

Bank Note Paper Mill India Private Limited, Mysore

Invites sealed quotations for SUPPLY OF 3 NOS. OF WEBEX MEETING CENTER LICENSES WITH 3 YEARS VALIDITY.

The tender document along with eligibility criteria are hosted on Company's website <http://www.bnpmindia.com>. The tender may be purchased from the Office of Managing Director, Bank Note Paper Mill India Private Limited, Administrative office Building, Entry Gate-1, Paper Mill Compound, Note Mudran Nagar, Mysuru - 570 003. Tender may also be downloaded from the above referred website.

The cost of tender document is Rs 1000/- which is non-refundable.

For any query, you may contact at Tel 0821-2401 111, Fax 0821-2581 154



BANK NOTE PAPER MILL INDIA PRIVATE LIMITED
Administrative office building,
Entry Gate.1, Paper mill compound,
Note Mudran Nagar, Mysuru-570 003

TENDER NO. BNPM/TEN/WEBEX/191/2018-19 DATED 06.06.2018

**TENDER FOR SUPPLY OF 3 NOS. OF WEBEX MEETING CENTER
LICENSES WITH 3 YEARS VALIDITY**

Not Transferable
Security Classification: Non-security

Last date for submission of bid: **1430 Hours on 26-06-2018**
Opening of Bids: **1500 Hours on 26-06-2018**



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I. NOTICE INVITING TENDER

Bank Note Paper Mill India Private Limited (BNPM) is a joint venture company between Bharatiya Reserve Bank Note Mudran Private Limited (A wholly owned subsidiary of Reserve Bank of India) and Security Printing and Minting Corporation of India Limited (100% owned by Government of India)

1. Sealed tenders are invited by BNPM from eligible & financially sound bidders for Supply of 3 Nos. of WebEx meeting center licenses with 3 Years validity at BNPM, Mysore - 570003.
2. **Eligibility Criteria:** The prospective bidders should have the following eligibility criteria and should submit the documents as mentioned below.
 - Proof of registration i.e., valid GST and PAN.
 - Not blacklisted/ debarred by BNPM/ Bharatiya Reserve Bank Note Mudran (P) Limited (BRBNMPL) / Security Printing & Minting Corporation of India Limited (SPMCIL) or any Govt. Departments from participating in tender process. Declaration must be given on company letterhead.
 - The bidder should be **OEM or his Authorized partners/ Authorized representative of cisco/WebEx** (Supporting documents to be submitted).
3. **Cost of Tender Form:** The cost of tender is **Rs.1000/-** and is nonrefundable. The cost of tender shall be paid by Demand draft payable at Mysore in favour of **Bank Note Paper Mill India Private Limited** payable at **Mysore** should be submitted in the envelope.
4. EMD of **Rs. 8500/-** shall be paid by Demand draft payable at Mysore in favor of **Bank Note Paper Mill India Private Limited** payable at **Mysore** should be submitted in the envelope which will be refunded on successful supply, submission of warranty certificate.
5. Tenders should be addressed to The Deputy General Manager, Bank Note Paper Mill India Private Limited and should be submitted on or before **1430 hrs on Jun 26, 2018** in sealed covers at the office of Bank Note Paper Mill India Private Limited, Administrative office Building, Entry Gate-1, Paper Mill Compound, Note Mudran Nagar, Mysuru - 570 003. Tenders in person may be handed over to DGM. The bid shall be opened at **1500 Hours on Jun 26, 2018** at the above mentioned address.
6. Tenders should be submitted in duplicate marked as original and duplicate in a sealed cover, to the offices of the BNPM, super subscribed %tender for Supply of 3 Nos. of WebEx meeting center licenses with 3 Years validity at BNPM, Mysore+. The tender shall be submitted as follows:-

Envelope -I shall contain the following

- I. Cost of tender document in the form of DD of Rs.1000/-
- II. EMD in the form of DD of Rs.8500/-
- III. Technical Deviations, if any.
- IV. Documentary proof in support for eligibility criteria.
- V. Copy of the blank tender document without any reference to price duly signed on all pages.



Envelope – 2 shall contain the following

I. Price Bid as per format enclosed with tender document.

Both the envelopes shall be put in one envelope and super subscribed "**Tender for SUPPLY OF 3 NOS. OF WEBEX MEETING CENTER LICENSES WITH 3 YEARS VALIDITY at BNPM, Mysore**".

7. Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.
8. Tenderers should quote their prices and rates both in figures and in words. No blank spaces shall be left. All erasures and corrections made while filling up the tender shall be initiated by the tenderer.
9. The tender shall remain open for acceptance for a period of 60 days from the date of opening of the tender.

10. EVALUATION CRITERIA:

- (i) At first stage, techno-commercial bid will be opened and evaluated by the competent committee/ authority with reference to the parameters prescribed in the tender document. Subsequently, in the second stage the financial bids of only technically acceptable offers as decided in first stage shall be opened for further scrutiny and evaluation. Intimation regarding opening of financial bids shall be given to acceptable tenderers to enable them to attend the financial bid opening, if they so desire.
 - (ii) The method of evaluation of bidder for awarding the Contract shall be on consolidated grand total offered by the bidder and will be decided taking into consideration of the total offered price for delivery up to BNPM, Mysore.
11. Prices quoted should include all royalties, GST and any other duties leviable by the Central and state governments and other statutory bodies. The rates quoted will be treated as all-inclusive and no further claims whatsoever will be entertained in this respect. The quoted rates should be FOR Mysore site basis.
 12. The acceptance of the tender will rest with the Owner, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assigning any reason thereof.
 13. The owner also reserves the right to allot the order partly or wholly to single or different Tenderer.

14. Discrepancy in Prices:

- (i) If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless BNPM feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- (ii) If, there is an error in a total price, which has been worked out through addition and/ or subtraction of subtotals, the subtotals shall prevail and the total



corrected; and

- (iii) If, there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail
- (iv) If, as per the judgment of BNPM, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered/speed post. If the tenderer does not agree to the observation of BNPM, the tender is liable to be ignored.

15. Terms of Payment:

- (i) 100% payment on receipt and delivery and activation of license as per our specifications by the consignee at destination and on production of all required documents by the supplier.

Payments to suppliers shall be made by account payee cheque or through ECS only.

16. Payment of CGST, SGST, IGST & UTGST related clause:

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 information 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;

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

17. **Delivery Period:** Delivery shall be made within 1 week of issuing of Purchase order.

18. **Validity period:** Product must possess Validity period of three years

19. **Delivery Terms:** It is responsible of the supplier to arrange transportation incase required on FOR destination basis. BNPMIPL requires material on FOR Mysore site office, Note Mudran Nagar, Mysore basis only.

20. **Delay or Non Delivery:** Time is essence of the contract and completion of delivery dates agreed to are binding on the seller. In the event the seller is not able to supply as per the delivery schedules given by BNPM, Purchaser will have right either to



cancel the order without prejudice to any other rights or to make purchase from an alternate source at the risk and cost of the seller.

21. **Liquidated Damages:** Delivery and completion dates are binding on the vendor and no variation of delivery & completion dates can be permitted except with prior written permission from the purchaser.

If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, BNPM shall, without prejudice to other rights and remedies available to BNPM under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% (Half) percent of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods' or services' contract price(s). During the above mentioned delayed period of supply and/ or performance, the conditions incorporated under GCC sub-clause 23.4 shall also apply.

22. **Tender Evaluation and award of work:** Tenders will be evaluated as per the terms and based on responsiveness taking into account all relevant factors. While the lowest offer will generally be the criteria, BNPM reserves the right to reject any offer including the lowest one if the same is not conforming to its norms. BNPM reserves the right to accept any Tender and to reject any or all Tenders. BNPM also reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers. The decision of BNPM in this regard will be final.

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

Authorised Signatory

Name of the Person Signing the Tender _____

Designation _____

Seal with address _____

Address of local office _____



LIST OF REQUIREMENTS / TECHNICAL SPECIFICATIONS

S. No.	Brief Description of Goods/ Services	Specifications
1	Supply of 3 Nos. of WebEx meeting center licenses with 3 Years validity at BNPM, Mysore - 570003	As per requirements below

Requirement:

- BNPM is opting for WebEx web conferencing solutions delivered as Software- as-a-service (SaaS).
- Network Based Recording.
- Built-in VoIP: Option to join using integrated computer audio
- 24/7 Global Service Assistance & Training manual for all the users
- 3 user license.
- 1 user will be designated site administrator

The solution will be used for, sharing presentations, sharing the desktop screen, Instant messaging (IM) and have discussions with anyone, anywhere. BNPM should be able to schedule conference meetings in advance or start an instant online meeting and invite people to join by email.

Features and functionalities required in the Web conferencing solution:

- It should be an online, real-time collaboration tool with features like; IM, video, voice, audio, screen sharing, recording, presence etc.
- It should have high quality integrated audio /voice conferencing (over IP)
- It should have Instant access from a browser
- It must have feature of Instant file sharing and real time chat.
- It should be able to share screens and collaborate online, supporting up to two hundred (200) participants at any time in a single Conference.
- It should be able to share documents and presentations.
- It should have Intuitive interface for quick user adoption with minimal training.
- It should have secured collaboration - SSL encryption.
- It should have meeting in real time anywhere, anytime, on any device like; smartphones, tablets etc.
- It should have and support use of any platform, including mobile devices.
- It should have feature rich interface including video, recording, polling, attendee status, Q&A.
- It should support 'Active talker or equivalent' functionality to indicate who is speaking.



- It should have facility to record meetings or the session. The session should be over web and exported to saved locally.
- It should be able to deliver rich multimedia with streaming high quality video.
- It should be able to deliver high quality Audio conferencing (over VoIP (Voice over IP)), supporting up to Two hundred (200) Participants at a time.

Place of Delivery:

Bank Note Paper Mill India Private
Limited Note Mudran Nagar
Mysore - 570003



SCHEDULE OF PRICE

SL. NO	DESCRIPTION	HSN Code C	QTY	UOM	UNIT PRICE, (Rs)	GST @....% G	Per Unit GST (Rs)	UNIT RATE INCLUDING TAXES (FOR Mysore Site Basis)
A	B		D	E	F		(H)(H=F*G%)	(I)(I = (H+F)*D)
1	WebEx meeting center licenses with 3 Years validity at BNPM, Mysore - 570003		3	Nos.				
	GRAND TOTAL INCLUSIVE OF ALL GST, Patent/intellectual fee (IN FIGURES) ON FOR MYSORE BASIS							
	GRAND TOTAL INCLUSIVE OF GST, Patent/intellectual fee (IN WORDS) ON FOR MYSORE BASIS							

Notes:

Prices quoted shall be inclusive of packing & forwarding charges, freight, octroi, transit Insurance and all other charges if applicable.

If the bidder is making E1 Transaction as disclosed in CST Act, the basic price quoted shall be inclusive of all (Inclusive of taxes, Duties & Other Charges on FOR Mysore Site)



SIGNATURE OF THE TENDERER