

Bank Note Paper Mill India Private Limited, Bangalore

E-Tender

(www.tenderwizard.com/BNP)

Invites sealed quotations for comprehensive Annual Maintenance Contract for Air Conditioning System installed at corporate office of Bank Note Paper Mill India Private Ltd. (A JV of SPMCIL – A Govt. of India Enterprise and BRBNMPL – A Subsidiary of RBI).

The tender document along with eligibility criteria are hosted on website <http://www.bnpmindia.com>. The tender may be purchased from the Office of Managing Director, Bank Note Paper Mill India Private Limited, 1st Floor, S.R. Infotech Complex, #2, Thavrekere Main Road, SG Palya, Bangalore - 560 029. Tender may also be downloaded from the above referred website.

The cost of tender document is Rs 1,000/- which is non-refundable.



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Tender No. BNPM/CO/COHVAC/07/2015-16 Dated 08.05.2015

**BANK NOTE PAPER MILL INDIA PRIVATE LIMITED
1st Floor, S.R. Infotech Complex, #2, Thavrekere Main Road, SG Palya,
Bangalore 560 029**

**TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT
FOR AIR CONDITIONING SYSTEM INSTALLED AT CORPORATE OFFICE
OF
BANK NOTE PAPER MILL INDIA PRIVATE LTD., BANGALORE**

**CORPORATE OFFICE
BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

**1st Floor, S.R. Infotech Complex,
#2, Thavarekere Main Road, SG Palya,
Bangalore-560029**

**Architects
INNOVARCH ARCHITECTS (I) PVT. LTD
#47/5, 6TH Cross, Lavelle Road,
Bangalore 560001
Ph – 22118056**

**Last date for submission of tender: 1400 Hours on 26.05.2015
Opening of Bids: 1500 Hours on 26.05.2015**



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I. NOTICE INVITING TENDER

Bank Note Paper Mill India Private Limited (BNPMIPL) is a joint venture company between Bharatiya Reserve Bank Note Mudran Private Limited (A wholly owned subsidiary of Reserve Bank of India) and Security Printing and Minting Corporation India Limited (100% owned by Government of India), incorporated for setting up & manufacturing of bank note papers at Mysore.

1. Sealed tenders are invited by BNPMIPL from eligible & financially sound bidders for 12 months comprehensive Annual Maintenance Contract (AMC) for Air Conditioning System installed at corporate office of Bank Note Paper Mill India Private Ltd.
2. **Scope of Work:** The contract includes all the work considered necessary to maintain the units in good working condition. The scope of work involves the maintenance of air-conditioning systems (listed in Annexure – A) at corporate office of BNPMIPL – Bangalore for a period of 12 months from the date of award of work and shall cover the following:
 - a) Diagnose the faults and rectify the defects detected, within 24 hours of intimation/complaint by any mode of communication (telephone, email etc).
 - b) Repair/replace the faulty parts etc. of the Air Conditioner, within 24 hours of intimation/complaint by any mode of communication (telephone, email etc).
 - c) Carry out the periodical (once in three months) preventive maintenance (Routine inspection, checking and servicing of all units).
 - d) Filters of A/C systems should be cleaned periodically.
 - e) Overhauling/repairing/replacement of any parts as and when needed. The contractor will have to keep sufficient spare parts to reduce the breakdown period to minimum possible time.
 - f) The contractor should use only genuine spare parts whatsoever required for replacement for proper maintenance and satisfactory performance of the units including required gas. All the materials/spares will be arranged/supplied by the contractor himself for which nothing extra than the rates quoted for comprehensive maintenance, will be payable to him. The maintenance/repair/replacement of copper pipe/drain pipe/electrical cables connecting the outdoor units is also covered under the contract. However, condensing unit/evaporator unit/MS trays and housing / supply air diffusers / return air grills etc., are not covered under this contract.
 - g) Replacement of the condenser coil, evaporator coil, filters, electrical cabling or any other major equipment/work is excluded from this contract. No spares, consumable or any other items will be supplied by BNPMIPL.
 - h) Deployment of one qualified and trained AC Serviceman/mechanic during maintenance work.

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3. Eligibility Criteria: The prospective bidders should have the following eligibility criteria and should submit the documents as mentioned below.

a) Proof of having successfully completed similar works along with the work orders / performance Certificate/ Completion Certificate indicating a) Name of Work, b) Name of Owner, c) Value of work, d) Scheduled date of completion, e) Actual Value of works on completion f) Actual date of completion g) Any other information, during last 5 years ending on 31.03.2015 as per either of the following:

I) Three similar completed works costing not less than the amount of Rs. 1,00,000/- (Rupees One Lakh only) in the last 5 years up to 30.04.2015. **OR**

II) Two similar completed works costing not less than the amount of Rs 1,25,000/- (Rupees One Lakh and Twenty Five Thousand only) in the last 5 years up to 30.04.2015. **OR**

III) One similar completed works costing not less than the amount of Rs 2,00,000/- (Rupees Two Lakhs only) in the last 5 years up to 30.04.2015.

Similar work means the successfully completed the AMC of different types of air conditioners & systems.

b). Financial Standings:

I) Bidder Firms should not have suffered any financial loss for more than one year during the last three years ending 31.03.2014.

II) The net worth of the firm should not have eroded by more than 30% in the last three years ending 31.03.2014.

c). Proof of registration with WORKS CONTRACT TAX (VAT) / valid SALES TAX / PAN / and Service Tax clearance certificate, ESI certificates, Provident Fund.

4. Cost of Tender Form: The cost of tender is Rs.1,000/- and is non-refundable. The cost of tender shall be paid by Demand draft payable at Bangalore in favour of **Bank Note Paper Mill India Private Limited** payable at **Bangalore** should be submitted in the envelope containing Earnest Money Deposit (EMD).

5. Tenders should be addressed to Managing Director, Bank Note Paper Mill India Private Limited and should be submitted on or before **1400 hrs on May 26, 2015** in sealed covers at the office of BNPM at 1st Floor, S.R. Infotech Complex, #2, Thavarekere Main Road, S.G. Palya, Bangalore - 560029. Tenders in person may be handed over to AGM (T)/GM (T). The bid shall be opened at **1500 hrs on May 26, 2015** at the above mentioned address.

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6. Tenders should be submitted in original in a sealed cover, to the offices of the BNPM, super subscribed "Tender for AMC for Air Conditioning System at BNPMIPL Corporate Office". The tender shall be submitted as follows:

a) Envelope -1 shall contain the following

- I. Cost of tender document in the form of DD of Rs 1,000/-
- II. EMD of Rs 5,000/- in the form of DD.
- III. Technical Deviations, if any.
- IV. Documentary proof in support for eligibility criteria.
- V. Copy of the blank tender document without any reference to price duly signed on all pages.

b) Envelope -2 shall contain the following

Price Bid as per format enclosed with Tender document.

Both the envelopes will be put in one envelope and super subscribed "**Tender for AMC for Air Conditioning System at BNPMIPL Corporate Office**".

7. Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.
8. Tenderers should quote their prices and rates both in figures and in words. No blank spaces shall be left. All erasures and corrections made while filling up the tender shall be initiated by the tenderer.
9. If the tender is made by or on behalf of an Owner it shall be signed by a person having the power of attorney to enter into such contracts. A copy of such power of attorney or similar authorizing letter shall be enclosed. If it is made by a Partnership Firm it shall be signed with the Co-Partner named by a member of the firm who shall sign in his own name and give the name and address of each partner of the firm and attach a copy of Power of Attorney with the tender authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
10. The tender shall remain open for acceptance for a period of 30 days from the date of opening of the tender.
11. Every tenderer is expected to inspect the site of the proposed work before quoting his rates. The responsibility of maintaining the air conditioners shall rest solely with the contractor.
12. If any accident takes place at the site during the routine and preventive maintenance, it will be the responsibility of the contractor to indemnify the department of any losses arising out of such accidents/ losses theft etc.



- 13.** Prices quoted should be for an indivisible contract basis and should include all royalties, duties, taxes, octroi, entry tax, and any other duties and taxes leviable by the Central and state governments and other statutory bodies. The rates quoted will be treated as all inclusive and no further claims whatsoever will be entertained in this respect.
- 14.** Matters not covered by the specifications given in the contract as a whole shall be covered by the relevant Indian Standard Codes. If such codes for a particular subject have not been framed, the decision of the Consultants shall be final.
- 15.** The acceptance of the tender will rest with the Owner, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assigning any reason thereof.
- 16.** The owner also reserves the right to allot the work partly or wholly to single or different contractors.
- 17.** On accepting the tender, the contractor shall nominate one experienced person who would be supervising the maintenance work and would be responsible for taking instructions for carrying out the work.
- 18.** Minor Infirmity/Irregularity/Non-Conformity: If during the preliminary examination, BNPM find any minor infirmity and/ or irregularity and/ or non-conformity in a tender, BNPM may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the tenderers. Wherever necessary, BNPM will convey its observation on such 'minor' issues to the tenderer by registered/ speed post etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.
- 19. Discrepancy in Prices:**
- i). If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless BNPM feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- ii). If, there is an error in a total price, which has been worked out through addition and/ or subtraction of subtotals, the subtotals shall prevail and the total corrected; and
- iii). If, there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail



iv). If, as per the judgment of BNPM, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered/speed post. If the tenderer does not agree to the observation of BNPM, the tender is liable to be ignored.

20. Security Deposit / Retention Money: 5% of the contact value shall be retained as Security deposit. The above security deposit will be released on satisfactory completion of the contract. The above amount shall not bear any interest. Successful bidder should submit the security deposit within 21 days from the award of the contract.

21. Earnest Money Deposit (EMD): Interest free EMD of Rs 5,000/- (Rupees Five Thousand only). The EMD shall be paid by Demand Draft in favour of **Bank Note Paper Mill India Private Limited** payable at **Bangalore**. The EMD of unsuccessful bidders shall be returned on finalization of the tender. The EMD of successful bidder shall be returned on successful completion of the work. The tender without EMD shall be liable for rejection.

22. Refund of Deposits: The Security deposit may be returned to the contractor after successful completion of the Project against a Bank Guarantee of 5% of the contract value valid for a period of 12 months (covering the defects liability period).

23. Terms of Payment: No advance payment will be made to the contractor. Quarterly payment will be released within 15 days against the raised bill dully certified by the Engineer-in-charge of BNPMIPL.

24. Date of Commencement: The contract will be for a period of **12 months**. The date of commencement of work will be mentioned in the work order. The comprehensive AMC of the air conditioning system should be carried out at the following location:

**Bank Note Paper Mill India Pvt. Ltd.
1st Floor, S.R. Infotech Complex,
#2, Thavarekere Main Road, SG Palya,
Bangalore – 560029.**

25. Cancellation of Contract: In cases of poor workmanship and non-compliance of tender/agreement or services provided by the contractor are not found to be satisfactory, the contract shall be terminated by BNPM by giving 15 days' notice even before the expiry of contract period and shall be forfeited the security deposit without assigning any reason what so ever.

26. Termination for Convenience: BNPM reserves the right to terminate the contract, in whole or in part for its (BNPM's) convenience, by issuing one month



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prior written notice to the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of BNPM. The notice shall also indicate inter-alia, the extent to which the supplier's performance under the contract is terminated, and the date with effect from which such termination will become effective.

27. Water and Electricity: Water and Electricity will be supplied at one point free of charge.

28. Any damage caused to BNPMIPL Property or its personnel, due to the service provider's negligence, mishandling etc. shall be borne by the service provider.

29. Receipt of Tenders: Tenders should be submitted at the offices of **The Managing Director, Bank Note Paper Mill India Private Limited, 1st Floor, S.R. Infotech Complex, #2, Thavarekere Main Road, S.G. Palya, BANGALORE – 560029.** Tenders in person may be handed over to GM / AGM / Manager / Deputy Manager.

30. Tender Evaluation and award of work: Tenders will be evaluated as per the terms and based on responsiveness taking into account all relevant factors. While the lowest offer will generally be the criteria, BNPM reserves the right to reject any offer including the lowest one if the same is not conforming to its norms. The decision of BNPM in this regard will be final.

All the above terms and conditions have been read, understood and accepted by me.

Authorised Signatory

Name of the Person Signing the Tender _____

Designation _____

Seal with address _____

Address of local office _____



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II. PERFORMA OF TECHNO-COMMERCIAL BID

From

Date :

Company Name,
BNPMIPL VENDOR REGISTRATION NO:
Address.

To

The Managing Director,
Bank Note Paper Mill India Private Limited
1st Floor, S.R. Infotech Complex,
#2, Thavarekere Main Road,
S.G. Palya, Bangalore 560 029

Dear Sir,

Sub : Part I : Techno-Commercial Bid

Ref : Your Tender Enquiry No. _____ dated

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

1) Our company's profile.

- Name of the firm:
- Status of the firm: Proprietor/Partnership/Regd. Company/Co-op Society
- Local / Central Sales Tax / Excise Regn. No.:
- Income Tax P.A.N. No.:
- Bankers and their Address:

2) List of our valuable customers:

3) We confirm to supply the service for AMC of air conditioning systems strictly as per the requirements mentioned in the tender document.

4) We enclose Sample (WHEREVER APPLICABLE) for evaluation purpose.

5) a) We enclose a D.D./Pay Order / No Datedfor an amount of Rs. 5,000/- (Rupees Five thousand only) towards interest free E.M.D. as per tender condition.

b) We enclose a DD/Pay Order/ No. Datedfor an amount of Rs.1,000 (Rupees One Thousand only) towards non-refundable cost of tender documents.

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6) We would like to offer the following terms in the context of the technical and commercial aspects of the supply : -

A.

B.

C.

(Strike out, if not applicable)

7) We confirm that we will abide by all the tender conditions and we do not have any counter conditions.(Authorization letter of the original manufacturer should be enclosed wherever required)

Thanking you,
Yours faithfully,

Seal

()
Name
Signature with date.

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III. PROFORMA OF PRICE BID

Annual Maintenance Contract for Air Conditioning System Installed at Corporate Office of BNPMIPL, Bangalore

From
Company Name,
BNPMIPL VENDOR REGISTRATION NO.:
Address

To
The Managing Director,
Bank Note Paper Mill India Private Limited
1st Floor, S.R. Infotech Complex,
#2, Thavarekere Main Road,
S.G. Palya, Bangalore 560 029

Dear Sir,

Sub : Price Bid for Comprehensive Annual Maintenance Contract for Air Conditioning System Installed at BNPMIPL – Bangalore
Ref : Your Tender Enquiry No. BNP/CO/COHVAC/07/2015-16 dated 08.05.2015

1. We received your tender enquiry cited and we are pleased to enclose the following as our Price Bid for your kind consideration.

SL. NO	DESCRIPTION	QTY (Nos.)	Duration	PRICE	SERVICE TAX/ VAT@....%	OTHER CHARGES If any...	TOTAL INCLUSIVE OF ALL TAXES AND DUTIES
1.0	Comprehensive Annual Maintenance Contract for Air Conditioning System installed at corporate office of BNPMIPL in line with scope of work.	As per Annexure – A	12 Months				
GRAND TOTAL INCLUSIVE OF ALL TAXES & DUTIES (IN FIGURES)							
GRAND TOTAL INCLUSIVE OF ALL TAXES & DUTIES (IN WORDS)							

2. We confirm that the quoted prices are all inclusive and firm and there would not be any price escalation during the service period. We also confirm that we will abide by all the tender conditions and we do not have any counter conditions.

Notes:

- 1) The quoted price shall also include any other item of work not specifically mentioned above but required for completion of the entire work.
- 2) Prices quoted in Sl.No 1.0 shall be inclusive of packing & forwarding charges, freight, octroi, transit Insurance and all other charges for spares, if applicable.



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SIGNATURE OF THE BIDDER

Annexure – A

**(List of Air Conditioning Systems installed at Corporate Office of
Bank Note Paper Mill India Private Limited, Bangalore)**

Sl. No.	Description	Make	Nos. of Units
1.	21HP BVRF Air Conditioners	Blue Star	03
2.	7.5HP BVRF Air Conditioners	Blue Star	01
3.	VCE 412 3.5TR Vertical Unit	Blue Star	02
4.	VCE 542 4.5TR Vertical Unit	Blue Star	03

