly list all the exclusions from this project

ii) Assumptions

Bidder shall list down all assumptions made while responding to this RFP

iii) Change Request Process

Bidder shall specify what constitutes the change & clearly state request (CR) process in response

iv) System Readiness Requirement

Bidder shall clearly list down what system readiness they expect from BNPM on the start date of the project.

Acceptance Criteria

Bidder shall describe acceptance test criteria which they propose to follow along different phases of the project. Bidder shall clearly document test plan/test cases which BNPM will use to test & sign off for each phase of the project or milestone that is completed and delivered successfully.

Following clauses in GIT are not applicable.

SI No	GIT Clause No	Topic	Substitution / Replaced by
1	4	Eligible Goods and Services (Origin of Goods)	Not applicable
2	51	PQB Tenders	Not applicable
3	52	Tenders involving Purchaser's and Pre-Production Samples	Not applicable
4	53	Expression of Interest (EOI) Tenders	Not Applicable
5	54	Tenders for Disposal of Scrap	Not Applicable
6	55	Development and indigenization Tenders	Not Applicable

(To be signed & stamped and submitted along with the Technical-Commercial Bid –Part II

Section IV: General Conditions of Contract (GCC)

This section-IV shall be downloaded from website: www.bnpmindia.com under the Section %Corporate Actions+and signed & stamped and submitted along with the Techno-Commercial Bid . Part II as acceptance of terms and conditions.



The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/substitute/supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

SI No	GCC Clause No	Topic	Substitution/ Replaced by
1	6.1	Performance Bond/ Security	1
2	8.2	Packing & Marking	Not Applicable
3	16.2, 16.4	Warrantee Clause	Not Applicable
4	19.3	Option Clause	No Change
5	20.1	Price Adjustment Clause	Not applicable. PI also refer price variation clause of GCC above
6	21.2	Taxes and Duties	As applicable
7	22	Payment Terms	2.0
8	24	Liquidated Damage	6.0
9	36	Integrity Pact	Not Applicable
10	25.1	Bank Guarantee and Insurance for Material loaned to Contractor	Not applicable.
11	33	Resolution of Disputes	As specified
12	36	Disposal / Sale of Scrap by Tender	Not applicable



1. Performance Bond/ Security:

Within twenty one days after the issue of Letter of Intent/Notification of award of work by BNPM, the supplier shall furnish security deposit to BNPM for an amount equal to ten percent of the total value of the purchase order, valid for a period of 24 months (as agreement will be for 12 months after Project reaching Go-Live stage). Clause No. 6 of GCC refers in this regard.

2. Contract price:

Price indicated in the schedule shall be final price for completion and clearly of work. However rate of taxes and duties included in the price offer shall also be given separately & clearly. BNPM reserves the rights to buy all or any of the offers mentioned in the price schedule from the implementation vendor. The prices quoted by the bidder shall remain firm during the entire period of the contract and shall not be subject to variation on any account. The bid submitted with a variation clause (unless asked by the Purchaser) will be treated as non-responsive and rejected.

3. PAYMENT:

The successful bidder shall submit a Performance Bank Guarantee for 10% of the value of the project narrated in section 5 valid for a period of 24 months (as agreement will be for 12 months after Project reaching Go-Live stage).

- I. Payment shall be released based on task wise completion of the project i.e. after completion of below mentioned project tasks sign off for SAP B1.

SAP B1 Application

Task No	Task Details
1	Supply of SAP B1 with Hana software license with AMC cost.
2	Business Blue print sign off
3	Cut over & Go Live sign off
4	Post Go-live support (3 months completion)
5	Post Go-live support (6 months completion)

HCM Application

Task No	Task Details
1	Supply of HCM application software license with AMC cost.
2	Business Blue print sign off



3	Cut over & Go Live sign off
4	Post Go-live support (6 months completion)

Business Analytical Tools

Task No	Task Details
1	Supply of Analytical Tools license with AMC cost.
2	Business Blue print sign off
3	Cut over & Go Live sign off
4	Post Go-live support (6 months completion)

Payment shall be released based on satisfactory completion certificate signed/issued by BNPM management

- II. All applicable taxes will be applicable at prevailing rates, only if indicated separately in the tender document.

4. STATUTORY DEDUCTIONS:

Statutory deductions shall be made at source as per prevailing rules.

5. PERFORMANCE EVALUATION:

A Confidential performance Evaluation of the overall performance shall be done by the dealing official(s) of BNPMIPL on periodical basis & continuation of the contract shall be primarily depending upon their performance. The grading ABC shall be awarded based on the performance. In the performance is found to be Grade C at any point of time, the contract shall be terminated forthwith and the contractor shall be debarred from next tendering process also security deposit may be forfeited apart from blacklisting.

6. COMPENSATION FOR DAMAGES:

The transporter shall be responsible for any damages to any person, tools & tackles, animal or property arising out of and incidental to the negligent or defective carryout of this contract. He shall also indemnify the BNPMIPL in respect of any costs, charges or expenses arising out of any claim or proceedings and also in respect of any award of compensation or damages arising there from. The BNPMIPL shall be entitled to deduct the amount of any damage, compensation, charges, costs and expenses arising or occurring from or in respect of, any such claims or damage from any or all sums due or to become due to the transporter without prejudice to the BNPMIPL's other rights in respect thereof.

7. INSURANCE IN RESPECT OF DAMAGES TO THE PERSONS & PROPERTY.



Before commencing the execution of works, the transporter without limiting his obligations and responsibilities under this contract shall insure against his liability for vehicles, any material or physical damage, loss or injury which may occur to any property, including that of the BNPMIPL to any person including any employee of the BNPMIPL or a member of the general public, by or arising out of the execution of the works or in carrying out the contract. It shall be obligatory for the transporter to obtain relevant insurance policies.

8. TERMINATION OF THE CONTRACT BY BNPMIPL:

12.0 BNPMIPL reserves the right to apply suitable penalty in case the services are not rendered as per terms and conditions mentioned.

9. Purchaser’s right to vary quantities

- a) The Purchaser reserves the right at the time of award of the contract to increase the scope of the service specified in the schedule of requirements.
- b) The Implementation vendor firm shall also quote a man-day and man-month rate for any additional work outside the scope of the work of this RFQ during the validity of the engagement.

10. Issue of work order:

The bidder must submit its acceptance along with Performance Guarantee in conformity with the bid within 10 days of work order.

11. Cancellation of work order:

Failure of the successful bidder to comply with the requirement of Submission of Performance Guarantee in time shall constitute sufficient ground for the cancellation of the acceptance of bid and forfeiture of the EMD, in which case Purchaser may make the offer to any other bidder at the discretion of the Purchaser or call for new bids.

12. Pre-bid Queries:

Prospective Bidders can forward their written Queries with reference to the Tender Specification, Terms and Conditions well before the last date of Submission of queries as indicated in the Tender Notice. BNPM may organize a Pre-bid meeting, if the Queries are more and all clarifications, Responses will be hosted in Institute website for general reference of all bidders. All the Implementation vendor Firm’s queries / clarifications are to be captured in the Bidder Query For-



mat (Chapter 13, Form8). If the queries / clarifications are not captured in the desired format then notwithstanding whatsoever is written anywhere, it will be assumed that there are no further queries /clarifications.

13. Post bid clarifications:

No post bid clarification at the initiative of the bidders shall be entertained and any effort by the bidders to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or award of the contract shall result in rejection of the bid.

14. Liquidated damages:

- a) The date of the delivery of the services stipulated in the acceptance of tender shall be deemed to be the essence of the contract and the delivery must be completed no later than the dates specified therein. Extension in delivery period will not be given except in exceptional circumstances. Shall, however, deliveries be made after expiry of the contract delivery period and accepted by the consignee, such deliveries will not deprive the Purchaser of the right to recover Liquidated Damages.
- b) LD of 0.5% per week of delay subject to maximum of 10% of the order value will be levied for delay in execution of the contract.

15. Deviations:

All the Implementation vendor's deviations are to be captured in the deviation Format (Chapter 13, Form-9). If the deviations are not captured in the desired format then the Implementation vendor Firm is deemed to have accepted all the clauses and there are no deviations.

16. Arbitration:

Any dispute or difference, whatsoever arising between the firms out of or relating to the RFP shall be referred to the sole arbitration of the Managing Director, BNPM whose decision shall be final, conclusive and binding. The arbitrator shall give reason(s) for the award. Subject to the above, the provisions of Arbitration Act, 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause. The venue of arbitration shall be in BNPM.

17. Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the supplier if the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.



18. Effect and Jurisdiction

The law applicable to this RFP shall be the laws in force in India. The courts in Mysore, Karnataka, India, shall have exclusive jurisdiction in all matters arising under and on account of this RFP.

19. Confidentiality

All the material sent to the firms shall be treated as confidential and shall not be disclosed in any matter to any unauthorized person under any circumstances. The Implementation vendor Firms are to furnish a Non-Disclosure Agreement (NDA) as per Chapter 13, Form-6.

20. Incomplete RFP

Incomplete RFP, which do not contain all the information called for, are liable to be rejected.

21. Cancelling the RFP

BNPM reserves the right to cancel/reject the RFP and any or all the tenders without assigning any reason whatsoever at any time/stage.

(To be signed & stamped and submitted along with Techno-commercial Bid Part –II)



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BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

SECTION: V

SPECIAL CONDITIONS OF CONTRACT

SHEET 7 OF 7

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ISSUE
R0

List of Requirement**SCOPE OF WORK & TECHNICAL SPECIFICATIONS –****SAP B1 WITH HANA IMPLEMENTATION****Task 1**

- I. Supply SAP B1 with HANA licenses (*Refer Section 4.3.1, 4.3.2 & 4.3.3 for Software supply terms*) catering all functional modules covering entire FRS documented (*Refer Appendix: 3*) in tender document.

Task 2

- I. Study As-is BNPM business processes, documented (*Refer **Appendix: 3***) Functional requirement specifications (FRS) in tender document.
- II. Implementation vendor shall use available hardware and existing network system (*Refer **Appendix: 4*** for list of hardware & its configuration) for SAP B1 application installation.
- III. Install all SAP B1 components in all environments.
- IV. Prepare To-be process for all the BNPM business departments. The functional requirement changes need to be vetted and put in standard template & shall be approved by BNPM as BBP sign off. Therefore, the BBP sign off shall be final scope of SAP B1 implementation.

Task 3

- I. Design & configure SAP Enterprise structure to run the business processes. A workshop shall be organized with Core Team to discuss & finalize enterprise structure on ERP. This must be clearly documented in the BBP.
- II. Configure business processes in DEV environment and conduct tests at unit level and integrated level.
- III. Design data migration approach.
- IV. Prepare and conduct test scenarios & test cases for all identified business process flows in DEV environment.
- V. Integrate with Business analytics, HCM application & any third party application.
- VI. Provide training to all functional , technical & administrative users
- VII. Test all identified business process flows at unit and integrated level on QA environment.
- VIII. Finalise cut over strategy and data migration approach.
- IX. Prepare & conduct integration testing of SAP B1 with Business analytics to get sign off on QA environment.
- X. Prepare PRD. System and move all developments and getting sign off on cutover data into PRD. System.
- XI. Implementation vendor shall develop & implement Disaster recovery procedure in house in consultation with the BNPMIPL including design of DR Site and a high availability environment using the available latest technology to ensure business continuity of the applications.

- XII. Implementation vendor shall assess the information security gaps in the existing IT infrastructure and develop procedure for the implementation of information security controls and assessments of security risks for the IT services working jointly with BNPM IT department.
- XIII. Prepare & conduct Go-Live test for sign off before Go-Live.
- XIV. Plan and implement change management jointly working BNPM management.

Task 4

- I. Provide post production support for Production environment for a period of six months.
- II. Any additional training that may be required for change management shall be provisioned.
- III. Establish operational SLAs during post production.

HCM APPLICATION IMPLEMENTATION**Task 1**

- I. Study & Review HCM application requirement documented in tender document.
- II. Suggest & Supply HCM application licenses (*Refer Section 4.3.1, 4.3.2 & 4.3.3 for Software supply terms*).

Task 2

- I. Prepare To-be process for the BNPM HCM functions. These need to be in standard template approved by BNPM.
- II. Install HCM application software using hardware available with BNPM

Task 3

- III. Configure HCM components to meet BNPM processes in DEV.
- IV. Study, analyse & interface BNPM attendance/ time sheet management system.
- V. Conduct tests at unit level and integrated level.
- VI. Prepare PRD systems & conduct integrated testing of HCM application to get sign off.
- VII. Implementation vendor shall develop & implement Disaster recovery procedure in house in consultation with the BNPMIPL including design of DR Site and a high availability environment using the available latest technology to ensure business continuity of the applications.
- VIII. Implementation vendor shall assess the information security gaps in the existing IT infrastructure and develop procedure for the implementation of information security controls and assessments of security risks for the IT services working jointly with BNPM IT department.
- IX. Plan and implement change management jointly working BNPM management.

Task 4

- I. Provide post Go Live support for Production environment for a period of six months.
- II. Establish operational SLAs during post production.

BUSINESS ANALYTICS IMPLEMENTATION**Task 1**

- I. Study and document all report & dash board needs at different levels.
- II. Review & document analytics inputs like sources of data & structure/format of data
- III. Suggest & Supply Business Analytics tool (*Refer Section 4.3.1, 4.3.2 & 4.3.3 for Software supply terms*) covering all reporting needs.

Task 2

- I. Prepare list of reports with data, structure, etc. These need to be approved by BNPM.
- II. Install business analytics application in DEV environment.

Task 3

- III. Define & configure business analytics interface with SAP B1/ DCS in Development environment.
- IV. Prepare and generate all reports using sample test data.
- V. Prepare PRD environment.
- VI. Implementation vendor shall develop & implement Disaster recovery procedure in house in consultation with the BNPMIPL including design of DR Site and a high availability environment using the available latest technology to ensure business continuity of the applications.
- VII. Implementation vendor shall assess the information security gaps in the existing IT infrastructure and develop procedure for the implementation of information security controls and assessments of security risks for the IT services working jointly with BNPM IT department.
- VIII. Prepare & conduct integration testing of Business analytics with SAP B1, DCS to get sign off.
- IX. Prepare & conduct Go-Live test for sign off before Go-Live.

Task 4

- I. Provide post Go Live support for Production environment for a period of six months.

INTEGRATED PROJECT SCOPE

- I. The Implementation vendor shall prepare overall Project Charter clearly indicating the complete project Scope covering SAP B1 implementation along with HCM application & Business analytics. The project charter shall include Implementation Methodology, exceptions, Role & responsibilities of each team member, periodicity of various stake holder Meetings with purpose, Project teams & Governance, Issue , Risk and escalation management and others as established by best practice project management methodologies.
- II. Implementation vendor shall identify Risks in overall implementation and suggest/ recommend plans to mitigate / manage the risks.

PROJECT GOVERNANCE

Implementation vendor shall formulate approach and frameworks for the project using template Project Approach (*Chap: 12 Form: 12*) w.r.to to Resources organization structure, communication channels, Change Management etc. These plans & frameworks shall cover:

- a. Program Governance Chart (covering Project organisation structure, communication matrix, escalation matrix, etc.)
 - b. Resource Mobilization & Work Plan.
 - c. Risks & mitigation Reporting.
 - d. Training Management Plan.
 - e. Data Migration Plan (Including Master Data and Cut-over Data).
 - f. Project Deliverables Inventory
- I. Implementation vendor shall develop, monitor and control the implementation plan and submit periodic report for project review by steering committee.
 - II. Implementation vendor shall provide resource mobilization plan within 4 calendar weeks of issue of LOI. Such mobilization plan shall have supportive detailed CVs of individuals for BNPM approval within 10 calendar days. The approved individuals are to be mobilized within 4 calendar weeks, thereafter. Identified key resources cannot be changed / separated throughout the tenure of the project without prior intimation to BNPM. Implementation vendor shall provide alternative resource/resources post approval from BNPM. Any change has to be approved by BNPM in advance with minimum 1 months overlap period.
 - III. Implementation vendor shall provide core functional users, administrators & end user training.

Man days of Training required:

	Trainee Man days
Functional and technical Training for ERP (core team)	15

System Administration, data-base management etc.	05
End User training	15

Note (*): These trainings are required to be compulsorily delivered by ERP Implementation vendor.



SAP B1 & HCM application Implementation Responsibility Matrix;

Various activities of implementation of SAP B1 & HCM application are broadly outlined as below:

	Activity	Responsibility
1.	Project Preparation	
	Availability of core team for Project Governness	Implementation Vendor (Impn Ven) & BNPM
	Preparation of Project milestones	(Impn Ven)
	Workshop of Sr Officer regarding SAP B1/ HCM application training and Project Awareness	(Impn Ven)
	Manpower identification with in BNPM	BNPM
2.	Business Blueprint	
	Conducting Core Team Training	(Impn Ven)
	Availibility of core team for defining detailed FRS	BNPM
	Preparing Authorisation Matrix	(Impn Ven) in association of BNPM
	Preparation of Business Blueprint Document FRS	(Impn Ven)
	Workshop of Sr Officer regarding Blueprint(FRS) awareness and acceptance	(Impn Ven)
	Approval of Business Blueprint Document(FRS)	BNPM
3.	Configuration, Customization and Testing	
	Fine tuining of requirements for configuration	(Impn Ven) in association of BNPM
	Configuration on application	(Impn Ven)
	Writing of reports, Layouts, Forms	(Impn Ven)
	Create authorization matrix	(Impn Ven)
	Unit Testing and Sign Off	(Impn Ven)
	Preparation of Business Process Sign Off Documents	(Impn Ven)
	Customization Notes	(Impn Ven)
	Prepare Final Integration Test Plan	(Impn Ven) in association of BNPM
	Conduct Final Integration Test	(Impn Ven) in association of BNPM
	Solve errors during Final Integration Test	(Impn Ven)
	UAT by Team	(Impn Ven)
	UAT by BNPM	BNPM
4.	Final Preparation	
	Master Data Preparation	(Impn Ven) with BNPM
	Decide on the fields required for master data	(Impn Ven)
	Collect Data in Non- ERP systems, if required	(Impn Ven)
	Write programs to upload data in application	(Impn Ven)
	Upload data in application	(Impn Ven) with BNPM assistance/clarification
	End User Documentation	(Impn Ven)

	Conduct End User Training	(Impn Ven) in association with BNPM
5.	Go Live	
	Carry out Live Run	(Impn Ven) in association with BNPM
	Review of Live Run Results	BNPM
	Solve any configuration related problems during live run	(Impn Ven)

SAP B1, HCM APPLICATION & BUSINESS ANALYTICS IMPLEMENTATION SUPPORT

- I. Implementation vendor shall provide support for a period of six months post Go-Live for SAP B1, HCM Application & Business analytical tools.
- II. The Implementation vendor shall enter into a Service Level Agreement (SLA) with BNPM and shall adhere to the following service levels:

Severity	Description	Time
Severity 1	The problem identified is making unavailable application/system/any module, hence affecting the service provided to BNPM	Implementation vendor must provide a work-around within 4 hours from the time of reporting the problem. Permanent solution shall be given within Seventy two hours.
Severity 2	The problem identified is affecting the business causing undue delays or malfunctioning of any functionality	Implementation vendor must provide work-around in 12 hours and a permanent fix in 120 hours.
Severity 3	The problem identified is not affecting the business but an irritant	Implementation vendor must provide a solution with in 30 calendar days.

The categorization of Severity shall be decided by BNPM and Implementation vendor before Start of warranty period and shall be reviewed on a monthly basis during tenure of application support. Implementation vendor must provide the service as agreed in the service contract. Compliance of Section shall be signed both by Implementation vendor, BNPM on each page.

System availability			
TECH	i)	SAP B1/ HCM application	99 %
	ii)	Hardware (Servers etc.) PCs/workstations	99 %
	iii)	Printer/ Business Analytics tool	95%
	iv)	Web Infrastructure	99%
	v)	Other items	95 %

CAL AUDIT OF ERP

BNPM reserves the right to carry out technical audit of SAP B1, HCM application & Business analytics implementation through agency designated by BNPM dur-

ing implementation and warranty period. Based on its recommendation, Implementation vendor shall take necessary corrective measures to comply the performance parameters stipulated in the tender document. Cost of technical audit shall be borne by BNPM. Any deficiencies pointed out after technical audit and agreed by BNPM, shall be rectified by the Implementation vendor free of cost within 45 days of acceptance of the audit report.

PROJECT DELIVERABLES:

Project Deliverables are as follows:

- I. Project Charter . in .doc & .pdf
- II. Detailed Project Plan . in MS Project
- III. As-Is and To-Be Business Process Documentation with gap-fit analysis - in .doc & .pdf
- IV. Business Process Master List . BPML . in .xls
- V. Business Blueprint documents [approved by BPOs] (BBP) - in .doc & .pdf
- VI. Test scenarios, test cases and test results for all configurations and business processes - in .doc & .pdf
- VII. Functional Specifications, Technical Specifications of all developed objects - in .doc & .pdf
- VIII. Data Migration, Cut-over plan & cut-over check list . in .doc & .pdf
- IX. Users Training - .ppt or .pdf used for training & training attendance / feedback forms
- X. Business process acceptance document . Sign-off by every BPO
- XI. Mile stone completion signed off document.
- XII. Post Go-Live support for 6 Months.

Functional Compliance

Clause wise Compliance statement has to be furnished stating %Complied+ or %Non-complied+for all sections of FRS (Refer Annexure XX) .Implementation vendor shall indicate full compliance in +Yes+or %No+format. All compliances in uniform format shall be given by the Implementation vendor. Bidder shall claim compliance only when compliance is 100%, otherwise non-compliance shall be mentioned and an explanation may be given in remark column, on how it proposes to fully comply the clauses. The compliance statement shall be provided in the following format:

Section	Page No.	Clause No.	Compliance		Remarks
			Yes	No	

INFRASTRUCTURE & SOFTWARE**Software supplier terms**

- I. The Implementation vendor supplying all software also shall furnish the documentary proof of having tie-up with original software vendors with agreement for extending unequivocal support and customization as per the tender requirement.
- II. The Implementation vendor shall ensure the all software support available for critical faults 24 hours a day, 7 day a week & 365 days a year for all software.
- III. Implementation vendor if supplying software licenses shall have arrangement with the original software solution provider (SSP) for maintenance and upgrade to meet the obligations during this tender duration.
- IV. Implementation vendor supplying software also shall clearly provide a list of bundled software such as RDBMS, III party application etc., for which otherwise separate licenses would have been required. It shall be the responsibility of the Implementation vendor to indemnify BNPM against litigation arising out with the original software solution provider.

Software Licences Requirement

Following Licences Bill of Quantity table gives estimated licences required for implementing SAP B1 along with HCM application & Business Analytics.

<i>Bill of Quantity of Licenses</i>	
SAP B1 Licenses	Numbers
<i>Administrative Users</i>	1
<i>Professional Users</i>	15
<i>Limited Finance Users</i>	8
<i>Limited Logistics Users</i>	32
HCM Application	<i>Enterprise Edition with unlimited users</i>
Business Analytics	Numbers
<i>Business Analytical users</i>	15

Implementation vendor shall quote separately for all licenses to be supplied & implemented

Software Licenses

- I. All software licenses shall be in the name of BNPM.
- II. Software version being supplied shall be latest & must be indicated.
- III. For any version change in the software license, Implementation vendor shall have to deliver operational training to BNPM designated staff for making changes.
- IV. Certified and licensed copies in the name of BNPM of the application software, RDBMS and any other software required, shall be supplied.

Freeware

Implementation vendor is not permitted to supply any freeware. To our understanding freeware is software that can be downloaded for free from Internet at no cost and no future obligation to buyer.

Hardware

BNPM will provide all hardware covering servers, client systems. Implementation vendor can refer hardware details (**Appendix: 4**) for planning installation. Implementation vendor shall install & implement SAP B1, HCM application & Business analytical tools in Development, Quality, Production & Training environment.

Infrastructure Support**Power Supply Requirement**

- I. The power supply required for running the SAP B1, HCM application & Business Analytics and its components will be provided by BNPM. The total power requirement for Air-conditioning and different hardware equipment, shall be clearly indicated by the Implementation vendor in the bid. The Implementation vendor shall give the power requirement in KVA and BTU requirement.
- II. All the servers and other critical equipment shall have load sharing, hot swappable and redundant power supplies.

Support centres

In addition to Implementation vendor support facility, BNPM will ensure hardware vendors shall have maintenance support Centre facility on 24 Hours x 365 days basis.

Network

BNPM shall provide the user network.



Technical Specifications- Functional Requirement Specification

Work sheet No.	Particulars	Insertion/Attachment
1	System Requirements	BNPM_FRS'007'W'V'ck'22 D
2	Finance, Controlling, Budget	
3	Materials Management	
4	Sales & Distribution	
5	Production, Quality Management,	
6	Plant Maintenance	
7	Quality Management	
8	HCM	



Hardware details with Configuration

- I. BNPM **have 5 Servers** available for project deployment. Below table gives server configuration details for ready reference.

Model : HP ProLiant DL60 GEN 9			
Sl No	Specification	Configuration	Remarks
1)	Processor	Intel Xeon E5-2603v3	
2)	RAM	8Gb x1 DIMM 2133MHZ	
3)	Hard Disk	500 GB x 4 =2 TB Non-hot pluggable	2 Servers with 2TB 3 Servers with 1.5 TB
4)	Power Supply	550 W	

- II. In addition to the above BNPM plan to buy **2 no Servers** for SAP B1 HANA database servers (primary & secondary) installations. Below are model & configuration details.

Sl No	Specification	Configuration
1)	Processor	Intel Haswell EP
2)	RAM	256 GB
3)	Hard Disk	500 GB x 4 =2 TB Non-hot pluggable
4)	Power Supply	550 W

- III. Implementation vendor shall check for above servers adequacy and confirm if additional hardware needs to be procured after initial requirement study at BNPM.

[Bidder shall fill the following format and submit along with Techno-commercial bid.]

Deliverables

Abbreviations:-

W=Date of work order for SAP B1, HCM application & Business Analytics Implementation & post Go Live Support Services

G= Go-Live date

SAP B1 Application

Tasks	Deliverables	Docu-ments Re-quired	Suggested Timelines	Total Du-ration	Accepted Timelines
a) Refer Section 4.1.1 Task 1 b) Refer Section 4.1.1 Task 2	a)Software licenses, b)Business blue print sign off		W+2 months	2 Months	
Refer Section 4.1.1 Task 3	Realisation of SAP B1: Go Live sign off		W + 6 months	6 Months	
Refer Section 4.1.1 Task 4	Post Production Support completion.		G+ 6	6 Months	
Change Management	Managing Change		W+ 12 Months	12 Months	

HCM Application

Tasks	Deliverables	Docu-ments Re-quired	Suggested Timelines	Total Du-ration	Accepted Timelines
a) Refer Section 4.1.2 Task 1 b) Refer Section 4.1.2 Task 2	a)Software licenses, b)Business blue print sign off		W+2 months	2 Months	
Refer Section 4.1.2 Task 3	Realisation of HCM application : Go Live sign off		W + 6 months	6 Months	
Refer Section 4.1.2 Task 4	Post Production Support comple-		G+ 6	6 Months	

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SECTION: VIII

DELEVRABLES

SHEET 2 OF 2

	tion.				
Change Management	Managing Change		W+ 12 Months	12 Months	

Business Analytics

Tasks	Deliverables	Documents Required	Suggested Timelines	Total Duration	Accepted Timelines
a) Refer Section 4.1.3 Task 1 b) Refer Section 4.1.3 Task 2	a)Software licenses, b)Business blue print sign off		W+2 months	2 Months	
Refer Section 4.1.3 Task 3	Realisation of Business Analytics : Go Live sign off		W + 6 months	6 Months	
Refer Section 4.1.3 Task 4	Post Production Support completion.		G+ 6	6 Months	
Change Management	Managing Change		W+ 12 Months	12 Months	



Pre-Qualification Requirements (PQR) - Qualifying/ Eligibility Criteria

Following are MANDATORY PRE-REQUISITE CONDITIONS and have to be met for an Implementation Vendor to qualify.

GENERAL

- ii) The Implementation vendor shall have the necessary rights to implement SAP B1, HCM application & Business Analytics & necessary rights and partnership to procure the product licenses for supply of the application. **(self certification)**
- iii) Resources of Implementation vendor shall possess cross-functional experiences in the areas like SAP B1, HCM Domain, Business Analytics, Infrastructure, Data Security and Governance. **(self certification)**
- iv) Implementation vendor shall be able to deploy resources at onsite Mysore, who are experienced in implementing end to end solution in manufacturing environment. **(self certification)**
- v) Implementation vendor shall confirm to undertake the scope of work as specified in Section 4 of the tender and agree to all the conditions where ever specified in the tender form. **(Self certification)**

FUNCTIONAL CORE COMPETENCY

- I. Minimum 2 End to End Implementation experience of the SAP B1 on the premise, during the last 5 yrs. (ending 15th September, 2017) covering functional modules such as Procurement, Material management, Production Planning and monitoring, Quality assurance and control, Sales Order/Indent , Packing, Dispatch & invoicing, Asset Management Services (including procurement, Capitalisation, Depreciation, Retirement, sale), Finance Management, Accounts, Controlling, Budgeting, Plant Maintenance , HR & Payroll Management, Document Management System etc.,} in any of the manufacturing industry and where SAP B1 implemented shall have gone live successfully. **(Copy of the end user certificate/experience certificate/copy of work contract covering scope of work)**
- II. Implementation vendor shall have Project Management Experience and expertise in executing end to end SAP B1 implementation and providing post Go-Live support. **(self certification)**
- III. Implementation vendor shall have exposure & experience in implementing HCM application & Business analytics in manufacturing industry **(self certification)**.
- IV. Minimum 2 SAP B1 support project having at least one year end closure experience using standard production support methodology. **(Copy of the end user certificate/experience certificate/copy of work contract covering scope of work)**
- V. Minimum 1 projects experience in last 5 yrs. (ending 15th September, 2017) by show casing the below exposure for on the premise deployment of application



(copy of the end user certificate/experience certificate/copy of work contract covering scope of work):

- a. Designing & implementing Disaster Recovery Plans.
- b. Designing & implementing information Security and Control for SAP B1.
- c. Integrating SAP B1 with Third Party application.

LOCALIZATION WITH RESPECT TO INDIA

Implementation vendor shall have experience of Minimum 1 projects in last 5 yrs. (ending 15th September, 2017) in an Manufacturing Organization by show casing the below mentioned exposure, where SAP B1 implemented by the Implementation vendor shall have gone live. ***(Verifiable End users certificate/experience certificate/copy of work contract along with document.)*** :

- i. Understanding of Indian local conditions and India focus for Indian statutory laws, governance, taxes/duties, Government budget updates, import/export updates for Clients of Similar stature.
- ii. End-to-End Implementation of Legal Tax requirements in an organization covering manufacturing sectors.
- iii. Exposure to GST Model Law and knowledge on the product enhancement for the SAP B1.

FINANCIAL PERSPECTIVE

- I. Provide last three years Annual accounts i.e. F.Y. 2016-17, 2015-16 & 2014-15 indicating turnover from SAP B1, HCM Application & Business Analytical tools in India duly certified by CA.
- II. The average annual turnover/sales of the Implementation vendor firm shall not be less than average INR 30 lakhs during last three years i.e. F.Y. 2016-17, 2015-16 & 2014-15 from implementation & Application Support.
- III. The net worth of the Firm shall not have eroded by more than 30% in the last three years *(Attach last three years audited balance sheet and Profit & Loss i.e for F.Y. 2016-17, 2015-16 & 2014-15)*

HUMAN CAPITAL STRENGTH

Availability of consultants in India for SAP B1, HCM application & Business analytical tools with adequate number of senior, Middle and Junior level consultants (minimum number of consultants suggested by the company is as follows):

- i. Minimum 2 no. of senior Consultants with at least 8 years of experience
- ii. Minimum 2 no. of middle level consultants with 5-8 years of experience
- iii. Minimum 5 no. of junior level consultants with 1-5 years of experience



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SECTION: IX

QUALIFYING/ELIGIBILITY CRITERIA

SHEET 3 OF 4

(Certified statement Signed by head of Indian operations for Implementation & Support services business stating the number of different levels of consultants. Resumes and qualifications of key personnel who will be involved in this project including their roles and responsibilities.)

2. Bidders satisfying the technical and commercial conditions specified in the bid and ready to supply the mentioned products in conformity with the Scope of Supply and Technical specification provided in NIT and terms and conditions stipulated herein may submit their commercial quotes as specified in the format of the document. The closed quote should be submitted electronically only on the BNPM e-Tendering Portal www.tenderwizard.com/BNP within the time.



Terms and Conditions

The Implementation vendor must understand and give acceptance that creating and delivering qualitative performing successful BNPM, at par with best global practices, across BNPM within agreed cost and time are part of Implementation vendor's basic obligation.

1. Submission of RFP:

Proposal shall be complete in all respects. Proposals shall be preferably typed or neatly handwritten in English. Alterations/overwriting if any, in the proposal shall be attested by the person signing the proposal. Proposals with alterations etc. not authenticated as above may be rejected by BNPM.

2. Eligibility Condition

The responses received will be evaluated for the PRE-QUALIFICATION REQUIREMENT (PQR) as per the evaluation criteria of the RFP.

3. Extension of Time

In order to give prospective bidders required time in which to take the amendments into action in preparing their bid, the Purchaser may at its discretion extend the deadline for Submission of bid suitably.

4. Bid Price

Price indicated in the schedule shall be final price for completion and clearly of work. However rate of taxes and duties included in the price offer shall also be given separately & clearly. BNPM reserves the rights to buy all or any of the offers mentioned in the price schedule from the implementation vendor. The prices quoted by the bidder shall remain firm during the entire period of the contract and shall not be subject to variation on any account. The bid submitted with a variation clause (unless asked by the Purchaser) will be treated as non-responsive and rejected.

5. The bidder shall invariably state in the tender, the validity of the offer. The validity shall be for a minimum period of **120** days from the date of opening of bids.

6. **Late Bid** - Any bid received late by the Purchaser after the deadline for Submission of the bid shall be rejected and returned un-opened to the bidder.

7. The bidder shall be a Registered Company/Firm in India with valid GST Registration and PAN number allotted by the respective authorities. Bidder shall be whol-



ly and severely liable for the project and shall be Single point of contact for this project.

8. Modification and Withdrawal of Bids

- The bidder may modify or withdraw his bid provided that written notice of modification or withdrawal is received by the Purchaser prior to the deadline prescribed for Submission of bids.
- No bidder may modify or be allowed to withdraw bid subsequent to the deadline for Submission of bids.
- In case of request for withdrawal of the Bid is received after the date of Opening the Bids, the EMD of the concerned Bidder will be forfeited by BNPM.

9. Opening of prequalification bid (part-1)

- a. The BNPM shall open initially the pre-qualification bid on 23th October, 2017 at 17:00AM.
- b. The date fixed for opening of bids, if subsequently declared as holiday by the BNPM, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

10. Clarifications of bids

To assist evaluation and comparison of the bids, the BNPM at its discretion may ask the bidder for clarification of the bid. The clarification and response from bidder shall be in writing. The Purchaser does not bind himself to accept the lowest or any tender and reserves to himself the right to accept the whole or any part of the tender and altering the quantities offered and tenderer shall supply the same at the rate quoted.

11. Evaluation of tenders:

For selection of the final firms to be appointed, the following procedure shall be adopted: All the proposals received by BNPM would be scrutinized with reference to the Pre-Qualification Requirement (PQR) against the evaluation criteria. Price offer of the Firms meeting the PQR shall only be opened. The firms may please note that mere meeting of the PQR does not entitle any firm the right for award of contract.

- a) Arithmetical error shall be rectified on the following basis:-

- i. If there is a discrepancy between the unit price and total price that is obtained multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Purchaser.
 - ii. In case of discrepancy between words and figures, the amount in words shall prevail.
- b) A bid determined as substantially non-responsive shall be rejected by the Purchaser.
 - c) The Purchaser may waive any minor infirmity or non-conformity or irregularity in the bid which does not constitute a service deviation.
 - d) The Purchaser shall evaluate in detail and compare the bids which are substantially responsive.

12. Purchaser's right to vary quantities

- a. The Purchaser reserves the right at the time of award of the contract to increase the scope of the service specified in the schedule of requirements.
- b. The Implementation vendor firm shall also quote a man-day and man-month rate for any additional work outside the scope of the work of this RFQ during the validity of the engagement.

13. **Issue of work order:** The bidder must submit its acceptance along with Performance Guarantee in conformity with the bid within 10 days of work order.

14. **Cancellation of work order:** Failure of the successful bidder to comply with the requirement of Submission of Performance Guarantee in time shall constitute sufficient ground for the cancellation of the acceptance of bid and forfeiture of the EMD, in which case Purchaser may make the offer to any other bidder at the discretion of the Purchaser or call for new bids.

15. **Pre-bid Queries:** Prospective Bidders can forward their written Queries with reference to the Tender Specification, Terms and Conditions well before the last date of Submission of queries as indicated in the Tender Notice. BNPM may organize a Pre-bid meeting, if the Queries are more and all clarifications, Responses will be hosted in Institute website for general reference of all bidders. All the Implementation vendor Firm's queries / clarifications are to be captured in the Bidder Query Format (Chapter 13, Form8). If the queries / clarifications are not captured in the desired format then notwithstanding whatsoever is written anywhere, it will be assumed that there are no further queries /clarifications.



Post bid clarifications: No post bid clarification at the initiative of the bidders shall be entertained and any effort by the bidders to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or award of the contract shall result in rejection of the bid.

16. Liquidated damages

- c) The date of the delivery of the services stipulated in the acceptance of tender shall be deemed to be the essence of the contract and the delivery must be completed no later than the dates specified therein. Extension in delivery period will not be given except in exceptional circumstances. Shall, however, deliveries be made after expiry of the contract delivery period and accepted by the consignee, such deliveries will not deprive the Purchaser of the right to recover Liquidated Damages.
- d) LD of 0.5% per week of delay subject to maximum of 10% of the order value will be levied for delay in execution of the contract.

17. Deviations- All the Implementation vendors' deviations are to be captured in the deviation Format (Chapter 13, Form-9). If the deviations are not captured in the desired format then the Implementation vendor Firm is deemed to have accepted all the clauses and there are no deviations.

18. Arbitration

Any dispute or difference, whatsoever arising between the firms out of or relating to the RFP shall be referred to the sole arbitration of the Managing Director, BNPM whose decision shall be final, conclusive and binding. The arbitrator shall give reason(s) for the award. Subject to the above, the provisions of Arbitration Act, 1996 and the Rules made there under shall be deemed to apply to the arbitration proceedings under this clause. The venue of arbitration shall be in BNPM.

19. Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the supplier if the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

20. Effect and Jurisdiction

The law applicable to this RFP shall be the laws in force in India. The courts in Mysore, Karnataka, India, shall have exclusive jurisdiction in all matters arising under and on account of this RFP.

21. Confidentiality

All the material sent to the firms shall be treated as confidential and shall not be disclosed in any matter to any unauthorized person under any circumstances. The Implementation vendor Firms are to furnish a Non-Disclosure Agreement (NDA) as per Chapter 13, Form-6.

22. Incomplete RFP -

Incomplete RFP, which do not contain all the information called for, are liable to be rejected.

23. Cancelling the RFP

BNPM reserves the right to cancel/reject the RFP and any or all the tenders without assigning any reason whatsoever at any time/stage.

24. Contact Persons:

Name

E-mail

Tel:



Payment Terms

1. The successful bidder shall submit a Performance Bank Guarantee (Chapter :13 Form: 11) for 10% of the value of the project narrated in section 5 valid for a period of 24 months (as agreement will be for 12 months after Project reaching Go-Live stage).
2. Payment shall be released based on task wise completion of the project i.e. after completion of below mentioned project tasks sign off for SAP B1.

SAP B1 Application

Task No	Task Details
1	Supply of SAP B1 with Hana software li- cense with AMC cost.
2	Business Blue print sign off
3	Cut over & Go Live sign off
4	Post Go-live support (3 months completion)
5	Post Go-live support (6 months completion)

HCM Application

Task No	Task Details
1	Supply of HCM application software license with AMC cost.
2	Business Blue print sign off
3	Cut over & Go Live sign off
4	Post Go-live support (6 months completion)

Business Analytical Tools

Task No	Task Details
1	Supply of Analytical Tools license with AMC cost.
2	Business Blue print sign off
3	Cut over & Go Live sign off
4	Post Go-live support (6 months completion)



PS**BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

SECTION: XI

PAYMENT TERMS – PRICE SCHEDULE

SHEET 2 OF 4

Price Schedule (Figures in Rupees)
This shall be submitted in Appendix-II

Refer Section	Task Details	Price Quote in figures in INR	Price in words
1. SAP B1 with HANA			
Section 4.1.1 Task 1	SAP B1 License with AMC cost		
Section 4.1.1 Task 2	Cost up to SAP B1 Business Blue print sign off		
Section 4.1.1 Task 3	Cost of SAP B1 Realisation (Install, configure, test through cut over / Go-Live)		
Section 4.1.1 Task 4	Cost of SAP B1 post Go-Live support cost for six months		
2. HCM Application			
Section 4.1.2 Task 1	HCM application License with AMC cost		
Section 4.1.2 Task 2	Cost up to HCM application Business Blue print sign off		
Section 4.1.2 Task 3	Cost of HCM application Realisation (Install, configure, test through cut over / Go-Live)		
Section 4.1.2 Task 4	Cost of HCM application post Go-Live support cost for six months		
3. Business Analytics Tool			
Section 4.1.3 Task 1	Business Analytics Tool License with AMC cost		
Section 4.1.3 Task 2	Cost of Business Analytics report/dash board requirements sign off		
Section 4.1.3 Task 3	Cost of Business Analytics Realisation (Install , create mapping, configure, test, generate reports/dash board)		
Section 4.1.3 Task 4	Cost of Business Analytics post Go-Live support cost for six months		

Notes: For consideration of their bids, Implementation vendor **shall have to quote for Serial No 1, 2 & 3 schedule items.**

The price shall be inclusive of all taxes and the considered taxes including rates shall be disclosed along with the bid.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Business Address:

Seal:

Place: Date:



QUEST**BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

SECTION: XII

QUESTIONNAIRE

SHEET 1 OF 4

In case a question/ issue does not apply to a tenderer, the same should be answered with the remark "not applicable".

(To be submitted along with the Techno-commercial Bid)

The Tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question / issue do not apply to a tenderer, the same should be answered with the remark "not applicable". Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement. In case a tenderer furnishes a wrong or evasive answer against any of the under mentioned question / issues, its tender is liable to be ignored. In case a tenderer furnishes a wrong or evasive answer against any of the under mentioned question// issues, its tender will be liable to be ignored.

SI No	Query	Bidder response
1	Name of the Firm	
2	Contact Person	
3	Contact No	
4	Email Id	
5	Address for Correspondence	
6	Status of the firm	Proprietor / Partnership / Regd. Company
7	Income Tax P.A.N. No. (copy to be submitted)	
8	GST registration certificate no. (copy to be enclosed)	
9	ESI & PF certificates (copies to be submitted)	
10	IBA certificate / Recommendation	
11	Brief description and of goods and services offered:	
12	Offer is valid for acceptance up to	120 Days from the date of opening of tender
13	Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and/ or the National Small Industries Corporation (NSIC), New Delhi, and/ or the present BRBNMPL and/ or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.	
14	Are you currently registered under the Indian Companies Act, 1956 or any other similar Act? (Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.)	



QUEST

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

SECTION: XII

QUESTIONNAIRE

SHEET 2 OF 4

15	Please indicate name & full address of your Banker(s):	
16	Please state whether business dealings with you currently stand suspended/ banned by any Ministry / Deptt. of Government of India or by any State Govt.	
17	Whether Price Bid as per given format is filled, signed and kept separately	
18	Whether required EMD & cost of tender documents is submitted along with the tender	
19	We (name of the company) confirm that we abide by all the terms & conditions of this tender and we don't have any counter conditions	

o o o o o o o o o o o o .

o o o o o o o o o o o o .

(Signature with date)

(Full name, Designation & address of the person duly authorised sign on behalf of the tenderer)

For and on behalf of

o o o o o o o o o o o o ..

o o o o o o o o o o o o ..

(Name, address and stamp of the tendering firm)



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BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

SECTION: XIII

BANK GUARANTEE FORM FOR EMD

SHEET 1 OF 1

Beneficiary:

Bank Note Paper Mill India Private Limited
Corporate Office
Administrative Building, Paper Mill Compound
Note Mudran Nagar
Mysuru- 570 003

Whereas.....(hereafter called the "Tenderer") has submitted its quotation dated.....for the supply of..... (herein after called the "tender") against Bank Note Paper Mill India Private Limited's tender enquiry No. Know all persons by these presents that we.....of(hereinafter called the "Bank")Having our registered office at.....

Are bound unto Bank Note Paper Mill India Private Limited (hereinafter called the "BNPMIPL") In the sum of ₹for which payment will and truly to be made to the said BNPMIPL, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Seal of the said Bank this.....day of.....20.....

The conditions of this obligation are –

- 1) If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- 2) If the tenderer having been notified of the acceptance of his tender by BNPMIPL during the period of its validity:-
 - a) fails or refuses to furnish the performance security for the due performance of the contract
 - b) fails or refuses to accept/ execute the contract.

We undertake to pay Bank Note Paper Mill India Private Limited up to the above amount upon receipt of its first written demand, without Bank Note Paper Mill India Private Limited having to substantiate its demand, provided that in its demand BNPMIPL will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition (s).

This guarantee will remain in force for a period of forty five days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name, authorization/ signature no. and designation of the officer
Seal, name & address of the Bank and address of the Branch



Detailed project approach

S.No	Detailed Project Approach
1	Detailed Project Approach must be tabulated here

Form-13: Detailed project activity

S. No	Detailed Project Activity	Duration	No of Resources	On-Site/Off-Site

Form-14: Expectations of Implementation vendor from BNPM Team

S. No	Expectations from BNPM
1	How the core BNPM team would aid in the project shall be mentioned here

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BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

SECTION: XVI

DECLARATION BY TENDERER

SHEET 1 OF 1

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

õ õ õ õ õ õ õ .. (Insert: Bank's Name, and Address of Issuing Branch or Office)

Beneficiary:

Bank Note Paper Mill India Private Limited
Corporate Office, Administrative Building, Paper Mill Compound
Note Mudran Nagar
Mysuru- 570 003

Performance Guarantee No.:

Date:õ õ

WHEREAS.....(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of LOI (Letter of Intent) no..... dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said LOI that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the LOI;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay Bank Note Paper Mill India Private Limited up to the above amount upon receipt of its first written demand, without Bank Note Paper Mill India Private Limited having to substantiate its demand.

This guarantee will remain in force for a period of sixty days after the currency of this contract and any demand in respect thereof should reach the Bank not later than the above date.

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(Signature of the authorized officer of the Bank)

Name, authorisation/ signature no. and designation of the officer

Seal, name & address of the Bank and address of the Branch



Scanned Documents to be submitted in support of Pre-qualification Criteria

The following documents should be submitted by the firm to prove the pre-qualification criteria.

- a) Company's Profile including details along with copy of following documents:
 - i. Certificate of Incorporation/ Registration
 - ii. Constitution of business, in case of business in individual name
 - iii. Partnership deed , in case of partnership
 - iv. Memorandum of Association and Articles of Association, in case of Limited company
 - v. Memorandum of Association by corporate other than Limited company
- b) In support of Experience/past performance copy of purchase order/ work order/ agreement and/ or work completion certificate issued by competent authority of the customer duly certified by authorised signatory.
- c) In support of financial standing copies, audited balance sheets and Profit & Loss account should be certified by authorised signatory. In case of unaudited balance sheet, same should be certified by certified accountant e.g. Chartered Accounts (CA) in India and Certified Public Accountant/ Chartered Accountants of other countries.
- d) Declaration that the firm has not been blacklisted/ debarred by BNPMIPL/ BRBNMPL /SPMCIL or any Govt. Departments during last three years duly signed by authorised signatory. (Annexure I)
- e) Confidentiality statement duly signed and stamped as stated above
- f) Compliance Format (Annexure II)
- g) Copies of PAN, VAT/CST and Professional Tax Certificates etc. to be submitted along with the bid.
- h) List of vehicles as per Annexure----
- i) Any other relevant document the firm wishes to submit
- j) **All documents shall be submitted in English language only. Documents in language other than English shall be submitted along with copy of translation in English.**



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BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

SECTION: XVI

DECLARATION BY TENDERER

SHEET 3 OF 1

To

Date _____

Bank Note Paper Mill India Private Limited
Corporate Office
Administrative Building, Paper Mill Compound
Note Mudran Nagar
Mysuru- 570 003

Ref: Your Tender document No.....dated.....

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. -----, dated ----- (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver..... (description of goods and services) in conformity with your above referred document for the sum as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V- "Special Conditions of Contract", for due performance of the contract.

We agree to keep our tender valid for acceptance for a period up to -----, as required in the GIT clause 19, read with modification, if any in Section-III -"Special Instructions to Tenderers" or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

Bidder shall use this covering letter while submitting the offer.



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BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

SECTION: XIV

MANUFACTURER'S AUTHORIZATION FORM

SHEET 1 OF 1

NOT APPLICABLE.



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	BANK NOTE PAPER MILL INDIA PRIVATE LIMITED	SECTION: XVI
CF	CONTRACT FORM	SHEET 1 OF 1

NOT APPLICABLE



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	BANK NOTE PAPER MILL INDIA PRIVATE LIMITED	SECTION: XVII
LOA	LETTER OF AUTHORITY FOR ATTENDING BID OPENING	SHEET 1 OF 1

(Refer to clause 24.2 of GIT)

The General Manager
Bank Note Paper Mill India Private Limited
Corporate Office
Administrative Building, Paper Mill Compound
Note Mudran Nagar
Mysuru- 570 003

Subject: Authorization for attending bid opening on---- - --- (date) in the Tender of
õ õ õ õ õ ..

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
1.		
2.		
Alternate Representative		
Signature of Bidder or Officer authorised to sign the bid on behalf of Bidder		

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.



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BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

SECTION: XVIII

SHIPPING ARRANGEMENTS FOR LINER CARGOES

SHEET 1 OF 1

NOT APPLICABLE



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BANK NOTE INDIA PAPER MILL PRIVATE LIMITED

SECTION: XIX

PROFORMA OF BILL FOR PAYMENTS

SHEET 1 OF 5

Section XIX Profrma of Bills For Payment

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BANK NOTE INDIA PAPER MILL PRIVATE LIMITED

SECTION: XX

APPLICATION – PRE QUALIFICATION

SHEET 1 OF 5

To:

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

I / We have read and understood the Pre-qualification tender notice and instructions to the applicants and apply herewith for pre-qualification. . I / We furnish the information in the prescribed format including supplementary sheets from 1 to 5 for your consideration. I/We do declare that the information furnished is correct and true to the best of my/our knowledge and belief.

Yours faithfully

Signature _____

Name:_____

Designation _____

Address _____

Seal



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BANK NOTE INDIA PAPER MILL PRIVATE LIMITED

SECTION: XX

APPLICATION – PRE QUALIFICATION

SHEET 2 OF 5

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BANK NOTE INDIA PAPER MILL PRIVATE LIMITED

SECTION: XX

COMPLIANCE FORMAT

ANNEXURE- II
SHEET 1 OF 1

(To be submitted on the letterhead)

DECLARATION

We do hereby declare that we have not been blacklisted/ debarred by BNPMIPL/ BRB-NMPL/ SPMCIL or any Govt. Departments during last three years. The information provided above is correct and true to the best of my knowledge and belief. 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-----



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APQ**BANK NOTE INDIA PAPER MILL PRIVATE LIMITED**

SECTION: XX

COMPLIANCE FORMATANNEXURE- II
SHEET 1 OF 1

Sl No.	Description		Offered (Yes/No)	Deviation if any
1	List or requirement	As per Secion VI- List of requireemnt	Yes	
2	Technical Specification	As per Section VII- Technical Specifications	Yes	
3	Price Bid	Price bid submitted exactly as per the prescribed format with no conditions /counter conditions.	Submitted	
4	Cost of Tender	Rs 3000	DD No	
5	EMD	EMD of Rs 2,00,000	BG No DD NO	
6	Payment Terms	Payment terms as per the tender conditions is accepted.	Yes	
7	Requireemnt of quantity	BNPMIPL reserves the right to increase or decrease the quantity depending upon their actual requirement.	Yes	
8	Customer Certificate/Documentary evidence in support of Technical pre-qualification criteria (Duly certified by signatory authority)		Enclosed/Not Enclosed	
9	Certified Copy of Audited Balance Sheet , Profit and loss accounts FY 2016-17 FY 2015-16 FY 2014-15		Enclosed/Not Enclosed	



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BANK NOTE INDIA PAPER MILL PRIVATE LIMITED

SECTION: XX

COMPLIANCE FORMAT

ANNEXURE- II
SHEET 1 OF 1

10	Declaration that firm is not de-barred/blacklisted/ involved in ongoing litiga-tions (Annexure 1)		Enclosed/Not Enclosed	
----	---	--	-----------------------	--

Note-Techno-commercial bid with out Copies of documents in support of eligibil-ity criteria etc. as mentioned in tender, EMD amount, cost of tender form, Profile of Bidder etc., is liable to be rejected.

Signature _____

Name-----

Designation-----

Date-----

Stamp of the Organization-----



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BANK NOTE INDIA PAPER MILL PRIVATE LIMITED

SECTION XXI

ADDITIONAL CONDITIONS OF WORKS CONTRACT

SHEET 1 OF 1

NOT APPLICABLE TO THIS TENDER DOCUMENT



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BANK NOTE INDIA PAPER MILL PRIVATE LIMITED

ANNEXURE- XXII

INTEGRITY PACT

SHEET 1 OF 1

NOT APPLICABLE TO THIS TENDER DOCUMENT



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