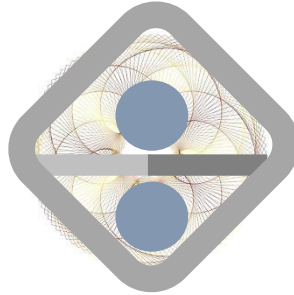


**BHARATIYA RESERVE BANK**  
**NOTE MUDRAN PRIVATE LIMITED**  
**CORPORATE OFFICE, BENGALURU**



**TENDER FOR Re-certification cum upgradation audit**  
**to ISO 9001:2015 and ISO 14001:2015**

for

**Bharatiya Reserve Bank Note Mudran Private Limited**  
**which includes Mysuru Press (Karnataka), Salboni Press (West**  
**Bengal) and Corporate Office in Bengaluru (Karnataka)**

**LIMITED TENDER No LT/03/ISO/CO/16-17\_dated 2<sup>nd</sup> March 2017**

|  |  |
|--|--|
| <i>Closing Date &amp; Time for receipt of Tender</i> | 11:00 Hrs on 24 <sup>th</sup> March 2017 |
| <i>Place of receipt of tender by Hand</i>            | BRBNMPL, Bengaluru                       |
| <i>Time &amp; Date of Opening of Tender</i>          | 11:30 Hrs on 24 <sup>th</sup> March 2017 |
| <i>Place of Opening of Tenders</i>                   | BRBNMPL, Bengaluru                       |

This notice is being published only as an abundant precaution and is not an open invitation to quote in the Tender. Participation in this tender is by invitation only and is limited to the selected BRBNMPL's Registered / Approved Bidders for the item, who have been sent this Tender by Post/ Courier. Unsolicited offer are liable to be ignored.

**2 PART TENDER DOCUMENTS**  
**(TECHNICAL BID+PRICE BID)**

**For Re-certification cum upgradation audit to ISO  
9001:2015 and ISO 14001:2015  
for  
Bharatiya Reserve Bank Note Mudran Private Limited  
which includes Mysuru Press (Karnataka), Salboni Press (West  
Bengal) and Corporate Office in Bengaluru (Karnataka)**

**Issued By:**

**Director - Finance  
BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD.  
No. 3&4, 1<sup>st</sup> Stage, 1<sup>st</sup> Phase, BTM Layout, Bannerghatta Road,  
Bengaluru ,INDIA -560039**

**Tel No: +91 - 80 - 66603000  
Fax No: +91- 80-66603039  
EMAIL: [cobengaluru@brbnmpl.co.in](mailto:cobengaluru@brbnmpl.co.in)  
Website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in)**

This tender document consists of 19 pages including this page

**STANDARD BIDDING DOCUMENTS (SBD)**  
**Standard Bidding Document (SBD)**  
(Procurement of Goods and Services)  
BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD.  
No. 3&4, 1st Stage, 1st Phase, BTM Layout, Bannerghatta Road,  
Bengaluru ,INDIA -560039

Tel No: +91 - 80 - 66603000  
Fax No: +91- 80-66603039  
EMAIL: cobengaluru@brbnmpl.co.in  
(Website: www.brbnmpl.co.in)

**Not Transferable**

**Security Classification: Non-Security**

**TENDER DOCUMENT FOR CONDUCTING ISO RE-CERTIFICATION CUM  
UPGRADATION AUDIT TO ISO 9001:2015 and ISO 14001:2015.**

Tender No **LT/03/ISO/CO/16-17**, dated 2<sup>nd</sup> March 2017

This tender document contains 21 pages

The tender document is sold to :

|               |
|---------------|
| M/s. _____    |
| Address _____ |

Details of Contact person in BRBNMPL regarding this tender:

Name: Dr. N.Krishnaswamy, Designation:- Deputy General Manager

**Address: No. 3&4, 1<sup>st</sup> Stage, 1<sup>st</sup> Phase, BTM Layout, Bannerghatta Road,  
Bengaluru - 560039**

**Phone : + 91 80- 66603000**  
**Fax : + 91 80 - 66603039**

**Email: nkrishnaswamy@brbnmpl.co.in**

## Contents

Section I: Notice Inviting Tender (NIT)

Section II: General Instructions to Tenderers (GIT) – To be downloaded from website

Part I: General Instructions Applicable to all Types of Tenders

Part II: Additional General Instructions Applicable to Specific Types of Tenders:

Section III: Special Instructions to Tenderers (SIT) – Available with this tender

Section IV: General Conditions of Contract (GCC)- To be downloaded from website

Section V: Special Conditions of Contract (SCC)- Available with this tender

Section VI: List of Requirements- Available with this tender

Section VII: Technical Specifications (**Part I – Technical Bids**)-**Not applicable**

Section VIII: Quality Control Requirements-Not applicable.

Section IX: Qualification / Eligibility Criteria- Available with this tender.

Section X: Tender From- Available with this tender

Section XI: Price Schedule (**Part II – Price Bid**)

Section XII: Questionnaire- Available with this tender

Section XIII: Bank Guarantee From for EMD – Available with this tender

Section XIV: Manufacturer's Authorization From- Not applicable

Section XV: Bank Guarantee From for Performance Security – Available with this tender

Section XVI: Contract From- Available with this tender

Section XVII: Letter of Authority for attending a Bid Opening – Available with this tender

Section XVIII: Shipping Arrangements for Liner Cargoes – Not applicable

A. In Respect of C&F CIF Turnkey / F.O.R. Contracts For Import

B. In Respect of F.O.B. / F.A.S Contracts For Imports

SECTION XIX: Proforma of Bills for Payments – Available with this tender

Section XX: Proforma for Pre-contract integrity pact. – Not applicable.

**SUBJECT:- TENDER DOCUMENT FOR CONDUCTING ISO RE-CERTIFICATION CUM UPGRADATION AUDIT TO ISO 9001:2015 and ISO 14001:2015.**

**Details of the tender:**

|  |   |
|--|---|
| Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc. | Two part Bid (TECHNICAL + PRICE)  |
| Date of Sale of tender documents   | From 02/03/2017 to 20/03/2017 during office hours, i.e 09.45 Hrs to 17.45 Hrs |
| Price of the Tender Document   | Rs. 500/-   |
| Closing date and time for receipt of tenders   | 24 <sup>th</sup> March 2017, 11:00 Hrs  |
| Place of receipt of tenders  | BRBNMPL, Corporate Office, Bengaluru  |
| Time and date of opening of Technical tender (Part I)  | 11.30 Hrs on 24 <sup>th</sup> March 2017                                      |
| Place of opening of tenders  | BRBNMPL, Corporate Office, Bengaluru  |
| Nominated Person / Designation to Receive Bulky Tender (Clause 21.1 of GIT)                                      | Dr.N.Krishnaswamy, Deputy General Manager, BRBNMPL, Bengaluru                 |

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents.

3. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, 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.

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

5. The tender documents are not transferable.

6. BRBNMPL reserves the right to reject any or all the applications without assigning any reason thereof. Tenders can be rejected on national security ground.

**Guidelines for filling two part tender**

**Part –I:** First sealed cover should contain the required EMD amount, **INR 6000/- Rupees six thousand only**, Documents pertaining to Qualifying Criteria as indicated in the tender. All the mentioned documents should be signed and stamped and to be submitted as Technical Bid as acceptance of the terms and conditions and required formats to be maintained. Offers with Counter Conditions is liable for Rejections. This first sealed cover should be clearly superscribed with “Part – I Technical Bid- For ISO Re-certification and revision from the ISO 9001:2008 and ISO 14001:2004 to a new version of the standard, **ISO 9001:2015 and ISO 14001:2015** of BRBNMPL as per List of requirement Section VI” . Price indication in the Technical Bid will be summarily rejected.

**Part II:** Second sealed cover should contain only section XI (Price Schedule) ( duly sealed and signed). Fromat provided in the tender document for price schedule should be followed and any other fromat will be liable for rejection.This second sealed cover should be clearly suprescribed with “Part II Price Bid” for ISO Re-certification re-certification and revision from the ISO 9001:2008 and ISO 14001:2004 to a new version of the standard, **ISO 9001:2015 and ISO 14001:2015** of BRBNMPL as per List of requirement Section VI”.

The above mentioned sealed covers (Part I & II) should be put in another big cover, sealed and superscribed as “ Offer for ISO Re-certification re-certification and revision from the ISO 9001:2008 and ISO 14001:2004 to a new version of the standard, **ISO 9001:2015 and ISO 14001:2015** for BRBNMPLs per List of requirement Section VI” with due date of opening as \_\_\_\_\_ and should be addressed to “The Director Finance, BRBNMPL,Bengaluru”.

**Important Note : Offers submitted not in line with the above guidelines will be liable for rejection.**

For and on behalf of  
Bharatiya Reserve Bank Note Mudran Private Limited

Dr.N.Krishnaswamy,  
Deputy General Manager  
No. 3 & 4, Ist Stage, 1<sup>st</sup> Phase,  
BTM Layout, Bannerghatta Road,  
Bengaluru 560039  
Ph: +91 80 66603000

## Section I: Notice Inviting Tender (NIT)

Bharatiya Reserve Bank Note Mudran Private Limited, (BRBNMPL)

**Address: No. 3&4, 1<sup>st</sup> Stage, 1<sup>st</sup> Phase,**

**BTM Layout, Bannerghatta Road, Bengaluru – 560039.**

**Phone : + 91 80- 66603000,**

**Fax : + 91 80 – 66603039.**

**Website: www.brbnmpl.co.in**

**LT/03/ISO/CO/16-17, dated 2<sup>nd</sup> March 2017**

(Tender Sl. No.)

(Date)

Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) is a wholly owned subsidiary company of Reserve Bank of India. The Company has two currency printing Presses, one at Mysuru, Karnataka and another at Salboni, West Bengal and with Corporate Office being located at Bengaluru. Both the presses print banknotes and supply to Reserve Bank of India. The presses at both the places have its own township with all necessary infrastructures. The Company has been certified for both ISO 9001:2008 and ISO 14001:2004 for its both the presses and Corporate Office. Present certifying body for both QMS and EMS is M/s INTERTEK and the validity of the certificate is upto April 2017.

BRBNMPL, intends to avail the services of certifying body for re-certification and upgradation from the present ISO 9001:2008 and ISO 14001:2004 to a new version of ISO 9001:2015 and ISO 14001:2015.

2. Bidders are requested to submit their most competitive offer in a sealed cover superscribed as “Bid for re-certification cum upgradation from the ISO 9001:2008 and ISO 14001:2004 to a new version of the standard, **ISO 9001:2015 and ISO 14001:2015**”, in the manner detailed under below paras so as to reach us at the below address on or before **11.00 hrs of 24<sup>th</sup> March 2017**.

**Address for sending the Sealed Bid –**  
**Director (Finance) & ISO MR**  
**Bharatiya Reserve Bank Note Mudran Pvt. Ltd,**  
**Corporate Office,**  
**No. 3 & 4. Ist Stage, Ist Phase,**  
**BTM Layout**  
**Bannerghatta Raod, Bengaluru – 560039**  
**Ph: 080-66603000, Fax: 080-66603039**

### 3. Scope of work:

- The primary Scope of Work is to issue certificate to Bharatiya Reserve Bank Note Mudran Private Limited - for all its three offices located in Mysuru (Karnataka), Salboni (West Bengal) and Corporate Office, Bengaluru for re-certification and upgradation from the ISO 9001:2008 and ISO 14001:2004 and moving to a new version of the standard, **ISO 9001:2015 and ISO 14001:2015** The certifying body

shall complete all the activities pertaining to re-certification and upgradation from the ISO 9001:2008 and ISO 14001:2004 to a new version of the standard, **ISO 9001:2015 and ISO 14001:2015** in order to have continuity of the existing validity of the certificate which is expiring on 17<sup>th</sup> April 2017. The quote should be comprehensive covering all aspects of Re-certification, surveillance audits and should include charges giving break up for various activities.

- **Scope of Audit** – Design, Printing and Supply of Bank Notes. All the departments of BRBNMPL are covered under the scope of Re certification cum upgradation for **ISO 9001:2015 and ISO 14001:2015**, which includes – Production (Design, Printing and Finishing Divisions), Maintenance (Plant, Utility and Township), Administration which includes – Finance, Materials Management, Establishment, Welfare, Staff, Training, Salary etc.
- **Annual Surveillance Audit for two years**
- **To provide guidance and support, where needed, to ensure the continued credibility of our products**
- **Apply Annex Sl of the ISO Directives to enhance compatibility and alignment with other ISO management system standards**
- **Effective application of the system, including processes for improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements.**
- **Facilitate effective organizational implementation and effective conformity assessment**
- **A transition period shall be stipulated within which the successful consultant shall provide required guidelines and training to help and make this transition as smooth as possible.**
- **The Following training to be conducted at two press location salboni/Mysuru**
  - Awareness Training Programme on **ISO 9001:2015 and ISO 14001:2015** for (1 day ) at both the presses for a batch of 25 Members
  - Internal Auditor training on **ISO 9001:2015 and ISO 14001:2015** for (2 day ) at both the presses for a batch of 25 members
  - Both the training programmes are to be conducted before the re-certification Audit scheduled.
- Total number of employees of BRBNMPL is as follows –

| <b>Name of the Location</b> | <b>Total Employees</b> |
|-----------------------------|------------------------|
| Mysuru Press                | 838                    |
| Salboni Press               | 846                    |
| Corporate Office, Bengaluru | 32                     |
| <b>Total</b>                | <b>1716</b>            |



#### **4. Submission of Bids:**

The Demand Draft for Rs.500/- towards application fee , technical bid, and commercial bids should be put in three separate envelopes and sealed. All three sealed envelopes should be super scribed accordingly. These three sealed envelopes should in turn be put in an outer envelope and sealed again and the outer envelope should be super-scribed as “**re-certification cum upgradation to ISO 9001:2015 and ISO 14001:2015**”.

#### **5. Opening of Bids:**

The technical bids will be opened at **11.30 hrs on 24<sup>th</sup> March 2017 at BRBNMPL**, Corporate Office in presence of intending bidders or their authorized representatives. Bidder’s representatives shall sign a register as proof of their attendance. BRBNMPL will examine the bids to determine whether they are complete, and generally in order. Any bids found to be non responsive or not meeting the criteria specified in the bidding documents will be rejected by BRBNMPL and will not be included for further consideration. BRBNMPL will carry out a detailed technical evaluation of the bids in order to determine whether the technical aspects are substantially responsive to the requirements set forth in the bidding documents. The bidder’s commercial offer will be opened who are qualified in the technical evaluation and date of opening of commercial bids of the technically qualified bidders who choose to be present at the time of opening of commercial bids.

BRBNMPL is not bound to accept the lowest or any bid or to assign any reason for non-acceptance.

BRBNMPL may obtain client/registration/accreditation bodies report and based on the satisfactory report work order shall be placed.

#### **6. Clarification of bid Documents :**

A prospective Bidder requiring any clarification on any aspect of the bidding documents may notify BRBNMPL in writing or by fax at BRBNMPL’s mailing address. All requests for clarification must be received by BRBNMPL not later than 7 days prior to the deadline for submission of the bids. BRBNMPL will respond in writing to any requests for clarification or modification of the bidding documents at it’s discretion.

**7. AMENDMENT TO BIDDING DOCUMENTS -** At any time prior to the deadline for submission of bids, BRBNMPL may, for any reason, whether at its own initiative, or in response to a clarification requested by a prospective Bidder, amend the bidding documents by issuing addendum and any addendum thus issued shall be the part of the bidding documents and shall be notified in writing or by fax to all the prospective Bidders that have received the bidding documents. The Bidders are required to immediately acknowledge receipt of any such addendum by BRBNMPL, and it will be assumed that the information contained therein have been taken into account by the Bidder in it’s bid. In order to afford prospective Bidders reasonable time to take an addendum into account in preparing their bid, BRBNMPL may, at it’s discretion, extend the deadline for submission of the bids, in which case, BRBNMPL will notify all the Bidders in writing of the extended deadline.

8. **AWARD OF WORK** The Agency will be notified by BRBNMPL and a letter of intent/Supply Order will be issued in this regard.
9. **PAYMENT SCHEDULE:** The bidder has to raise a bill/invoice to claim the amount after completion of certification audit/surveillance. Amount will be settled within two weeks.
10. **NON-TRANSFERABILITY OF BIDDING DOCUMENTS** The bid documents are non-transferable and only the firm / person / entity marked on the Invitation to bid shall be eligible to submit the bid.
11. **SECRECY** The bidder shall undertake to his best endeavor to ensure that the all process, procedures and technical details are kept strictly confidential. Successful bidder has to furnish confidentiality statement within 15 days after issue of work order.

**Section II: General Instructions to Tenderer (GIT) –**  
**To be downloaded from the company’s website – [www.brbnmpl.co.in](http://www.brbnmpl.co.in), - downloads**  
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### **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.)

| <b>Sl. No.</b> | <b>GIT Clause No.</b>  | <b>Topic</b>   | <b>SIT Provision</b>                              |
|----------------|------------------------|--|---|
| 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 | 7 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  | The bidder firm shall not employ any agents.      |
| 8              | 12.10                  | VAT  | Not applicable                                    |
| 9              | 12.11                  | Applicability of Octroi and Local taxes                                | Not applicable                                    |
| 10             | 14                     | PVC Clause & Formula   | Not applicable                                    |
| 11             | 19                     | Tender Validity  | 90 days   |
| 12             | 19.2                   | Tender Validity  | No change   |
| 13             | 20.4                   | Number of Copies of Tenders to be submitted                            | Single Copy only.                                 |
| 14             | 20.8                   | Signing and sealing of tender  | No Change   |
| 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.                                   |

**Section IV: General Conditions of Contract (GCC)**

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

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## 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 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.    | 9.1                                    | Inspection and Quality Control                                      | Not applicable  |
| 3.    | 9.3                                    | Inspection and quality control                                      | Not applicable  |
| 4     | 11.2                                   | Transportation of Domestic Goods                                    | Not applicable  |
| 5     | 12.2                                   | Insurance   | Not applicable  |
| 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   | Not applicable  |
| 9     | 19.3                                   | Option Clause   | Not applicable  |
| 10    | 20.1                                   | Price Adjustment Clause   | Not applicable  |
| 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  | Payment shall be made as per the milestones indicated in the price format |
| 13    | 24.1                                   | Quantum of LD   | No change   |
| 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  | No change.  |
| 17    | 36, 36.3.2, 36.3.9                     | Disposal / Sale of Scrap by Tender                                  | Not applicable.   |

## Section VI: List of Requirements

### 1. Scope of work:

- The primary Scope of Work is to issue certificate to Bharatiya Reserve Bank Note Mudran Private Limited - for all its three offices located in Mysuru (Karnataka), Salboni (West Bengal) and Corporate Office, Bengaluru for re-certification and revision from the ISO 9001:2008 and ISO 14001:2004 and moving to a new version of the standard, **ISO 9001:2015 and ISO 14001:2015**. The certifying body shall complete all the activities pertaining to re-certification and revision from the ISO 9001:2008 and ISO 14001:2004 and moving to a new version of the standard, **ISO 9001:2015 and ISO 14001:2015** in order to have continuity of the existing validity of the certificate which is expiring on 17<sup>th</sup> April 2014. The quote should be comprehensive covering all aspects of Re-certification; Upgradation surveillance audits etc and should include charges giving break up for various activities. The scope of work also includes and Annual Surveillance for next two years at above three places
- **Scope of Audit** – Design, Printing and Supply of Bank Notes. All the departments of BRBNMPL are covered under the scope of certification for re-certification and revision from the ISO 9001:2008 and ISO 14001:2004 and moving to a new version of the standard, **ISO 9001:2015 and ISO 14001:2015**, which includes – Production (Design, Printing and Finishing Divisions), Maintenance (Plant, Utility and Township), Administration which includes – Finance, Materials Management, Establishment, Welfare, Staff, Training, Salary etc.
- **Annual Surveillance Audit for two years.**
- **To provide guidance and support, where needed, to ensure the continued credibility of our products**
- **Apply Annex Sl of the ISO Directives to enhance compatibility and alignment with other ISO management system standards**
- **Effective application of the system, including processes for improvement of the system and the assurance of conformance to customer and applicable statutory and regulatory requirements.**
- **Facilitate effective organizational implementation and effective conformance assessment**
- **A transition period shall be stipulated within which the successful consultant shall provide required guidelines and training to help and make this transition as smooth as possible.**
- **The Following training to be conducted at two press location salboni/Mysuru**
  - Awareness Training Programme on **ISO 9001:2015 and ISO 14001:2015** for (1 day) at both the presses for a batch of 25 Members

- Internal Auditor training on **ISO 9001:2015 and ISO 14001:2015** for (2 day ) at both the presses for a batch of 25 members
  - Both the training programmes are to be conducted before the re-certification Audit scheduled
- Total number of employees of BRBNMPL is as follows –

| <b>Name of the Location</b> | <b>Total Employees</b> |
|-----------------------------|------------------------|
| Mysuru Press                | 838                    |
| Salboni Press               | 846                    |
| Corporate Office, Bengaluru | 32                     |
| <b>Total</b>                | <b>1716</b>            |

- The quotes for the above Scope of Work **should include the travel costs** of the auditors up to the nearest Railway Station at Bengaluru/ Mysuru / Salboni. Stay and food arrangements for the auditors at Bengaluru, Mysuru and Salboni shall be done at Company’s Guest Houses and local conveyance from the nearest Railway Station to the place of works will be provided by BRBNMPL.

**Required Time Schedule:** Re-certification and revision/Moving/Upgradation from the ISO 9001:2008 and ISO 14001:2004 to a new version of the standard, **ISO 9001:2015 and ISO 14001:2015** audit formalities have to be completed well before expiry of the existing validity of the certificate which is valid upto 17<sup>th</sup> April 2017. Subsequently, all surveillance audits have to be carried out periodically without any delay.

**Cost break-up must be indicated in the Financial Bid in Section XI – Price Schedule. No price details should be given or hinted here.**



**Section VII: Technical Specifications**

**NOT APPLICABLE**

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**Section VIII: Quality Control Requirements**

**NOT APPLICABLE**

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## Section IX: Qualification/Eligibility Criteria

Part I: Technical Bid – Qualifying criteria.

The following documents to be furnished by the bidders in the technical bids –

- i. A Power of Attorney, duly authorized by a Notary Public or any other Competent Authority indicating that the person(s) signing the bid have the authority to sign the bid and thus the bid will be a binding upon the bidder.
- ii. A Demand Draft (non-refundable) from any scheduled commercial Indian Bank for an amount of Rs.500/- (Rupees Five hundred only) favoring “BRBNMPL” and payable at Bengaluru towards bid fee.
- iii. EMD for an amount of INR 5000/- favouring BRBNMPL, Bengaluru as per the tools/formats indicated in the tender.
- iv. The certifying body should have valid accreditation UKAS are similar (national/international) from the same body for both re-certification and revision from the ISO 9001:2008 and ISO 14001:2004 and moving to a new version of the standard, **ISO 9001:2015 and ISO 14001:2015**. Documentary evidence to be enclosed.
- v. Documentary evidence to prove that activity of BRBNMPL is within the scope of Certification Body/ Registrar.
- vi. **Documentary evidence of having carried out certification/re-certification audit complete cycle for 3 years, for similar scope of work i.e printing and supply of banknotes.**
- vii. Evidence of at least two certification/re-certification audits conducted during the last financial year 2014-2015 and 2015-16.
- viii. Financial standing of the company indicating the Profit/Loss, Turnover and Networth for the last three years 2013-2014-2015-16.....
- ix. A declaration that the Bidder is not in the list of blacklisted /debarred firms by Indian Government Agency.
- x. Undertaking that the bidder is accepting all the terms and conditions of the tender without any counter conditions.
- xi. Undertaking that the information given in the documents is correct and the Bidder is aware that any information provided is found to be false at a later stage BRBNMPL reserves the right to reject / disqualify the Bidder at any stage of the tendering process without assigning any reason.
- xii. A duly signed and stamped confidentiality statement as given below is to be furnished-  
“The information(s) contained in the tender document will not, in whole or in part be reproduced, transferred to other documents /electronic media or disclosed to others without written consent”

**Section X: Tender From**

Date .....

To

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

(complete address of BRBNMPL)

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 confromity 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 perfrom 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 from 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 upto 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 upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a fromal 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

.....

## Section XI: Price Schedule

### **Part II: Commercial Bid –consisting of the following documents- Schedule –I(Audit)**

**Sub:- For Re-certification cum upgradation audit to ISO 9001:2015 and ISO 14001:2015**

**Ref:-**Tender No LT/03/ISO/CO/16-17\_dated 2<sup>nd</sup> March 2017

- i. A covering letter of Bidder on their letterheads mentioning the work as mentioned in the bid.
- ii. Price Schedule i.e. the price tendered by the bidder should be as per the table given below:

| Sl.No                     | Activity  | Charges (Rs) |
|---------------------------|---|--------------|
| 1.                        | <b>Re-certification cum upgradation audit to ISO 9001:2015 and ISO 14001:2015</b> , (all inclusive, including travelling charges of the auditors) |              |
| 2.                        | Annual Surveillance Audit fees (For two years – all inclusive including travelling charges of the auditors)                                       |              |
| 3.                        | Any other fees/charges during three years validity period.  |              |
| <b>Total (In figures)</b> |   |              |
| <b>Total (In words)</b>   |   |              |

### **Schedule –II Training**

| Sl.No                     | Activity   | Charges (Rs) |
|---------------------------|--|--------------|
| 1.                        | Awareness Training Programme on <b>ISO 9001:2015 and ISO 14001:2015 for 1 day</b> at both the presses for a batch of 25 Members (Mysuru and Salboni).<br>(all inclusive, including travelling charges of the auditors) | /per batch   |
| 2.                        | Internal Auditor training on <b>ISO 9001:2015 and ISO 14001:2015 for (2 day )</b> at both the presses for a batch of 25 members (Mysuru and Salboni).<br>( all inclusive including travelling charges of the auditors) | /per batch   |
| <b>Total (In figures)</b> |  |              |
| <b>Total (In words)</b>   |  |              |

- Both the training programmes are to be conducted before the re-certification Audit scheduled dates
- The quotes for the above Scope of Work **should include the travel costs** of the auditors up to the nearest Railway Station at Bengaluru/ Mysuru / Salboni. Stay and food arrangements for the auditors at Bengaluru, Mysuru and Salboni shall be done at Company's Guest Houses and local conveyance from the nearest Railway Station to the place of works will be provided by BRBNMPL. Service tax at actually as per Govt norms will be paid.

**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) Prices should be all inclusive. (Service tax at actual will be paid)
- 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 understand that the order will be placed on over all L1 quotes for carrying out ISO Re-certificate & carrying out surveillance audit for two years at the three places(Bengaluru/Mysuru/Salboni) including training programs charges (i.e Grand Total price of schedule -I(Audit) and schedule -II(Traning of section XI).**
- **If the batch size is increased Training charges will be suitable paid.**
- **The Training charges should be be vaild for the entire contract period.**
- **We confirm that there would not be any price escalation during the tendered period. We also confirm that we will abide by all the tender terms and conditions.**

**(Authorised signatory with name and date)**

**Office Seal/Stamp**

## 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 / Deptt. 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 From for EMD**

Can be downloaded from our website :[www.brbnmpl.co.in](http://www.brbnmpl.co.in)

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**Section XIV: Manufacturer's Authorization From**

**Not Applicable**

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**Section XV :Bank Guarantee From for Perfomance Security**

Can be downloaded from our website :[www.brbnmpl.co.in](http://www.brbnmpl.co.in)

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**Section XVI: Contract From**

Can be downloaded from our website :[www.brbnmpl.co.in](http://www.brbnmpl.co.in)

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**Section XVII: Letter of Authority for attending a Bid Opening**

Can be downloaded from our website :[www.brbnmpl.co.in](http://www.brbnmpl.co.in)

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**Section XVIII: Shipping Arrangements for Liner Cargoes**

**NOT APPLICABLE**

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**Section XIX: Profroma of Bills for Payment**

Can be downloaded from our website :[www.brbnmpl.co.in](http://www.brbnmpl.co.in)

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**Section XX: Profroma for Pre-contract integrity pact**

**NOT APPLICABLE**

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