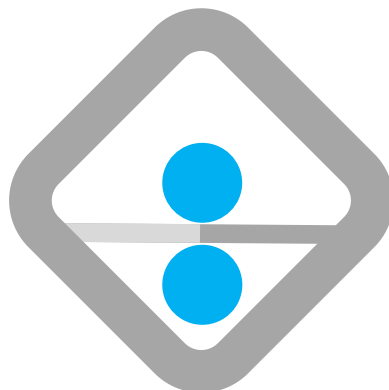


Limited Tender for Pre-Approved Vendors Only

## TENDER DOCUMENT FOR



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 approved Bidder for the items, who have been sent this Tender by Post/Courier. Unsolicited offer is liable to be ignored.

## PRINTING AND SUPPLY OF COMPANY'S DIARIES & COMPANY'S WALL CALENDARS – 2022 (Tender No: 05/CO/LTE/2021-22 dated October 04, 2021)

---

**Corporate Office:**

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**  
# 3 & 4, 1<sup>st</sup> Stage, 1<sup>st</sup> Phase, B.T.M. Layout,  
Bannerghatta Road, Bengaluru

---

**Last date for submission of tender October 26, 2021 at 15.00 hrs**

**Standard Bidding Document (SBD)**

(Bharatiya Reserve Bank Note Mudran Private Limited, Corporate Office;  
No 3 & 4, 1<sup>st</sup> Stage, 1<sup>st</sup> 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 – 2022**

Tender No. 05 / CO / LTE /2021-22 dated October 04, 2021

This tender document contains 28 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, 1<sup>st</sup> Stage, 1<sup>st</sup> Phase, BTM layout, Bannerghatta Road,  
Bengaluru -560029

Phone : 080-66602048

Fax : 080-66602039

Email : [cobangalore@brbnmpl.co.in](mailto:cobangalore@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) – enclosed

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

Section V: Special Conditions of Contract (SCC)- enclosed

Section VI: List of Requirements- enclosed

Section VII: Technical Specifications

Section VIII: Quality Control Requirements- enclosed

Section IX: Qualification / Eligibility Criteria- enclosed

Section X: Tender Form- enclosed

Section XI: Price Schedule - enclosed

Section XII: Questionnaire- enclosed

Section XIII: Bank Guarantee Form for EMD – **Not applicable**

Section XIV: Manufacturer's Authorization Form- **Not applicable**

Section XV: Bank Guarantee Form for Performance Security – To be downloaded from website

Section XVI: Contract Form- To be downloaded from website

Section XVII: Letter of Authority for attending a Bid Opening – To be downloaded from website

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 – **Not applicable**

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

## Section I: Notice Inviting Tender (NIT)

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

### TENDER DOCUMENT FOR PRINTING AND SUPPLY OF COMPANY'S DIARIES & COMPANY'S WALL CALENDARS – 2022

Tender No. 05 / CO / LTE /2021-22

October 04, 2021

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.)
1.	PRINTING AND SUPPLY OF COMPANY'S DIARIES – 2022	5000
2.	PRINTING AND SUPPLY OF COMPANY'S WALL CALENDARS – 2022	6000

Type of Tender	Limited Tender - Two part Bid
Bid Fee	NA
Closing date and time for receipt of tenders	October 26, 2021 at 15.00 hrs
Place of receipt of tenders	Bharatiya Reserve Bank Note Mudran Private Limited, No 3 & 4 ,1 <sup>st</sup> Stage, 1 <sup>st</sup> Phase, BTM layout, Bannerghatta Road , Bengaluru -560 029
Time and date of opening of tenders – <b>Technical Bid</b>	October 26, 2021 at 15.30 hrs
Time and date of opening of tenders – <b>Price Bid</b>	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 <sup>st</sup> Stage, 1 <sup>st</sup> Phase, BTM layout, Bannerghatta Road , Bengaluru -560 029
Nominated Person / Designation to Receive Bulky Tender	Shri P. K. Mahana, AGM (PP)

- Prospective tenderers may obtain further details, if any required, from the above mentioned office.
- 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.
  - 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**.
- 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, 1<sup>st</sup> Stage, 1<sup>st</sup> Phase,**  
**B.T.M 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)  
Assistant General Manager (PP)

## **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

## 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.)

SI. 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	up to 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 / GST	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	120 days
12	20.4	Number of Copies of Tenders to be submitted	Single Copy only.
13	20.8	Signing and sealing of tender	As stated in the clause.
14	20.9	E-Procurement	Not applicable
15	34	Comparison on CIF destination basis	Not applicable
16	35.2	Additional Factors for Evaluation of Offers	Not applicable
17	35.3	Price preference to SSI	Not applicable.
18	43	Parallel Contracts	Not applicable
19	50.1, 50.3	Tender For rate Contracts	Not applicable.
20	51.1, 51.2	PQB Tenders	Not applicable
21	52.1, 52.3, 52.5	Tenders involving Purchaser's and Pre-Production Samples	Applicable.
22	53.4, 53.5, 53.7	EOI Tenders	Not applicable.
23	54 54.3.1, 54.5.2	Tenders for Disposal of Scrap	Not applicable.
24	55.2, 55.3, 55.7, 55.8	Development / Indigenization Tenders	Not applicable.

## **Tender for Printing of Diaries and Wall Calendars for the Year 2022**

The Company BRBNMPL is inviting bids from well established and reputed printers for printing of its Diaries and Wall Calendars for the Year 2022.

### **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 super scribed with the words "Tender for printing of Diaries and Wall Calendars for the year 2022". **No price indication shall be allowed in technical bid.** In case price indication is made in the Technical Bid, offer will be summarily rejected.

### **Part I – First sealed cover**

#### **Technical Bid**

Technical bid shall be furnished in a sealed closed cover super-scribing, "Printing of Diaries and Wall Calendars for the year 2022 - Technical Bid" with section I to X, XII to XVII duly filled, signed and stamped along with supportive documents for qualification criteria, EMD and cost of tender. No price indication should be mentioned in this part and addressed to the General Manager In-Charge, Bharatiya Reserve Bank Note Mudran Pvt Ltd. and to be dropped in the tender box up to 1500 hrs. on October 26, 2021. Technical bids will be opened at 1530 hrs. on the same day i.e. on October 26, 2021 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 - Second sealed cover**

#### **Financial Bid / Price Bid**

Financial bid shall be furnished in section XI (price schedule) in a sealed cover as per the format given in Section-XI super-scribed, "Printing of Diaries and Wall Calendars for the year 2022 - 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 qualifying 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. **Price:** The price quoted should remain firm & valid till completion of full quantity as per the schedule specified in our Work order
6. **Delivery Schedule:** Please refer section VI of this tender.
7. **Payment Terms:** Payment shall be released only after supply and its acceptance by BRBNMPL. Statutory Deductions as applicable will be made from the gross bill amount. DD/RTGS/NEFT charges shall be borne by you. For RTGS/NEFT payment you may forward your Bank Mandate and other details along-with your invoice for immediate e-payment. Bidder has to furnish the price break-up including the tax components as applicable. Any increase/decrease in Statutory rates after opening the tender will be applicable against documentary evidence. All taxes and levies, shall be deducted at source as per current tax rate while making any payment and TDS certificate will be issued.
8. **Price Variation:** 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.
9. **EMD:** The tenderers who are currently registered and shall continue to remain registered during the tender validity period with Central Purchase Organisation (CPO) or as a Micro and Small Enterprise (MSE) as defined in MSEs Order 2012 issued by Ministry of Micro, Small and Medium Enterprises (MSME) or as a Startup as recognised by Department for Promotion of Industry and Internal Trade (DPIIT), are exempted from payment of tender fee and earnest money. In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details (registration with CPO or as a MSE or Startup, as the case may be).

Micro & Small Enterprises must attach Registration Certificate issued by DIC / KVIC / KVIB / Coir Board / NSIC / Directorate of Handicrafts and Handlooms, or any

other body specified by MSME for authentication such as Udyog Aadhaar Memorandum / Acknowledgment.

10. **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 3% 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)
11. 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.
12. 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.
13. **Foreclosure:** 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.
14. **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 will be deducted at the time of settlement of the bill.
15. 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.
16. 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.
17. The entire job shall be done by the bidder. **Outsourcing/sub-contracting of the work is strictly not permitted.**
18. 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.

19. **Packing:** 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 and material should reach in good condition. No additional charges for transportation and packing will be paid.
20. The bidder who will participate in the tender shall clearly state that they have read the above terms and conditions and accept the same.
21. The bidder shall satisfy pre-qualification criteria and general terms and conditions to qualify in the Technical Bid.
22. 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.
23. The bidder should submit the proof of printing and materials to be used in Diaries and Wall Calendars latest by 10 days from the date of issue of Work Order for approval.
24. The bidder is required to supply the material / item at ultimate destinations / units latest by 45 days from the date of issue of work order.
25. The BRBNMPL reserves the right to split or combine the order.
26. The BRBNMPL reserves the right to cancel schedule / item wise as mentioned in the Section VI in the tender.
27. The work/service under this bid cannot be transferred or assigned by the bidder without the prior written approval of the BRBNMPL.
28. 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](http://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	Not applicable
9	19.3	Option Clause	BRBNMPL reserves the right to increase / decrease orders up to 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

Sl. No.	Item Description	Specifications	Unit	Initial Quantity Requirement
1.	PRINTING AND SUPPLY OF COMPANY'S DIARIES – 2022	As per specification enclosed as <b>Section - VII</b>	Nos.	5000
2.	PRINTING AND SUPPLY OF COMPANY'S WALL CALENDARS – 2022	As per specification enclosed as <b>Section - VII</b>	Nos.	6000

### 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.)	Wall Calendars (Nos.)
Bharatiya Reserve Bank Note Mudran Private Limited, RBNML P.O., Salboni, Paschim Medinipur, West Bengal-721132	2250	2700
Bharatiya Reserve Bank Note Mudran Private Limited, Note Mudran Nagar, Mysuru, Karnataka-570003	2250	2700
Bharatiya Reserve Bank Note Mudran Private Limited, No 3 & 4, 1 <sup>st</sup> Stage, 1 <sup>st</sup> Phase, BTM layout, Bannerghatta Road, Bengaluru, Karnataka -560029	500	600

- 1) **The successful bidder should submit the proof of printing and materials to be used in Diaries and Wall Calendars latest by 15 days from the date of issue of Work Order for approval.**
- 2) **The bidder is required to supply the material / item at ultimate destinations / units latest by 45 days from the date of issue of work order.**

## Section VII: Technical Specifications

**Ref: Tender No. 05 / CO / LTE / 2021-22 dated October 04, 2021**

### **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	Executive Size : 175 x 245 mm
Cover Material	Luxury Dark Brown / Dark Blue Emboss colour change PU fabric leather + 2 sided foam and Company's LOGO, Company's name and year are to be debossed. Total pages of Diary should not be less than 360.
Inner	1 Page a day for Monday-Friday, 1 Page for Saturday & Sunday on 70 GSM Maplitho, 1C+1C
Tipping Sheets	2 sheets on 130 GSM IAP, 4C+4C with Glossy Finishing
Info pages	16 Pages on 70 GSM Maplitho, 2C+2C
Front & Back end paper	130 GSM Art paper / 2C printed with year planner
Board	1.5 mm Imported Kappa Board
Binding	Luxury Hardbound, Foam binding, Round back, 2 Gold corner clip.
Soft Case Cover finishing	2 sided foam + LOGO, Year & Address debossing + Corner stitching.
Pasting with Gum and Adhesive	The good quality Gum and Adhesive to be used viz Pedelite Fevicol / Faber Castle / Fevifix or of equivalent brand for firm pasting.
Diary outer Box	with a suitable individual outer Box with 1C Printing on top cover

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) Apart from the above, 75 nos. of diaries should be customized with individual names and designations of the Chairman, 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.
- iv) **Diaries should be individually packed in suitable plastic covers for protection with outer paper jacket.**
- v) The outer paper jacket of the Diary should be printed with Company's name and Logo of the Company's approved printing text and colour.
- 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" \* 20".
- ii) 170 GSM imported art paper with glossy finish and aqua coating should be done.
- 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" \* 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.
- 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 qualifying bidder.
- xi) Specimen sample is available at the address mentioned in the Standard Bid Document.
- xii) The successful bidder may go ahead with the printing only after approval of the paper, binding and final print proof thereof by BRBNMPL.
- 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 and to carry out entire work related to Diaries and Wall Calendars. The bidder should have a valid Factory License or Trade license or MSME Udyog Aadhar or Permanent Small Scale Industrial Unit certificate to submit in proof of having printing press. (Copy of the certificate should be furnished). The printing press / establishment of the bidder is liable for inspection by the Technical bid evaluation committee for verification of declaration by the bidder for qualifying eligibility criteria as prescribed in the tender.
- 2) Bidders can quote for either of the schedules mentioned at page-4 i.e. Company Diaries or Wall Calendars, schedules 1 & 2 or together.
- 3) Duration of Past experience: Minimum seven (07) years' experience of having successfully completed works of Printing & Supply of Diary and Wall Calendar (copy of Purchase orders to be attached).
- 4) Minimum number of completed works of Printing & Supply of Diary and Wall Calendar executed during last seven (07) years ending last day of month previous to the one in which tenders are invited;
  - a) Three (03) similar completed works costing not less than the amount equal to 40% of the estimated cost (Rs. 5.60 lakh for Diary + Rs.1.20 lakh for Wall Calendar - Total Rs.6.80 lakh) – Prior to 31<sup>st</sup> March 2020  
OR
  - b) Two (02) similar completed works costing not less than the amount equal to 50% of the estimated cost (Rs. 7.00 lakh for Diary + Rs.1.50 lakh for Wall Calendar - Total Rs.8.50 lakh) - Prior to 31<sup>st</sup> March 2020  
OR
  - c) One (01) similar completed work costing not less than the amount equal to 80% of the estimated cost (Rs. 11.20 lakh for Diary + Rs.2.40 lakh for Wall Calendar - Total Rs.13.60 lakh) - Prior to 31<sup>st</sup> March 2020  
(Similar work shall be defined clearly without any ambiguity)
- 5) 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 an annual capacity to print 1800 nos of Wall Calendars.
  - b) The bidder must have an annual capacity to print 1500 nos of Diaries.

- 6) Yearly Turnover: Average annual turnover during last 3 financial years should be at least 30% of the estimated cost.
- 7) Copy of Goods and Service Tax Registration and PAN number to be submitted.
- 8) Undertaking in the letter head (as per Annexure-I in Page No. 24 & 25)

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.

## **Format for Technical Bid**

**Ref :- Tender No 05/CO/LTE/2021-22 dated October 04, 2021**

<b>SL. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the Firm	
2.	Full particulars of the office	
	a) Address	
	b) Telephone No./Mobile No.	
	c) Fax No.	
	d) E-Mail address	
3.	Registration details (attach self attested copies of certificates / Registrations/License etc. mandatorily),	
	a) Factory License / Trade License No. / MSME Udyog Aadhar	
	b) PAN No.	
	c) GST Reg. No.	
4.	Details of Schedule (Diary / Wall Calendar for which the bidder is participating in the tender)	Diary /Wall Calendar / Both
5.	Duration of past experience – The bidder should have completed minimum seven (07) years experience of having successfully completed works of Printing & supply of Diary and Wall Calendar. (A certificate from the organization to be enclosed)	
6.	Minimum number of completed works of similar nature executed during last seven (07) years ending last day of month previous to the one in which tenders are invited. i) Three (03) completed works of Printing & supply of Diary and Wall Calendar costing not less than the amount equal to 40% (Rs. 5.60 lakh for Diary + Rs.1.20 lakh for Wall Calendar - Total Rs.6.80 lakh) of the estimated cost.  OR	

	<p>(ii) Two (02) completed works of Printing &amp; supply of Diary and Wall Calendar costing not less than the amount equal to 50% (Rs. 7.00 lakh for Diary + Rs.1.50 lakh for Wall Calendar - Total Rs.8.50 lakh) of the estimated cost.</p> <p>OR</p> <p>(iii) One (01) completed works of Printing &amp; supply of Diary and Wall Calendar costing not less than the amount equal to 80% (Rs. 11.20 lakh for Diary + Rs.2.40 lakh for Wall Calendar - Total Rs.13.60 lakh) of the estimated cost.</p> <p>(Printing &amp; supply of Diary and Wall Calendar work shall be defined clearly without any ambiguity)</p>	
	<p>Yearly Turnover: Average annual turnover during last 03 audited financial years should be at least 30% of the estimated cost. (Rs.5.10 lakh)</p> <p>Audited annual turnover of past three Financial years.</p> <p><b>Note:</b> Attach certified copy of Audited turnover as proof.</p>	<p><b>2017-18:</b></p> <p><b>2018-19:</b></p> <p><b>2019-20:</b></p>

### **DECLARATION**

1. I have carefully read and understood all the terms and conditions of the tender and hereby accept the same.
2. The information/document furnished along with the above application is true and authentic to the best of knowledge and belief.

**Date:**  
**Place:**

**Signature of the authorized person**  
**Company Seal**

## 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 120 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, 1<sup>st</sup> Stage, 1<sup>st</sup> Phase,  
BTM layout, Bannerghatta Road,  
Bengaluru,  
Karnataka -560029

Dear Sir,

### **Sub: Printing of BRBNMPL's Diaries and Wall Calendars for the year 2022**

### **Ref: Tender No. 05 / CO / LTE /2021-22 dated October 04, 2021**

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 offer to undertake and complete the work in conformity with BRBNMPL requirement and the terms and conditions set out for the same.
3. I/We agree to abide by the referred tender validity for the period of 120 days from the date of opening of the tender and agreed extended period and it shall remain binding on me/us.
4. 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.
5. I/We confirm that I/we have printing press and representative office along with a DTP operator and printing facility to carry out entire work related to Diaries and Wall Calendars.
6. 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.
7. I/We note that BRBNMPL is not bound to accept the lowest or any other tender that may be received by it.
8. 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.
9. 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 delivery schedule or unsatisfactory quality/quantity of job/service or any other grievances may have suffered by BRBNMPL.
10. I/We shall irrespective of my/our participation in the Bid process, shall treat the details of the Bid Documents as secret and confidential at all times and agree that I/we shall hold in trust any confidential information / logo / mark /





## Section XI: Price Schedule

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

**Ref: Tender No. 05 / CO / LTE / 2021-22 dated October 04, 2021**

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.)	Freight charges (Rs.) #	Other charges if any (Rs.)	GST (Rs.)	Total Price per unit (for BRBNMPL Bengaluru / Mysuru / Salboni on door delivery basis)	Total amount for Quantity (inclusive of all charges BRBNMPL Bengaluru / Mysuru / Salboni on door delivery) (Rs.)*
			A	B	C	D	E	F=B+C+D+E	G=F*A
1	Printing and supply of Company's Diaries – 2022	Nos	5000						
2	Printing and supply of Company's Wall Calendars – 2022	Nos	6000						

(Total amount in words;

- (1) Diaries: \_\_\_\_\_  
inclusive of all charges
- (2) Wall Calendar: \_\_\_\_\_ )  
inclusive of all charges

\*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 up to:
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**

Not Applicable

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

Not Applicable

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

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

**Section XVI: Contract Form**

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

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

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

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

NOT Applicable

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

NOT Applicable

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

NOT Applicable