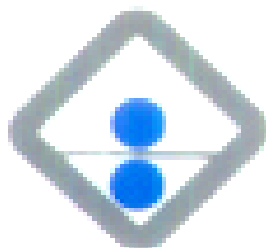


Limited Tender for Pre-Approved Vendors Only

TENDER DOCUMENT FOR



PRINTING AND SUPPLY OF COMPANY'S DIARIES & COMPANY'S WALL CALENDARS – 2019

(Tender No: 02 /D&C/ADMN/LTE/2018-19 dated 26 September, 2018)

Corporate Office:

BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED
3 & 4, 1st Stage, 1st Phase, B.T.M. Layout,
Bannerghatta Road, Bengaluru

Last date for submission of tender 22 October, 2018 at 15.00 hrs

Standard Bidding Document (SBD)

(Bharatiya Reserve Bank Note Mudran Private Limited, Corporate Office;
No 3 & 4, 1st Stage, 1st Phase, BTM layout, Bannerghatta Road, Bengaluru -560029)

Not Transferable
Security Classification: Non- Security

**TENDER DOCUMENT FOR PRINTING AND SUPPLY OF COMPANY'S DIARIES &
COMPANY'S WALL CALENDARS – 2019**

Tender No. 02 / D&C / ADMN / LTE /2018-19 dated 26 September, 2018
This tender document contains 25 pages

The tender document submitted by:

M/s. _____
Address _____

Details of Contact person in BRBNMPL regarding this tender:

Name : Shri P. K. Mahana
Designation : Manager

Address : Bharatiya Reserve Bank Note Mudran Private Limited, Corporate Office;
No 3 & 4, 1st Stage, 1st Phase, BTM layout, Bannerghatta Road,
Bengaluru -560029

Phone : 080-66602048

Fax : 080-66602039

Email : cobangalore@brbnmpl.co.in

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Section I: Notice Inviting Tender (NIT)

(Bharatiya Reserve Bank Note Mudran Private Limited, Corporate Office;
No 3 & 4, 1st Stage, 1st Phase, BTM layout, Bannerghatta Road, Bengaluru -560029
Tel: 080-66602000; Website: www.brbnmpl.co.in)

TENDER DOCUMENT FOR PRINTING AND SUPPLY OF COMPANY'S DIARIES & COMPANY'S WALL CALENDARS – 2019

Tender No. 02 / D&C / ADMN / LTE /2018-19

September 26, 2018

1. Sealed tenders are invited from eligible bidders who qualifies for supply of following goods & services as per Section IX: Qualification / Eligibility Criteria

Schedule No.	Brief Description of Goods / Services	Quantity (Nos.)	Earnest Money Deposit (Rs.)
1.	PRINTING AND SUPPLY OF COMPANY'S WALL CALENDARS – 2019	6000	6,000
2.	PRINTING AND SUPPLY OF COMPANY'S DIARIES – 2019	5000	20,000

Type of Tender	Limited Tender - Two part Bid
Bid Fee	Rs.500/- by way of DD favoring BRBNMPL payable at Bengaluru.
Closing date and time for receipt of tenders	22 October, 2018 at 15.00 hrs
Place of receipt of tenders	Bharatiya Reserve Bank Note Mudran Private Limited, No 3 & 4 ,1 st Stage, 1 st Phase, BTM layout, Bannerghatta Road , Bengaluru -560 029
Time and date of opening of tenders – Technical Bid	22 October, 2018 at 15.30 hrs
Time and date of opening of tenders – Price Bid	Will be intimated in due course to the qualified technical bidders only
Place of opening of tenders	Bharatiya Reserve Bank Note Mudran Private Limited, No 3 & 4 ,1 st Stage, 1 st Phase, BTM layout, Bannerghatta Road , Bengaluru -560 029
Nominated Person / Designation to Receive Bulky Tender	Shri P. K. Mahana, Manager

2. Prospective tenderers may obtain further details, if any required, from the above mentioned office.
3. The tender shall be submitted to Bharatiya Reserve Bank Note Mudran (P) Limited, at the above mentioned address, on or before the stipulated date and time, in the prescribed format. In any case submission of tender shall be as under.

- a) The tender documents should be signed on each page and stamped with quotes as specified in this tender notice and it should be submitted in a sealed envelope **super scribed** with **name of work, tender no. and last date for submission**.
- b) Earnest Money Deposit of the related supply, in the prescribed form, should be submitted along with the tender documents.
- c) A non-refundable Bid fee of Rs.500/- by way of DD favoring 'BRBNMPL' Payable at Bengaluru may also be submitted.

4. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, should reach or are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.

Bharatiya Reserve Bank Note Mudran Private Limited
Registered & Corporate Office, No 3 & 4, 1st Stage, 1st Phase,
BTM layout, Bannerghatta Road, Bengaluru -560 029.

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

6. The tender documents are not transferable.

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

For and on behalf of BRBNMPL

(P. K. Mahana)
Manager

Section II : General Instructions to Tenderer (GIT)-

To be downloaded from the company's website – [www.brbnmpl.co.in, downloads](http://www.brbnmpl.co.in/downloads)

Section III : Special Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. 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 No.	Topic	SIT Provision
1	2	Submission of tenders in Hindi or English	To be submitted in English only.
2	3	Eligible Tenderers	Limited tender
3	4	Eligible Goods and Services (Origin of Goods)	Within India
4	8	Pre bid Conference	Not Applicable
5	9	Time Limit for receiving request for clarification of Tender Documents	Upto 5 days prior to last date of submission of bids.
6	11.1 & 11.2	Tender Currency	Bidders to quote the price only in Indian Rupees.
7.	13	Indian Agents	Not applicable
8	12.10	VAT	Not applicable
9	12.11	Applicability of Octroi and Local taxes	Not applicable
10	14	Price Variance Clause & Formula	Not applicable
11	19	Tender Validity	90 days
12	19.2	Tender Validity	As stated in the clause.
13	20.4	Number of Copies of Tenders to be submitted	Single Copy only.
14	20.8	Signing and sealing of tender	As stated in the clause.
15	20.9	E-Procurement	Not applicable
16	34	Comparison on CIF destination basis	Not applicable
17	35.2	Additional Factors for Evaluation of Offers	Not applicable
18	35.3	Price preference to SSI	Not applicable.
19	43	Parallel Contracts	Not applicable
20	50.1, 50.3	Tender For rate Contracts	Not applicable.
21	51.1, 51.2	PQB Tenders	Not applicable
22	52.1, 52.3, 52.5	Tenders involving Purchaser's and Pre-Production Samples	Not applicable.
23	53.4, 53.5, 53.7	EOI Tenders	Not applicable.
24	54 54.3.1, 54.5.2	Tenders for Disposal of Scrap	Not applicable.
25	55.2, 55.3, 55.7, 55.8	Development / Indigenization Tenders	Not applicable.

Tender for Printing of Diaries and Wall Calendars for the Year 2019

The Company BRBNMPL is inviting bids from well established and reputable printers at Bengaluru for printing of its Diaries and Wall Calendars for the Year 2019.

Procedure for submitting tender:

The Tender shall be submitted in two parts viz. Part I (Technical bid) and Part II (Financial bid) in two separate covers which are to be sealed and put together in a master envelope superscribed with the words "Tender for printing of Diaries and Wall Calendars for the year 2019".

Part - I

Technical Bid

Technical bid shall be furnished in a sealed closed cover super-scribing, "Printing of Diaries and Wall Calendars for the year 2019 - Technical Bid" and addressed to the Deputy General Manager (Administration), Bharatiya Reserve Bank Note Mudran Pvt Ltd. and to be dropped in the tender box up to 1500 hrs. on October 22, 2018. Technical bids will be opened at 1530 hrs. on the same day i.e. on October 22, 2018 in the presence of the Tender Committee members and the bidders or their authorized representatives for pre-qualification of the bidders. Price bid of the qualified tenderers in Part I (Technical bid) will be intimated due course.

Part - II

Financial Bid / Price Bid

Financial bid shall be furnished in a sealed cover as per the format given in Section-XI super-scribed, "Printing of Diaries and Wall Calendars for the year 2019 - Financial Bid". The Financial bid cover will be opened subsequently after short-listing the successful bidders based on technical bids and subject to the following conditions.

- i) The bidders, short-listed on the basis of the Technical bid only shall participate in the Financial Bid.
- ii) The Company shall have the right to decide on the omission of the participating bidders on the basis of Technical qualifications, without giving explanation to anyone of the participants or any other parties and also exclude them on the basis so decided by the Company to participate in the financial bid.'
- iii) The Company does not bind itself to accept the lowest or any tender and reserves the right to reject any tender without assigning any reason whatsoever. The decision of the Company in this regard shall be final, conclusive and binding on the bidders.

General Conditions for Tendering

1. Tenders not accompanied by documentary evidence in respect of any items indicated in Pre-qualification criteria (indicated above) will not be considered and will be rejected forthwith
2. Tenders received after the prescribed time and date will not be considered and rejected forthwith. Decision of the BRBNMPL in this regard shall be final, conclusive and binding on the bidders. In the event of the last date for the receipt of bids is declared a public holiday for the BRBNMPL, the bids will be received up to the specified time on the succeeding working day
3. The BRBNMPL reserves the right to amend/ modify the tender document or issuing any corrigendum to the bid process. The bidder shall not claim as a right for the BRBNMPL to do the aforesaid.
4. Any effort by the bidder to influence the tender process may result in forthwith rejection of the bidder's bid,
5. No increase in cost shall be considered for any reason unless there is a change in the number of pages. However, in case the number of copies or number of pages are less than those indicated herein BRBNMPL shall get the proportionate benefits of the quote given for the indicative numbers.
6. All taxes and levies, shall be deducted at source as per current tax rate while making any payment and T DS certificate will be issued.
7. The EMD shall not bear any interest and the amount shall be forfeited in the event of withdrawal of bid/ any evasion, refusal to undertake the job or delay on the part of the bidder to sign and execute the order.
8. The work order issued to the successful bidder shall be accepted within 3 days from the date of issue of work order. Failure to accept the work order will result in forfeiture of the EMD.
9. Any delay in delivery or failure to supply requisite numbers of copies of Diaries as per agreed quality and specifications will entitle the BRBNMPL to invoke penalty clause or even cancel whole/part of the order, In the event of cancellation of the order, the BRBNMPL shall not be liable to pay any amount including the cost incurred by the bidder/supplier to execute the job and the bidder shall not be entitled to recover from the BRBNMPL any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the BRBNMPL shall be entitled to recover the loss, which it may incur on account of non delivery of items as per quality and quantity.
10. Penalty @ 5% of contract price or more will be imposed by the BRBNMPL at its sole discretion for slippage in completion of the job entire or part thereof, delivery schedule or unsatisfactory quality/quantity of job or any other grievances suffered by the BRBNMPL.
11. The BRBNMPL does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning

any reason, whatsoever. The BRBNMPL also reserves the right to re-issue / re-commence the Tender without the bidders having the right against such re-issue. Any decision of the BRBNMPL in this regard shall be final, conclusive and binding on the bidders.

12. Tenders not accompanied by documentary evidence in respect of any items indicated in Pre-qualification criteria (Technical Bid) will not be considered and will be rejected forthwith. Conditional tenders which stipulates conditions contrary to the conditions given in the tender document, are also liable for rejection.
13. The entire job shall be done by the bidder. **Outsourcing/sub-contracting of the work will not be permitted.**
14. Specifications of the items for which rates are invited are mentioned in the Section- VII. The job of printing of Diaries, binding as per specification and properly packing in suitable material shall be treated as one bucket and assigned to the bidder who is selected as per the decision of the BRBNMPL.
15. The bidder shall pack the quantity of Diaries and Wall Calendars, as may be indicated by the BRBNMPL and deliver the packs to the BRBNMPL's branches at Mysuru in Karnataka and Salboni in West Bengal and also at the BRBNMPL's Corporate Office in Bengaluru.
16. No additional charges for packing will be paid.
17. The bidder who will participate in the tender shall clearly state that they have read the above terms and conditions and accept the same.
18. The bidder shall satisfy pre-qualification criteria and general terms and conditions to qualify in the Technical Bid.
19. The bidder shall furnish samples of paper specified by the BRBNMPL for printing of Diaries. The bidder shall also furnish specimens of their other printed materials (four-color) on paper specified by BRBNMPL for printing of the Diaries. These shall be furnished along with Technical Bid.
20. The BRBNMPL reserves the right to split or combine the order.
21. The work/service under this bid cannot be transferred or assigned by the bidder without the prior written approval of the BRBNMPL.
22. The right and liabilities under this tender/bid shall be governed in accordance with the laws of India and the courts at Bengaluru have exclusive jurisdiction to determine any proceeding in relation to this tender/bid. These provisions shall survive in the contract between the parties.

- Signature of the authorized person: _____
- Name of the signatory
(In block capital letters): (_____)
- Seal of the company:
- Date:
- Place:

Section IV : General Conditions of Contract (GCC)

To be downloaded from the Company's website- www.brbnmpl.co.in- downloads.

Section V: Special Conditions of Contract (SCC)

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)

S. No	GCC Clause No.	Topic	SCC Provision
1.	8.2	Packing and Marking	Not applicable
2.	9.1	Inspection and Quality Control	Not applicable
3.	9.3	Inspection and quality control	Not applicable
4	11.2	Transportation of Domestic Goods	As stated in the clause.
5	12.2	Insurance	As stated in the clause.
6	14.1	Incidental Services	Not applicable
7	15	Distribution of Dispatch Documents for clearance / Receipt of Goods	Not applicable
8	16.2, 16.4	Warranty Clause	As stated in the clause.
9	19.3	Option Clause	BRBNMPL reserves the right to place additional orders upto 25% of the tendered quantity
10	20.1	Price Adjustment Clause	No price adjustment allowed.
11	21.2	Taxes and Duties	Not applicable
12	22, 22.1, 22.2, 22.3, 22.4, 22.6, 22.8	Terms and Mode of Payments	100% on receipt and acceptance of goods at respective places and on production of all relevant documents.
13	24.1	Quantum of LD	As stated in the clause.
14	25.1	Bank Guarantee and Insurance for Material loaned to Contractor	Not applicable
15	30.1	Governing Language	English only
16	33.1	Resolution of Disputes	As stated in the clause.
17	36, 36.3.2, 36.3.9	Disposal / Sale of Scrap by Tender	Not applicable.

Section VI: List of Requirements

SI.No.	Item Description	Specifications	Unit	Initial Quantity Requirement
1.	PRINTING AND SUPPLY OF COMPANY'S WALL CALENDARS – 2019	As per specification enclosed as Section - VII	Nos.	6000
2.	PRINTING AND SUPPLY OF COMPANY'S DIARIES – 2019	As per specification enclosed as Section - VII	Nos.	5000

Tentative Delivery Schedule:

You will have to arrange for delivery of Diaries and Calendars at the following places as per the schedule given below.

Place	Diaries (Nos.)	Calendars (Nos.)
Bharatiya Reserve Bank Note Mudran Private Limited, RBNML P.O.,Salboni, Paschim Medinipur, West Bengal-721132	2300	2700
Bharatiya Reserve Bank Note Mudran Private Limited, Note Mudran Nagar, Mysuru, Karnataka-570003	2300	2700
Bharatiya Reserve Bank Note Mudran Private Limited, No 3 & 4, 1 st Stage, 1 st Phase, BTM layout, Bannerghatta Road, Bengaluru, Karnataka -560029	400	600

The Printing and delivery should be completed within 45 days or latest by December 20, 2018 of award of contract.

Section VII: Technical Specifications

A. Technical Specifications - Diaries

- i) The Diary should be of **Case binding with PU leather with foam binding and round spine.**
- ii) The diaries should contain following specifications:

Size	19cm * 25cm
Cover	Luxury Brown Emboss colour change PU fabric leather + 2 sided foam + Company's LOGO and year debossing with company's name printed in good quality unfaded and withstand Golden foil printing. Total pages of Diary should not be less than 360.
Inner	360 pages on 70 GSM Maplitho, 1C+1C with custom design for inner pages
Tipping Sheets	2 sheets on 130 GSM IAP, 4C+4C
Info pages	4 sheets Customized Info on 70 GSM ITC Maplitho, 2C+2C
Front Back end paper	130 GSM Plain / 130 GSM Plain
Board	1.8 mm Eska Kappa Board
Finish	Hardbound, Foam binding, Round back, LOGO and year are to be debossed with company's name printed in good quality unfaded and withstand Golden foil printing.

1. One page containing the name, designation, telephone numbers and other details of the Company's senior officer's. Companies Logo, in color and ISO certification details to be given in the same page.
2. Company's Holiday list and other important days to be printed in one page. Vision & Mission statement of the company to be printed on separate page and Enviro-Quality Policy of the Company to be printed on the reverse of that page.
3. The diary should contain other general useful information.
4. Every page should contain date, week day, month and the year. Full calendar of the particular month should also be given in every page.

5. Reminders section of 4 pages in the beginning and 4 pages at back should be there in the Diary.
- iii) Diaries should have thumb cut for each month.
 - iv) Apart from the above, 50 nos. of diaries should be customized with individual names and designations of the Managing Director, Directors, General Managers and Deputy General Managers should be printed at the top right hand corner on the outer cover of the diary.
 - v) **Diaries should be individually packed in suitable plastic covers for protection with outer paper jacket.**
 - vi) Sample diary can be seen from our office for reference purpose. The successful bidder has to design the cover jacket as per the requirements of the BRBNMPL, for which the details will be provided and to be approved.
 - vii) Successful tenderer may go ahead with the printing only after approval of cover, finish , the PU Leather sample, paper to be used and also final print proof.

B. Technical Specifications - Wall Calendars

- i) The size of the calendar should be 13.5" X 20".
- ii) 170 GSM imported art paper with glossy finish / aqua coating should be used.
- iii) Suitable Wiro wire binding (coloured) at the top on 13.5" side with steel lead (stick).
- iv) Back side of the calendar may be supported by pulp board having thickness of 400 GSM and size of 3.5" X 13.5".
- v) The calendar should have six sheets, back to back multi colour printing with inline aqua coating and each page with different design.
- vi) The name of the Company to be printed is bilingual i.e. Hindi and English. The Hindi version to be printed above the English version.
- vii) Copy-right of the pictures of environment / animals / structures / Historical Monuments that will be inserted in the calendar should be taken care of by the printer and the Company will not take responsibility for any violations regarding the same.
- viii) The company's logo in multi colour (Four Colours) should be printed on top left portion containing Company's name. The logo is to be printed proportionate to the letters in the Company's name, with its specifications.
- ix) Design concept incorporating the ISO certifications of the company to be printed on the top right hand corner.
- x) Paid holidays along with other days of importance as applicable to Corporate Office and Presses will have to be printed as per the sample. List of such Days will made available to the approved printer.
- xi) Specimen sample is available at the address mentioned in the Standard Bid Document.
- xii) The successful tenderer may go ahead with the printing only after approval of the paper, binding and final print proof.
- xiii) Printing should be of high quality without any set off or ink smudges and the paper should not have any crease, tear etc.

Section VIII: Quality Control Requirements

The successful bidder shall be required to submit the proofs within one week of the date of receipt of work order. The bidder shall get approved, the proof of text materials, colour and design of a complete Diary and Wall Calendar from all aspects from BRBNMPL prior to final printing.

Section IX: Qualification / Eligibility Criteria

Eligibility Criteria

- 1) Bidder firm should have printing press and representative office along with a DTP operator in Bengaluru and printing facility to carry out entire work related to Diaries and Wall Calendars. The bidder should have a valid Factory License or Trade license to submit in proof of having printing press in Bengaluru. (Copy of the certificate should be furnished)
- 2) Bidders can quote for either of the schedules, schedules 1 & 2 or together. However, EMD should be submitted accordingly.
- 3) Experience & Past performance: Bidder firm should have printed and supplied in any one year during last five years ending 31/08/2018 – at least 30% of the tendered quantity of Diary and Wall Calendar (copy of Purchase orders of last year to be attached).
 - a) For Wall Calendar – 1800 nos should have been printed and supplied in any one of the year during last five years ending 31/08/2018.
 - b) For Diaries – 1500 nos should have been printed and supplied in any one of the year during last five years ending 31/08/2018.
- 4) Equipment & Printing facilities: The bidder firm must have an annual capacity to print and supply at least 30% of annual requirement of the item (documents in support to be attached).
 - a) The bidder must have a capacity to print 1800 nos of Wall Calendars.
 - b) The bidder must have a capacity to print 1500 nos of Diaries.
- 5) Financial standing:
 - i) Average annual turnover of the bidder firm during last three years should be more than 30% of the estimated cost i.e to be more than Rs.3.9 lakhs of estimated cost of Rs.13.00 lakh of the item tendered (copy of Purchase orders of last year to be attached).
 - a) For Wall Calendar – Average annual turnover of Rs.90,000/- should be there in any one of the year during last three years.
 - b) For Diaries – Average annual turnover of Rs.3,00,000/- should be there in any one of the year during last three years.
 - ii) Bidder firm should not have suffered any financial loss for more than one year during the last three years (copy of certificate from Chartered Accountant to be attached).

iii) The net worth of the firm should not have eroded by more than 30% in the last three years (copy of Audited balance sheet of last 3 years to be attached).

6) Demand draft for EMD:

a) Rs. 6,000/- (Rupees Six Thousand only) for Wall Calendar and

b) Rs. 20,000/- (Rupees Twenty Thousand only) for Diaries,

should be drawn in favour of BRBNMPL, payable in Bengaluru, on any nationalized /scheduled bank towards Earnest Money Deposit (EMD). It may be noted that the EMD shall not carry any interest and that EMDs of the unsuccessful bidders would be refunded only after finalization of the tender or within 90 days from the date of opening of Part-I (Technical Bid) of the tender, whichever is earlier. The EMD of the successful bidder shall be converted into Security Deposit and shall not carry any interest and will be refunded after satisfactory completion of the job or such extended period as may be decided by the BRBNMPL at its own discretion. Tenders without EMD will not be considered and shall be rejected.

7) Sample of copies of latest Diaries and Wall Calendars printed (on the specification and quality of paper mentioned in Annexure -I) by bidder.

8) Copy of Good and Service Tax Registration number and PAN to be submitted.

9) Undertaking in the letter head (as per Annexure-I in Page No. 21 & 22)

N.B.:- 1) It may be noted that tenders/bids not accompanied by any one of the above documents or satisfactory explanation thereof shall be liable for rejection forthwith.

2) Technical Bid envelope shall not contain any Price Bid.

Section X: Tender Form

Date

To

.....
.....
.....

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 price details **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/services 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 90 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

Undertaking

(Undertaking to be furnished on the letter head of the bidder/Firm/Company)

The Deputy General Manager,
Administration Department,
Bharatiya Reserve Bank Note Mudran Private Limited,
No 3 & 4, 1st Stage, 1st Phase,
BTM layout, Bannerghatta Road,
Bengaluru,
Karnataka -560029

Dear Sir,

Sub: Printing of BRBNMPL's Diaries and Wall Calendars for the year 2019

Ref: Tender No..... dated.....

1. I/We have read and understood the terms & conditions of the above referred tender/service/printing of diaries & wall calendars for BRBNMPL.
2. I/We fulfill all the prequalification criteria mentioned in the referred tender/ and enclose a Demand Draft No..... dated..... Rs._____ towards EMD/Security Deposit.
3. I/We offer to undertake and complete the work in conformity with BRBNMPL requirement and the terms and conditions set out for the same.
4. I/We agree to abide by the referred tender for the period of 60 days from the date of opening of the tender or agreed extended period and it shall remain binding on me/us.
5. I/We confirm that I/we have in-house facility and our machinery is capable of printing and designing the diaries and wall calendars and other material including perfect binding as per the specification required by BRBNMPL.
6. I/We confirm that I/we have printing press and representative office along with a DTP operator in Bengaluru and printing facility to carry out entire work related to Diaries and Wall Calendars.
7. I/We hereby confirm to follow and abide by all instructions as laid down by BRBNMPL, and as also given in Section-VII of the referred.
8. I/We note that BRBNMPL is not bound to accept the lowest or any other tender that may be received by it.
9. I/We agree to print diaries and wall calendars strictly conforming to the quality of paper approved by BRBNMPL out of the samples furnished by us along with the quotation/bid.
10. I/We further agree to pay the Penalty @ 5% of the contract price or more that will be imposed by BRBNMPL at its sole discretion for slippage in

Section XI: Price Schedule

Format of the Financial Bid / Price Bid to be submitted by the Bidder in a sealed cover

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

Sl. No.	Description	Unit	Initial quantity required	Basic Price (Rs.)	GST (Rs.)	Freight charges (Rs.) #	Other charges if any (Rs.)	Total Price (Rs.) (Delivered Duty Paid)	Total rate per unit. (inclusive of all charges and taxes/GST) (Rs.)*
1	Printing and supply of Company's Diaries – 2019	Nos	5000						
2	Printing and supply of Company's Wall Calendars – 2019	Nos	6000						

*The contract will be awarded item wise to the lowest evaluated responsive tenderer decided by BRBNMPL.

Delivery schedule given in Section VI: List of requirements may be considered in quoting for the freight charges.

Information points to bidders:

1) Applicable tax deduction at source will be made and a TDS certificate will be issued.

2) Price with condition(s) shall be liable to be rejected.

3) Price should be quoted strictly as per the above format.

4) Price should be all inclusive.

5) Conditional discount/rebate etc. shall not be considered. In case, discount is offered that should be adjusted in the price and net price should be quoted.

We confirm that there would not be any price escalation during the tendered period and that we will abide by all the tender terms and conditions and we do not have any counter conditions.

Dated this _____ day of _____

For & on behalf of

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

Section XII: Questionnaire

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.

1. Brief description and of goods and services offered:
2. Offer is valid for acceptance upto:
3. Your permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India:
(Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority.)
4. Status:
 - a) 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.
 - b) 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.)
5. Please indicate name & full address of your Banker(s)
6. Please state whether business dealings with you currently stand suspended/ banned by 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)

Section XIII: Bank Guarantee Form for EMD

Can be downloaded from our website :www.brbnmpl.co.in

Section XIV: Manufacturer's Authorization Form

Not Applicable

Section XV :Bank Guarantee Form for Performance Security

Not Applicable

Section XVI: Contract Form

Can be downloaded from our website :www.brbnmpl.co.in

Section XVII: Letter of Authority for attending Bid Opening

Can be downloaded from our website :www.brbnmpl.co.in

Section XVIII: Shipping Arrangements for Liner Cargoes

NOT Applicable

Section XIX: Proforma of Bills for Payment

Can be downloaded from our website :www.brbnmpl.co.in

Section XX: Proforma for Pre-contract integrity pact

NOT Applicable