



Bank Note Paper Mill India Private Limited
Registered & Corporate office: Paper Mill Compound,
Entry Gate 1, Note Mudran Nagar,
Mysore-570003
CIN: U21090KA2010PTC055475.
Standard Biding Document (SBD)

Not Transferable

**Tender Document for Providing Pest control services at BNPM premises, Note
Mudran Nagar, Mysore.**

e-Tender No. BNPM/TEN/Pest control/458/2017-18, Dated: 16.03.2018.

The Tender Document contains 47 Pages

The Tender Document is sold to

M/s
Address

Details of Contact person in BNPM regarding this tender

Name: Alok Kumar

Designation: Deputy General Manager
Address Administrative office Building,
Entry Gate 1, Paper Mill Compound,
Note Mudran Nagar,
Mysore – 570003, Karnataka, India
Phone 0821-2401111.
Email info@bnpmindia.com
Website: www.bnpmindia.com



BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

Paper Mill Compound, Note Mudran Nagar

Mysore-570003

Tele: 0821-2401 111/191; Fax No: 0821-2581 154

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

(Name, address, telephone no., Fax, e-mail, website etc. of the Unit)

BNPM/TEN/Pest control/458/2017-18, Dated: 16.03.2018.

1. 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:
2. Tenders are invited in two parts (Techno-commercial & Financial) from eligible and qualified tenderers

Sl.N	Brief Description of Work	Earnest Money Deposit*	UOM
1	Providing Pest control services for eradication of rodents, insects, termites etc. complete including the cost of materials, consumables, tools and tackles, labour required for completion of work at BNPM premises. Rate shall include all exclusive of GST.	Rs. 14,000/- (INR Fourteen Thousand only)	Lump sum



* The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period with DGS&D or with National Small Industries Corporation, New Delhi /MSME are exempted from payment of earnest money. In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details (with DGS&D or NSIC or MSME as the case may be).

Tender Number	BNPM/TEN/Pest control/458/2017-18, Dated: 16.03.2018.
Type of Tender (Two Bid/PQB/EOI Etc.)	Two Bid
Tender fee	Rs 1,000/- plus taxes
Site Visit of Intending Bidders (Period)	15/03/2018 to 30/03/2018
Technical Queries after Site Visit	On or Before 30/03/2017
Closing date and time for submission of bids along with supporting documents through e-tendering portal.	13-04-2018, 1500 hours.
Time and date of opening of Techno-commercial bid	13-04-2018, 1500 hours.
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 mentioned above for further details.
4. Non-refundable Tender fee is Rs. 1,000/- 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 participating in the Online Tenders. The registration charges will be Rs. 1,500/- plus applicable taxes (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 080-49352000/9686115324.
7. The NIT Form with standard tender documents will be accessible in the e-Tendering website (viz 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 from 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, failing which, the bid will not be considered.

For those tenderers whose technical bids do not satisfy the eligibility criteria, their financial Bids will not be opened.

10. The tender shall contain two bid systems 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.
- ii) Power of Attorney in favour of the person who has signed the bid on stamp paper (Rs.100/- non judicial stamp paper)
- iii) Documents to establish conformity with Bidder's Qualification / Eligibility criteria.
- iv) ESIC & PF registrations, PAN details, GST registration certificate, proposed organization chart.
- v) Earnest Money Deposit (To be paid through electronic mode only)
- vi) Deviations from GCC, SCC, SIT, GIT
- 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.

Financial Bid shall contain.

- i) Schedule of Prices duly filled in.

The bidder should submit the- “**Financial Bid**” in e-tendering portal.

11. Tenderers shall ensure that their tender documents each and every page shall be 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 organization, the tenders will be opened on the next working day at the appointed time.

13. The tender documents are not transferable.

Yours Faithfully,

(Alok Kumar)

Deputy General Manger

[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. (Offer without the copies of section-II shall liable to be rejected).



SPECIAL INSTRUCTIONS TO TENDERER (SIT)

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.

Sl No	GIT Clause No	Topic	Substitution / Replaced by
1.	12.5 and 12.6	Tender Prices	1.0
2.	18.0	Earnest Money Deposit	3.0
3.	35.0	Evaluation Criteria	4.0

1. TENDER PRICES:

Tenderer shall quote strictly in INR and as per the attached price schedule. The quoted prices should be inclusive of all GST etc.

2. EARNEST MONEY DEPOSIT (EMD):

EMD amount should be paid through electronic mode i.e. through internet banking, credit card, debit card, etc.

The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period with DGS&D or with National Small Industries Corporation, New Delhi /MSME are exempted from payment of earnest money. In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details (with DGS&D or NSIC or MSME as the case may be).



3. EVALUATION CRITERIA:

(i) Techno-commercial bid / Pre-Qualification bid shall be opened together and however, the Techno-commercial bid of pre-qualified bidder who meets the eligibility criteria shall be scrutinized and evaluated by the competent committee/ authority with reference to the parameters prescribed in the tender document. Subsequently, in the second stage the financial bids of only technically acceptable offers as decided in first stage shall be opened for further scrutiny and evaluation. Intimation regarding opening of financial bids shall be given to acceptable tenderers to enable them

(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 L1 offered price .



IMPORTANT TENDER CONDITIONS AT A GLANCE FOR ATTENTION OF BIDDERS

- 1. Validity of Tender:** The quoted rates shall be valid for a period of 90 days from the date of opening of the tenders, however in case of any delay due to any reasons. The validity period may be extended further for additional period of 30 days. If any tenderer withdraws his tender before the said period or makes any modification in the Price Bid or terms and conditions of the tender then, employer, without prejudice to any other right or remedy will be at liberty to forfeit the whole of the earnest money.

- 2. Tenure of Contract:** Initially, the rate quoted shall be valid for a period of one year. It may be renewable for another two year on satisfactory performance on yearly basis based on the quoted amount up to total of maximum three years. The contract can be terminated at any time at the discretion of the BNPMIPL with one month's notice without assigning any reason.

- 3. E.M.D:** An EMD of Rs. 14, 000/- (Rupees Fourteen Thousand Only) is payable in the form of Electronic fund transfer to A/c No. Bank Note Paper Mill India Pvt. Ltd, A/c No. : 05230350002465, IFSC Code: HDFC0000523, Branch: Richmond Road Bangalore as the case may be when he submits his tender shall be held by the OWNER as security for the execution and due fulfilment of the contract till he completes the work. No interest shall be paid on the said deposit. Please refer GIT Clause 18, In case E.M.D is not submitted along with the tender (Techno-commercial bid), **the offer will be liable for rejection. However, please note DGS&D/NSIC/MSME, registered firms are exempted from submission of requisite EMD.**

The interest free EMD of unsuccessful tenderer will be refunded after issue of LOI/WO to the successful bidder. Successful bidders EMD shall be released after award of contract/issue of WO and on submission submission of BG at 10% contract value.

- a. Tender documents submitted not in accordance with above guidelines will be liable to be rejected.



- b. The Techno-commercial part (part I) tenders will be opened at April 13, 2018 at 1530 Hrs in e-portal. In the second stage, the financial bids of only the technically acceptable offers shall be opened for further scrutiny and evaluation. The date of opening of Price bids will be intimated to qualified bidders. Other financial bids of unsuccessful bidders shall not be opened for evaluation.

4. Price:

- a. The contractor has to quote his most competitive price considering all the factors involved in providing the pest control service at BNPM premises, guest house and company residence and the price shall be all-inclusive except GST, which shall be shown separately at the prevailing rate. The Price shall be firm & binding, no escalation on above on any account shall be admissible during the currency of contract period, except for the minimum wages & tax revisions for which documentary proof should be attached for claiming escalation, if any.
- b. The contractor should quote his best competitive price considering all the factors involved in providing the pest control service. The price quoted for shall be firm for three years inclusive of GST, all statutory labor liabilities etc. No escalation on any account shall be admissible during the period of contract, however for if any variation in the tax, the same shall be considered for payment on submission of documentary proof.
- c. In case of any revision in the minimum wages payable to the worker of the contractor, the BNPM will reimburse the differential wages at actual & statutory contribution thereon on submission of proper documentary proof of payment of the revised wages. GST as applicable will also be reimbursed on above payment.
- d. Rate of the wages should not be less than minimum wages as prescribed by Ministry of Labor & Employment Office of the Chief Labor Commissioner, New Delhi from time to time.
- e. The rates quoted in the commercial bid shall be inclusive of PF/ESI contributions, Bonus and EL wages etc. complete which shall be made for the workers employed by the contractor on being successful in the tender.



You have to submit a copy of the ESI/PF challan along with the wage sheets of the persons employed, with bills. And documents related to Bonus and EL wages payment also shall be submitted.

- f. The Contractor should not deploy the workers below the age of 18 years and above the age of 60 years.

5. **Payment Terms & performance:**

Payment shall be made on monthly basis only on satisfactory compliance of all the tender conditions stipulated and performance of the job satisfactorily and submission of bills by you. Statutory Deductions: Statutory deductions shall be made at source as per rule

- a. **Fixed Monthly charges:** Payment shall be made at the quoted rates on monthly basis only on satisfactory execution of the work and submission of bills, which, on scrutiny shall have to be certified by BNPMIPL officers. The contractor shall raise monthly bill in the 1st week of succeeding month for release of payment after fulfilling the all-necessary formalities. Contractor must submit a copy of (a) ESIC challan (b) EPF challan (c) Payment of wages Monthly report showing work done/ maintenance works carried as defined in scope of work along with monthly bill etc. Proportionate amount from the bill shall be deducted if the contractor fails to comply with any of the responsibilities under the work order/contract. Such amounts shall be decided by the BNPMIPL and shall be binding on the contractor.
- b. **Compensation for Delay:** The work shall be taken up strictly as per the terms & conditions of the contract and written instruction from engineer-in charge timely. For any delay beyond the time specified for any particular works, without any valid reason, compensation for delay/liquidated damages @ 0.5% of the value equivalent to one month's bill amount shall be levied per week of delay, subject to a maximum of 5%.
- c. **Notification of Award:** BNPMIPL issues Notification of award / LOI/WO to the successful bidders who qualify and become lowest bidder by post or by fax/email (to be confirmed by post) that its tender for Captioned Subject, has been accepted, briefly indicating therein the essential details of work and corresponding prices accepted. The successful tenderer/Contractor shall mobilize all men required for timely performance of the contract involving various activities and start the work from the date mentioned in Notification of Award. Contractor should return back the duplicate copy of



Notification of Award duly signed and stamped in each page as acceptance.

- d. **Performance:** The monthly payment becomes payable only if the service performance has been Found Satisfactory. The Contractor with the help of “Feedback Mechanism” shall duly monitor the service delivery. A feedback instrument will be got approved from BNPM, within two months from the award of the contract.
- a) If the service provided by the firm during that month is found unsatisfactory, a LD @ 2% of the monthly charges shall be levied on the firm.
- b) If the service provided by the firm is found unsatisfactory consecutively for two months, a LD @ 5% of the second month charges shall be levied on the firm.
- c) If the service provided by the firm is found unsatisfactory consecutively for three months, the contract will be terminated without any notice.

6. Security Deposit/Performance Bond:

Within twenty-one days after the issue of notification of award by BNPMIPL, the supplier shall furnish Security Deposit to BNPMIPL for an amount equal to 10% of the Order Value by way of Demand Draft (DD) or Bank Guarantee (BG) valid up to Sixty days after date of completion of all contractual obligations, including warranty period. (Please refer GCC Clause 6 under Section IV). On submission of above SD, the Earnest Money Deposit already deposited by the successful firm will be released. Failure of the successful tenderer in providing performance security within 21 days of receipt of notification of award and / or returning of duplicate copy of Notification of Award/ LOI/WO duly signed shall make the tenderer liable for forfeiture of its EMD and, also, for further sanctions by BNPMIPL against it.

An interest free Security deposit may be refunded after 2 months from the date of completion of contract period (i.e. 12 months from date of issue of work order).



7. Liquidated Damages(LD):

If the contractor fails to complete the works within the time frame (s) [work completion schedule] incorporated in the work order, BNPMIPL shall, under the contract deduct from the contract price, as liquidated damages, a sum equivalent to the @ 0.5% of the value equivalent to one month bill amount shall be levied per week of delay, subject to a maximum of 5%. The contractor may apply for extension at least Ten (10) days prior to the date of completion with valid reasons beyond the control of contractor.

8. Parties who have been black listed /debarred by BNPMIPL/SPMCIL/ BNPMIPL or any PSU or any Government Departments are not eligible for submission of this tender.
9. BNPMIPL does not pledge itself to accept the lowest or any tender and reserves to it-self the right of accepting/rejecting the whole or any part of the tender or portion of the quantity tendered without assigning any reason thereof.
10. If the tenderer is registered under DGS&D/NSIC/MSME, they have to clearly mention and submit a copy of supporting documents. In absence of any such declaration, tenderer shall be considered as not registered under DGS&D/NSIC/MSME. Tenderer registered with NSIC/DGS&D/MSME are eligible for exemption of only EMD. As regarding SD, the tenderer who are registered with DGS&D /NSIC/MSME should submit an undertaking for payment of Security Deposit in case they become L1 firm in bid process and this undertaking letter should be attached to the Commercial Bid-part-I.
11. Copies of Certificates / Documents related to GST Registration, PAN and Professional Tax Registration Certificate etc., to be provided along with the Commercial Bid-part-I.
12. Before applying the tender, contractor is advised to visit the site to understand the nature of work, site conditions etc.



13. Other Instructions:

- a. Special care shall be while quoting.
- b. Tender document should be accompanied by a certified true copy of an absolute power of Attorney in favor of signatory to the documents.
- c. Any discrepancies, omissions, ambiguities or conflicts in or among contract documents or any doubt as to their meaning should be informed to BNPM for clarifications and these issues may be clarified within seven (7) working days. Where information sought is not clearly indicated or specified, the company will issue a clarifying bulletin in website, which will become part of the contract. Any oral instructions will not form any part of contract.
- d. Please note that the contractors who have worked earlier with BNPMIPL, Mysore and their performance was not found satisfactory for any of the jobs awarded to them, their tenders shall not be opened during technical bid stage and their offers shall be considered as invalid and shall be rejected.
- e. *Agencies those who are not empaneled with BNPMIPL, Mysore are requested to kindly download the vendor registration form from the website and submit the same along with registration fees before submitting the tender documents.*

14. Refusal of Work: In case successful Contractor fails to start the work after placing work order or leave the site without completing the total work, the Contract shall be terminated and EMD/security deposit shall be forfeited. In such case, the name of agency is liable for being blacklisted and delisted from our approved list. In addition Company reserve the right to complete the unfinished job by engaging other agency at risk & cost of the contractor.

15. The Owner also reserves the right to allot the work partly or wholly to single or different contractors.

16. No counter conditions shall be accepted.



17. Agencies must ensure that the pest control once done shall remain effective up to next pest control, failing which it shall have to be done again and any cost therefor will not be entertained.
18. The pesticides, etc. used for pest/rodent control, should not create adverse impacts on human health
19. The tenderer shall carry out the Regular and periodical preventive services and all urgent calls as and when warranted under the service Contract, at the approved rates only. The tenderer shall also furnish Mobile numbers of staff to be deployed and e-mail address, on which they can be contacted if needed at odd hours for any repair/maintenance jobs.
20. The Tenderer should quote rates for Disinfestations and Eradication of General Pest control, Treatment for rodents, bed bugs, bat, ply, rat, cockroaches etc. & Termites control, in the entire area/premises of the BNPM including guest Houses, company residence.
21. Specification and make/quality of chemical/pesticides shall be clearly spelt in the offer/tender, and it should be certified by WHO Pesticide evaluation scheme (WHOPES) for public health utilization and approval with BIS certification. The tenderer should submit the name of the principal of authorized distributor, from where these chemical/pesticides will be procured by them. No. chemical/pesticides will be used after its expiry date and it will be subject to quality approvals at the time of use/spraying.
22. The entire job shall be attended on site only, no items, sofa sets, chairs, tables, etc. will be taken for pest/termites/bed bug treatment outside BNPM campus.
23. The special Chemical/pesticides required for pest control services, if any, during the course of contract, will be arranged by the tenderer himself at its own cost.
24. No additional payment shall be made if more staff needed at site for completing the urgent work under contract. The representative of the firm should bring their identity cards while attending to the pest control service at BNPM.



- 25.** The contractor should provide special care of pest control services during the rainy/mosquito breeding season or any event of unexpected Emergency.
- 26.** All the termites job carried out by the tenderer shall have a guarantee of twelve months from the date completion.
- 27.** The BNPM or any person authorized by him reserves the right to accept/reject any or all the tenders in part or full or divide the work among two or more parties without assigning any reasons therefor and, in such case, bidders shall not have any claim on the Office of Controller General of Patents, Designs and Trade Marks.
- 28.** In case, any person employed by the contractor commits any act of omission/commission that amounts to misconduct/ indiscipline/ incompetence or involves in any act that is prejudicial to the employees of this office or to the office, such person will be immediately debarred from the site of work by the officer in-charge and the contractor will be liable to take appropriate disciplinary action against such persons, with intimation to this office about the action initiated against such person.
- 29.** Sub-contract: Sub-contracting in any form before and after placement of the work order will not be allowed. In case the contractor is found engaging sub-contractor, the contract is liable for terminated forthwith and forfeiture of Security Deposit /EMD.
- 30.** The Fixed Monthly Service Fee should comprehensively reflect the IDC requirements for the pest control service; covering all elements required for the provision of the service. The fee must cover the following, but not limited to, elements: labour (in line with the relevant statutory guidelines), management, consumables, equipment and tools, uniform, PPE and any statutory requirements.
- 31.** The firm must have undertaken similar work of Pest Control in any Government or private or public sectors at satisfactory completion of the work done in earlier years with results achieved must possess with credentials.



32. The firm must possess the proper authority under Insecticides Act 1968 (with latest edition) for the stock and use of different blends /combinations of the insecticides and pesticides including the chemicals of their own manufacture/ formulation.

33. The firm should have thorough knowledge of the guidelines fixed by National Anti-Malarial Programme.

34. Water and Electricity etc.

Water – if required, The Contractor is permitted to avail the services available at site free of charge

Electricity – if required, The Contractor is permitted to avail electricity at site free of charge for performance of their scope of work.

35. Rights of company:

BNPMIPL is not bound to accept the lowest or any tender or assign any reason for such non-acceptance. However if the successful bidder refuses to take up the job or leave the job half way after opening the quotation and becoming lowest party, BNPMIPL reserve the right to forfeit the EMD and no correspondence will be entertained and decision of the BNPMIPL will be final. The left over job will be finished engaging other agencies and the additional cost involved will be recovered from original contractor. In any of the above case company reserve the right to take necessary action as deemed fit against the contractor.

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



Additional SIT:

1. Compliance Of Security Norms:

- a. BNPMIPL is a security organization located in the premises of BNPMIPL and the Govt. of Karnataka declares the premise as Prohibited Area. 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 must be in a position to produce such documents whenever he is asked to do so. Details shall be furnished as per format when called for. The contractor has to issue printed photo identity card to its workers duly authenticated by the designated security officer of the Company. Contractor should apply for Gate Pass for labours and material entry pass etc. as per approved format only, well in advance to avoid any delay in issue of Gate passes.
- b. The bidder shall provide security provisions to check infiltration, and safeguard of the works till the complete work is handed over. Nothing, extra shall be paid to the bidder by the BNPMIPL on this account.

2. Safety & Security Measures:

- a. The contractor should scrupulously conform to the safety and security norms and stipulations while working in the security area. The contractor should maintain site clean during the progress of the work and also after the completion of the work.
- b. The Contractor will be required to take – Workmen's Compensation Insurance policy to all of his workmen engaged for the said job and copy of the same to be submitted. It shall be the sole responsibility of the contractor to ensure safety to all his workers. The contractor shall take all the precaution during the repainting/rework against any type of personnel injury or any damage to the property, which can arise during working. Adequate safety gadgets shall be provided by the contractor to the workmen as per norms.



- c. It shall be the sole responsibility of the contractor to ensure safety to all his workers. The contractor shall take all the precaution during execution of work against any hazards, personnel injury or any damage to the property. The contractor shall provide adequate safety gadgets to the workmen as per norms.
- d. In respect of all labor, directly or indirectly employed on the works for the performance and execution of the contractor's work under the contract, the contractor shall at his own expense arrange for all the safety provisions as listed in (i) safety code forming part of the contract documents (ii) Indian Standards Regulations, Rules and orders made there under and such other acts as applicable.
- e. Precautions as stated in the safety clause are the minimum necessary and shall not preclude the Contractor taking additional safety precautions as may be warranted for the particular type of work or situations. Also mere observance of these precautions shall not absolve the contractor of his liability in case of loss or damage to property or injury to any person including the contractor's labor, the BNPMIPL representatives or any member of the public or resulting in the death of any of these.
- f. Protective gear such as safety helmets, boots, belts, nose masks etc. as applicable shall be provided by the contractor at his own cost to all his manpower at site. The Contractor shall impose such requirements on all sub-contractors also. It shall be the responsibility of the contractor to ensure that such protective gear is worn at all times by all personnel working at site. BNPMIPL shall have the right to stop any person not wearing such protective gear from working on the site.
- g. In case the contractor fails to make arrangements and provide necessary facilities as aforesaid, the BNPMIPL shall be entitled to do so and recover the costs thereof from the contractor. The decision of the BNPMIPL in this regard shall be final and binding on the contractor.



- h. 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.
- i. Contractor must ensure that the number of labors/masons or any other type of workers engaged for carrying out the work and requested for issue of gate pass are coming for the job awarded. In case any of the workers is not coming for which gate pass was requested/issued, the name of such persons should be brought to the notice of the concerned officer as well as to the Security section and surrender the pass issued immediately.
- j. Gate passes for all the workers shall be applied in the prescribed Gate pass Format, 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 following statement also has to be signed by the Contractor.

"It is certified that I know personally the person for whom the entry pass is required and there is nothing adverse report or Police cases against them to debar their entry. I take the responsibility for all those mentioned in the list who acts detrimental to the security and safety of BNPMIPL and other property of the undertaking as also violation of any provision of law & rules framed by the company. It is also to be certified that the persons mentioned above are not holding any photo pass for the requested period".

The Format may be collected for applying the Gate pass from the concerned Section:

3. 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.



- b. On award of the contract the contractor shall sign the Non-disclosure format and abide with that.
- c. Any worker of the contractor, if found by the Company as unsuitable or having doubtful integrity, shall be removed from the premises at the risk and cost of the contractor. The contractor shall vouch guarantee for the integrity of its workers.

3. Accommodation:

1. The contractor shall make their own arrangement for accommodation for their workers/labour/employee etc.



Section III: Special Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchaser/intending bidder. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. 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.

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

Sl. No.	GIT Clause	Topic	SIT Provision
1	4	Eligible Goods and Services (Origin of Goods)	No provision
2	8	Pre bid Conference	NA
3	9	Time Limit for receiving request for clarification of Tender Documents	March 30, 2018
4	11.2	Tender Currency	(INR)
5	14	PVC Clause & Formula	as mentioned in the tender documents towards min wages
6	19	Tender Validity	90 days
7	20.4	Number of copies of tenders to be submitted	One. To be uploaded on website
8	20.9	E-Procurement	applicable



9	35.2	Additional Factors for Evaluation of Offers	Supplement with the following: Prospective bidders should meet our tender conditions and items being supplied should be strictly as per given specification without counter conditions.
10	50.1, 50.3	Tender For rate Contracts	Not Applicable
11	51.1, 51.2	PQB Tenders	Not applicable
12	52.1, 52.3, 52.5	Tenders involving Purchaser's and Pre-Production Samples	Not applicable
13	53.4, 53.5, 53.7	EOI Tenders	Not applicable
14	55.2, 55.3, 55.7, 55.8	Development / Indigenization Tenders	Not applicable

1. Prices quoted shall be FOR Mysore site basis inclusive of Packing & Forwarding charges, freight, octroi, transit insurance and all other charges if applicable.
2. It may be noted that GST, the tax implications if any on the unexecuted value of contract shall be revisited and net effect will be arrived for adjustment in the contract value. In view of the above, the price should be quoted Basic & Taxes Separately. However, evaluation of tender at present will be done without considering the GST.



Section IV: General Conditions of Contract (GCC)

Please refer our website www.bnpmindia.com,
GCC shall be downloaded from website: www.bnpmindia.com under the section
“Corporate Actions” and signed & stamped and submitted as acceptance of terms
and conditions.

Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase/works. 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 GGC 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).

S. No	GCC Clause No.	Topic	SCC Provision
1	8.2	Packing and Marking	Not applicable
2	11.2	Transportation of Domestic Goods	Not applicable
3	12.2	Insurance	Not applicable
4	14.1	Incidental Services	Not applicable
5	15	Distribution of Dispatch Documents for clearance / Receipt of Goods	Not applicable
6	16.2, 16.4	Warrantee Clause	Not applicable
7	19.3	Option Clause	Not applicable
8	20.1	Price Adjustment Clause	Revision in Minimum wages shall be reimbursed.
9	21.2	Taxes and Duties	Not applicable



10	22, 22.1, 22.2, 22.3, 22.4, 22.6	Terms and Mode of Payments	100% payment. BG towards SD shall be submitted.
11	24.1	Quantum of LD	As mentioned in tender conditions.
12	25.1	Bank Guarantee and Insurance for Material loaned to Contractor	Not applicable
13	33.1	Resolution of Disputes	Not applicable
14	36.3.2, 36.3.9	Disposal / Sale of Scrap by Tender	Not applicable

A.Statutory Requirements:

- i) The wages shall be revised based on the Labour Act prevailing during the currency of the contract as per the Gazette Notification of the Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), New Delhi. Contractor should submit claim along with the copy of Gazette for making additional payment on monthly basis.
- ii) The Contractor must have a valid PROVIDENT FUND CODE & ESI CODE and the same shall be intimated along with the tender.
- iii) Note: If the above certificates are not available, the contractor must be in a position to arrange the same within 30 days on award of work order. If not complied, the work order will be cancelled forthwith, no payment will be released and EMD will be forfeited.
- iv) It shall be the sole responsibility of the contractor to ensure safety to all his workers.
- v) BNPMIPL will not accept any responsibility for any loss or damage to any property or personal belonging effect to Contactor's employee.
- vi) The Contractor shall keep BNPMIPL, its servants or agents indemnified against claims, actions or proceedings brought or instituted against



BNPMIPL, its servants or agents by any of his employees or any other third party employed by the Contractor in connection with relating to, or arising out of the performance of the services under the Contract

- vii) CONTRACTOR shall indemnify BNPMIPL against any liability for any accident, death or injury to BNPMIPL's servants or agents or against any loss of or damage to any property belonging to BNPMIPL, its servants or agents which shall arise out of the performance of the services under this Agreement and against all costs, claims, demands and damages involved therewith.
- viii) The CONTRACTOR shall pay and indemnify the BNPMIPL against liability in respect of any fees or charges (including any rates and taxes) legally demandable under any Act of Parliament, or State Legislature instrument, rule or order or any regulation or By-law or any local authority in respect of the work.
- ix) Contractor should provide two set of uniform and one pair of safety shoes each year with Contractors Company's logo to be displayed on the shirt for easy identification to all his workers engaged. Color shall be as approved by BNPMIPL.
- x) The contractor should be familiar with all applicable rules and regulations of statutory bodies with respect to the Pest control services.
- xi) Statutory Deductions: Statutory deductions shall be made at source as per rule

B.Tender Evaluation:

- i) Techno-commercial bid / Pre-Qualification bid shall be opened together and however, the Techno-commercial bid of pre-qualified bidder who meets the eligibility criteria shall be scrutinized and evaluated by the competent committee/ authority with reference to the parameters prescribed in the tender document. Subsequently, in the second stage the financial bids of only technically acceptable offers as decided in first stage shall be opened for further scrutiny and evaluation. Intimation regarding opening of financial bids shall be given to 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.
- iii) **Evaluation shall be based on overall L1. Evaluation shall be done without considering the GST.**
- iv) BNPMIPL shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- v) All decisions by BNPMIPL on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny.
- vi) Any effort by a bidder to influence BNPMIPL personnel or representatives on matters relative to the bid under study in the process of examination, clarification, evaluation and comparison of bids, and in decisions concerning award of contract may result in rejection of his bid.

c) The successful tenderer must note that all performance of the job shall be strictly in accordance with the requirements and fulfilments of the local/public authorities, statutory approvals and to the requirements of BNPMIPL and no deviation on any account will be permitted.

BNPMIPL's representative reserves the right to execute any delayed services through third parties and deduct from CONTRACTOR the cost of these services together with 10% of this cost for the damages, without any consent of CONTRACTOR, who shall be notified in writing of the measures taken in every case, after giving due notice and Contractor continues to fail to carryout rectifications/execution of services.

Any damages / breakdowns arising out of negligence, improper handling or improper maintenance will be viewed seriously. In such case the entire expenditure incurred for rectifying or replacing the damaged items will be borne by the contractor. The amount determined by BNPMIPL shall be final and binding. The contractor shall indemnify to this effect.



The payment or deduction of such damages shall not relieve CONTRACTOR from his obligations to complete the services or from any of his other obligations and liabilities under this Contract.

The period of failure to carry out and all matters of delay, damages, unsatisfactory performance of the services mentioned in several clauses above shall be as determined and judged by the BNPMIPL whose decision shall be final and binding on the CONTRACTOR.

d) Storage Space:

BNPMIPL will provide the contractor a space for storage purpose located at BNPM, Premises.

All compensation or other sums of money payable by the Contractor to the employer under the terms of this contract will be deducted from the earnest Money deposit/Security Deposit or any other process or recovery of such dues.

e) The Contractor should take utmost care to ensure that no damage to the property of BNPMIPL takes place due to any act of workmen while carrying out the work under the contract.

f) The Contractor should issue identity Cards to all Labour engaged to carry out the work, including supervisors. The identity badge should be worn on the left of the chest at the place of work. The contractor should comply with all security procedures adopted by us and they should furnish the list of people deployed for this contract for verification of their antecedents to our Security Manager. Gate passes will be issued to the personnel deployed and it should be renewed periodically.

g) Inspection by BNPMIPL

Work shall be inspected regularly on daily basis by BNPM representatives.

h) Restricted Area - Contractor shall fully recognize that the site shall be a restricted area and that all works and movement within it shall be subjected to the BNPMIPLs direction and control.

i) Hazardous Area - The work area in and around the Operating Units such as utility building, Tanks, Cable tunnel, Fire Fighting Pump room, substation area,



Treatment plants, Sewage collection well, Electrical Shafts, electrical cable/communication cable/waterline trenches etc. shall be considered a hazardous area. Contractor shall fully familiarize himself and abide by with the safety rules / regulations and fulfilment of ISO standards. If Contractor shall experience unavoidable interruption of work due to operational or safety reasons, such delays / interruptions shall not entitle Contractor to reimbursement of additional costs.

j) **Superintendence** – Contractor shall provide all necessary superintendence as necessary for the proper fulfilling of Contractor’s obligations under this Contract.

k) Adequacy of Contractor’s Staff:

It is essential that the service activities be performed with utmost diligence and expediency so as to maintain the highest standards. To achieve this, Contractor shall have adequate level of staff of good technical competence. In case the contractor provides mechanized services, the equipment shall be well-maintained and kept in good condition for all time.

If, at any time, during the currency of the Contract, Contractor’s staffing, in the opinion of BNPMIPL, is inadequate to meet the requirements of Contract services, BNPMIPL may so notify Contractor, who shall thereupon take immediate steps to increase its staff at site. Contractor shall affect such increases within a period of maximum Seven Days following the procedure outlined elsewhere in the contract agreement. If within the specified period Contractor does not or fails to increase the staff as required, BNPMIPL may itself or through other parties hire additional staff to supplement that of Contractor at the cost fixed by the BNPMIPL to be deducted from the payment of Contractor.

Failure of Contractor to comply with the instructions of BNPMIPL may be grounds for determination by BNPMIPL that Contractor is not proceeding with the performance of services with due diligence to ensure fulfilment of contractual requirements.

l) Conditions of Performance

Contractor confirms and assures that:

- i) Contractor has the requisite skilled and qualified personnel to perform the services.
- ii) Contractor has inspected the premises and is familiar with the conditions related to performance of the services.



- iii) Contractor shall at all times ensure that the supply of know-how, Manpower, Materials, Equipment, Tools and Vehicles shall be adequate to satisfactorily undertake the scope of services without delay.
- iv) Contractor shall at all times ensure that the services are being carried out in the most expeditious efficient manner consistent with the best interests of BNPMIPL, and in good and professional manner and in accordance with sound industry practice.
- v) Contractor shall perform and provide the services in accordance with provisions of this Contract and shall exercise all reasonable skill, care diligence and judgment in performance of the services.
- vi) Contractor shall discuss as per the Contract, the general basis for execution of services, Contractor shall provide procedures for BNPMIPL approval which shall be based upon good engineering practice in order to maintain the services/equipment at a high level of efficiency and to provide safe working conditions.
- vii) If any question arises between Contractor and BNPMIPL regarding particular work procedure followed or proposed to be followed by Contractor, Contractor must justify to BNPMIPL the soundness of such procedure and shall obtain BNPMIPL's written approval before the same may be affected. Provision or otherwise of such approval shall not relieve Contractor of any of its obligations under this Contract. BNPMIPL shall have the right to check and make remarks on any or all procedures proposed to be adopted by Contractor for the performance of services. Contractor shall submit such work procedure for BNPMIPL's review and approval.

viii) Vendor/Contractor Performance:

- a) Vendor shall be evaluated for their performance. The performance shall be based on timeliness of deliveries, quality of the material supplied, technical support, quality of after-sales service if any, replacement of the defective material if any, responsiveness etc.
- b) Based on the above criteria, the vendor shall be rated in category "A", "B" & "C". The vendor with rating "C" shall be disqualified/debarred from participating in the tender for certain period.



m) Labour:

- i) Contractor shall be responsible for the engagement, employment, transport, working and living conditions of personnel and in respect of all matters connected therewith. Contractor shall at all times during the continuance of this Agreement conform in all respects to and carry out all obligations imposed on it by the provisions and requirements of the Employees Provident Fund (Miscellaneous Provision) Act, 1952, Payment of Gratuity Act, 1972, Employment State Insurance Act, 1948, Maternity Benefit Act, 1961, Minimum Wages Act 1948 prescribed by Ministry of Labour & Employment Office of the Chief Labour Commissioner, Equal Remuneration Act, 1976, Payment of Wages Act, 1936, Payment of Bonus Act, 1965, Contract Labour (Regulation and Abolition) Act, 1971 and any applicable law such as EL wages etc. in the country where any of the services are performed or regulations issued including without limitation all laws, regulations and requirements of Government of India. In no case person under age of 18 Years shall be employed.
- ii) Contractor shall administer any National Labour on employment on terms and conditions not less favorable than those established for equivalent sites or locations within India.
- iii) Contractor shall at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst its employees and for the preservation of peace and protection of persons and property in the neighborhood of the site against the same.
- iv) Upon the outbreak of any strike or labour dispute involving any of Contractor's personnel engaged on the services, Contractor shall forthwith give details thereof to BNPMIPL. If any dispute arises between the contract labour/labour/employees and Contractor agency, the BNPMIPL will not be responsible in any manner. The Contractor shall not stop or cause stoppage of work on account of strike or other agitation during the period of contract. The Contractor agrees that it shall be liable for all consequences for the delay caused or loss / damages suffered by the BNPMIPL due to the stoppage /



strike by the Contractor. BNPMIPL shall recover the cost incurred due to this from the Contractor's running account bills.

- v) Contractor shall within twenty four (24) hours of any occurrence of any accident at or about the site or in connection with the execution of the services or any injury, loss or damage to any personnel or to property of Contractor, BNPMIPL or of a third party, report such occurrence to the competent authority whenever such a report is required by law.
- vi) Contractor shall, to the extent permissible under applicable laws, comply with and be bound by such terms and conditions of any labour agreement established by BNPMIPL and applicable to the services of the personnel appointed in India.
- vii) BNPMIPL will have privacy of the contract with the contractor only and will give instructions to the contractor and will have nothing to do or to concern with the conditions of employment of the workers engaged by and/or working for Contractor. However BNPMIPL shall be at liberty to object to and require Contractor to remove forthwith from the site any person employed by Contractor in or about execution or performance of services who in the opinion of BNPMIPL has committed misconduct or whose employment is otherwise considered to be undesirable. Contractor without the written permission of BNPMIPL shall not again employ such person upon services at any circumstances.
- viii) BNPMIPL will not, in any manner, be responsible for any act, omission or commission of the workers engaged by the contractor and no claim in this respect will be raised against BNPMIPL

n) Disputes Arbitration:

If any dispute arises after the issue of LOI /Work order and during the execution of the project which is not resolved within 30 days of their arising, they shall be referred to a sole arbitrator to be appointed by the Managing Director of BNPMIPL. The governing law in this regard will be The Arbitration and Conciliation Act, 1996 of India. The venue of the Arbitration will be Mysuru. Further, disputes if any that may arise at any point of time shall be subject to Mysuru jurisdiction only. However the right of giving the list of arbitrators for selection of sole arbitrator by the parties is exclusively



kept reserved by BNPMIPL whose decision shall be final and binding on the parties.

o) Force Majeure Clause:

BNPMIPL shall in addition to its power under other clauses to determine PO/work orders have power to terminate its liability there under at any time by giving a notice of reasonable time in writing to the supplier of the company's desire to do so and upon the expiration of the notice the P.O /W.O shall be determined without prejudice to the rights of the parties accrued to the date of determination.

Further in the event of any situation arising out of or caused by any act which is beyond the control of BNPMIPL, which results in stoppage of production, or in event of any policy decision made in the interest of the company which may necessitate the short closure of the Purchase order, the company by giving a notice of reasonable time to supplier, can terminate the purchase order without prejudice to the rights of the parties accrued to the date of termination



SECTION VI & VII – SCOPE OF WORK

(A) General Pest Control:

It means eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite, bugs etc. through the use of permitted insecticides as per Government of India and WHO norms. The Pest control should cover all the places like space under the tables, chairs, almirahs, wooden furniture, false ceiling, staircases, lift lobby, all toilets drain ducts, pantry rooms, in stores and any hidden space under the furniture and no space should be left unattended covering the entire BNPM premises and the guest House.

(B) Rodent Control:

Rat & Rodent, reptiles etc. inside and outside the building: The building is surrounded by the trees and plants and has open land area it is required to control rat and rodent covering the entire BNPM premises and the guest House.

(C) Termite Control:

The Pest control for termites and white ants should cover all the places like spray under the tables, chairs, almirahs, on wooden furniture, on false ceiling, on all staircases, on lift lobby, on all toilets, drain ducts, on all pantry rooms, in all stores and any hidden space under the furniture and should leave no space unattended.

The Chemical need to be placed in drilled holes on the floor adjacent to bricks walls, wooden chamber, paper files, compactor rooms etc. to ensure that termite should not attack on wooden items and office files.

Treatment should cover the entire BNPM premises and the guest Houses, company residence.

(D) Frequency of operation for treatment:

Pest control in all the respects is to be decided by bidder. Period/ time chart, checklist etc. indicating the frequency of operation shall be submitted by the bidder along with the technical bid. There should not be any complaint from the BNPM towards the pest control service to be provided by the agency.



All dead rats / rodents found shall be disposed off suitably on the same day by the contractor. The disposal of such dead/live rats/rodents must not cause any health /environmental hazard. Air freshner in the false ceiling, store room, lift car etc. to be provided as required by Bidder.

1. Rate shall be quoted considering all the consumables such as insecticides, pesticides, sprays, fogging as applicable, tools, tackles, transportation, labours required, necessary equipment, scaffolds, ladders, at all heights, levels, including, overheads, profits, statutory liabilities etc. required for pest control services. Honeycombs also to be removed if any and for which rate shall not be paid extra. Contract is on lump sum basis. GST shall be quoted separately as per the price schedule.
2. It is advised to the bidders to understand and get familiar with the area details, type of buildings, premises of BNPMIPL, guest house and company residence and rate shall be quoted accordingly.
3. **Maintenance Of Records** – The contractor shall be responsible for maintaining records of work executed including fault rectification, consumable and spares used etc.
4. **Compensation for Damages:** The contractor shall be responsible for the all other 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 contractor, without prejudice to the BNPMIPL's other rights in respect thereof.
5. **Non - Compliance of Site Instruction:** If the contractor after receipt of written notice from BNPMIPL requiring compliance within 7 days fails to comply with such instructions, BNPMIPL may employ and pay any other contractor to execute any such work whatever that may be necessary to give effect thereto, and all cost incurred in connection therewith shall be recoverable from the contractor by the BNPMIPL as a debt or may be deducted from any payment due to the contractor.



6. **Termination of the Contract by BNPMIPL:** If the Contractor stops the works for more than 3 days continuously, then the BNPMIPL has the power to terminate the Contract without giving any notice whatever may be the reason. In this case the contractor has no power to claim compensation and their Security Deposit will be forfeited. The BNPMIPL has the authority to complete the remaining works through other agencies. Decision of the BNPMIPL in this regard is final. The BNPMIPL has the authority to terminate the contract without specifying any reasons thereof, without any compensation at any time during the currency of the contract. However, one-month notice will be given prior to cancellation. The contractor has no right to withdraw or leave the contract in mid before expiry of the term of the specified valid tenure of the contract.

7. **Co-ordinations with other Agencies:** The BNPMIPL reserves the right to use premises and any portions of the site for the execution of any work not included in this contract which it may desire to have carried out by other persons, and the contractor shall allow all reasonable facilities for the execution of such work.

8. **Assignments and subletting:** The whole of the works included in the contract shall be executed by the contractor and the contractor shall not directly or indirectly transfer, assign or sub-let the contract or any part thereof.

The contractor shall be bound to carry out the work in accordance with any instructions in these connections which may be given to him in writing signed by the BNPMIPL and shall not on any way invalidate the contract.

Note: Tenderers are advised to visit the site to gather first-hand information prior to quoting.



Section VIII: Quality Control Requirements.

BNPM/TEN/Pest control/458/2017-18, Dated: 16.03.2018.

[Contractor/Bidders shall fill the following format and submit along with bid through e-portal]

Work shall be carried out in strict accordance with the standard quality requirements as prescribed in the tender terms and conditions.



Section IX: Qualification/ Eligibility Criteria

BNPM/TEN/Pest control/458/2017-18, Dated: 16.03.2018.

For Part-I: Technical Bid Criteria: (Section X: Tender Form –Part-I-Bid)

Eligibility Conditions: The pre-qualification criteria for the same are given as under: Individual/ firm/ company/ corporate other than limited company intending to bid should be bonafide, experienced, technically competent, resourceful and financially sound to carry out the assigned order.

The bidder should be:-

- a) Registered under GST.
- b) Having valid permanent Income Tax A/c No. as allotted by the Income Tax Authority of Government of India.
- c) 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 for participation in tender.

A. Financial Eligibility:

The prospective bidders should have the following eligibility criteria and should submit the documents as mentioned below:

- a. Tenderer should submit Balance sheet for previous 3 years (audited) i. e. for the financial year 2016-17, 2015-16 and 2014-15 duly signed/certified by the chartered accountant.
- b. The Tenderer should not have suffered financial loss for more than one year during the last 3 years ending 31/03/2017.
- c. The Net Worth of the firm should not have eroded by more than 30% in the last 3 years ending 31/03/2017 and should not be in negative as on 31/03/2017.



B. Technical Eligibility:

Tenderer should have at least 1 year experience out of last three years in carrying out/providing the Pest control services of large industries, townships, factories, residential or commercial buildings etc. or similar type services.

Proof of having successfully completed similar works along with the work orders / performance Certificate/ Completion Certificate indicating a) Name of Work, b) Name of Client, c) Value of work, d) Scheduled date of completion, e) Actual Value of works on completion f) Actual date of completion g) Any other information bidder may wish to provide.

Note: Similar works means Pest control treatment etc. sub contracted works will not be considered.

2. Scanned documents shall be uploaded in support of pre-qualifying eligibility criteria.
 - a. Work order completion certificate indicating Name of works, Name of the client, Work order no., date, Value of works order placed, actual value of work completed and the time period for the completion of the work (scheduled and actual) duly attested copies for each of the works should be submitted along-with the Tender Part – I. If required so the Bidder has to produce the original documents for verification to BNPMIPL, failing which the bidder will be disqualified. The originals of all the above-mentioned documents will be returned back after verification. Total value of work done, date of completion of work and the nature of the work should be clearly mentioned in the completion certificate without which the application/tender will not be accepted.
 - c. Proof of registration with GST, PAN.
 - d. ESIC and PF Registration Certificates.
 - e. Balance sheet, profit & loss account statements for previous 3 years (audited) i.e. for the financial year 2016-2017, 2015-16 and 2014-15 duly signed/certified by the chartered accountants.
 - f. All the above certificates / documents shall be duly signed with seal by the Authorized person of the firm.



- g. Power of Attorney / Authorization with the seal of the company in the name of the person signing the Tender Documents in Rs. 100/- stamp paper.
 - h. Details of the contact person/ (s) with mobile number, email address, fax numbers etc.
 - i. Declaration about having read all the tender documents in details and understanding of the same.
 - j. Declaration on the firm/company/proprietor about not being relative to the directors of the company.
 - k. Declaration that the firm has not been blacklisted/ debarred by BNPMIPL/ BRBNMPL /SPMCIL or any Govt. Departments duly signed by authorised signatory
 - l.
 - m. All the above certificates / documents shall be duly signed with seal by the Authorized person of the firm.
 - j. Site organization chart indicating list of personnel with their qualifications & experience proposed to be deployed for this work.
 - k. History and Structure of firm name of director / partners / proprietor with technical staff.
 - l. Detail of Civil and criminal cases and other legal dispute proceedings/arbitration proceedings, if any, pending against the tenderer or where the tenderer is involved and also closed cases during the last 3 years is to be informed and the related documents shall be submitted.
- C. The bidder should meet/satisfy all the conditions stipulated for eligibility criteria (Financial & Technical) for acceptance of bid for the specified work subjected to evaluation.

All the copies of the above documents shall be self-attested or Notary attested or Gazetted officer.

Part-II Commercial (Price) Bid:

The commercial bid of the bidders who have qualified in Part-I only will be opened. The date of opening the price bids shall be intimated to the qualified bidders at the later stages.



Important:

1. *Please note that the contractors who have worked earlier with BNPMIPL, Mysore and their performance was not found satisfactory for any of the jobs awarded to them, their tenders shall not be opened during technical bid stage and their offers shall be considered as invalid and shall be rejected.*
2. *Agencies those who are not empaneled with BNPMIPL, Mysore are requested to kindly download the vendor registration form from the website and submit the same along with registration fees as applicable before submitting the tender documents. However this is not mandatory for this bid.*

Submission of tender shall be as under (through e-tender/online only)

- a. 1st stage – 1 containing Part-I Technical Bid:
- b. 2nd stage - 2 containing Part-II Commercial (Price) Bid:

Part-II Commercial (Price) Bid:

The commercial bid of the bidders who have qualified in Part-I only will be opened. The date of opening the price bids shall be intimated to the qualified bidders at the later stages.

Note: Undertaking letter mentioning below points shall be submitted

- a. We confirm that the quoted price is inclusive of all statutory levies, Tax, duties, packing, forwarding, freight, consumables, tools, tackles, profit and overheads, handling, loading, unloading & insurance charges etc. complete for delivery at your Site/Press/guest house/company residence and is firm.
- b. We confirm that there would not be any price escalation during the Tenure of Contract.
- c. We confirm that we will abide by all the tender terms& conditions of tender, above scope of work and we do not have any counter conditions.



- d. We confirm that the pest control Service shall be provided as per standard procedure and instructions of BNPM.
- e. We have gone through the SCC (special conditions of contract).

Section X: Tender Form -Part-I-Bid:

Proforma of Technical Bid (Part-I) - Tender for Pest control services at BNPM premises, Note Mudran Nagar, Mysuru

Company Name,

To:
The General Manager,
BNPMIPL, Note Mudran Nagar
Mysore - 570 003.

Dear Sir,

SUB: Part-I: Proforma of Techno-Commercial Bid Tender for Pest control services at BNPM premises, Note Mudran Nagar, Mysuru

Ref: Your Tender Enquiry No: **BNPM/TEN/Pest control/458/2017-18, Dated: 16.03.2018.**

With reference to your Tender enquiry cited above, we are pleased to enclose the following as our technical bid for your kind consideration.

1. Our company's profile
 - a. Name of the firm:



- b. G S T (Enclose Copy):
- c. Income Tax P.A.N. No. (Enclose Copy):

2. We confirm that we have fulfilled eligibility criteria required by BNPMIPL and supported documents are enclosed herewith.
 - a. Proof of Eligibility criteria & Experience.
 - b. List of customers where similar kind of work has been done. Contact person name, designation & telephone no. work completion certificates etc.
 - c. Balance sheet for previous Three years i. e. for the financial year duly signed by the Chartered account.
3. We have made payment towards EMD.
4. Cost of Tender fee of Rs 1, 000/- has been made.
5. We confirm that the Price bid is quoted in online only.
6. We do hereby declare that we have read and understood all terms and conditions of tender document including GIT, SIT, GCC and SCC and confirm to abide to those conditions without any counter conditions.
7. We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions. In case any counter condition is put the tender is liable to be rejected. As required, we enclose herewith the complete set of copy of tender documents (including terms & conditions) duly signed by us as a token of our acceptance along with EMD and tender fee cost.
8. We also confirm that the undersigned is duly authorized and have the competence to sign the contract for and on behalf of the firm.
9. We further confirm that, if our tender is accepted, we shall enter into agreement as per terms and condition of the tender.
10. If our tender is accepted, we undertake to complete the works and perform the services in accordance with the relevant work order schedule specified in the



List of Requirements and other tender conditions mentioned in Section-II ::(General Instructions for Tenderer (GIT) & Section-IV General Conditions of Contract (GCC). (Please Refer website: <https://www.bnpmindia.com>)

10. We agree to keep our tender valid for acceptance for a period up to 90 days extendable up to another 30 days 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.

Dated this _____ day of _____

For & on behalf of

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

Thanking you,
yours faithfully,

Name:

Seal Signature with date.



Section XI: Price schedule:

Prices are to be quoted in the price bid format given in the e-tender website (www.tenderwizard.com/BNP) only. Blank copy (Without price) of this schedule of price duly signed & stamped has to be uploaded along with technical document.

SL No	Brief Description of Services	Period in months	Amount per month in Rs.	Total amount for 12 months
1	Providing Pest control services for eradication of rodents, insects, termites etc. complete including the cost of materials, consumables, tools and tackles, labour required for completion of work at BNPM premises. Rate shall include all exclusive of GST.	12		
	Total amount (without GST) (in Rs.)			
	GST @			
	Grand Total inclusive of GST (in Rs.)			

Note: Evaluation shall be done without considering the GST. GST is to be quoted in the column provided, if the same is not quoted (or left blank) it will be considered as the prices are inclusive of GST.



Section XII: Questionnaire Checklist

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 will be liable to be ignored.

Sl No	Item Description	Yes /No	Deviation /Remarks
01.	Brief description of goods and services offered as per tender and scope of work?		
02	Offer is valid for acceptance up to 90 days after opening of tender		
03	A copy of Your permanent Income Tax A/ C No (PAN) card attached (Please attach certified copy of your latest/current Income Tax clearance certificate issued by the above authority)		
04	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 BNPMIPL 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.		
05	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.		
06	Please indicate name & full address of your Banker(s)		
07	Please state whether business dealings with you currently stand suspended/ banned by BNPMIPL/any Ministry / Dept. of Government of India or by any State Govt.		

.....

(Signature with date)

(Full name, designation & address of the person duly authorized sign on behalf of the tenderer)

For and on behalf of

.....

(Name, address and stamp of the tendering firm)



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BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

SECTION: XII

**BANK GUARANTEE FORM FOR PERFORMANCE
SECURITY**

SHEET 1 OF 2

Beneficiary:

Bank Note Paper Mill India Private Limited
Administrative Building, Paper Mill Compound,
Note Mudran Nagar, Mysore- 570003.

Date:.....

Performance Guarantee No.:

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



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BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

SECTION: XII

**BANK GUARANTEE FORM FOR PERFORMANCE
SECURITY**

SHEET 2 OF 2

Private Limited having to substantiate its demand.

This guarantee will remain in force up to 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.

