

**BHARATIYA RESERVE BANK NOTE MUDRAN PVT. LTD. INDIA**



**TENDER FOR MONEY IN TRANSIT INSURANCE FOR BRBNMPL  
TWO PART BID- (TECHNICAL BID + PRICE BID)**

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 IRDAI approved Public sector General Insurance Companies of India, who have been sent this tender by email. Unsolicited offer will be liable to be ignored.

Tender No: **002/CO/F&A/2023-24**, dated 23<sup>rd</sup> May,2023

**Issued by:**

**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 -560029**

**Tel No: +91 - 80 - 66602000**

**Fax No: +91 - 80 - 66602039**

**EMAIL: [cobangalore@brbnmpl.co.in](mailto:cobangalore@brbnmpl.co.in)**

Closing date and time for receipt of tenders	<b>14:30 hrs. on June 13, 2023</b>
Time and date of opening of tenders	<b>15:00 hrs. on June 13, 2023</b>

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

**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 - 560029  
Tel No: +91 - 80 - 66602000  
Fax No: +91 - 80 - 66602039  
EMAIL: [cobangalore@brbnmpl.co.in](mailto:cobangalore@brbnmpl.co.in)  
Website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in)

**Not Transferable**

**Security Classification: Non-Security**

**TENDER FOR MONEY IN TRANSIT INSURANCE FOR BRBNMPL**

Tender No: **002/CO/F&A/2023-24** dated 23<sup>rd</sup> May, 2023

This tender document contains 36 pages (including cover pages)

Non-life Public sector general insurance companies dealing in Money In Transit insurance and registered with IRDA only are eligible to participate in this tender.

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 IRDAI approved Public sector General Insurance Companies of India, who have been sent this tender by email. Unsolicited offer will be liable to be ignored.

Details of Contact person in BRBNMPL regarding this tender: -

Name : S S Kude  
Designation : Dy. General Manager

**Address: No. 3 & 4, 1<sup>st</sup> Stage, 1<sup>st</sup> Phase, BTM Layout, Bannerghatta Road, Bengaluru - 560029**

**Phone : + 91 - 80 – 66602024, 9448946262**

**Fax : + 91 - 80 - 66602039**

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

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## 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 – 560029.

Phone: + 91 80 - 66602000, Fax: + 91 80 – 66602039.

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

### TENDER FOR MONEY IN TRANSIT INSURANCE FOR BRBNMPL

Tender No: **002/CO/F&A/2023-24** dated 23<sup>rd</sup> May,2023

1. Sealed bids are invited under two part bid system (Technical Bid and Price Bid) from eligible and qualified Indian tenderers for above captioned services.
- 2.

Brief Description	Total estimated Sum to be insured per annum (Face Value)	Earnest Money Deposit
Transit insurance w.r.t. despatch of Bank Notes / Currency notes from BRBNMPL, Mysore Press and Salboni Press to various RBI Centres/Currency Chests/Banks, to be insured based on its face value.	Rs. 2,58,000 Crore	Nil
Type of Tender	Two Part (Technical Bid +Price Bid)	
Date of Sale of tender documents	To be downloaded by bidder from BRBNMPL Website, from the date of floating of the tender	
Price of the Tender Document	Nil	
Closing date and time for receipt of tenders	<b>14:30 hrs. on June 13, 2023</b>	
Place of receipt of tenders	To be dropped in Tender Box placed at Ground Floor, BRBNMPL, Corporate Office, No.3 & 4, 1 <sup>st</sup> stage, 1 <sup>st</sup> phase, BTM Layout, Bannerghatta Road, Bengaluru-560029	
Time and date of opening of tenders	<b>15:00 hrs. on June 13, 2023</b>	
Place of opening of tenders	BRBNMPL, Corporate Office, No.3 & 4, 1 <sup>st</sup> stage, 1 <sup>st</sup> phase, BTM Layout, Bannerghatta Road, Bengaluru-560029	
Nominated Person / Designation to Receive Bulky Tender	(i) Shri S S Kude Dy. General Manager (F&A) <b>Phone 080-66602024 /6294480636</b> (ii) Shri A K Sharma Dy. Manager, <b>Phone No. 080-66602062 /9899007659</b>	

1. Non-life public sector general insurance companies (registered with IRDA) dealing in Money in Transit insurance only are eligible to participate in this tender.
2. The bidder meeting the qualification / eligibility criteria as mentioned in Section III of this document, has to download the Tender documents from website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in) and submit the tender.
3. The bidder may inspect the risk at sites for detailed understanding of terms and conditions of the existing policies. For this purpose, you may visit our Salboni Press and Mysore press with prior permission from the Office as detailed below:

The details of contact persons and their addresses are as under:

<b>Mysore Press:</b> Note Mudran Nagar Mysore-570 003 Contact Person: Shri S M Banerjee General Manager Ph: (0821) 2469002/9474947592 Shri Ravichandran M Dy. General Manager Ph. 9448537797 .Fax: (0821) 2582099	<b>Salboni Press:</b> P.O.RBNML, Salboni-721132 West Midnapore District (West Bengal) Contact Person: Shri K R Gupta General Manager Ph: (03227) 280734 / 9448946262 Shri Sudeep Chakraborty Dy. General Manager Ph: (03227) 280177/7892079314 Fax: (03227) 280744
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4. Tenderers shall ensure that their tenders are 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 in the table above on or before the closing date and time indicated above, failing which the tenders will be treated as late and rejected.
5. 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.
6. It is important to note that only a single office per insurer is invited to submit tender. Each insurance company is allowed to submit only one tender and hence participating office must submit an authority letter from its head office authorising such participation on exclusive basis.
7. If any time prior to last date for submission of tenders and excluding the last date of submission of tender, BRBNMPL may , at its discretion or in response to clarification or query raised by the prospective bidders, may modify the tender documents by issuing addendum/corrigendum, the same shall be binding on them. Bidders shall take such addendum and corrigendum into consideration while submitting their bids.
8. The tender documents are not transferable.
9. BRBNMPL reserves the right to accept/reject/cancel any or all tender documents without assigning any reason thereof. BRBNMPL also reserves the right to accept the tender in whole or part. Tender not submitted in accordance with the directions issued shall be liable for rejection.

10. BRBNMPL may request enhancement in the transit limit covered in the policy at any time during the policy period. Any such increase may have additional premium implications.
11. If BRBNMPL wants to cover any specific bank notes consignment where per transit limit is > INR 4000 Crores, then the per transit limit can be enhanced for specific consignment with additional premium implications, if any. Additional premium charged will be at annual policy rate for the differential limit. Such consignment will be intimated to the Insurance Company prior to the start of the consignment for information/approval. Expected number of Consignment which may exceed the per transit limit of INR 4000 Crores during the policy period is 10.
12. Details of IEM for this tender is furnished below:

Name of the IEM: Dr. B C Gupta (Retd. IAS) & Shri M N Krishnamurthy (Retd. IPS)

E-mail: bcgupta2000@yahoo.com & krishnamurthymn19@gmail.com

13. **Guidelines for filling two-part tender:**

**Part I:** First sealed cover should contain the Technical Bid i.e. documents related to **Section I to Section VII**. All the above mentioned documents should be signed and stamped and to be submitted as Technical Bid as acceptance of the terms and conditions. Offers with Counter Conditions are liable for Rejections. This first sealed cover should be clearly super-scribed as **“Part I - Technical Bid”**. No price indication shall be allowed in technical bid. In case price indication is made in the Technical Bid, offer may be rejected.

**Part II:** Second sealed cover should contain only Price Bid i.e. **Section VIII**, duly sealed and signed. Format provided in the tender document for price Bid should be followed and any other format will be liable for rejection. This second sealed cover should be super-scribed as **“Part II - Price Bid”**.

The above mentioned sealed covers (Part I & II) should be put in another big cover, sealed and super-scribed as **“QUOTATION FOR MONEY IN TRANSIT INSURANCE FOR BRBNMPL”** and should be addressed to **“The Managing Director, BRBNMPL, Bengaluru”** and put in tender box at the following address:

Reception Section, Ground Floor

Bharatiya Reserve Bank Note Mudran Private Ltd (BRBNMPL),  
No.3 & 4, 1<sup>st</sup> stage, 1<sup>st</sup> phase, BTM Layout, Bannerghatta Road,  
Bengaluru-560029

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

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

-Sd-

S S Kude

Deputy General Manager

Bharatiya Reserve Bank Note Mudran Private Limited, (BRBNMPL)  
No. 3 & 4, Ist Stage, 1<sup>st</sup> Phase, BTM Layout, Bannerghatta Road, Bengaluru 560029  
Ph: +91 80 66602024, 6294480636 Fax : +91 80 66602039

## Section II General Instructions to Tenderer (GIT)

### 1. PREAMBLE :

#### **i. Introduction of the Company:**

Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) is a wholly owned subsidiary of Reserve Bank of India (RBI), engaged in sovereign function of printing of Bank Notes for the Country. The BRBNMPL has Corporate Office at Bengaluru. BRBNMPL has two printing Presses one at Mysore in Karnataka and the other at Salboni in West Bengal. At both the presses sophisticated bank note printing machines are installed with latest Technology. Both the presses are equipped with sophisticated Security Surveillance Systems. BRBNMPL supplies Bank Notes to various RBI Centers and Banks/Currency Chest as per advice of RBI.

The Corporate mission of BRBNMPL is to produce bank notes conforming to international standards set by Central Banking and monetary authorities of the world and makes them available in adequate quantities to the Reserve Bank of India at competitive prices. BRBNMPL seeks to achieve this mission through its most valued asset, its people. It has also gone in for extensive automation. The BRBNMPL has already put in place an effective Quality Management System as embodied in the ISO 9001 - 2015 and also environmental management systems ISO 14001: 2015 Company.

#### **ii. Brief details regarding Dispatch / Remittances of Bank Notes:**

Remittances being sent by rail /road/air and its combination also, to various RBI Centers/ Currency Chests/Banks as detailed under:

A) **By rail:** Presses send remittances using railway wagon and Treasury wagon (which has a provision for sitting space on both side of treasure for security personnel with non-accessible partition), depending upon the requirement of RBI. These wagons will be attached to train and will be unloaded at a nearby Railway station at designated RBI Centres/Currency chest/Bank and transported through trucks (arranged by RBI Centre/Currency Chest/Bank) to RBI center/Currency Chest/Bank escorted by the CISF and/or Local Police along with our Press Representative and/or RBI/Bank officials. The delivery receipt will be collected by CISF on handling over to RBI Centre/Currency Chest/Bank officials. Also, there are a few instances where Presses combine two or more remittances together and deliver to more than one RBI centers/Currency Chests/Banks.

#### **B) By Road :**

- a. The consignments are transported through fully closed metal body container with flatbed trailer and detachable Prime mover with twin door rear opening.
- b. Load capacity of the fully closed metal body containers is approx. 27-28 MT /14-15MT/08-10MT
- c. The fully closed trucks/containers should have metallic body of sufficient thickness, tamper proof with secure tamper proof locking facility with One Time Lock & Padlock.
- d. Generally there will be no night travelling of vehicles and night halt if any, it shall be near or at the police station.

### **C) By Air:**

- a. The Air consignment will be sent through aircraft having maximum loading capacity of 32 MT. This will be treated as one consignment.
- b. The consignment is transported from press to Airport through trucks and unloaded at originating airport and kept with Air Cargo Carrier on Charter Service basis (M/s. Blue Dart, present carrier) overnight and next day the same gets loaded in the presence of our Press Representative.
- c. After reaching the destination, the remittance is unloaded at the destination airport and received by RBI/Currency Chests/Banks officials at the airport and further transported to RBI Centres/Currency Chests /Banks under the security cover of CISF and/or local state police.

### **D) Security arrangements in transit:**

- a. Trucks/Containers are fitted with GPS tracking system.
- b. Containers/wagons are locked with OTL and/or padlock (sealed). Keys will be put in a sealed cover and carried by the Press representatives in a separate vehicle and handed over to the designated persons at the destination. The seal will be opened only in the presence of such authorized persons.
- c. Trucks are used for transportation from Printing press to Airport and Airport to RBI Centre/Currency chests/Banks, and Railway station to RBI Centre/Currency chests/Banks in case of consignment through Train/Aircraft. All the trucks/Containers are escorted by front pilot and rear pilot escort vehicles en-route by Central Industrial Security Forces and/or local state police.
- d. All remittances are sent under the security cover of Central Industrial Security Force.
- e. Press commence remittance to any RBI centre /Currency Chests/ banks only after Survey of route conducted by a team comprising of officials from BRBNMPL and CISF.

## **2. Language of Tender**

The tender submitted by the tenderer and all subsequent correspondence and documents relating to the tender exchanged between the tenderer and BRBNMPL, shall be written in English or Hindi language, unless otherwise specified in the Tender. However, the language of any printed literature furnished by the tenderer in connection with its tender may be written in any other language provided the same is accompanied by Hindi or English translation. For purposes of interpretation of the tender, the English translation shall prevail.

## **3. Eligible Tenderers**

This invitation for tenders is open to all tenderers who fulfil the eligibility criteria specified in these documents and are not put on holiday or black listed by any Government Department / Public Sector undertaking (Company/Corporation).



#### 4. **Tendering Expenses**

The tenderer shall bear all costs and expenditure incurred and / or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing the same. BRBNMPL will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.

#### 5. **Tender Opening**

BRBNMPL will open the tenders at the specified date and time and at the specified place as indicated in NIT. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for BRBNMPL, the tenders will be opened at the appointed time and place on the next working day. Bids received after the closing time and date will not be considered.

**Technical Bid Opening:** BRBNMPL will open bids, in the presence of bidders' designated authorized representatives who choose to attend, at date, time and location stipulated above in NIT. The bidders' representatives, who are present, shall sign a bid opening register evidencing their attendance.

**Price Bid Opening:** BRBNMPL will open the price bids of those bidders who meet the qualification requirement and whose bids are determined to be technically and commercially qualified. Bidders selected for opening of their price bids shall be informed about the date & time of price bid opening. Bidders may depute their authorized representative to attend the opening. The bidders' authorized representatives, who are present shall sign a register evidencing their attendance.

The price bids of those bidders who were not found to be technically responsive shall be returned unopened after opening of the price bids of other technically responsive bidders.

6. BRBNMPL may issue clarifications/amendments in the form of addendum/corrigendum during the bidding period, by uploading the same on its website. Bidders shall take such addendum and corrigendum into consideration while submitting their bids.

7. The price bid should be unconditional. Conditional bid will be summarily rejected.

8. Submission of false or incorrect information, reports of unprofessional conduct, among other things, shall be sufficient grounds for disqualification of technical bid.

9. The price bid should be submitted with respect to Money in Transit Policy as given in the **Section VIII**, otherwise price bid will be rejected.

10. BRBNMPL will have the option to increase / decrease the sum insured and include / exclude cover indicated in the Bid Document.

#### 11. **Secrecy**

a) All the information, know-how, technical data, specification and drawing models or specimens furnished by BRBNMPL for the purpose of or in connection with this tender constitute the property of BRBNMPL and the tenderer shall keep them in strict confidence and he shall not divulge the same to anyone else except under the authority and for the

purpose of BRBNMPL. All such documents, data, drawings, models and specimens are the property of BRBNMPL and shall be returned when demanded by BRBNMPL.

b) BRBNMPL shall be entitled to prevent a breach of the above and to claim damages in case of breach.

## **12. Tender Currencies**

The tenderer shall quote only in Indian Rupee (INR) and if quoted in any other currency shall be deemed to be rejected on account of being unresponsive.

## **13. Tender Validity**

Tender shall remain valid for 120 days from the date of tender opening prescribed in the Tender Document.

## **14. Signing and Sealing of Tender**

The bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. The name and position held by each person signing, must be typed or printed below the signature. All pages of the bid except for unamended printed literature where entries or amendments have been made shall be initialled by the person or persons signing the bid. Correction fluid is not allowed to be used. In case there is any correction, the bidder shall cut the same neatly and put his signature and stamp with date near the place of each correction.

## **15. Confidentiality**

Information relating to the examination, clarification, evaluation, and comparison of bids, and recommendations for the award of a contract, shall not be disclosed to bidders or any other persons officially concerned with such process. Any effort by a bidder to influence the employer's processing of bids or award decisions may result in the rejection of the bidder's bid.

## **16. Contacting BRBNMPL**

From the time of submission of tender to the time of awarding the contract, if a tenderer needs to contact BRBNMPL for any reason relating to this tender enquiry and/or its tender, it should do so only in writing. It will be treated as a serious misdemeanour in case a tenderer attempts to influence BRBNMPL's decision on scrutiny, comparison, evaluation and award of the contracts. In such a case the tender of the tenderer shall be liable for rejection in addition to appropriate administrative actions being taken against that tenderer, as deemed fit by BRBNMPL.

## **17. Award of Contract**

a) BRBNMPL's right to Accept any Tender and to Reject any or all Tenders : BRBNMPL reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.

b) **Award Criteria:** The contract will be awarded to the lowest evaluated responsive tenderer decided by BRBNMPL.

**18. Notification of Award**

Before expiry of the tender validity period, BRBNMPL will notify the successful tenderer(s) in writing, by registered / speed post or by fax / email / telex / cable (to be confirmed by registered post) that its tender for insurance services, which have been selected by BRBNMPL, has been accepted, also briefly indicating therein the essential details like description, specification and quantum of services and corresponding prices accepted. The successful bidder, who, within 05 days of receipt of the same, shall sign and return the acceptance copy to BRBNMPL. **The notification of award shall constitute the conclusion of the contract.**

**19. Governing Laws and Arbitration**

Indian Laws will be applicable in every aspect of the bid / contract / tender. Further, if any dispute arises after the issue of insurance contract and during the execution of the contract which is not resolved within 30 days of their arising, they shall be referred to a sole arbitrator to be appointed by the Managing Director of BRBNMPL. The governing law in this regard will be The Arbitration and Conciliation Act, 1996 of India. The venue of the Arbitration will be Bengaluru. Further, disputes if any, that may arise at any point of time, shall be subject to Bengaluru jurisdiction only.

**20. Earnest Money Deposit (Not Applicable)**

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## **SECTION – III**

### **Qualification / Eligibility Criteria**

The bidder should be a registered Indian Public sector Insurer in accordance with the Insurance Act and approved by IRDA (Insurance Regulatory & Development Authority) as Non-life Insurer dealing in Money in Transit Insurance and should have a license to carry out Insurance Business in India under Non- life insurance sector.

AND

The bidder should have completed at least one Money in Transit Insurance Policy for the Sum Insured in excess of INR 600 Crore (Rupees Six Hundred Crore) in a single consignment (per transit limit) as Sole/Lead Insurer within India (originating and ending in India) in any of the last 5 years reckoned from the 31<sup>st</sup> March of the previous financial year. (A job executed by a bidder for its own concern shall not be considered as experience for the purpose of meeting eligibility criteria)

AND

Bidder should furnish documentary evidence/ supporting Papers (copies of policy clearly indicating sum insured for the risk covered & copy of License/Registration duly notarized by notary public/Gazetted officer/ Senior Authorized official of bidder to substantiate their eligibility against the above evaluation criteria along with the bid). In the absence of such requisite documents, BRBNMPL reserves the right to reject the bid without any reference to the bidder.

All the above documents should be notarized/attested by Gazetted Officer / Officer of Public Sector Enterprises/Senior officers of the bidder.

**SECTION - IV**

**Description of Risk coverage and applicable clauses**

**As given in Annexure- A**

**SECTION - V**

**Declaration / Forms – F 1 to F 9,  
as given on page no. 15 to 24  
(To be printed on Company's Letterhead)**

**F-1**

**BIDDER'S GENERAL INFORMATION**

To  
The Managing Director  
Bharatiya Reserve Bank Note Mudran Private  
Limited, Bengaluru,

**Ref :- Tender No.: 002/CO/F&A/2023-24 dated 23<sup>rd</sup> May 2023**

1-1 Bidder Name:

1-1 (a) : IRDA licence no., with validity details :

1-2 Number of Years in Operation: \_\_\_\_\_

1-3 Registered Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1-4 Operation Address  
if different from above: \_\_\_\_\_

\_\_\_\_\_

1-5 Telephone Number \_\_\_\_\_

1-6 E-mail address & Web Site \_\_\_\_\_

1-7 Telefax Number \_\_\_\_\_

(Country Code) (Area Code) (Telephone Number)

Duly authorized to sign for and on behalf of.....

(Signature with seal)  
Name of the Officer :-  
Designation :-

Phone No./ Mobile no.

Date:

F-2

**Bid Validity**

To

The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bengaluru,

Dear Sir,

**Ref :- Tender No.: 002/CO/F&A/2023-24 dated 23<sup>rd</sup> May 2023**

We confirm that this bid is valid for a period of 120 days from the last due date of submission of the Bid, and it shall remain binding upon us and may be extended by any time before the expiration of that period.

We understand that Bid Document is not exhaustive and any action and activity not mentioned in Bid Documents but may be inferred to be included to meet the intent of the Bid Documents shall be deemed to be mentioned in Bid Documents unless otherwise specifically excluded and we confirm to perform for fulfilment of Agreement and completeness of the Work in all respects within the time frame and agreed price.

Duly authorized to sign for and on behalf of.....

(Signature with seal)

Name of the Officer :-

Designation :-

Phone No./ Mobile no.

Date:



**F- 3**  
**Power Of Attorney**

To  
The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bengaluru

**CERTIFICATE REGARDING AUTHORISATION BY HEAD OFFICE TO DEAL WITH BHARATIYA RESERVE BANK NOTE MUDRAN PVT LTD.**

We hereby authorize Mr.----- (Name and designation) and Mr. ----- (Name and Designation) posted at the Divisional office ----- (address of the office) to deal with Bharatiya Reserve Bank Note Mudran Private Limited for the complete insurance portfolio for **Tender No. 002/CO/F&A/2023-24 dated 23<sup>rd</sup> May 2023.** He / She is authorized to sign the quotations, tenders and deal with BRBNMPL as well as correspond with BRBNMPL on behalf of us i.e M/s..... (Name of the Insurance Company)

Duly authorized to sign for and on behalf of.....

(Signature with seal)  
Name of the Officer :-  
Designation :-

Phone No./ Mobile no.

Date:

F-4

**LETTER OF AUTHORITY TO ATTEND BID OPENING**

PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING BID OPENING AND  
SUBSEQUENT NEGOTIATIONS

Date:

To  
The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bengaluru

Dear Sir,

**Ref :- Tender No 002/CO/F&A/2023-24 dated 23<sup>rd</sup> May 2023**

We \_\_\_\_\_ hereby authorize following representative(s)  
to attend Technical Bid opening and Price Bid opening and for any other correspondence and  
communication against above Bidding Document:

- 1) Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_
- 2) Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

We confirm that we shall be bound by all commitments made by aforementioned authorised  
representatives.

Duly authorized to sign for and on behalf of.....

(Signature with seal)  
Name of the Officer :-  
Designation :-

Phone No./ Mobile no.

Date:

Note:

Not more than two persons are permitted to attend technical and price bid opening.

F-5

**NO DEVIATION CONFIRMATION**

To

The Managing Director  
Bharatiya Reserve Bank Note Mudran Private  
Limited, Bengaluru

Dear Sir,

**Ref :- Tender No.: 002/CO/F&A/2023-24 dated 23<sup>rd</sup> May 2023**

We understand that any deviation/exception in any form from the Terms & Conditions as given in Annexure A, may result in rejection of bid.

We, therefore, certify that we have not taken any exceptions/deviations anywhere in the bid and we agree that if any deviation/exception is mentioned or noticed, our bid may be rejected.

Duly authorized to sign for and on behalf of.....

(Signature with seal)

Name of the Officer :-

Designation :-

Phone No./ Mobile no.

Date:

**F-6**

**Experience details**

To  
The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bengaluru

**Ref :- Tender No 002/CO/F&A/2023-24 dated 23<sup>rd</sup> May 2023**

**DETAILS OF SIMILAR WORK DONE DURING PAST FIVE YEARS (till the last date of submission of bid)**

Description of the insurance contract & Policy No.	Location of the insurance contract	Full Postal Address and phone nos of Client & Name of Officer-in-Charge	Total Value of sum insured  Rs. In crore	Value of single consignment  Rs. In crore	Date of Commencement of insurance policy	Date of expiry of insurance policy

Note: Copies of Letter of awards for the above insurance contracts to be enclosed.

The contract completed earlier than five years need not be indicated here

The list of insurance policies, not of similar nature need not be indicated here

Failing to comply with aforementioned instructions may lead to rejection of bid.

Duly authorized to sign for and on behalf of.....

(Signature with seal)

Name of the Officer :-

Designation :-

Phone No./ Mobile no.

Date:

**F-7**

**DECLARATION**

To

The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bengaluru,

Dear Sir,

**Ref :- Tender No 002/CO/F&A/2023-24 dated 23<sup>rd</sup> May 2023**

- 1) We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.
- 2) We further confirm that, we have not been blacklisted or kept under holiday by any Public Sector Undertaking / Government Organization/Corporation.

We agree that if any of the above is noticed in future, our Bid may be rejected/ terminated.

**Further, we hereby confirm that, if after becoming a successful bidder & awarding of the contract by BRBNMPL, we fail to execute the same, we may be blacklisted.**

Duly authorized to sign for and on behalf of.....

(Signature with seal)

Name of the Officer :-

Designation :-

Phone No./ Mobile no.

Date:

**F-8**  
**Agreed Terms & Conditions**

To  
The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bengaluru

**Ref :- Tender No 002/CO/F&A/2023-24 dated 23<sup>rd</sup> May 2023**

1. We hereby confirm and certify that our offer in respect of policy terms, conditions, scope of cover are strictly as per details given in Annexure-A. We also certify that in the event of the mis-clarification/ misjudgement and/or deviation, we will indemnify BRBNMPL for any financial loss and / or penalty, if any, emanating from such deviation/mis-clarification/misjudgement.
2. We certify that the premium rate and discount considered by us in Price Bid are as per IRDA provisions and that there is no violation of the IRDA provisions whatsoever.
3. We confirm that the Excess clause is not applicable to Money in Transit policy.
4. It is hereby confirmed that the premium quoted is without any condition attached and the rate is clear, unambiguous and unconditional in all respect.
5. In normal circumstances, the claim shall be settled within 30 days from the date of claim lodged, net of the time taken by BRBNMPL for responding to surveyor's/Insurance Company comments
6. We note that apart from the terms & conditions mentioned in the policy, a special warranty is required i.e. (a) Claim will be payable by the insurance Company in the event of RBI makes a claim on the insured for the face value of the bank notes dispossessed during transit, even pending the outcome of the investigation. (b) In other cases, claim is payable by the insurer on lodgement of claim by the insured and within a reasonable period of Survey report thereupon.
7. Premium to be paid quarterly in advance. The proposed estimated sum insured can be enhanced also by paying premium at same rate. For unutilised sum insured, proportionate premium amount will be refunded by the Insurer.

Duly authorized to sign for and on behalf of.....

(Signature with seal)  
Name of the Officer :-  
Designation :-  
Phone No./ Mobile no.  
Date:

**F-9**  
**Conformity of Bid**

To  
The Managing Director  
Bharatiya Reserve Bank Note Mudran Private Limited,  
Bengaluru

It is hereby certified that the quotation given by us against **Tender No.: 002/CO/F&A/2023-24 dated 23<sup>rd</sup> May 2023** is as per IRDA provisions and there is no violation of the IRDA provisions whatsoever. In case of any violation of the tariff provisions by the insurance company, in the quotation, BRBNMPL would not be liable for any differential premium in any case. Also, there would be no effect on the settlement of the claims. However, in case there is any downward movement of the tariff provisions, which are applicable to BRBNMPL, the insurance company would ensure that the same is passed on to BRBNMPL.

Duly authorized to sign for and on behalf of.....

(Signature with seal)  
Name of the Officer :-  
Designation :-

Phone No./ Mobile no.

Date:

**SECTION- VI**

**EVALUATION OF BIDS**

Evaluation of bid shall be done on following basis: -

- a) Evaluation of the Technical Bid will be done first.
- b) Only bidders meeting the Bid Evaluation Criteria and other terms & conditions as defined in the tender documents shall be considered for price bid opening.
- c) The bidder(s) identified as quoted lowest premium amount among all the bidders will be declared the L1 bidder and accordingly rest of the bidders will also be rated as L2, L3...Ln in ascending order depending upon their quoted premium amount in the price bid.
- d) In case of tie in quoted premium rates, at any stage between/among bidders, the bidder having higher turnover (Total Net Premium) in the last Financial Year 2022-23 (in case Accounts for the FY 2022-23 are not finalized, Turnover for FY 2021-22 shall be considered) shall be declared lowest between/among them.
- e) BRBNMPL reserves the right to share the business with any other co-insurer at its discretion.
- f) BRBNMPL reserves the right to reject any or all bids without assigning any reason thereof and BRBNMPL's decision in this regard shall be final and binding on all the bidders.

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**SECTION - VII**

**Pre Contract Integrity Pact**

**As given in Annexure- B**

### Section VIII: Price Bid

<b>Premium Quotation for Money in Transit policy for BRBNMPL:</b>	
<b>Name of Bidder &amp; address:</b>	
<b>Items to be covered under Money in transit Policy Insurance:-</b>	Currency Notes in denominations of INR 10, 20,50,100,200,500, 2000 or any other denominations issued by RBI.
<b>a</b>	<b>Premium Rate for Rs. One crore of sum insured :-</b>
<b>b</b>	<b>GST @ .....% on (a) :-</b>
<b>c</b>	<b>Total Premium Rate with tax for Rs. One crore of sum insured (Rs.) ( a + b) :-</b>
<b>d</b>	<b>Total Face value of bank notes to be insured Annually approx. (Rs.in crore)</b>
<b>e</b>	<b>Total Premium with tax for Total Face value of bank notes to be insured in Rs. ( c*d)</b>

**Important note: -**

1.Warranty required for Money in-Transit Policy: Apart from the terms & conditions mentioned in the policy, a special warranty is required as under: (a) Claim will be payable by the insurance Company in the event of RBI makes a claim on the insured for the face value of the bank notes dispossessed, even pending the outcome of the investigation. (b) In other cases, claim is payable by the insurer on lodgement of claim by the insured and within a reasonable period of Survey report thereupon.

2. Premium to be paid quarterly in advance. The proposed estimated sum insured can be enhanced also by paying premium at same rate. For unutilised sum insured, proportionate premium amount will be refunded by the Insurer.

Duly authorized to sign for and on behalf of.....

(Signature with seal)

Name of the Officer :-

Designation :-

Phone No./ Mobile no.

Date

Tender No: 002/CO/F&A/2023-24 dated 23<sup>rd</sup> May,2023

**SCOPE OF WORK AND INSURANCE COVERAGE DETAILS:**

1. BRBNMPL proposes to take “Money In Transit (MIT)” insurance for covering the currency/banknotes carried from BRBNMPL, Mysuru and BRBNMPL, Salboni to various RBI issue Centres, Currency Chests and Banks in India.
2. Details of “MIT” insurance required for BRBNMPL are as under:

Sl.No.	Description	Total sum insured in INR
1	Money in Transit insurance for currency notes/ bank notes in denominations of 10, 20,50,100,200,500, 2000 or any other denomination issued by RBI to be dispatched by BRBNMPL, Mysuru and BRBNMPL Salboni to various RBI issue Centers, Currency Chests and Banks in India during the policy period	<b>INR 2, 58, 000 Crores</b>

3. **Policy Period:** One year from 30<sup>th</sup> June 2023 to 29<sup>th</sup> June 2024 and extendable on mutual agreement.
4. **Name of the Insured:** Bharatiya Reserve Bank Note Mudran (P) Limited (BRBNMPL)
5. **Address:** Registered Corporate Office, No. 3&4, 1st Stage, 1st Phase, BTM Layout, Bannerghatta Road, Bengaluru, INDIA – 560029
6. **Nature of Business:** Printing of Indian Currency/Banknotes of various denominations
7. **Denominations of Currency:** 10,20,50,100,200,500, 2000 or any other denomination issued by RBI
8. **Definition:** Money shall mean and include Currency Notes/ Bank notes even before it is put to circulation by Reserve Bank of India.
9. **Mode of transit:** Road, Rail and Air or the combination of by Road, Rail and Air.
10. **Transit Details:**
  - a. **Locations:** From printing presses of BRBNMPL, Mysuru and BRBNMPL, Salboni to various RBI issue centres, Currency Chests and Banks in India
  - b. **Risk Commencement:** Risk to attach from the moment the insured interest is received (under signature) by the person(s) responsible for transit and ends on handover to the designated recipient under signature at final destination i.e., Vault of RBI/ Bank/Currency Chest, including loading and unloading within secured area and storage in the area prior to the transit or after reaching the destination.
11. **Overall Approx Sum to be Insured during the policy period:** INR 2,58,000 Crores

**12. Per Transit Limit** for consignment (Maximum is INR 4000 Crores)

- a. **By Road:** INR 4000 Crores,
- b. **By Rail:** INR 4000 Crores
- c. **By Air:** INR 1500 Crores

**13.** Details of dispatch/remittances of banknotes including the security arrangements are provided in Section II.

**14. Coverage:**

Loss of money in transit including trans-shipment and incidental stopover before delivery at the final destination, by road, rail and air (including despatches by defence aircrafts from any defence air bases), including a composition of transportation modes from BRBNMPL Mysore press and from BRBNMPL Salboni Press to various RBI centres and any Currency Chest/Bank within India due to

- Fire
- Lightning
- Explosion/Implosion
- Strike
- Lockout
- Workmen or persons taking part in labour disturbances
- Riot or Civil Commotion,
- Any terrorist or any person acting from a political motive
- Persons acting maliciously
- Damage due to extraneous substances
- Damage due to assault
- Direct or indirect accidental damages
- Earthquake
- Storm
- Cyclone
- Typhoon
- Tempest
- Hurricane
- Tornado
- Flood and Inundation
- Theft
- Robbery
- Dacoity
- Rain water damage
- Accident to carrying vehicle
- Or any other fortuitous cause

## 15. Special Terms and Conditions:

- a. Special warranty is required as under:
  - i. Claim will be payable by the Insurance Company in the event of RBI makes a claim on the insured for the face value of the bank notes dispossessed, even pending the outcome of the investigation.
  - ii. In other cases, claim is payable by the insurer on lodgement of claim by the insured and within a reasonable period of Survey report thereupon.
- b. If BRBNMPL wants to cover any specific consignment where per transit limit is more than INR 4000 crore, then the per transit limit can be enhanced for specific consignment with special premium implications. Additional premium charges will be at annual policy rate for the differential limit. Such consignment will be intimated to the insurer prior to the start of transit for information/approval. Expected number of consignments which may exceeds the per transit limit of INR 4000 crore during the policy period is **10**. For example if BRBNMPL wants to cover a consignment where per transit limit is INR 7500 crore then additional premium will be payable for INR 3500 crore at annual policy rate. Such consignments will be intimated to the Insurer prior to the start of the transit for information and approval.
- c. BRBNMPL will not have to declare any consignments throughout the year irrespective of locations, no. of stops etc. as long as consignment face value per transit limit is within INR 4000 crore and overall transit is not crossing INR 2,58,000 crores.
- d. Premium to be paid quarterly in advance. The proposed estimated sum insured can be enhanced also by paying premium at same annual premium rate. For unutilised sum insured, proportionate premium amount will be refunded by the Insurer.
- e. **Claims Procedure:** Upon the happening of any event giving rise or likely to give rise to claim under this policy, coming to the knowledge of the insured.
  - i. The insured shall give immediate notice to the police and to the policy issuing office of The Insurance company and take all practicable steps to discover the guilty persons and person and to recover the money lost.
  - ii. The insured shall deliver to The Insurance Company within a reasonable period of time from the date on which the event shall have come to his knowledge a detailed statement in writing, of the loss.

iii. The Insured shall furnish all explanations, vouchers, proof of ownership and other evidence to substantiate the claim and The Insurance company may, if it deems necessary, require corroborative evidence of the statements of the insured and its employee's.

**16. Arbitration and Disclaimer:** If any dispute or difference shall arise as to the quantum to be paid under the policy (liability being otherwise admitted) such difference shall independently of all other questions be referred to the decision of a sole arbitrator to be appointed in writing by the parties to or if they cannot agree upon a single arbitrator within 60 days of any party invoking arbitration the same shall be referred to a panel of three arbitrators, comprising of two arbitrators, one to be appointed by each of the parties to the dispute/difference and the third arbitrator to be appointed by such two arbitrators and arbitration shall be conducted under any in accordance with the provisions of the Arbitration and Conciliation Act,1996.

**17. Basis of indemnity:** In case bank notes are dispossessed during transit, face value of the notes (due to instances like robbery, theft, dacoity, accident etc..) shall be settled towards the claims. In other cases, where the notes are destroyed, prevailing selling price of banknotes damaged/destroyed shall be paid, (present selling price ranges from Rupees 1.00 to 3.00 per banknote depending on the denomination of bank notes)

\*\*\*\*\*

Tender No: **002/CO/F&A/2023-24** dated 23<sup>rd</sup> May, 2023

**INTEGRITY PACT**

Between

**Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL)** hereinafter referred to as **“The Principal”**

and

..... Hereinafter referred to as **“The bidder/**

**Contractor:**

**Preamble**

The Principal intends to award, under laid down organisational procedures, contract/s for ..... The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and / or Contractor(s).

In order to achieve these goals, Independent External Monitors (IEMs), appointed by the Principal will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 – Commitments of the Principal**

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
  - a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - c. The Principal will exclude from the process all known prejudiced persons.

- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

## **Section 2 – Commitments of the Bidder(s)/Contractor(s)**

- (1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.
  - a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The Bidder(s) / Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
  - c. The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. Bidders are required to submit a self-declaration that they are not engaging any agent for participation in the bidding/ procurement process.



e. Bidder(s) / Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter

(2) The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 – Disqualification from tender process and exclusion form future contracts**

If the Bidder(s) / Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) / Contractor(s) from the tender process or take action as per clause 6.5 (Ban and Blacklisting) of procurement manual of BRBNMPL.

### **Section 4 – Compensation for Damages**

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the contractor liquidated damage of the Contract value of the amount equivalent to Performance Bank Guarantee.

### **Section 5 – Previous transgression**

(1) The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country confirming to anticorruption approach in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

- (2) If the Bidder makes incorrect statement on the subject, he can be disqualified from the tender process or action can be taken as per clause 6.5 (Ban and Blacklisting) of procurement manual of BRBNMPL.

### **Section 6 – Equal treatment of all Bidders / Contractors / Subcontractors**

- (1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
- (3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

### **Section 7 – Criminal charges against violating Bidder(s) / Contractor(s) / Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

### **Section 8 – Independent External Monitor**

Name of the IEM: Dr. B C Gupta (Retd. IAS) & Shri M N Krishnamurthy (Retd. IPS)

E-mail: bcgupta2000@yahoo.com & krishnamurthymn19@gmail.com

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him/her

to treat the information and documents of the Bidders/Contractors as confidential. He / she reports to the Chairman, BRBNMPL.

- (3) The Bidder(s) / Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- (4) The Monitor is under Contractual obligation to treat the information and documents of the Bidder(s) / Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, BRBNMPL and recuse himself / herself from that case.
- (5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (7) The monitor will submit a written report to the Chairman, BRBNMPL within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
- (8) If the Monitor has reported to the Chairman, BRBNMPL, a substantiated suspicion of an offence under relevant IPC / PC Act, and Chairman BRBNMPL has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word '**Monitor**' would include both singular and plural.

### **Section 9 – Pact Duration**

The Pact beings when both parties have legally signed it. It expires from the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months

after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman of BRBNMPL.

**Section 10 – Other provisions**

- (1) This agreement is subject to Indian Law Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Bengaluru.
- (2) Changes and supplements as well as termination notice need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

\_\_\_\_\_  
(For & On behalf of the Principal)  
(Office Seal)

\_\_\_\_\_  
(For & On behalf of Bidder/ Contractor)  
(Office Seal)

Place:

Date:

Witness 1:  
(Name & Address)

Witness 1:  
(Name & Address)

Witness 2:  
(Name & Address)

Witness 2:  
(Name & Address)