



# **Expression of Interest (EOI)**

## **Engagement of Consulting Services for Designing of New Banknotes Series**

**March, 2024**

## **Contents**

SECTION I – REQUEST FOR EXPRESSION OF INTEREST/LETTER OF INVITATION	3
SECTION II – INSTRUCTIONS TO CONSULTANT	4
SECTION III – ELIGIBILITY/QUALIFICATION CRITERIA	7
SECTION IV – TERMS OF REFERENCE	8
SECTION V – GUIDELINES FOR SUBMISSION OF INTEREST	10
SECTION VI – LETTER OF SUBMISSION OF INTEREST	11
SECTION VII – CONSULTANT’S INFORMATION FORM	12
SECTION VIII – UNDERTAKING (NATIONAL FIRMS)	14
SECTION IX – UNDERTAKING (INTERNATIONAL FIRMS)	15
SECTION X – PROJECT SCOPE & REFERENCES OF CLIENTS OF CONSULTANT	16



## SBP BANKING SERVICES CORPORATION

### Letter of Invitation

EOI No. GSD (Proc-II) / FD-New Banknotes Series /7672/2024

SBP Banking Services Corporation on behalf of State Bank of Pakistan (SBP) invites Expression of Interest (EOI) from the prospective firm(s) for **Designing of New Banknotes Series**. Bidding will be conducted pursuant to *Regulation-3 (B) - Quality and Cost Based Selection (QCBS)* method of Procurement of Consultancy Services Regulations, 2010 (PCSR, 2010). Request for Proposal (RFP) Documents soliciting sealed Technical and Financial Proposals will be issued only to shortlisted firms.

Expressions of Interest (EOI) Documents containing the detailed description of the assignment and Terms & Conditions may be obtained, free of cost upon submission of an email request at [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk) or can be directly downloaded from SBP website at [www.sbp.org.pk](http://www.sbp.org.pk). In case of any discrepancy/conflict, provisions of EOI Documents including any addenda posted on the procuring agency's website, shall prevail.

A pre-submission meeting will be held on **March 12, 2024 at 11:00 AM, Pakistan Standard Time (PKT)** via Zoom Meeting Application. Meeting ID & Password is given in the EOI Documents. The prospective firms can also obtain the Meeting ID & Passcode through an email request at [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk).

The EOI response, prepared in accordance with the instructions provided in the EOI Documents, must be delivered in the hard form at the address given below. The EOI response must be submitted (in person, or by post) on or before **April 05, 2024 at 03:30 PM (PKT)** which shall be opened on the same day at **04:00 PM (PKT)** at the Learning Resource Center, State Bank of Pakistan, I.I. Chundrigarh Road, Karachi, Pakistan in the presence of representatives of firms who may choose to be present. This advertisement is also available on websites of SBP: [www.sbp.org.pk](http://www.sbp.org.pk) & Public Procurement Regulatory Authority (PPRA): [www.ppra.org.pk](http://www.ppra.org.pk)

**Senior Joint Director**  
Procurement Division-II  
General Services Department  
4<sup>th</sup> Floor, BSC House, State Bank of Pakistan  
I.I Chundrigar Road, Karachi  
Tel: (021) 3311-5420/5477  
Email: [gsd.proc2@sbp.org.pk](mailto:gsd.proc2@sbp.org.pk)

## SECTION II – INSTRUCTIONS TO CONSULTANTS

A. General																			
<b>1. Scope of Expression of Interest (EOI)</b>	1.1. State Bank of Pakistan (SBP) – hereinafter referred to as the “ <b>Procuring Agency</b> ”, having its principal place of business at I.I. Chundrigar Road, Karachi, Pakistan, wherever the context requires shall be deemed to include its subsidiaries invites sealed Expression of Interest (EOI) for <b><u>Engagement of Consulting Services for Designing of New Banknotes Series</u></b>																		
<b>2. Qualification &amp; Eligibilities of Consultant</b>	<p>2.1. The Firm (hereinafter referred to as the “<b>Consultant</b>”) fulfilling the following criteria is eligible to participate in the procurement process.</p> <p><b><u>Eligibility/Qualification Criteria</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="width: 10%; padding: 5px;">Sr.#</th> <th style="width: 50%; padding: 5px;">Evaluation Parameter</th> <th style="width: 40%; padding: 5px;">Means of Verification</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">1.</td> <td style="padding: 5px;"><b>Registration:</b> The Consultant must be registered with the relevant authorities.</td> <td style="padding: 5px;">i. National Firms: a. Tax Registration /NTN; and b. Active Tax Payer Certificate/Proof ii. International Firms: a. Certificate of incorporation /registration of respective country.</td> </tr> <tr> <td style="text-align: center; padding: 5px;">2.</td> <td style="padding: 5px;"><b>General Experience:</b> The Consultant must have 10 years of experience in designing banknotes.</td> <td style="padding: 5px;">Certificate of Incorporation/oldest contract or any other sufficient proof acceptable to the Procuring Agency.</td> </tr> <tr> <td style="text-align: center; padding: 5px;">3.</td> <td style="padding: 5px;"><b>Specific Experience:</b> The Consultant must have provided services in banknotes designing to at-least 05 Central Banks/ Monetary Authorities /Governments/Banknote Printers for successful issuance of at least 25 banknotes during last 10 years.</td> <td style="padding: 5px;">Copies of Contract / Purchase order / Work Order/project sign off/ completion certificate(s)/ reference email from client(s) or any other documentary proof acceptable by the Procuring Agency. Note: Consultants will also be required to provide details regarding project scope and references of the clients for each project which includes name of client, email id of client’s concerned resource, client’s contact number, etc. (Format given at <b>Section X</b>)</td> </tr> <tr> <td style="text-align: center; padding: 5px;">4.</td> <td style="padding: 5px;"><b>Annual Turnover:</b> The Consultant must have Annual Sales volume/Gross Turnover of at least PKR 100 Million (or equivalent amount in FCY) in any year of last 03 (three) years.</td> <td style="padding: 5px;">Audited Financial Statements</td> </tr> <tr> <td style="text-align: center; padding: 5px;">5.</td> <td style="padding: 5px;">Declaration for Not Being Ineligible: (i) National Consultants: Confirmation that Consultant is not blacklisted or debarred by any organization and is not in the sanctioned list of National Counter Terrorism Authority (NACTA) of Pakistan (ii) International Consultants:</td> <td style="padding: 5px;">National Firms: Undertaking on stamp paper of Rs. 100/- as per format given under <b>Section VIII</b>.  International Firms: Undertaking on Firm’s letterhead as per format given under <b>Section IX</b>.</td> </tr> </tbody> </table>	Sr.#	Evaluation Parameter	Means of Verification	1.	<b>Registration:</b> The Consultant must be registered with the relevant authorities.	i. National Firms: a. Tax Registration /NTN; and b. Active Tax Payer Certificate/Proof ii. International Firms: a. Certificate of incorporation /registration of respective country.	2.	<b>General Experience:</b> The Consultant must have 10 years of experience in designing banknotes.	Certificate of Incorporation/oldest contract or any other sufficient proof acceptable to the Procuring Agency.	3.	<b>Specific Experience:</b> The Consultant must have provided services in banknotes designing to at-least 05 Central Banks/ Monetary Authorities /Governments/Banknote Printers for successful issuance of at least 25 banknotes during last 10 years.	Copies of Contract / Purchase order / Work Order/project sign off/ completion certificate(s)/ reference email from client(s) or any other documentary proof acceptable by the Procuring Agency. Note: Consultants will also be required to provide details regarding project scope and references of the clients for each project which includes name of client, email id of client’s concerned resource, client’s contact number, etc. (Format given at <b>Section X</b> )	4.	<b>Annual Turnover:</b> The Consultant must have Annual Sales volume/Gross Turnover of at least PKR 100 Million (or equivalent amount in FCY) in any year of last 03 (three) years.	Audited Financial Statements	5.	Declaration for Not Being Ineligible: (i) National Consultants: Confirmation that Consultant is not blacklisted or debarred by any organization and is not in the sanctioned list of National Counter Terrorism Authority (NACTA) of Pakistan (ii) International Consultants:	National Firms: Undertaking on stamp paper of Rs. 100/- as per format given under <b>Section VIII</b> .  International Firms: Undertaking on Firm’s letterhead as per format given under <b>Section IX</b> .
Sr.#	Evaluation Parameter	Means of Verification																	
1.	<b>Registration:</b> The Consultant must be registered with the relevant authorities.	i. National Firms: a. Tax Registration /NTN; and b. Active Tax Payer Certificate/Proof ii. International Firms: a. Certificate of incorporation /registration of respective country.																	
2.	<b>General Experience:</b> The Consultant must have 10 years of experience in designing banknotes.	Certificate of Incorporation/oldest contract or any other sufficient proof acceptable to the Procuring Agency.																	
3.	<b>Specific Experience:</b> The Consultant must have provided services in banknotes designing to at-least 05 Central Banks/ Monetary Authorities /Governments/Banknote Printers for successful issuance of at least 25 banknotes during last 10 years.	Copies of Contract / Purchase order / Work Order/project sign off/ completion certificate(s)/ reference email from client(s) or any other documentary proof acceptable by the Procuring Agency. Note: Consultants will also be required to provide details regarding project scope and references of the clients for each project which includes name of client, email id of client’s concerned resource, client’s contact number, etc. (Format given at <b>Section X</b> )																	
4.	<b>Annual Turnover:</b> The Consultant must have Annual Sales volume/Gross Turnover of at least PKR 100 Million (or equivalent amount in FCY) in any year of last 03 (three) years.	Audited Financial Statements																	
5.	Declaration for Not Being Ineligible: (i) National Consultants: Confirmation that Consultant is not blacklisted or debarred by any organization and is not in the sanctioned list of National Counter Terrorism Authority (NACTA) of Pakistan (ii) International Consultants:	National Firms: Undertaking on stamp paper of Rs. 100/- as per format given under <b>Section VIII</b> .  International Firms: Undertaking on Firm’s letterhead as per format given under <b>Section IX</b> .																	

	Confirmation that consultant has neither been declared as blacklisted or debarred by Procurement/ Counter-Terrorism Authority of the country, where Consultant is registered, nor the Consultant itself and its country of origin or country of operations is in the sanctioned list of UN.
<b>3. One EOI per Consultant</b>	3.1. The Consultant shall submit only one EOI. Joint Venture or Sub-Consultancy is not allowed.
<b>4. Cost of EOI</b>	4.1. The Consultant shall bear all costs associated with the preparation and submission of its EOI, and the <b>Procuring Agency</b> will in no case be responsible or liable for such costs whether or not the Consultant qualifies for the award of contract.
<b>5. Contents of EOI</b>	5.1. The contents of EOI Documents are listed below. These should be read in conjunction with any addenda that may be issued before the closing date. <ul style="list-style-type: none"> <li>i. Request for EOI/Letter of Invitation</li> <li>ii. Instructions to Consultants</li> <li>iii. Eligibility/Qualification Criteria</li> <li>iv. Terms of Reference</li> <li>v. Guidelines for Submission of Interests</li> <li>vi. Letter of Submission of Interest</li> <li>vii. Consultant's Information Form</li> <li>viii. Format of Undertaking (National Firms)</li> <li>ix. Format of Undertaking (International Firms)</li> <li>x. Project Scope &amp; Reference of Clients of Consultants</li> </ul>
<b>6. Amendment of EOI Documents</b>	6.1. At any time before the deadline for submission of EOI, the <b>Procuring Agency</b> may, for any reason, whether at its initiative or in response to a clarification requested by a Consultant, amend the EOI documents. Amendments will modify or replace/supersede earlier ones.  6.2. Amendments will be provided in the form of <i>Addenda</i> to the EOI documents, which will be sent in writing to all the Consultants in receipt of the EOI documents from the <b>Procuring Agency</b> and also uploaded on Procuring Agency's website. Addenda will be binding on the Consultants. It will be assumed that the amendments contained in such Addenda will have been taken into account by the Consultant in its EOI.  6.3. To allow the Consultants reasonable time to take the amendment into account in preparing their EOI, the <b>Procuring Agency</b> may, at its discretion, extend the deadline for the submission of EOI.
<b>B. Preparation of Interests</b>	
<b>7. Language of EOI</b>	7.1. The EOI prepared by the Consultant, as well as all the correspondence and documents relating to the EOI, exchanged by the Consultant and the Procuring Agency shall be written in English or Urdu.

<b>8. Documents Comprising the EOI</b>	8.1. The EOI submitted by the Consultants shall comprise all the documents to establish their Eligibility/Qualification including incorporation/registration documents as per prevailing laws which includes but is not limited to copies of incorporation certificates, tax registration certificates, active taxpayer proof, etc. The successful Consultant will ensure compliance with all relevant local tax laws including necessary registration, if required.
<b>C. Submission of Interests</b>	
<b>9. Sealing &amp; Marking of EOI</b>	9.1. The Consultant shall submit one original and two copies of EOI documents, in separate envelopes; duly marked the envelopes as <b>“ORIGINAL EXPRESSION OF INTERESTS DOCUMENTS”</b> and <b>“COPY NO. [number].”</b>
<b>10. Deadline for Submission of EOI</b>	10.1. EOI must be received by the Procuring Agency by the time and at the address specified in the Request for Expression of Interest/Letter of Invitation.
<b>11. Late Submission of EOI</b>	11.1. The Procuring Agency will not entertain the EOI received after the prescribed deadline.
<b>D. Evaluation of Interests</b>	
<b>12. Evaluation and Comparison of EOI</b>	<p>12.1. Pursuant to Evaluation Criteria contained in these documents, EOIs submitted by the Consultants as per Guidelines for Submission of EOI (Section V) shall be evaluated in detail as per eligibility criteria given in Section III.</p> <p>12.2. Under the provision of Rule 48 of Public Procurement Rules, 2004(PPR 2004), any Consultant may file its written complaint against the eligibility parameters or any other terms and conditions as prescribed in the EOI Documents, if found contrary to the provisions of the procurement regulatory framework, the same shall be addressed by the Grievance Redressal Committee (GRC) well before the EOI submission deadline. The details of Grievance Redressal Committee (GRC) is given on the PPRA website: <a href="http://www.ppra.org.pk">www.ppra.org.pk</a>.</p>
<b>13. Overriding Effect of</b>	13.1. Whenever there is any conflict in these documents the stipulations of PPR-2004 and PCSR,2010 shall prevail.

## SECTION III – ELIGIBILITY/QUALIFICATION CRITERIA

The Evaluation of Interests will be ascertained based on the following parameters: -

Sr.#	Evaluation Parameter	Means of Verification
1.	<b>Registration:</b> The Consultant must be registered with the relevant authorities.	i. National Firms: c. Tax Registration /NTN; and d. Active Tax Payer Certificate/Proof ii. International Firms: Certificate of incorporation/registration of respective country.
2.	<b>General Experience:</b> The Consultant must have 10 years of experience in designing banknotes.	Certificate of Incorporation/oldest contract or any other sufficient proof acceptable to the Procuring Agency .
3.	<b>Specific Experience:</b> The Consultant must have provided services in banknotes designing to at-least 05 Central Banks/ Monetary Authorities /Governments/Banknote Printers for successful issuance of at least 25 banknotes during last 10 years.	Copies of Contract / Purchase order / Work Order/project sign off/ completion certificate(s)/ reference email from client(s) or any other documentary proof acceptable by the Procuring Agency. Note: Consultants will also be required to provide details regarding project scope and references of the clients for each project which includes name of client, email id of client's concerned resource, client's contact number, etc. (Format given at <b>Section X</b> )
4.	<b>Annual Turnover:</b> The Consultant must have Annual Sales volume/Gross Turnover of at least PKR 100 Million (or equivalent amount in FCY) in any year of last 03 (three) years.	Audited Financial Statements
5.	<b>Declaration for Not Being Ineligible:</b> (i) National Consultants: Confirmation that Consultant is not blacklisted or debarred by any organization and is not in the sanctioned list of National Counter Terrorism Authority (NACTA) of Pakistan (ii) International Consultants: Confirmation that consultant has neither been declared as blacklisted or debarred by Procurement/ Counter-Terrorism Authority of the country, where Consultant is registered, nor the Consultant itself and its country of origin or country of operations is in the sanctioned list of UN.	National Firms: Undertaking on stamp paper of Rs. 100/- as per format given under <b>Section VIII</b> .  International Firms: Undertaking on Consultant's letterhead as per format given under <b>Section IX</b> .

**Note:**

1. The shortlisted firms will be issued the Request for Proposal (RFP) documents soliciting sealed Technical and Financial Proposals (separately for each denomination) under *Regulation-3 (B) Quality and Cost Based Selection Method* of the Procurement of Consultancy Services Regulations, 2010 (PCSR-2010).
2. The EOI response should be submitted in sealed envelopes.
3. Only the EOI submitted in hard form will be entertained.

## SECTION IV – TERMS OF REFERENCE

### 1. Introduction

The State Bank of Pakistan (SBP) is a statutory body established under the State Bank Act, 1956 (the “Act”) with the mandate to achieve domestic price stability by way of regulating the monetary and credit system of Pakistan and, without prejudice to said primary objective, contribute to the stability of the financial system of Pakistan and supporting the general economic policies of the Federal Government to foster development and fuller utilization of the country’s productive resources. As per the Act SBP has the sole right to issue banknotes, issue and manage the currency of Pakistan, including regulating their denominations. Pursuant to this role, SBP regulates issuance of new banknotes and their replacement and issue policies to ensure availability of clean banknotes to the general public.

### 2. Purpose/Objective

SBP intends to issue new banknotes series on cotton substrate to replace the existing series with a view to upgrade the design and security features in the new series, using advanced printing techniques and materials for enhanced durability and security.

### 3. Scope of Work

- i. Each shortlisted Firm will be required to submit two (02) new designs against the specified denominations.
- ii. The design considerations are as under.
  - a. The banknote design must be provided for cotton substrate suggesting the best design along with the recommended security features. Substrate based features for all designs submitted by the Consultant(s) shall be compatible according to the machines installed at Pakistan Security Printing Corporation (PSPC) and Security Papers Limited Pakistan (SPL). However, the consultant may also propose features which may require additional equipment or processes. Such additional features would need to be specifically highlighted along with details of specifications of required equipment, processes and consumables etc.
  - b. Before submission of bids, shortlisted Firm will have the opportunity to visit PSPC and SPL print works in Karachi (Pakistan), to make an assessment of the print work and finishing equipment which will be at their own cost. The design of banknotes will take into account the PSPC and SPL’s printing and manufacturing capabilities and Consultant’s evaluation of existing equipment for processing of new banknote series.
  - c. Design of banknote will contain depictions of theme provided by SBP including but not limited to Pakistani monuments, cultural depiction with innovative cotton and offset print design features with multi/single dominant colors and artwork on both sides of banknote along with reasonable intaglio element.
  - d. The banknotes shall contain tactile features for identification of the notes by visually impaired people.
  - e. Designs to be provided by the shortlisted Firms will be evaluated as per criteria laid down in the RFP document, to be issued to the shortlisted Firms.
  - f. Each design must be provided with the quantity of offset, intaglio, varnishing inks required for printing. Consultant has to provide inks consumption data per note according to the print technology i.e. X portion of intaglio printing on notes consumes Y grams of ink per note.
  - g. Consultant that meets the requirement under quality and cost based selection method will also be required to provide necessary technical support during the trial-run of new banknotes virtually or physically at PSPC and SPL’s sites. In case the shortlisted Firm needs to travel to Pakistan for the said purpose, the SBP will bear the traveling and lodging costs of the support staff during their stay in Pakistan.



#### **4. Project Completion Timeline**

Project should be completed within 30 weeks starting from the date of signing of contract.

#### **5. Expected Project Deliverables**

The Selected Consultant shall deliver the following in accordance with scope of services;

- a) Design of Banknotes as per scope of work including conceptualization, artistic work, visual elements, security features, layout specification etc.
- b) Create prototypes of the suggested designs on the banknotes printers for testing and review including visual presentation to the SBP, showing design features and rationales.
- c) Production/Originating the design i.e. preparation of high resolution digital files for printing, engraving, plate-making and other production process.
- d) Work with SBP, PSPC and SPL during trial run / testing; and to address the issues, if any, during trial printing at PSPC and SPL by considering the provision available at Para 3(ii) (g) above.

#### **6. Non-Disclosure Agreement**

- a) The Consultant must ensure complete confidentiality of the Procuring Agency's information. All information obtained during this engagement by the Consultant and its affiliates will be subject to non-disclosure for lifetime. The Procuring Agency, after completion of the contract may request the Consultant to destroy/delete all the information obtained during the execution of contract.
- b) The Consultant will sign a non-disclosure agreement (NDA) with the Procuring Agency as per the template to be provided in the RFP document.
- c) The Consultant must ensure secure disposal of Procuring Agency's information including reports, templates, design documents and supporting information/material after completion of contract.

\*\*\*\*\*

## SECTION V – GUIDELINES FOR SUBMISSION OF INTEREST

1. Consultants who are eligible are invited to participate and submit the response for the *Engagement of Consulting Services for Designing of New Banknotes Series*.
2. Eligible Consultants should submit **Expressions of Interest (EOI)** in English/Urdu language along with relevant complete details of their eligibility/qualification and experience as requested under **Section III – Eligibility/Qualification Criteria**.
3. A pre-submission meeting will be held on **March 12, 2024 at 11:00 AM (PKT)** via Zoom.. Consultants are encouraged to attend the meeting to gain clarity about the procurement process, scope, evaluation criteria or any other related aspects. Formal minutes of the Pre-submission meeting shall be issued to all Consultants besides uploading on the SBP website. Meeting ID & Password are as follows:

Meeting Link:	<a href="https://us02web.zoom.us/j/89683351401?pwd=b00wcEdYYkZOaEVIMDhKdjVDeUJMZz09">https://us02web.zoom.us/j/89683351401?pwd=b00wcEdYYkZOaEVIMDhKdjVDeUJMZz09</a>
Meeting ID	896 8335 1401
Meeting Password:	111222

4. Consultants must provide unambiguous and clear information as per the above requirements and must provide only material that would be specific to the proposed services, and to avoid submitting generic promotional material.
5. If the EOI response consists of more than one volume, the Consultant must number the volumes constituting the EOI and provide an indexed table of contents for each volume. All documents should be securely bound.
6. Any further information/clarification by the Procuring Agency can be sought.

\*\*\*\*\*

**SECTION VI – LETTER OF SUBMISSION OF INTEREST**

**Over Consultant's Letterhead**

**Date:** dd-mm-yyyy

**EOI Title:** *Engagement of Consulting Services for Designing of New Banknotes Series*

**Reference:** *EOI No. GSD (Proc-II) / FD-New Banknotes Series /7672/2024*

To:

**Director**

General Services Department  
SBP Banking Services Corporation (HOK)  
4<sup>th</sup> Floor BSC House, I. I. Chundrigar Road,  
Karachi, Pakistan

We, the undersigned, apply to be shortlisted for the referenced Request for Expression of Interest (EOI) and declare that:

- (a) **No reservations:** We have examined and have no reservations to the EOI Documents, including Addendum(s) No(s), issued in accordance with Instructions to Consultants (ITC): [insert the number and issuing date of each addendum].
- (b) **No conflict of interest:** We have no conflict of interest;
- (c) **Eligibility:** We meet the eligibility requirements given in the EOI document and we have not been blacklisted/debarred/sanctioned;
- (d) **Not bound to accept:** We understand that Procuring Agency may cancel the shortlisting process at any time without incurring any liability to the Consultants. Only Consultants who have been shortlisted shall be entitled to participate further in the procurement proceedings related to submission of technical and financial proposals.
- (e) **True and correct:** All information, statements and description contained in the EOI response are in all respect true, correct and complete to the best of our knowledge and belief.

**Signed:** [insert signature(s) of an authorized representative(s) of the Consultant]

**Name:** [insert full name of the person signing the Consultant]

**In the capacity of** [insert capacity of the person signing the Consultant]

**Duly authorized to sign the Consultant for and on behalf of:** [insert full name of the Consultant]

**Address:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

## SECTION VII – PARTICIPATING FIRM’S INFORMATION FORM

**Over Firm’s Letterhead**

*Date: dd-mm-yyyy*

**EOI Title:** Engagement of Consulting Services for Designing of New Banknotes Series

**Reference:** EOI No. GSD (Proc-II) / FD-New Banknotes Series /7672/2024

<b>Consultant's Name:</b>	<i>[insert full name]</i>
<b>Consultant’s Country of Registration:</b>	<i>[indicate country of Constitution]</i>
<b>Consultant's year of Incorporation:</b>	<i>[indicate the year of Constitution]</i>
<b>Tax Registration Details</b>	
<b>Consultant's legal address:</b>	<i>[insert street/ number/ town or city/ country]</i>
<b>E-mail Address:</b>	
<b>Telephone/Mobile Number:</b>	
<b>Official Web Site:</b>	
<b>Consultant’s Beneficial Owners</b>	<p><b>Name:</b></p> <p><b>Nationality:</b></p> <p><b>Shareholding:</b></p> <p><i>For the purposes of Beneficial Ownership, a Beneficial Owner of a Consultant is any natural person who ultimately owns or controls the Consultant by meeting one or more of the following conditions:</i></p> <ol style="list-style-type: none"> <li><i>a. directly or indirectly holding 25% or more of the shares;</i></li> <li><i>b. directly or indirectly holding 25% or more of the voting rights;</i></li> <li><i>c. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body</i></li> </ol>
<b>Consultant's Authorized Representative Information</b>	<p><b>Name:</b> <i>[insert full name]</i></p> <p><b>Address:</b> <i>[insert street/ number/ town or city/ country]</i></p> <p><b>Telephone/Fax numbers:</b> <i>[insert telephone/fax numbers, including country and city codes]</i></p> <p><b>E-mail address:</b> <i>[indicate e-mail address]</i></p>

**Attached are Copies of Original Documents of**

- Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with **ITC 8.1**.
- Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

**SECTION VIII – UNDERTAKING (NATIONAL FIRMS)**

**Over Stamp Paper of Rs. 100/-**

**Undertaking For Non-Blacklisting/Non-Debarment & Non-Sanctioning**

**Date:** dd-mm-yyyy

**EOI Title:** Engagement of Consulting Services for Designing of New Banknotes Series

**Reference:** EOI No. GSD (Proc-II) / FD-New Banknotes Series /7672/2024

**Dear Concern,**

I/We hereby confirm and declare that I/We, M/s -----, has never been blacklisted/debarred under Rule 19 of PPR-2004 by any government/semi-government organization.

Detection of false declaration/statement at any stage of the entire application/Bidding Process / Currency of the Contract shall lead to disqualification and forfeiture of Bid Security or Performance Guarantee, as the case may be, and termination of the contract.

**Seal & Signature of Firm:**

**Date:**

*Signature along with the stamp of authorized representative.*

**SECTION IX – UNDERTAKING (INTERNATIONAL FIRMS)**

**Over Participating Firm's Letterhead**

**Undertaking For Non-Blacklisting/Non-Debarment & Non-Sanctioning**

*Date: dd-mm-yyyy*

**EOI Title:** *Engagement of Consulting Services for Designing of New Banknotes Series*

**Reference:** *EOI No. GSD (Proc-II) / FD-New Banknotes Series /7672/2024*

**Dear Concern,**

I/We hereby confirm and declare that I/We, M/s -----, has never been blacklisted/debarred by Procurement/Counter-Terrorism Authority of our country, where we are registered, nor sanctioned by UN. Further, our country of registration is also not in the sanctioned list of UN.

Detection of false declaration/statement at any stage of the entire application/Bidding Process / Currency of the Contract shall lead to disqualification and forfeiture of Bid Security or Performance Guarantee, as the case may be, and termination of the contract.

**Seal & Signature of Firm:**

**Date:**

\_\_\_\_\_  
\_\_\_\_\_

*Signature along with the stamp of authorized representative.*

**SECTION X - PROJECT SCOPE & REFERENCES OF CLIENTS OF CONSULTANT**

**Over Consultant's Letterhead**

#	CLIENT'S NAME	PROJECT TITLE	BRIEF SCOPE OF PROJECT	CLIENT'S EMAIL ID	CLIENT'S CONTACT NUMBER
1.					
2.					
3.					
4.					

<b>Seal &amp; Signature of Firm:</b> _____
<b>Date:</b> _____

*Signature along with the stamp of authorized representative.*