

This being limited tender, is issued only to the BRBNMPL's approved/known Bidders. However, any firm fulfilling the eligibility criteria as per Section IX: Qualification/Eligibility criteria of the tender document are welcome to participate in this tender & will be considered for evaluation.

**Limited Tender Enquiry (LTE)**  
**Standard Bidding Document (SBD) (Procurement of Goods and Services) BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**  
(Wholly owned Subsidiary of Reserve Bank of India) Note Mudran Nagar, Mysore 570003 Phone: 0821-2469079 FAX: 0821- 2582099/2582955

Website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in)  
Email: [mysorepress@brbnmpl.co.in](mailto:mysorepress@brbnmpl.co.in)

MYS/FF/PUR/01/03  
**Not Transferable**

**Security Classification: Non-Security**

**TENDER DOCUMENT FOR Supply of Lubricants for Ink Manufacturing Unit at BRBNMPL, Mysuru**

Tender No. 114/MYS/IMU/2018-19 dated 24.12.2018

This tender document contains 30 pages  
The tender document is sold to:

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

Details of Contact person in BRBNMPL regarding this tender:

Name: Shri A R Hegde, Designation: Deputy General Manager

**Address: BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED Wholly owned Subsidiary of Reserve Bank of India)  
Note Mudran Nagar, Mysore 570003**

Telephone No. 0821-2469079 FAX: 0821-2582955/2582099  
Email: [arhegde@brbnmpl.co.in](mailto:arhegde@brbnmpl.co.in)

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**Section I: Notice Inviting Tender (NIT)**  
**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

(Wholly owned Subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysore 570003

Phone: 0821-2469079, FAX: 0821- 2582099/2582955

Website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in)

Email: [mysorepress@brbnmpl.co.in](mailto:mysorepress@brbnmpl.co.in)

**Tender No. 114/MYS/IMU/2018-19**

**Date: 24.12.2018**

1. Sealed tenders are invited from eligible and qualified tenderers for supply of following goods & services:

S No	Brief Description of Goods / Services	Quantity (with unit)	Earnest Money Deposit (in Rs.)	Remarks
1	Grease EP – 00	18 kg	Rs 7700/-	(as per the Specifications mentioned in Section VII)
2	Grease EP – 02	18 kg		
3	Grease EP – 03	18 kg		
4	Hydraulic Oil VG – 46	209 L		
5	Hydraulic Oil VG – 68	209 L		
6	Gear Oil VG – 320	209 L		
7	Gear Oil VG – 220	209 L		
8	Compressor Oil VG - 100	209 L		

<b>Type Of Tender</b>	<b>Single Part Bid System</b>
<b>Date of Sale of tender documents</b>	<b>From 26.12.2018 – 15.01.2019 during office hours</b>
<b>Price of the tender document</b>	<b>Rs 500/-</b>
<b>Closing date &amp; time for receipt of tenders</b>	<b>16.01.2019 at 14:30 hrs.</b>
<b>Place of receipt of tenders</b>	<b>Administrative Building, BRBNMPL, Note Mudran Nagar, Mysore-570003</b>
<b>Time and date of opening of tenders</b>	<b>16.01.2019 at 15:00 hrs.</b>
<b>Place of opening of tender</b>	<b>Administrative Building, BRBNMPL, Note Mudran Nagar, Mysore-570003</b>
<b>Nominated person/Designation to Receive Bulky Tender</b>	<b>DGM(IMU), BRBNMPL, Note Mudran Nagar, Mysore - 570003</b>

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.
3. Tender documents may be purchased on payment of non-refundable fee of Rs.500/- (Rupees Five Hundred only) per set in the form of account payee demand draft/ Banker's Cheque drawn on a scheduled commercial bank in India, in favour of Bharatiya Reserve Bank Note Mudran Private Limited Payable at Mysuru.
4. Tenderer may also download the tender documents from the web site and submit its tender by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above.
5. 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 kept at Admin Building, after recording the tender details in the register on or before the closing date and time, failing which the tenders will be treated as late and rejected.
6. 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 sold / received / opened on the next working day at the appointed time.
7. The tender documents are not transferable.
8. The eligible bidder shall be selected as per the eligibility criteria mentioned in Section IX of the tender & Tender shall be finalized on **Lowest (L1) bidder** from eligible bidders as per section XI.

**Guidelines for applying to Tender in Single Part Bid System:**

1. **Sealed cover:** It should contain the required EMD amount as per section I, cost of **Tender form Rs.500/-**, Technical offer (catalogue/brochure/specifications etc.), supportive documents related to eligibility criteria, along with all sections of this tender **signed & stamped in each & every page**. This sealed cover should be clearly super scribed with 'Offer for Tender No.114/MYS/IMU/2018-19 for Supply of Lubricants for Ink Manufacturing Unit at BRBNMPL, Mysuru due date of opening 16.01.2019 and should be addressed to 'The General Manager (OSD), Ink Manufacturing Unit, BRBNMPL, Note Mudran Nagar, Mysuru 570003.
2. **Price:** The quoted rate should be on the basis of delivery at our site (F.O.R. BRBNMPL. General Store, Mysuru) and the basic rate, GST, packing & forwarding charges, delivery charges, discounts, insurance (if any), etc. should be clearly indicated in your offer. The price quoted should remain firm & valid for till completion of full quantity as per the schedule specified in our Purchase order.
3. **Delivery Schedule:** Please refer section VI of this tender.
4. **Quantity:** The quantity mentioned in the tender is tentative. BRBNMPL reserves the right to increase or decrease the quantity depending upon their actual requirement.
5. **Liquidated Damage:** For any delay in supply of material beyond the stipulated delivery period BRBNMPL reserves the right to deduct liquidated damage @ 0.5% for every week or part thereof subject to a maximum of 10% of the total value at the time of settlement of the bill.
6. **Packing:** The packing should be supplied in the original packing of manufacturer and good enough to withstand any damage during transportation and material should reach in good condition till the destination as mentioned in Section VI.
7. **Security Deposit / Performance Security:** Within twenty-one days after the issue of Purchase Order by BRBNMPL, the supplier shall furnish Security Deposit to BRBNMPL for

an amount equal to 10% of the total Order Value, valid up to Sixty days after the date of completion of all contractual obligations, including warranty period (if any). (Please refer GCC Clause 6 under Section IV).

8. **Replacement of rejected Materials:** The material rejected against a supply must be replaced free of cost by the supplier, on receiving such information from BRBNMPL within 15 days.
9. The tenderer shall satisfy BRBNMPL that they are competent and authorized to submit tender and/or to enter into a legally binding contract with the BRBNMPL. To this effect, any person giving a tender shall render documentary evidence that his signature on the tender submitted by him is legally binding upon himself, his firm or company as the case may be.
10. Parties who have been black listed /debarred by BRBNMPL or any PSU or any Government Departments are not eligible for submission of this tender.
11. Performance of the bidder in executing the previous contracts/orders of BRBNMPL may be taken into account during technical evaluation. The bids of the tenderers who were unsuccessful in completing the previous orders of BRBNMPL without any valid reason are liable to be ignored /rejected.
12. Bidder may visit BRBNMPL, before submitting the offer after taking due permission for visiting to understand the specifications/requirements.
13. Copies of Certificates / Documents related to GST Registration, PAN and Professional Tax Registration Certificate etc. to be provided along with the Bid.
14. No counter conditions shall be accepted.
15. **Bidders are advised to write the page number on each page of the Bid documents submitted.**

Yours faithfully,  
For & on behalf of BRBNMPL,

Deputy General Manager  
BRBNMPL,  
Note Mudran Nagar,  
Mysuru - 570 003

**Telephone: 0821-2469079, FAX: 0821-2582955/2582099**  
**Email: arhegde@brbnmpl.co.in**

## **Section II: General Conditions to Tenderers (GIT)**

This Section-II shall be downloaded from website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in) under the section 'Downloads' and signed & stamped and to be submitted along with the Techno-Commercial Bid –Part I as acceptance of terms & conditions. (Offer submitted without the signed copies of Section-II shall liable to be rejected)

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

Note: Can be printed with 4 pages in one sheet so as to avoid wastage of paper.

### 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.)

S No	GIT Clause No.	Topic	SIT Provision
1	1,2,3,4,5,6, 7	PREAMBLE-Introduction, Language of Tender, Eligible Tenderers, Eligible Goods and Services (Origin of Goods), Tendering Expense, TENDER DOCUMENTS, Amendments to Tender Documents	No Change
2	8	Pre-bid Conference	Not applicable to this tender
3	9	Time Limit for receiving request for clarification of Tender Documents	No Change
4	10,11,12,13,14,15	Documents Comprising the Tender, Tender Currencies, Tender Prices, Indian Agent, PVC Clause & Formula, Alternative tenders	No Change
5	16	Documents Establishing Tenderer's Eligibility and Qualifications	No Change
6	17	Documents establishing Good's Conformity to Tender document	No Change
7	18	Earnest Money Deposit (EMD) Note: Bidders claiming exemption of EMD should submit the DGS&D (or) NSIC registration certificate without fail along with their techno-commercial offer. EMD exemption for DGS&D (or) NSIC registered firm. Cost of tender to be submitted.	EMD is payable in the form of Demand Draft/Banker's Cheque / Fixed Deposit drawn in favor of Bharatiya Reserve Bank Note Mudran Pvt. Ltd., payable at Mysuru (The FD receipt submitted as EMD may be encashed by the company. If rejected by the Bank for encashment due to any reason, it will be construed that tenderer has not submitted EMD and tender will be rejected).
8	19	Tender Validity (90 days in case of single bid system after the date of tender opening prescribed in the tender document)	No Change
9	20	Signing and Sealing of Tender Note: The following SIT provision is made with respect the following clause 20.4. Number of Copies of Tenders to be submitted: One copy only (duplicate copy not required) 20.9: E procurement: Not permitted.	No Change.  No. of copies- One

S No	GIT Clause No.	Topic	SIT Provision
10	21,22,23	Submission of Tenders, Late Tender, Alteration and Withdrawal of Tender	No Change
11	24	Opening of tenders	No Change
12	25	Basic Principle	No Change
13	26,30,28,29,30,31,32,33,34	Preliminary Scrutiny of Tenders, Minor Infirmary / Irregularity / Non-Conformity, Discrepancy in Prices, Discrepancy between original and copies of Tender, Clarification of Bids, Qualification / Eligibility Criteria, Conversion of tender currencies to Indian Rupees, Schedule-wise Evaluation, Comparison on CIF Destination Basis.	No Change
14	35 to 49	Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders, Tenderer's capability to perform the contract, Tenderer's capability to perform the contract, Cartel Formation / Pool Rates, Negotiations, Contacting BRBNMPL, AWARD OF CONTRACT, Award Criteria, Variation of Quantities at the Time of Award, Parallel Contracts, Serious Misdemeanors, Notification of Award, Issue of Contract, Non-receipt of Performance Security and Contract by BRBNMPL, Return of EMD, Publication of Tender Result.	No Change
15	50 to 55	Rate Contract Tenders, PQB Tenders, Tenders involving Purchaser's and Pre-Production Samples, EOI Tenders, tenders for Disposal of Scrap, Development / Indigenization Tenders	Not applicable to this tender

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



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

This Section-IV shall be downloaded from website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in) under the section 'Downloads' and signed & stamped and submitted along with the Technical-Commercial Bid –Part I as acceptance of terms & conditions. (Offer submitted without the signed & stamped copies of Section-IV shall liable to be rejected)

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

Note: Can be printed with 4 pages in one sheet so as to avoid wastage of paper.

## 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	1 to 5	Definitions; Interpretation and Abbreviations, Application, Use of contract documents and information, Patent Rights, Country of Origin	No Change
2	6	Performance Security	No change
3	7 to 15	Technical Specifications and Standards, Packing and Marking, Inspection and Quality Control, Terms of Delivery, Transportation of Goods, Insurance, Spare parts, Distribution of Dispatch Documents for Clearance/ Receipt of Goods	No change
4	16	Warranty	No Change (one year from the date of acceptance)
5	17 & 18	Assignment, sub contracts	No change
6	19	Modification of contract	No change.
7	20 & 21	Prices, Taxes and duties	No change
8	22	Terms and mode of payment	100% after receipt by the purchaser and on submission of all required documents by the supplier.
9	23 to 32	Delay in the supplier's performance, Liquidated damages, Custody and Return of BRBNMPL's Materials/ Equipment/ Documents loaned to Contractor, Termination for default, Termination for insolvency, Force Majeure, Termination for convenience, Governing language, Notices, Code of Ethics,	No change

S No	GCC Clause No	Topic	SCC Provision
10	33	Resolution of disputes	Arbitration proceedings will be held at Mysuru and venue of arbitration will be Mysuru
11	34-35	Applicable Law, Secrecy,	No change
12	36	Disposal / Sale of Scrap by Tender	Not applicable to this tender

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

## Section VI: List of Requirements

S No	Brief Description of Goods / Services	Quantity (with unit)	Earnest Money Deposit (in Rs.)	Remarks
1	Grease EP – 00	18 kg	Rs 7700/-	(as per the Specifications mentioned in Section VII)
2	Grease EP – 02	18 kg		
3	Grease EP – 03	18 kg		
4	Hydraulic Oil VG – 46	209 L		
5	Hydraulic Oil VG – 68	209 L		
6	Gear Oil VG – 320	209 L		
7	Gear Oil VG – 220	209 L		
8	Compressor Oil VG - 100	209 L		

**Note: Bidders should quote for all items. Partial bid shall be rejected.**

1. **Delivery Schedule:** Successful bidder should supply the material within 04 weeks after Placement of confirmed Purchase Order.
2. **Destination:** F.O.R. BRBNMPL, Mysuru basis. The material has to be delivered and unloaded at our Stores. Material must be as per specifications and scope of work mentioned in section VII.
3. **Mode of Transportation:** As desired by the bidders which should be in safe and secured manner.

Address:

GENERAL MANAGER (OSD)  
BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED  
Ink Manufacturing Unit  
(Wholly owned Subsidiary of Reserve Bank of India)  
Note Mudran Nagar, Mysuru - 570 003

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

## Section VII: Technical Specifications

Tender Enquiry No. 114/MYS/IMU/2018-19 dated 24.12.2018

S No	Brief Description of Goods / Services	Grade	Make/Brand	Quantity (with unit)
1	Grease	EP 00	Make: IOC/BPCL/HP/SHELL/MOBIL/CASTROL/ or equivalent	18 kg
2	Grease	EP 02		18 kg
3	Grease	EP 03		18 kg
4	Hydraulic Oil	VG 46		209 L
5	Hydraulic Oil	VG 68		209 L
6	Gear Oil	VG 320		209 L
7	Gear Oil	VG 220		209 L
8	Compressor Oil	VG 100		209 L

**Packing:** Item should be supplied in non-returnable containers robust enough to withstand pressure during transportation. Each container should be labelled indicating complete description of the item, gross weight, net weight, manufacturing date & date of expiry, if any.

**MSDS/Test Certificate:** Manufacturer Test Certificate should be submitted along with the supply.

Authorized signatory and stamp

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

**COMPLIANCE STATEMENT FOR Supply of Lubricants for Ink Manufacturing Unit at BRBNMPL, Mysuru**

Against Tender no. 114/MYS/IMU/2018-19 dated 24.12.2018  
We will supply the material strictly as per specifications and compliance statement given below.

**PART-A: COMPLIANCE STATEMENT – COMMERCIAL**

Sl. No.	Features	Requirements of BRBNMPL, Terms & conditions	Whether Agreed by the firm (YES/No)	Remarks
01	General specifications	Items should be supplied exactly as per the given specifications mentioned in Section VII of the tender and have enclosed catalogue/brochure of the offered item.		
02	Quantity:	We understand that the requirement of quantity mentioned in the tender is only indicative and BRBNMPL reserves the right to increase or decrease the quantity depending upon their actual requirement		
03	Replacement of Rejection of materials	In case of rejection of material supplier shall replace the rejected material within 15 days on his cost		
04	Delivery	As per section -VI		
05	Payment terms	Payment terms as mentioned in the tender <b>(100% after supply and acceptance)</b>		
06	Liquidated Damage	Liquidated Damage clause as mentioned in tender		
07	Performance Security	As mentioned in clause No.6 of GCC		
08	Tender terms & conditions	We have gone through entire tender document thoroughly including GIT (Section II - General Instructions to Tenderer), GCC (Section IV - GENERAL CONDITIONS OF CONTRACT) <b><u>and confirm that we don't have counter conditions.</u></b> We also understand that offer with counter conditions is liable for rejection.		
09	No. of pages	Total number of pages in Technical Bid		

We \_\_\_\_\_ (name of company) confirm that the product offered is as per the specification of BRBNMPL requirement and enclose herewith the catalogue/brochure of the item offered and also we confirm to accept scope of work mentioned above.

Authorized signatory & stamp.

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

## **Section VIII: Quality Control Requirements**

### **Quality Control Requirements**

Items supplied by the successful bidder (as mentioned in section VI) will be checked for the specifications as mentioned in the section VII and for its suitability. Supplier may be asked to resubmit the initial supply/lot if it is not found as per the specifications.

## Section IX: Qualification/ Eligibility Criteria

Note: Bidders should quote for all items. Partial quote will be summarily rejected.

### I. Experience & Past Performance

Sealed bid is invited for supply of lubricants from “Manufacturer/Brand Owner/Authorized representatives/Distributors/Dealers/Authorized Agencies”. In case of Authorized representatives/Distributors/Dealers/Authorized Agencies, copy of authorization certificate to be enclosed.

Bidders should be experienced, competent and resourceful to carry out the assigned order. Bidder should have supplied similar item during any one year in last five years ending 31.03.2018 and should be present in the business of same field.

Note: Documentary proof (copies of PO's executed) for the above qualifying criterion should be submitted along with your offer duly signed by authorized signatory of your company.

### II. **General**

- ☐ Original Manufacturer may submit their offer through their authorized distributor/dealer (copy of authorization certificate to be enclosed).
- ☐ The tenderer shall enclose a declaration that they have not been blacklisted / debarred by BRBNMPL/Government of India in the past 5 years & confidentiality statement duly signed and stamped as per Annexure-A.
- ☐ Bidder should attach the GST registration certificate & PAN copies along with GST supplier's details as per Annexure-B.
- ☐ NEFT Mandate form as per Annexure-C.
- ☐ The firm should confirm that they are competent and legally authorized to submit the tender and / or to enter into legally binding contract.

*Bidder to furnish stipulated documents is support of fulfillment of qualifying criteria. Non-submission or incomplete submission of documents may lead to rejection of offer.*

We \_\_\_\_\_ (name of the company) have submitted the required documents in support of the eligibility criteria mentioned above.

Authorized Signature with Stamp

Date:

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



**Annexure-A**

**To Whomsoever It May Concern**

This is to confirm that we M/s. \_\_\_\_\_ have not been blacklisted / debarred by BRBNMPL/Government of India in the past 5 years.

Dated this \_\_\_\_\_ day of \_\_\_\_\_  
For & on behalf of

(Seal & signature with date)

(Name and designation)  
Duly authorized to sign tender for and on behalf of

**Confidentiality Statement**

“The information, which is contained in this document will not, in whole or in part be reproduced, transferred to other documents/electronic media or disclosed to others without written consent of BRBNMPL”. We shall also undertake to maintenance secrecy, exclusivity and confidentiality of the high security currency printing environment of BRBNMPL.

Dated this \_\_\_\_\_ day of \_\_\_\_\_  
For & on behalf of

(Seal & signature with date)

(Name and designation)  
Duly authorized to sign tender for and on behalf of

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

## Annexure-B

**POST IMPLEMENTATION OF GOODS AND SERVICES TAX BY GOVT. OF INDIA FOLLOWING INFORMATION / DETAILS ARE REQUIRED FROM PROSPECTIVE SUPPLIERS / CONTRACTORS.**

NAME OF THE SUPPLIER	
ADDRESS OF THE SUPPLIER	
COUNTRY	
STATE	
PINCODE	
REGISTRATION TYPE	(i) REGULAR (ii) COMPOSITION (iii) CONSUMER (iv) UNREGISTERED
PAN	
GSTIN	
PARTY TYPE	(i) DEEMED EXPORT (ii) SEZ (iii) NOT APPLICABLE (N.A)
IS A e COMMERCE OPERATOR (YES / NO)	YES / NO

ITEM DESCRIPTION	HSN / SAC CODE	SGST / CGST / IGST / UTGST	RATE OF GST %
Supply of Lubricants			

SIGNATURE WITH DATE

NAME OF THE SUPPLIER / CONTRACTOR

SEAL

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

## Annexure-C

**NATIONAL ELECTRONIC FUND TRANSFER**

**Model Mandate Form**

(Investor / customer’s option to receive payments through Credit Clearing Mechanism)

Name of the Scheme and the periodicity of payment

No.

1	Investor / Customer’s Name	
2	Particulars of Bank account	
	A	Name of the Bank
	B	Name of the branch
		Address
		Telephone No
		Whether Bank branch is NEFT enabled
	C	Code number of the bank and branch appearing on the MICR Cheque issued by the bank
	D	Type of the account (SB, Current or Cash Credit)
	E	Ledger and Ledger Folio number
	F	Account number (as appearing on the Cheque book)
	G	<b>RTGS / IFSC Code No.</b>
	(In lieu of the bank certificate to be obtained as under, please attach a blank cancelled cheque or photocopy of a cheque or front page of your Savings bank passbook issued by your bank for verification of the above particulars)	
3	Date of effect	

*I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.*

(.....)  
Signature of the Investor / Customer

Date:

Certified that the particulars furnished above are correct as per our records.

Bank’s Stamp

Date:

(.....)  
Signature of the authorized official of the Bank

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

## Section X: Tender Form

Date .....

To

**General Manager (OSD)**

BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

INK MANUFACTURING UNIT

**(Wholly owned Subsidiary of Reserve Bank of India)**

**Note Mudran Nagar,**

**Mysore 570003**

**Ref: Your Tender Enquiry Document No. 114/MYS/IMU/2018-19 dated 24.12.2018**

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

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

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

We agree to keep our tender valid for acceptance for a period 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 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

.....

## Section XI: Price Schedule

S No	Brief Description of Goods / Services	Unit	Quantity (with unit)	Basic price (INR) / unit	P & F Charges (INR) / unit	GST@ %, (INR) / unit	Freight, Insurance & other charges, if any (INR) / unit	GST@ % on freight, insurance etc (INR) / unit	Total Rate Per Unit (INR) (F.O.R BRBNMPL stores, Mysuru inclusive all taxes, duties, freight & insurance charges, unloading, delivery etc.)	Total Price for required qty (INR) (F.O.R BRBNMPL stores, Mysuru inclusive all taxes, duties, freight & insurance charges, unloading, delivery etc.)
			A	B	C	D	E	F	G = Sum of B To F	H = A* G
1	Grease EP 00	Kg	18							
2	Grease EP 02	Kg	18							
3	Grease EP 03	Kg	18							
4	Hydraulic Oil VG 46	L	209							
5	Hydraulic Oil VG 68	L	209							
6	Gear Oil VG 320	L	209							
7	Gear Oil VG 220	L	209							
8	Compressor Oil VG 100	L	209							
9	<b>Total Price (INR)</b>									

Total Amount (INR) in words.....

1. L1 determination will be as per the FOR price in Sl no.9
2. Bidder must quote for all items. Partial quote will be summarily rejected.
3. Price with condition(s) shall be liable to be rejected.

4. Price should be quoted as per the above formats.
5. Prices should be all inclusive.
6. 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.
7. Multiple rates for single item, unless notified in the tender will not accepted and would lead to rejection of offer.
8. If variation is found in total price & basic price, basic price shall prevail and the total price corrected accordingly. If there is discrepancy in words and figures, the amount in words shall prevail.

Signature of Supplier

Name of the Firm:

Date:

Place:

We confirm that there would not be any price escalation during the supply period. We also confirm that we will abide by all the tender terms and conditions bearing no. 114/MYS/IMU/2018-19 dated 24.12.2018 for supply of lubricants as listed in NIT and Section VI: List of requirements to BRBNMPL, Mysuru and we do not have any counter conditions.

Authorised signatory with name and date

Office Seal/Stamp

## Section XII: Questionnaire

Description of Goods / Services: \_\_\_\_\_

Reference: Your Tender No.: **114/MYS/IMU/2018-19** dated **24.12.2018**

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

<b>A COMPANY PROFILE</b>					
01	Name and address of the firm				
02	Status of firm (Proprietor/Partnership /Regd. Company / Co-op. Society)				
03	GSTIN. of the Firm (Copy of registration to be enclosed)				
04	Income Tax P.A.N. No of Firm (Copy of registration to be enclosed)				
05	Bankers and their Address				
06	Whether registered with NSIC, New Delhi for quoted item? (Copy of registration to be enclosed)				
<b>B FINANCIAL SOUNDNESS</b>					
S. No.	Description	FY 2015-16 (in lakhs) (as on 31 <sup>st</sup> March 2016)	FY 2016-17 (in lakhs) (as on 31 <sup>st</sup> March 2017)	FY 2017-18 (in lakhs) (as on 31 <sup>st</sup> March 2018)	
01	Annual Turnover				
02	Net Profit				
03	Net worth of the firm				
<b>C EXPERIENCE ( Attach Separate Sheet, if required)</b>					
S. No.	Company Name	Supply Order No. & Date	Details of work/supply	Order value	Date of completion
01					
02					
03					
04					
05					

D	DECLARATION	
01	We have also enclosed herewith DD No. _____ for Rs. _____ as EMD against this tender	YES
02	We have also enclosed herewith DD No. _____ for Rs. 500 /- as Cost of Tender Form against this tender	YES
03	We confirm that we possess the necessary technical competence and financial resources as mentioned in Section -IX of this tender document, to ensure supply of the tendered item , as per your specifications and delivery schedule. Necessary documents like copies of Work orders, P/L Accounts, Balance Sheets are enclosed	YES
04	We confirm having been in the business continuously for the last three years.	YES
05	We confirm that we have quoted exactly for the tendered product as per your specifications given in Section VII	YES
06	We confirm that the Price bid is quoted exactly as per your format in Section- XI	YES
07	We confirm that there would not be any price escalation (Except Statutory Charges) during the supply / contract period	YES
08	We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions. As required, we enclose herewith the complete set of copy of tender documents duly signed by us as a token of our acceptance	YES

We also confirm that the undersigned is duly authorized and have the competence to submit the tender and / or to enter into legally binding contract for and on behalf of the firm.

Thanking you,  
Yours faithfully,

**Seal**

( )

Name  
Signature with date

Note: Copies of applicable Documents are attached herewith.

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



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

To

.....

.....

(Name and address of BRBNMPL)

Dear Sirs,

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

We, ..... who are proven and reputable manufacturers of  
..... (name and description of the goods offered in the tender) having factories  
at ..... hereby ..... authorize Messrs  
(name

and address of the agent) to submit a tender, process the same further and enter into a  
contract with you against your requirement as contained in the above referred tender enquiry  
documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. (name and  
address of the above agent) is authorized to submit a tender, process the same further and  
enter into a contract with you against your requirement as contained in the above referred  
tender enquiry documents for the above goods manufactured by us.

We also hereby extend our full warranty, as applicable as per clause 16 of the General  
Conditions of Contract read with modification, if any, in the Special Conditions of Contract for  
the goods and services offered for supply by the above firm against this tender document.

Yours faithfully,

.....

.....

[Signature with date, name and designation]

For and on behalf of Messrs  
(Name & address of the manufacturers]

Note: This letter of authorization should be on the letter head of the manufacturing firm and  
should be signed by a person competent and having the power of attorney to legally bind the  
manufacturer

**SECTION XV: Bank Guarantee Form for Performance Security**

\_\_\_\_\_ [Insert Bank's Name, and Address of Issuing Branch or Office)

Beneficiary \_\_\_\_\_ [Insert Name and Address of BRBNMPL]

Date:-----

Performance Guarantee No.-----

WHEREAS ..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract 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 contract 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 contract:

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 me 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 BRBNMPL up to the above amount upon receipt of its first written demand, without BRBNMPL having to substantiate its demand. This guarantee will remain in force for a period of sixty days after the date of all contractual obligations by the supplier, including the warrantee obligations 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 and designation of the officer

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

Name and designation of the officer

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

## Section XVI: Contract Form

(Address of BRBNMPL's office issuing the contract)

Contract No. .... dated

This is in continuation to this office' Notification of Award No. .... dated .....

1. Name & address of the Supplier: .....
2. BRBNMPL's Tender document No. .... dated ..... and subsequent Amendment No. .... dated ..... (if any), issued by BRBNMPL
3. Supplier's Tender No. .... dated ..... and subsequent communication(s) No..... dated ..... (If any), exchanged between the supplier and BRBNMPL in connection with this tender
4. In addition to this Contract Form, the following documents etc., which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:

- i. General Conditions of Contract;
- ii. Special Conditions of Contract;
- iii. List of Requirements;
- iv. Technical Specifications;
- v. Quality Control Requirements;
- vi. Tender Form furnished by the supplier;
- vii. Price Schedule(s) furnished by the supplier in its tender;
- viii. Manufacturers' Authorization Form (if applicable for this tender);
- ix. BRBNMPL's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section - V - 'General Conditions of Contract' of BRBNMPL's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

(i) Brief particulars of the goods and services which shall be supplied / provided by the supplier are as under:

Schedule No.	Brief description of goods / services	Accounting unit	Quantity to be supplied	Unit Price (In Rs.	Total price

Any other additional services (if applicable) and cost thereof:

Total value (in figure) (In words)

(ii) Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

- (a) Mode(s), stage(s) and place(s) of conducting inspections and tests.
- (b) Designation and address of BRBNMPL's inspecting officer

(v) Destination and despatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority

.....

(Signature, name and address of BRBNMPL's authorized official)

For and on behalf of

Received and accepted this contract

(Signature, name and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

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

(Refer to clause 24.2 of GIT)

The General Manager

Unit Address

Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in the Tender of \_\_\_\_\_

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

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signatures</b>
I.		
II.		
Alternate Representative		
Signature of Bidder or Officer authorized to sign the bid Documents on behalf of the bidder		

Note:

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