

OPEN TENDER ENQUIRY

BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED
PO: RBNML, SALBONI, WEST MIDNAPORE DISTRICT WEST BENGAL – 721132
Phone No. 0091-03227-280212, 280213, Fax No. 0091-03227-280744, 280222
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Not Transferable

Security Classification: Non-Security

TENDER DOCUMENT FOR “OPERATION AND MAINTENANCE OF AC PLANT WITH ASSOCIATED EQUIPMENT AND COMPRESSED AIR SYSTEM AT BRBNMPL SALBONI”

Tender No: **16/SAL/MAINT /2016-17** dated 10/02/2017

This tender document contains 50 pages

The tender document is sold to:

M/s. _____

Address _____

Details of Contact person in BRBNMPL regarding this tender:

Name: M. K. NARASIMHA

Designation: ASST GENERAL MANAGER

Address:

Bharatiya Reserve Bank Note Mudran Private Limited

Maintenance Utility Section, PO: RBNML, Salboni

West Midnapore District, West Bengal - 721132

Phone: 03227-280736,03227-280212/13 (Extn. 4200)

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Alternative contact details:

Shri. Saikat Datta , AGM-PP - **Email : sdatta@brbnmpl.co.in**

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Phone: 03227-280160, 03227-280212/13 Extn. 4330,4378

CHECK LIST

(Please fill this check list and attach with technical bid)

Sl.No	Description	Enclosed	Remarks
1	DD for Rs.500.00 as Tender fee	Yes/No	
2	DD for Rs.1,16,000.00 as EMD	Yes/No	
3	Tender Document Section I to Section XVII duly sealed and signed	Yes/No	
4	Technical Bid –Section XII (Duly filled)	Yes/No	
5	Purchase order /Work order copy or completion certificate as proof of experience	Yes/No	
6	Chartered Accountant certificate /PL statements certified by chartered Account as proof for Financial Soundness (shall highlight Turnover, Net worth and Profit).	Yes/No	
7	Certificate confirming ‘Not blacklisted by Govt Departments /BRBNMPL	Yes/No	
8	PF, ESI, Service Tax, Labour License Registration copies as proof of statutory requirements	Yes/No	
9	PAN Card copy	Yes/No	
10	Copy of Tax (VAT/CST/SERVICE TAX) registration certificate	Yes/No	
11	Price bid – Bonus of 8.33% is considered	Yes/No	
12	Price bid – EPF & ESIC is considered	Yes/No	
13	Price Bid – Uniform charges (2 sets of uniform and one pair of shoe per year) is considered	Yes/No	
14	EMD & Tender Fee in one sealed cover	Yes/No	
15	Technical Bid in one sealed cover	Yes/No	
16	Price Bid in one sealed cover	Yes/No	
17	All the three sealed covers (Sl No-14, 15 &16 in one sealed cover)	Yes/No	

Seal and Signature

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Section I: Notice Inviting Tender (NIT)

Tender No. 16/SAL/MAINT/2016-17,

Date : 10/02/2017

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

Schedule No.	Brief Description of Goods / Services	Quantity (with unit)	Earnest Money (in Rs.)	Remarks
1	“OPERATION AND MAINTENANCE OF AC PLANT WITH ASSOCIATED EQUIPMENT AND COMPRESSED AIR SYSTEM AT BRBNMPL SALBONI”	01 Lot	1,16,000/- (Rupees One Lakh Sixteen thousand only)	

Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.	Two Bid
Date of Sale of tender documents	From 10/02/2017 to 16/03/2017 during office Hours
Price of the Tender Document if obtained from website	Rs. 500.00
Price of the Tender Document if obtained from office	Rs. 750.00
Closing date and time for receipt of tenders	11:30 Hours on 17/03/2017
Place of receipt of tenders	Inward Dispatch Section, 1 st Floor Administrative Building, BRBNMPL, Salboni
Time and date of opening of tenders	11:30 Hours on 17/03/2017
Place of opening of tenders	Administrative Building, Ground floor, BRBNMPL, Salboni
Nominated Person / Designation to Receive Bulky Tender (Clause 21.21.1 of GIT)	Section in-charge - Office Management section, Admin Division, 1 ST Floor, BRBNMPL, Salboni

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.

3. Tender documents may be purchased on payment of non-refundable fee of Rs.750.00 (Rupees seven hundred and fifty only) per set in the form of account payee demand draft/ cashier's cheque / certified cheque, drawn on a scheduled commercial bank in India, in favour of BRBNMPL, Salboni, payable at Salboni.

4. If requested, the tender documents will be mailed by registered post/ speed post to the domestic tenderers and by international air-mail to the foreign tenderers, for which extra expenditure per set

will be Rs. 100.00 (Rupees hundred only) for domestic post. The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.

5. Tenderer may also download the tender documents from the web site and submit its tender by utilizing the downloaded document, along with the required non-refundable fee of Rs. 500/-

6. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.

7. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organisation, the tenders will be sold / received / opened on the next working day at the appointed time.

8. The sealed tender offer superscribed as **“OPERATION AND MAINTENANCE OF AC PLANT WITH ASSOCIATED EQUIPMENT AND COMPRESSED AIR SYSTEM AT BRBNMPL SALBONI”** against Tender Enquiry No. 16/SAL/MAINT//2016-17 dated 10/02/2017" should be addressed to **“The General Manager”, BRBNMPL, Salboni - 721132** so as to reach us on or before **11.30 Hours on 17/03/2017. Tender Offers not super scribed as above are liable for rejection.**

- a. Copy of each page of Tender documents should be duly signed & seal affixed and submitted along with the Techno-commercial bid as a token of acceptance of tender conditions.
 - b. The first cover should contain i)) DD for Rs.500/- towards cost of tender document ii) EMD amount of Rs.1,16,000/- as detailed in clause 18 of General instruction to Tenderer (GIT) and superscribed as **“Tender fee/EMD against Tender Enquiry No. 16/SAL/MAINT//2016-17 dated 10/02/2017”**
 - c. The second sealed cover should have signed tender documents, along with Techno-commercial bid as per Section XII and superscribed as **“Technical bid against Tender Enquiry No. 16/SAL/MAINT//2016-17 dated 10/02/2017”** (Note : Price bid should not be put in this cover)
 - d. The third cover should have price bid as per Section X and XI with superscription **“Price BID against Tender Enquiry No. 16/SAL/MAINT//2016-17 dated 10/02/2017”**
 - e. The above three covers should be put in **a single** cover , sealed and properly superscribed as **“OPERATION AND MAINTENANCE OF AC PLANT WITH ASSOCIATED EQUIPMENT AND COMPRESSED AIR SYSTEM AT BRBNMPL SALBONI”** against **Tender Enquiry No. 16/SAL/MAINT//2016-17 dated 10/02/2017”**.
 - f. The tender offer may be sent by Regd. Post/ Courier. Parties desirous of handing over Tender Offer by hand should drop the Tender Cover in the Tender Box kept in the Administration Building, First Floor, after recording the offer details in the register kept on the tender box.
9. The tender documents are not transferable.

For and on behalf of BRBNMPL, Salboni

Sd/-
(M. K. Narasimha)
Asst. General Manager

Bidding document for O&M of AC plant with associated equipment and Compressed Air System

Section II: General Instructions to Tenderer (GIT)

Part I: General Instructions Applicable to all Types of Tenders

A PREAMBLE

1. Introduction

1.1 Definitions and abbreviations, which have been used in these documents, shall have the meanings as indicated in GCC.

1.2 For sake of convenience, whole of this Standard Bidding Document (including all sections) is written in reference to Procurement of Goods Tenders. However this SBD would be utilized for all types of Tenders e.g. EOJ, PQB, Rate Contract, Tenders involving Samples, Sale / Disposal of Scrap Material and Development / indigenization etc, Procurement of Services etc. Therefore the construction of all clauses are to be interpreted in the context of particular type of tender beyond the letter of the clause, read with the additional clauses for the specific type of tenders in Part II GIT/ GCC.

1.3 These tender documents have been issued for the requirements mentioned in Section - VI - "List of Requirements", which also indicates, inter-alia, the required delivery schedule and terms & place (i.e. destination) of delivery.

1.4 This section (Section II - "General Instruction to Tenderers" - GIT) provides the relevant information as well as instructions to assist the prospective tenderers in preparation and submission of tenders. It also includes the mode and procedure to be adopted for receipt and opening as well as scrutiny and evaluation of tenders and subsequent placement of contract. With this limited objective, GIT is not intended to be complete by itself and the rest of this document - SIT, GCC and SCC in particular may also be thoroughly studied before filling up the Tender Document. There would be certain topics covered in GIT/SIT as well as in GCC/ SCC from different perspectives. In case of any conflict between these, provisions of GCC/ SCC would prevail.

1.5 The tenderers shall also read the Special Instructions to Tenderers (SIT) related to this purchase, as contained in Section III of these documents and follow the same accordingly. Whenever there is a conflict between the GIT and the SIT, the provisions contained in the SIT shall prevail over those in the GIT.

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 suppliers who fulfill the eligibility criteria specified in these documents. Please refer to Section IX: Qualification/ Eligibility Criteria

4. Eligible Goods and Services

All goods and related services to be supplied under the contract shall have their origin in India or other countries, subject to any restriction imposed in this regard in Section III (SIT). The term "origin" used in this clause means the place where the goods are mined, grown, produced or manufactured or from where the related services are arranged and supplied.

5. Tendering Expense

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.

B TENDER DOCUMENTS

6. Content of Tender Documents

6.1 The tender documents includes:

1. Section I - Notice Inviting Tender (NIT)
2. Section II - General Instructions to Tenderers (GIT)

3. Section III - Special Instructions to Tenderers (SIT)
4. Section IV -General Conditions of Contract (GCC)
5. Section V - Special Conditions of Contract (SCC)
6. Section VI - List of Requirements
7. Section VII - Technical Specifications
8. Section VIII - Quality Control Requirements
9. Section IX – Qualification/ Eligibility Criteria
10. Section X - Tender Form
11. Section XI - Price Schedule
12. Section XII - Questionnaire
13. Section XIII - Bank Guarantee Form for EMD
14. Section XIV - Manufacturer's Authorization Form
15. Section XV - Bank Guarantee Form for Performance Security
16. Section XVI - Contract Form
17. Section XVI I: Letter of Authority for attending a Bid Opening
18. Section XVIII: Shipping Arrangements for Liner Cargoes
19. Section XIX: Proforma of Bills for Payments

6.2 The relevant details of the required goods and services, the terms, conditions and procedure for tendering, tender evaluation, placement of contract, the applicable contract terms and, also, the standard formats to be used for this purpose are incorporated in the above-mentioned documents. The interested tenderers before formulating the tender and submitting the same to BRBNMPL, should read and examine all the terms, conditions, instructions etc. contained in the tender documents. Failure to provide and/ or comply with the required information, instructions etc. incorporated in these tender documents may result in rejection of its tender.

7. Amendments to Tender Documents

7.1 At any time prior to the deadline for submission of tenders, BRBNMPL may, for any reason deemed fit by it, modify the tender documents by issuing suitable amendments) to it.

7.2 Such an amendment will be notified in writing by registered/ speed post or by fax / telex / e-mail, followed by copy of the same by suitable recorded post to all prospective tenderers, which have received the tender documents and will be binding on them.

7.3 In order to provide reasonable time to the prospective tenderers to take necessary action in preparing their tenders as per the amendment, BRBNMPL may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.

8. Pre-Bid conference

If found necessary, a pre-bid conference may be stipulated in the SIT, for clarification/ amendment to Technical specifications/techno-commercial conditions in two bid tender.

9. Clarification of Tender Documents

A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with BRBNMPL in writing or by fax ! e-mail! telex. BRBNMPL will respond in writing to such request provided the same is received by BRBNMPL not later than twenty one days (unless otherwise specified in the SIT) prior to the prescribed date of submission of tender. Copies of the query and clarification shall be sent to all prospective bidders who have received the bidding documents.

C PREPARATION OF TENDERS

10. Documents Comprising the Tender

10.1 The tender to be submitted by Tenderer shall contain the following documents, duly filled in, as required:

- a) Tender Form and Price Schedule along with list of deviations (ref Clause 19.19.4) from the clauses of this SBD, if any.
- b) Documentary evidence, as necessary in terms of GIT clauses 3 and 16 establishing that the tenderer is eligible to submit the tender and, also, qualified to perform the contract if its tender is accepted.
- c) Documents and relevant details to establish in accordance with GIT clause 17 that the goods and the allied services to be supplied by the tenderer conform to the requirement of the tender documents along with list of deviations if any (ref clause 17.17.3 of GIT).
- d) Earnest money furnished in accordance with GIT clause 18.18.1 alternatively, documentary evidence as per GIT clause 18.18.2 for claiming exemption from payment of earnest money. and
- e) Questionnaire as per Section XII.

Bidding document for O&M of AC plant with associated equipment and Compressed Air System

f) Manufacturer's Authorization Form (ref Section XIV, if applicable)

NB: The tenderers may also enclose in their tenders, technical literature and other documents as and if considered necessary by them.

10.2 A tender, that does not fulfill any of the above requirements and / or gives evasive information / reply against any such requirement, shall be liable to be ignored and rejected.

10.3 Tender sent by fax/email/ telex/ cable shall be ignored.

11. Tender currencies

11.1 Unless otherwise specified, the tenderer shall quote only in Indian rupees.

11.2 Where the tender condition specifies acceptance of quotations in different currencies, then, for domestic goods, prices shall be quoted in Indian rupees only and for imported goods, prices shall be quoted either in Indian rupees or in the currency stipulated in the SIT, mentioning, inter-alia, the exchange rate adopted for converting foreign currency into Indian Rupees. As regards price(s) for allied services, if any required with the goods, the same shall be quoted in Indian Rupees if such services are to be performed / undertaken in India. Commission for Indian Agent, if any and if payable shall be indicated in the space provided for in the price schedule and quoted in Indian Rupees only,

11.3 Tenders, where prices are quoted in any other way shall be treated as unresponsive and rejected.

12. Tender Prices

12.1 The Tenderer shall indicate on the Price Schedule provided under Section XI all the specified components of prices shown therein including the unit prices and total tender prices of the goods and services it proposes to supply against the requirement. All the columns shown in the price schedule should be filled up as required. If any column does not apply to a tenderer, same should be clarified accordingly by the tenderer.

12.2 If there is more than one schedule in the List of Requirements, the tenderer has the option to submit its quotation for any one or more schedules and, also, to offer special discount for combined schedules. However, while quoting for a schedule, the tenderer shall quote for the complete requirement of goods and services as specified in that particular schedule.

12.3 The quoted prices for goods offered from within India and that for goods offered from abroad are to be indicated separately in the applicable Price Schedules attached under Section XI.

12.4 While filling up the columns of the price schedule, the following aspects should be noted for compliance:

12.5 For goods offered from within India, the prices in the corresponding price schedule shall be entered separately in the following manner:

a) The price of the goods, quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including all taxes and duties like sales tax, VAT, custom duty, excise duty etc. already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc or on the previously imported goods of foreign origin quoted ex-showroom etc.

b) Any sales or other taxes and any duties including excise duty, which will be payable on the goods in India if the contract is awarded.

c) Charges towards inland transportation, insurance and other local costs incidental to delivery of the goods to their final destination as specified in the List of Requirements and

d) The price of incidental services, as and if mentioned in List of Requirements.

12.6 For goods offered from abroad, the prices in the corresponding price schedule shall be entered separately in the following manner:

a) The price of goods quoted FAS / FOB port of shipment, CIF port of entry in India or CIF specified place of destination in India as indicated in the List of Requirements,

b) Wherever applicable, the amount of custom duty and import duty on the goods to be imported.

c) The charges for inland transportation, insurance and other local costs incidental to delivery of the goods from the port of entry in India to their final destination, as specified in the List of Requirements. and

d) The charges for incidental services, as and if mentioned in the List of Requirements.

12.7 Additional information and instruction on Duties and Taxes:

If the Tenderer desires to ask for excise duty, sales tax, custom duty etc. to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.

12.8 Excise Duty:

a) If reimbursement of excise duty is intended as extra over the quoted prices, the supplier must specifically say so also indicating the rate, quantum and nature of the duty applicable. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of excise duty will be entertained after the opening of tenders.

b) If a Tenderer chooses to quote a price inclusive of excise duty and also desires to be reimbursed for variation, if any, in the excise duty during the time of supply, the tenderer must clearly mention the same and also indicate the rate and quantum of excise duty included in its price. Failure to indicate all such details in clear terms may result in statutory variations being denied to the tenderer.

c) Subject to sub clauses 12.8 (a) & (b) above, any change in excise duty upward/ downward as a result of any statutory variation in excise duty taking place within original Delivery Period shall be allowed to the extent of actual quantum of excise duty paid by the supplier. In case of downward revision in excise duty, the actual quantum of reduction of excise duty shall be reimbursed to BRBNMPL by the supplier. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the supplier.

12.9 Sales Tax/VAT/CST/GST:

If a tenderer asks for sales tax/ VAT/ CST/ GST to be paid extra, the rate and nature of such taxes applicable should be shown separately. Such taxes will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to such taxes and is payable as per the terms of the contract.

12.10 Wherever Value Added Tax is applicable, the following may be noted :

i) The tenderer should quote the exact percentage of VAT that they will be charging extra.

ii) While quoting the rates, tenderer should pass on (by way of reduction in prices) the set off/input tax credit that would become available to them by switching over to the system of VAT from the existing system of sales tax, duly stating the quantum of such credit per unit of the item quoted for.

iii) The tenderer while quoting for tenders should give the following declaration:

"We agree to pass on such additional set off/input tax credit as may become available in future in respect of all the inputs used in the manufacture of the final product on the date of supply under the VAT scheme by way of reduction in price and advise the purchaser accordingly."

iv) The supplier while claiming the payment shall furnish the following certificate to the paying authorities: We hereby declare that additional set offs / input tax credit to the tune of Rs..... has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted .

12.11 Octroi and Local Taxes:

Unless otherwise stated in the SIT, the goods supplied against contracts placed by BRBNMPL are not exempted from levy of Town Duty, Octroi Duty, Terminal Tax and other Levies of local bodies. In such cases, the supplier should make the payment to avoid delay in supplies and forward the receipt of the same to the purchasing department for reimbursement and, also, for further necessary action.

In cases where exemption is available, suppliers should obtain the exemption certificate from the purchasing department to avoid payment of such levies and taxes.

12.12 Duties/Taxes on Raw Materials

BRBNMPL is not liable for any claim from the supplier on account of fresh imposition and / or increase (including statutory increase) of excise duty, custom duty, sales tax etc. on raw materials and/or components used directly in the manufacture of the contracted goods

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taking place during the pendency of the contract, unless such liability is specifically agreed to in terms of the contract.

12.13 Imported Stores not liable to Above-mentioned Taxes and Duties:

Above mentioned Taxes and Duties are not leviable on imported Goods and hence would not be reimbursed.

12.14 Customs Duty:

In respect of imported stores offered from abroad, the tenderer shall specify the rate as well as the total amount of customs duty payable. The tenderer shall also indicate the corresponding Indian Customs Tariff Number applicable for the goods in question.

12.14.1. For transportation of imported goods offered from abroad, relevant instructions as incorporated under GCC Clause 11 shall be followed.

12.14.2. For insurance of goods to be supplied, relevant instructions as provided under GCC Clause 12 shall be followed.

12.14.3. Unless otherwise specifically indicated in this tender document, the terms FOB, FAS, CIF etc. for imported goods offered from abroad, shall be governed by the rules & regulations prescribed in the current edition of INCOTERMS, published by the International Chamber of Commerce, Paris

12.14.4. The need for indication of all such price components by the tenderers, as required in this clause (viz., GIT clause 12) is for the purpose of comparison of the tenders by BRBNMPL and will no way restrict BRBNMPL's right to award the contract on the selected tenderer on any of the terms offered.

13. Indian Agent

If a foreign tenderer has engaged an agent in India in connection with its tender, the foreign tenderer, in addition to indicating Indian agent's commission, if any, in a manner described under GIT sub clause 11.2 above, shall also furnish the following information:

a) The complete name and address of the Indian Agent and its permanent income tax account number as allotted by the Indian Income Tax authority.

b) The details of the services to be rendered by the agent for the subject requirement

One manufacturer can authorize only one agent/ dealer. Also one agent cannot represent more than one supplier or quote on their behalf in a particular tender enquiry. Such quote is likely to be rejected. There can be only one bid from

a) The principal manufacturer directly or one Indian agent on his behalf

b) The foreign principal or any of its branch/ division

c) Indian/ Foreign Agent on behalf of only one Principal.

14. Firm Price/ Variable Price

14.1 Unless otherwise specified in the SIT, prices quoted by the tenderer shall remain firm and fixed during the currency of the contract and not subject to variation on any account.

14.2 In case the tender documents require offers on variable price basis, the price quoted by the tenderers will be subject to adjustment during original Delivery Period to take care of the changes in the cost of labour and material components in accordance with the price variation formula to be specified in the SIT. If a tenderer submits firm price quotation against the requirement of variable price quotation, that tender will be prima-facie acceptable and considered further, taking price variation asked for by the tenderer as zero.

14.3 However, as regards taxes and duties, if any, chargeable on the goods and payable, the conditions stipulated in GIT clause 12 will apply for both firm price tender and variable price tender.

14.4 Subject to provisions of Clause 11 above, where prices are quoted in foreign currencies, involving imports - Foreign Exchange Rate Variation (ERV) would be borne by the Purchaser within the original Delivery Period. The offer of the Tenderer should indicate import content and the currency used for calculating import content.

14.5 Base Exchange rate of each major currency used for calculating FE content of the contract should be indicated. The base date of ERV would be contract date and variation on the base date can be given up to the midpoint manufacture, unless firm has already indicated the time schedule within which material will be imported by the firm.

14.6 In case delivery period is refixed/ extended, ERV will not be

admissible, if this is due to default of the supplier.

14.7 Documents for claiming ERV:

i. A bill of ERV claim enclosing working sheet

ii. Banker's Certificate/debit advice detailing F.E. paid and exchange rate

iii. Copies of import order placed on supplier

iv. Invoice of supplier for the relevant import order

15. Alternative Tenders

Unless otherwise specified in the Schedule of Requirements, alternative tenders shall not be considered.

16. Documents Establishing Tenderer's Eligibility and Qualifications

16.1 Pursuant to GIT clause 10, the tenderer shall furnish, as part of its tender, relevant details and documents establishing its eligibility to quote and its qualifications to perform the contract if its tender is accepted.

16.2 The documentary evidence needed to establish the tenderer's qualifications shall fulfill the following requirements:

a) In case the tenderer offers to supply goods, which are manufactured by some other firm, the tenderer has been duly authorized by the goods manufacturer to quote for and supply the goods to BRBNMPL. The tenderer shall submit the manufacturer's authorization letter to this effect as per the standard form provided under Section XIV in this document.

b) The tenderer has the required financial, technical and production capability necessary to perform the contract and, further, it meets the qualification criteria incorporated in the Section IX in these documents.

c) In case the tenderer is not doing business in India, it is/ will be duly represented by an agent stationed in India fully equipped and able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast moving components and other obligations, if any, specified in the conditions of contract and/ or technical specifications.

d) In case the tenderer is an Indian agent quoting on behalf of a foreign manufacturer, the Indian agent is already enlisted under the Compulsory Enlistment Scheme of Ministry of Finance, Govt. of India, operated through Directorate General of Supplies & Disposals (DGS&D), New Delhi.

17. Documents establishing Good's Conformity to Tender document

17.1 The tenderer shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully conform to the goods and services specified by BRBNMPL in the tender documents. For this purpose the tenderer shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by BRBNMPL in the tender documents to establish technical responsiveness of the goods and services offered in its tender.

17.2 In case there is any variation and/ or deviation between the goods & services prescribed by BRBNMPL and that offered by the tenderer, the tenderer shall list out the same in a chart form without ambiguity along with justification, and provide the same along with its tender.

17.3 If a tenderer furnishes wrong and/ or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to BRBNMPL in this regard.

18. Earnest Money Deposit (EMD)

18.1 Pursuant to GIT clause 10.1(d) the tenderer shall furnish along with its tender, earnest money for amount as shown in the List of Requirements. The earnest money is required to protect BRBNMPL against the risk of the Tenderers unwarranted conduct as amplified under sub-clause 23.23.2 below.

18.2 The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period with DGS&D or with National Small Industries Corporation, New Delhi all are exempted from payment of earnest money. In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details (with DGS&D or NSIC as the case may be).

18.3 The earnest money shall be denominated in Indian Rupees.

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18.4 The earnest money shall be furnished in one of the following forms:

- a) Account Payee Demand Draft or
- b) Fixed Deposit Receipt or
- c) Banker's cheque or
- d) Bank Guarantee, only in the case of Global Tender

The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of Account specified in the Clause 3 of NIT. In case of bank guarantee, the same is to be provided from/confirmed by any scheduled commercial bank in India as per the format specified under Section XIII in these documents.

18.5 The earnest money shall be valid for a period of forty five days beyond the validity period of the tender.

18.6 Unsuccessful tenderers' earnest monies will be returned to them without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful Tenderer's earnest money will be returned without any interest, after receipt of performance security from that tenderer.

18.7 Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. The successful tenderer's earnest money will be forfeited if it fails to furnish the required performance security within the specified period.

19. Tender Validity

19.1 If not mentioned otherwise in the SIT, the tenders shall remain valid for acceptance for a period of 90 days (Ninety days) in case of single bid tender system and 120 days in case of two-bid system after the date of tender opening prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.

19.2 In exceptional cases, the tenderers may be requested by BRBNMPL to extend the validity of their tenders upto a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax /email /telex /cable followed by surface mail. The tenderers, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD accordingly.

19.3 In case the day upto which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for BRBNMPL, the tender validity shall automatically be extended upto the next working day.

19.4 Compliance with the Clauses of this Tender Document: Tenderer must comply with all the clauses of this Tender Document. In case there are any deviations, these should be listed in a chart form without any ambiguity along with justification.

20. Signing and Sealing of Tender

20.1 An authenticated copy of the document which authorizes the signatory to commit on behalf of the firm shall accompany the offer. The individual signing the tender or any other documents connected therewith should clearly indicate his full name and designation and also specify whether he is signing,

- (a) As Sole Proprietor of the concern or as attorney of the Sole Proprietor;
- (b) As Partner (s) of the firm;
- (c) as Director, Manager or Secretary in case the of Limited Company duly authorized by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

20.2 The authorized signatory of the tenderer must sign the tender at appropriate places and initial the remaining pages of the tender.

20.3 The tenderers shall submit their tenders as per the instructions contained in G1T Clause

20.4 Unless otherwise mentioned in the SIT, a tenderer shall submit two copies of its tender marking them as "Original" and "Duplicate".

20.5 The original and other copies of the tender shall either be typed or written in indelible ink and the same shall be signed by the tenderer or by a person(s) who has been duly authorized to bind the tenderer to the contract. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the tender.

20.6 All the copies of the tender shall be duly signed at the

appropriate places as indicated in the tender documents and all other pages of the tender including printed literature, if any shall be initialed by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the tenderer and, if there is any such correction; the same shall be initialed by the person(s) signing the tender.

20.7 The tenderer is to seal the original and each copy of the tender in separate envelopes, duly marking the same as "Original", "Duplicate" and so on and writing the address of BRBNMPL and the tender reference number on the envelopes. The sentence 'NOT TO BE OPENED' before (The tenderer is to put the date & time of tender opening) are to be written on these envelopes. The inner envelopes are then to be put in a bigger outer envelope, which will also be duly sealed, marked etc. as above. If the outer envelope is not sealed and marked properly as above, BRBNMPL will not assume any responsibility for its misplacement, premature opening, late opening etc.

20.8 For purchasing capital equipment, high value plant, machinery etc. of complex and technical nature, tender document will seek quotation in two parts (Two Bid System)- first part containing the relevant technical details of the equipment / machinery etc., and in the second part, price quotation along with other allied issues. First part will be known as 'Technical Bid', and the second part 'Financial bid'. Tenderer shall seal separately 'Technical Bid' and 'Financial bid' and covers will be suitably super scribed. Both these sealed covers shall be put in a bigger cover and sealed and evaluation would be done as described in clause 25.24.4 below. Further details would be given in SIT, if considered necessary.

20.9 If permitted in the SIT, the tenderer may submit its tender through e-tendering procedure.

D SUBMISSION OF TENDERS

21. Submission of Tenders

21.1 Unless otherwise specified, the tenderers are to deposit the tenders in the tender box kept for this purpose at a place as indicated in para 1 of NIT. In case of bulky tender, which cannot be put into tender box, the same shall be submitted by the tenderer by hand to the designated officers of BRBNMPL, as indicated in clause 1 of NIT. The officer receiving the tender will give the tenderer an official receipt duly signed with date and time.

21.2 The tenderers must ensure that they deposit their tenders not later than the closing time and date specified for submission of tenders. In the event of the specified date for submission of tender falls on / is subsequently declared a holiday or closed day for BRBNMPL, the tenders will be received upto the appointed time on the next working day.

22. Late Tender

A tender, which is received after the specified date and time for receipt of tenders will be treated as "late" tender and will be ignored.

23. Alteration and Withdrawal of Tender

23.1 The tenderer, after submitting its tender, is permitted to alter / modify its tender so long as such alterations / modifications are received duly signed, sealed and marked like the original tender, within the deadline for submission of tenders. Alterations / modifications to tenders received after the prescribed deadline will not be considered.

23.2 No tender should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a tenderer withdraws the tender during this period, it will result in forfeiture of the earnest money furnished by the tenderer in its tender besides other sanctions by BRBNMPL.

E TENDER OPENING

24. Opening of Tenders

24.1 BRBNMPL will open the tenders at the specified date and time and at the specified place as indicated in clause 1 of 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.

24.2 Authorized representatives of the tenderers, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority as per the format in SBD XVII from the corresponding tenderers. The tender opening official(s) will prepare a list of the representatives attending the tender opening. The

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list will contain the representatives' names & signatures and corresponding tenderers' names and addresses.

24.3 During the tender opening, the tender opening official(s) will read the salient features of the tenders like description of the goods offered, price, special discount if any, delivery period, whether earnest money furnished or not and any other special features of the tenders, as deemed fit by the tender opening official(s).

24.4 In the case of two bid system mentioned in clause 20.8 above, the technical bids are to be opened in the first instance, at the prescribed time and date. These bids shall be scrutinized and evaluated by the competent committee / authority with reference to parameters prescribed in the tender document. Thereafter, in the second stage, the financial bids of only the technically acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation. Other financial bids would be returned unopened to the respective bidders under Registered AD/ Reliable Courier or any other mode with proof of delivery.

F SCRUTINY AND EVALUATION OF TENDERS

25. Basic Principle

Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

26. Preliminary Scrutiny of Tenders

26.1 The tenders will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document, The tenders, that do not meet the basic requirements, are liable to be treated as unresponsive and ignored.

26.2 The following are some of the important aspects, for which a tender may be declared unresponsive and ignored;

- a) Tender is unsigned.
- b) Tenderer is not eligible.
- c) Tender validity is shorter than the required period.
- d) Required EMD has not been provided.
- e) Tenderer has quoted for goods manufactured by a different firm without the required authority letter from that manufacturer.
- f) Tenderer has not agreed to give the required performance security.
- g) Goods offered are sub-standard, not meeting the required specification etc.
- h) Tenderer has not agreed to essential condition(s) specially incorporated in the tender enquiry.
- i) Against a schedule in the List of Requirement (incorporated in the tender enquiry), the Tenderer has not quoted for the entire requirement as specified in that schedule. (Example: In a schedule, it has been stipulated that the Tenderer will supply the equipment, install and commission it and also train BRBNMPL 's operators for operating the equipment. The Tenderer has however, quoted only for supply of the equipment).

27. Minor Infirmary / Irregularity / Non-Conformity

If during the preliminary examination, BRBNMPL find any minor infirmity and/ or irregularity and/ or non-conformity in a tender, BRBNMPL 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, BRBNMPL 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.

28. Discrepancy in Prices

28.1 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 BRBNMPL 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.

28.2 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

28.3 If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to sub clause 28.1 and 28.2 above.

28.4 If, as per the judgment of BRBNMPL, 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 BRBNMPL, the tender is liable to be ignored.

29. Discrepancy between original and copies of Tender

In case any discrepancy is observed between the text etc. of the original copy and that in the other copies of the same tender set, the text etc. of the original copy shall prevail. Here also, BRBNMPL will convey its observation suitably to the tenderer by register! Speed post and, if the tenderer does not accept BRBNMPL's observation, that tender will be liable to be ignored.

30. Clarification of Bids

During evaluation and comparison of bids, purchaser may, at its discretion ask the bidder or clarification of its bid. The clarification should be received within 7 days from the bidder from date of receipt of such request. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.

31. Qualification / Eligibility Criteria

Tenders of the tenderers, who do not meet the required qualification/ eligibility criteria prescribed in Section IX, will be treated as unresponsive and will not be considered further.

32. Conversion of tender currencies to Indian Rupees

In case the tender document permits the tenderers to quote their prices in different currencies, all such quoted prices of the responsive tenderers will be converted to a single currency viz., Indian Rupees for the purpose of equitable comparison and evaluation, as per the B.C. selling exchange rates established by the State Bank of India for similar transactions, as on the date of tender opening.

33. Schedule-wise Evaluation

In case the List of Requirements contains more than one schedule, the responsive tenders will be evaluated and compared separately for each schedule. The tender for a schedule will not be considered if the complete requirements prescribed in that schedule are not included in the tender. However, as already mentioned in GIT sub clause 12.2, tenderers have the option to quote for any one or more schedules and offer discounts for combined schedules. Such discounts, wherever applicable, will be taken into account to determine the tender or combination of tenders offering the lowest evaluated cost for BRBNMPL in deciding the successful tenderer for each schedule, subject to that tenderer(s) being responsive.

34. Comparison on CIF Destination Basis

Unless mentioned otherwise in Section-III – Special Instructions to Tenderers and Section-VI – List of Requirements, the comparison of the responsive tenders shall be on CIF destination basis, duly delivered, commissioned, etc. as the case may be.

35. Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders

35.1 Further to GIT Clause 33 above, BRBNMPL 's evaluation of a tender will include and take into account the following:

a) in the case of goods manufactured in India or goods of foreign origin already located in India, sales tax & other similar taxes and excise duty & other similar duties, which will be contractually payable (to the tenderer), on the goods if a contract is awarded on the tenderer; and

b) In the case of goods of foreign origin offered from abroad, customs duty and other similar import duties/ taxes, which will be contractually payable (to the tenderer) on the goods if the contract is awarded on the tenderer.

35.2 BRBNMPL's evaluation of tender will also take into account the additional factors, if any, incorporated in SIT in the manner and to the extent indicated therein.

35.3 As per policies of the Government from time to time, the

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purchaser reserves its option to give price preference to Small Scale Industries in comparison to the large scale Industries. This price preference cannot however be taken for granted and every endeavor need to be made by such firms to bring down cost and achieve competitiveness.

35.4 If the tenders have been invited on variable price basis, the tenders will be evaluated, compared and ranked on the basis of the position as prevailing on the day of tender opening and not on the basis of any future date.

36. Tenderer's capability to perform the contract

36.1 BRBNMPL, through the above process of tender scrutiny and tender evaluation will determine to its satisfaction whether the tenderer, whose tender has been determined as the lowest evaluated responsive tender is eligible, qualified and capable in all respects to perform the contract satisfactorily. If, there is more than one schedule in the List of Requirements, then, such determination will be made separately for each schedule.

36.2 The above mentioned determination will, inter-alia, take into account the tenderer's financial, technical and production capabilities for satisfying all the requirements of BRBNMPL as incorporated in the tender document. Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the tenderer in its tender as well as such other allied information as deemed appropriate by BRBNMPL.

37. Cartel Formation/ Pool Rates

Cartel formation or quotation of Pool/ Co-ordinated rates, leading to 'Appreciable Adverse Effect on Competition' (AAEC) as identified in Competition Act, 2002, as amended by Competition (Amendment) Act, 2007, would be considered as a serious misdemeanor and would be dealt accordingly as per Clause 44 below.

38. Negotiations

Normally there would be no price negotiations. But BRBNMPL reserves its right to negotiate with the lowest acceptable bidder (L1), who is technically cleared/ approved for supply of bulk quantity and on whom the contract would have been placed but for the decision to negotiate, under special circumstances in accordance with CVC guidelines. i.e. Normally there should be no negotiation. Selection of contractors by negotiations should be a rare exception rather than the rule and may be resorted to only in the exceptional circumstances under the following circumstances:-

- i. Where the procurement is done on proprietary basis
- ii. Items to be procured are supplied by only a limited sources of supply
- iii. Items where there is suspicion of cartel formation.

39. Contacting BRBNMPL

39.1. 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.

39.2. It will be treated as a serious misdemeanor 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, in terms of clause 44 of GIT.

G AWARD OF CONTRACT

40. 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.

41. Award Criteria

Subject to GIT clause 36 above, the contract will be awarded to the lowest evaluated responsive tenderer decided by BRBNMPL in terms of GIT Clause 34.

42. Variation of Quantities at the Time of Award

No variation of quantities at the time of awarding the contract.

43. Parallel Contracts

BRBNMPL reserves its right to conclude Parallel contracts, with more

than one bidder (for the same tender). If this is foreseen at the time of Tendering, a clause would be included in SIT giving further details.

44. Serious Misdemeanors

44.1. Following would be considered serious misdemeanors:

- i. Submission of misleading / false/ fraudulent information/ documents by the bidder in their bid
- ii. Submission of fraudulent / unencashable Financial Instruments stipulated under Tender or Contract Condition.
- iii. Violation of Code of Ethics laid down in Clause 32 of the GCC.
- iv. Cartel formation or quotation of Pool / coordinated rates leading to "Appreciable Adverse Effect on Competition" (AAEC) as identified under the Competition Act, 2002.
- v. Deliberate attempts to pass off inferior goods or short quantities.
- vi. Violation of Fall Clause by Rate Contract holding Firms.
- vii. Attempts to influence BRBNMPL's Decisions on scrutiny, comparison, evaluation and award of Tender.

44.2. Besides, suitable administrative actions, like rejecting the offers or delisting of registered firms, BRBNMPL would ban/ blacklist Tenderers committing such misdemeanor, including declaring them ineligible to be awarded BRBNMPL contracts for indefinite or for a stated period.

45. Notification of Award

45.1 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 / speed post) that its tender for goods & services, which have been selected by BRBNMPL, has been accepted, also briefly indicating therein the essential details like description, specification and quantity of the goods & services and corresponding prices accepted. The successful tenderer must furnish to BRBNMPL the required performance security within twenty one days from the date of this notification. Relevant details about the performance security have been provided under GCC Clause 6 under Section IV.

45.2 The notification of award shall constitute the conclusion of the contract.

46. Issue of Contract

46.1 Within seven working days of receipt of performance security, BRBNMPL will send the contract form (as per Section XVI) duly completed and signed, in duplicate, to the successful tenderer by registered / speed post.

46.2 Within seven days from the date of issue of the contract, the successful tenderer will return the original copy of the contract, duly signed and dated, to BRBNMPL by registered / speed post.

47. Non-receipt of Performance Security and Contract by BRBNMPL

Failure of the successful tenderer in providing performance security within 21 days of receipt of notification of award and / or returning contract copy duly signed in terms of GIT clauses 45 and 46 above shall make the tenderer liable for forfeiture of its EMD and, also, for further sanctions by BRBNMPL against it.

48. Return of EMD

The earnest money of the successful tenderer and the unsuccessful tenderers will be returned to them without any interest, whatsoever, in terms of GIT Clause 18.6.

49. Publication of Tender Result

The name and address of the successful tenderer(s) receiving the contract(s) will be mentioned in the notice board/ bulletin/ web site of BRBNMPL.

Part II: Additional General Instructions Applicable to Specific Types of Tenders:

Not Applicable for this Tender

Yours faithfully,

()
Signature with date.
Name:

Seal

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Section III: Special Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

(Clauses of GIT listed below include a possibility for variation in their provisions through Special Instructions to Tenderer (SIT). There could be other clauses in SIT as deemed fit.)

SL. No.	GIT Clause No.	Topic	SIT Provision
1	1,2,3,4,5,6,7	PREAMBLE-Introduction, Language of Tender, Eligible Tenderers, Eligible Goods and Services (Origin of Goods), Tendering Expense, TENDER DOCUMENTS, Amendments to Tender Documents	No Change
2	8	Pre-bid Conference	Not applicable
3	9	Time Limit for receiving request for clarification of Tender Documents	No Change
4	10,11,12,13,14,15	Documents Comprising the Tender, Tender Currencies, Tender Prices, Indian Agent, PVC Clause & Formula, Alternative tenders	No Change
5	16	Documents Establishing Tenderer's Eligibility and Qualifications	No Change
6	17	Documents establishing Good's Conformity to Tender document	No Change
7	18	Earnest Money Deposit (EMD) Note: Bidders claiming exemption of EMD should submit the DGS&D (or) NSIC registration certificate without fail along with their techno-commercial offer.	No Change.
8	19	Tender Validity	No Change. (120 days from date of opening of tender.)
10	20	Signing and Sealing of Tender Note: The following SIT provision is made with respect the following clause 20.4. Number of Copies of Tenders to be submitted : One copy only (duplicate copy not required) 20.9 : E procurement : Not permitted.	No Change.
11	21,22,23	Submission of Tenders, Late Tender, Alteration and Withdrawal of Tender	No Change
12	24	Opening of tenders Note: Please read the guidelines for filling up	No Change

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		two part bid tender as mentioned in Page 5 above which is described in detail w.r.to clause 24.4	
13	25	Basic Principle	No Change
14	26,27,28, 29,30,31, 32,33,34	Preliminary Scrutiny of Tenders, Minor Infirmary / Irregularity / Non-Conformity, Discrepancy in Prices, Discrepancy between original and copies of Tender, Clarification of Bids, Qualification / Eligibility Criteria, Conversion of tender currencies to Indian Rupees, Schedule-wise Evaluation, Comparison on CIF Destination Basis.	No Change
15	35 to 49	Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders, Tenderer's capability to perform the contract, Tenderer's capability to perform the contract, Cartel Formation / Pool Rates, Negotiations, Contacting BRBNMPL, AWARD OF CONTRACT, Award Criteria, Variation of Quantities at the Time of Award, Parallel Contracts, Serious Misdemeanors, Notification of Award, Issue of Contract, Non-receipt of Performance Security and Contract by BRBNMPL, Return of EMD, Publication of Tender Result.	No Change
16	50 to 55	Rate Contract Tenders, PQB Tenders, Tenders involving Purchaser's and Pre-Production Samples, EOI Tenders, enders for Disposal of Scrap, Development / Indigenization Tenders	Not applicable to this tender

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

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Section IV: General Conditions of Contract (GCC)

Part I: General Conditions of Contract applicable to all types of Tenders

1. **Definitions; Interpretation and Abbreviations:** In the contract, unless the context otherwise requires:

1.1 Definitions and Interpretation:

- (i) "Contract" means the letter or memorandum communicating to the Contractor the acceptance of this tender and includes "Intimation of Award" of his tender; "Contract" includes and Bid Invitation, Instructions to Tenderers, Tender, Acceptance of Tender, General Conditions of Contract, Schedule of Requirements, particulars and the other conditions specified in the acceptance of tender and includes a repeat order which has been accepted or acted upon by the Contractor and a formal agreement, if executed;
- (ii) "Contractor" or "Supplier" means the individual or the firm supplying the goods and services. The term includes his employees, agents, successors, authorized dealers, stockists and distributors. Other homologous terms are: Vendor, Firm, Manufacturer, OEM etc.;
- (iii) "Drawing" means the drawing or drawings specified in or annexed to the Specifications;
- (iv) "Government" means the Central Government or a State Government as the case may be;
- (v) The "Inspecting Officer" means the person, or organisation specified in the contract for the purpose of inspection of stores of work under the contract and includes his / their authorised representative;
- (vi) "Purchase Officer" means the officer signing the acceptance of tender and includes any officer who has authority to execute the relevant contract on behalf of the Purchaser;
- (vii) The "Purchaser" means BRBNMPL – the organization purchasing goods and services as incorporated in the documents;
- (viii) "Signed" includes stamped, except in the case of an acceptance of tender or any amendment thereof;
- (ix) "Test" means such test as is prescribed by the particulars or considered necessary by the Inspecting Officer whether performed or made by the Inspecting Officer or any agency acting under the direction of the Inspecting Officer;
- (x) The delivery of the stores shall be deemed to take place on delivery of the stores in accordance with the terms of the contract, after approval by the Inspecting Officer if so provided in the contract –
 - a. The consignee at his premises; or
 - b. Where so provided, the interim consignee at his premises; or
 - c. A carrier or other person named in the contract for the purpose of transmission to the consignee; or
 - d. The consignee at the destination station in case of contract stipulating for delivery of stores at destination station.
- (xi) "Writing" or "Written" includes matter either in whole or in part, in manuscript, typewritten, lithographed, cyclostyled, photographed or printed under or over signature or seal, as the case may be.
- (xii) Words in the singular include the plural and vice-versa.
- (xiii) Words importing the masculine gender shall be taken to include the feminine gender and words importing persons shall include any company or association or body of individuals, whether incorporated or not.
- (xiv) The heading of these conditions shall not affect the interpretation or construction thereof.
- (xv) Terms and expression not herein defined shall have the meanings assigned to them in the Indian Sale of Goods Act, 1930 (as amended) or the Indian Contract Act, 1872 (as amended) or the General Clauses Act, 1897 (as amended) as the case may be.
- (xvi) PARTIES: The parties to the contract are the "Contractor" and the "Purchaser", as defined above;
- (xvii) "Tender" means quotation / bid received from a firm /

- supplier.
- (xviii) "Goods" means the articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant etc. which the supplier is required to supply to BRBNMPL under the contract. Other homologous terms are: Stores, Materials etc.
- (xix) "Services" means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of technical assistance, training, after sales service, maintenance service and other such obligations of the supplier covered under the contract.
- (xx) "Earnest Money Deposit" (EMD) means monetary guarantee to be furnished by a Tenderer along with its tender.
- (xxi) "Performance Security" means monetary guarantee to be furnished by the successful Tenderer for due performance of the contract placed on it. Performance Security is also known as Security Deposit or Performance Bank Guarantee.
- (xxii) "Consignee" means the person to whom the goods are required to be delivered as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of dispatch to another person as provided in the Contract then that "another" person is the consignee, also known as ultimate consignee.
- (xxiii) "Specification" or "Technical Specification" means the drawing / document/ standard that prescribes the requirement to which product or service has to conform.
- (xxiv) "Inspection" means activities such as measuring, examining, testing, analyzing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.
"Day" means calendar day.

1.2 Abbreviations:

"AAEC"	means "Appreciable Adverse Effect on Competition" as per Competition Act
"BG"	means Bank Guarantee
"BL or B/L"	means Bill of Lading
"CD"	means Custom Duty
"CIF"	means Cost, Insurance and Freight Included
"CMD"	means Chairman and Managing Director
"CPSU"	means Central Public Sector Undertaking
"CST"	means Central Sales Tax
"DDO"	means Direct Demanding Officer in Rate Contracts
"DGS&D"	means Directorate General of Supplies and Disposals
"DP"	means Delivery Period
"ECS"	means Electronic clearing system
"ED"	means Excise Duty
EMD	means Earnest money deposit
"EOI"	means Expression of Interest (Tendering System)
"ERV"	means Exchange rate variations
"FAS"	means Free alongside shipment
"FOB"	means Freight on Board
"FOR"	means Free on Rail
"GCC"	means General Conditions of Contract
GIT	means General Instructions to Tenderers
GST	means Goods and Services Tax which will replace Sales Tax
"H1, H2 etc"	means First Highest, Second Highest Offers etc in Disposal Tenders
Incoterms	means International Commercial Terms, 2000 (of ICC)
"L1, L2 etc"	means First or second Lowest Offer etc.

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"LC"	means Letter of Credit	documents and copies thereof, in addition to safeguards mentioned in sub-para above.
"LD or L/D"	means Liquidated Damages	
"LSI"	means Large Scale Industry	3.3. Further, the supplier shall not, without BRBNMPL's prior written consent, make use of any document or information mentioned in GCC sub-clause 3.1 above except for the sole purpose of performing this contract.
"NIT"	means Notice Inviting Tenders.	3.4. Except the contract issued to the supplier, each and every other document mentioned in GCC sub-clause 3.1 above shall remain the property of BRBNMPL and, if advised by BRBNMPL, all copies of all such documents shall be returned to BRBNMPL on completion of the supplier's performance and obligations under this contract.
"NSIC"	means National small industries corporation	
"PQB"	means Pre qualification bidding	
"PSU"	means Public Sector Undertaking	
"PVC"	means Price variation clause	
"RC"	means Rate contract	
"RR or R/R"	means Railway Receipt	
"SBD" or "T D"	means Standard Bid Document / Tender Document	
"SCC"	means Special Conditions of Contract	
"SIT"	means Special Instructions to Tenderers	
"BRBNMPL"	means Bharatiya Reserve Bank Note Mudran Private Limited	
"SSI"	means Small Scale Industry	
"ST"	means Sales Tax	
"VAT"	means Value Added Tax	

2. Application

2.1. The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same are not superseded by the Special Conditions of Contract (SCC) prescribed under Section V of this document.

2.2. General Conditions of the contract shall not be changed from one tender to other.

2.3. Other Laws and Conditions that will govern the Contract:

Besides GCC and SCC following conditions and Laws will also be applicable and would be considered as part of the contract:

- i. Indian Contracts Act, 1872
- ii. Sale of Goods Act, 1930
- iii. Arbitration and Conciliation Act, 1996
- iv. Competition Act, 2002 as amended by Competition (Amendment Act), 2007
- v. Contractor's Tender Submissions including Revised Offer during Negotiations if any
- vi. Conditions in other parts of the Tender Documents
- vii. Correspondence including counter-offers if any; between the Contactor and BRBNMPL during the Tender Finalization
- viii. Notification of award and Contract Documents
- ix. Subsequent Amendments to the Contract

3. Use of contract documents and information

3.1. The supplier shall not, without BRBNMPL's prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of BRBNMPL in connection therewith, to any person other than the person(s) employed by the supplier in the performance of the contract emanating from this tender document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.

3.2. During the process of procurement of Security or Sensitive Machinery and Items, Tender Documents and the specifications/ drawings of such items would be issued only to Vendors having security clearance within the validity of such clearance and he shall maintain absolute secrecy and strictly control the number of copies and access to the

3.3. Further, the supplier shall not, without BRBNMPL's prior written consent, make use of any document or information mentioned in GCC sub-clause 3.1 above except for the sole purpose of performing this contract.

3.4. Except the contract issued to the supplier, each and every other document mentioned in GCC sub-clause 3.1 above shall remain the property of BRBNMPL and, if advised by BRBNMPL, all copies of all such documents shall be returned to BRBNMPL on completion of the supplier's performance and obligations under this contract.

4. Patent Rights

4.1. The supplier shall, at all times, indemnify BRBNMPL, free of cost, against all claims which may arise in respect of goods & services to be provided by the supplier under the contract for infringement of any right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against BRBNMPL, BRBNMPL shall notify the supplier of the same and the supplier shall, at his own expenses take care of the same for settlement without any liability to BRBNMPL.

5. Country of Origin

5.1. All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.

5.2. The word "origin" incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the services are arranged.

6. Performance Bond / Security

6.1. Within twenty-one days after the issue of notification of award by BRBNMPL, the supplier shall furnish performance security to BRBNMPL for an amount equal to ten per cent of the total value of the contract, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.

6.2. The Performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be in one of the following forms:

- a. Account Payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank in India, in favour of the same official of BRBNMPL as indicated in the clause 3 of NIT in reference to EMD.
- b. Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in section XV of this document.

6.3. In the event of any loss due to supplier's failure to fulfill its obligations in terms of the contract, the amount of the performance security shall be payable to BRBNMPL to compensate BRBNMPL for the same.

6.4. In the event of any amendment issued to the contract, the supplier shall, within twenty-one days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

6.5. Subject to GCC sub-clause 6.3 above, BRBNMPL will release the performance security without any interest to the supplier on completion of the supplier's all contractual obligations including the warranty obligations.

7. Technical Specifications and Standards

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- 7.1. The Goods & Services to be provided by the supplier under this contract shall conform to the technical specifications and quality control parameters mentioned in 'Technical Specification' and 'Quality Control Requirements' under Sections VII and VIII of this document.
- 8. Packing and Marking**
- 8.1. The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc. As and if necessary, the size, weights and volumes of the packing cases shall also take into consideration, the remoteness of the final destination of the goods and availability or otherwise of transport and handling facilities at all points during transit upto final destination as per the contract.
- 8.2. The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VII and VIII and in SCC under Section V. in case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.
- 8.3. **Packing instructions:**
- Unless otherwise mentioned in the Technical Specification and Quality Control Requirements under Sections VII and VIII and in SCC under Section V, the supplier shall make separate packages for each consignee (in case there is more than one consignee mentioned in the contract) and mark each package on three sides with the following with indelible paint of proper quality:
- contract number and date
 - brief description of goods including quantity
 - packing list reference number
 - country of origin of goods
 - consignee's name and full address and
 - supplier's name and address
- 9. Inspection and Quality Control**
- 9.1. BRBNMPL and / or its nominated representative(s) will, without any extra cost to BRBNMPL, inspect and/ or test the ordered goods and the related services to confirm their conformity to the contract specifications and other quality control details incorporated in the contract. BRBNMPL shall inform the supplier in advance, in writing, BRBNMPL's programme for such inspection and, also the identity of the officials to be deputed for this purpose.
- 9.2. The Technical Specification and Quality Control Requirements incorporated in the contract shall specify what inspections and tests are to be carried out and, also, where and how they are to be conducted. If such inspections and tests are conducted in the premises of the supplier or its subcontractor(s), all reasonable facilities and assistance, including access to relevant drawings, design details and production data, shall be furnished by the supplier to BRBNMPL's inspector at no charge to BRBNMPL.
- 9.3. If during such inspections and tests the contracted goods fail to conform to the required specifications and standards, BRBNMPL's inspector may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet the specifications and standards, as required, free of cost to BRBNMPL and resubmit the same to BRBNMPL's inspector for conducting the inspections and tests again.
- 9.4. In case the contract stipulates pre-despatch inspection of the ordered goods at suppliers' premises, the supplier shall put up the goods for such inspection to BRBNMPL's inspector well ahead of the contractual delivery period, so that BRBNMPL's inspector is able to complete the inspection within the contractual delivery period.
- 9.5. If the supplier tenders the goods to BRBNMPL's inspector for inspection at the last moment without providing reasonable time to the inspector for completing the inspection within the contractual delivery period, the inspector may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expense of the supplier. The fact that the goods have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to BRBNMPL under the terms & conditions of the contract.
- 9.6. BRBNMPL's contractual right to inspect, test and, if necessary, reject the goods after the goods' arrival at the final destination shall have no bearing of the fact that the goods have previously been inspected and cleared by BRBNMPL's inspector during pre-despatch inspection mentioned above.
- 9.7. Goods accepted by BRBNMPL and/ or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute BRBNMPL's right to reject the same later, if found deficient in terms of the warranty clause of the contract, as incorporated under GCC Clause.
- 10. Terms of Delivery**
- 10.1. Goods shall be delivered by the supplier in accordance with the terms of delivery specified in the contract.
- 11. Transportation of Goods**
- 11.1. The supplier shall not arrange part-shipments and/ or transshipment without the express / prior written consent of BRBNMPL.
- 11.2. Instructions for transportation of domestic goods including goods already imported by the supplier under its own arrangement: In case no instruction is provided in this regard in the SCC, the supplier will arrange transportation of the ordered goods as per its own procedure.
- 11.3. Shipping Arrangement for Foreign Contracts: In the case of FOB/FAS contracts, shipping arrangements shall be made by the Ministry of Shipping & Transport (Chartering Wing), New Delhi, INDIA, in accordance with details given in SBD Section XVIII. The Contractor shall give adequate, notice to the Forwarding Agents/Nominees about the readiness of the cargo from time to time and at least six weeks' notice in advance of the required position for finalising the shipping arrangements. In the case of C&F contracts, the Contractor shall arrange shipment in accordance with the requirements of the Ministry of Shipping & Transport, New Delhi, INDIA, indicated in the same SBD section (as applicable).
- 12. Insurance:**
- 12.1. Unless otherwise instructed in the SCC, the supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the following manner.
- 12.2. In case of supply of domestic goods on CIF destination basis, the supplier shall be responsible till the entire stores contracted for arrive in good condition at destination. The transit risk in this respect shall be covered by the Supplier by getting the stores duly insured. The insurance cover shall be obtained by the Supplier in its own name and not in the

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name of BRBNMPL or its Consignee.

12.3 In the case of FOB and C&F offers for import of Goods, insurance shall be arranged by the Purchaser. However, the supplier must give sufficient notice to the Purchaser prior to the date of shipment, so that the Insurance Cover for the shipment can be activated. The Supplier must co-ordinate so as to ensure that the Shipment sails only with Insurance cover in place.

12.4 In case of Import of Goods, even in case where the insurance is paid by the Purchaser, and loss or damage shall be made good by the Contractor free of cost, without waiting for the settlement of insurance claim. The payment after settlement of insurance claim shall be reimbursed by the Purchaser to the Contractor. It will be entirely the responsibility of the Contractor to make good loss/damage without waiting for settlement of insurance claim so that machine is commissioned within the time specified in the contract.

13. Spare parts

13.1. If specified in the List of Requirements and in the resultant contract, the supplier shall supply / provide any or all of the following materials, information etc. pertaining to spare parts manufactured and/ or supplied by the supplier:

- a) The spare parts as selected by BRBNMPL to be purchased from the supplier, subject to the condition that such purchase of the spare parts shall not relieve the supplier of any contractual obligation including warranty obligations; and
- b) In case the production of the spare parts is discontinued:
 - i. sufficient advance notice to BRBNMPL before such discontinuation to provide adequate time to BRBNMPL to purchase the required spare parts etc., and
 - ii. immediately following such discontinuation, providing BRBNMPL, free of cost, the designs, drawings, layouts and specifications of the spare parts, as and if requested by BRBNMPL.

13.2. Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the goods so that the same are supplied to BRBNMPL promptly on receipt of order from BRBNMPL.

14. Incidental services

14.1. Subject to the stipulation, if any, in the SCC (Section-V) and the Technical Specification (Section – VII), the supplier shall be required to perform any or all of the following services:

- a) Providing required jigs and tools for assembly, start-up and maintenance of the goods
- b) Supplying required number of operation & maintenance manual for the goods
- c) Installation and commissioning of the goods
- d) Training of BRBNMPL's operators for operating and maintaining the goods
- e) Providing after sales service during the tenure of the contract
- f) Providing maintenance service after expiry of the warranty period of the goods if so incorporated in the contract

14.2. Prices to be paid to the supplier by BRBNMPL for any of the required incidental services, if not already included in the contract price during the placement of the contract, shall be settled and decided in advance by BRBNMPL and the supplier. However, such prices shall not exceed the contemporary rates charged by the supplier to other customers for similar services.

15. Distribution of Despatch Documents for Clearance/ Receipt of Goods

15.1. The supplier shall send all the relevant despatch documents well in time to BRBNMPL to enable BRBNMPL to clear or receive (as the case may be) the goods in terms of the contract. Unless otherwise specified in the SCC, the usual documents involved and the drill to be followed in general for this purpose are as follows:

15.2. For Domestic Goods, including goods already imported by the supplier under its own arrangement Within 24 hours of despatch, the supplier shall notify BRBNMPL, consignee, and others concerned if mentioned in the contract, the complete details of despatch and also supply the following documents to them by registered post / speed post (or as instructed in the contract):

- (a) Supplier's Invoice indicating, inter alia description and specification of the goods, quantity, unit price, total value;
- (b) Packing list;
- (c) Insurance certificate;
- (d) Railway receipt / Consignment note;
- (e) Manufacturer's guarantee certificate and in-house inspection certificate;
- (f) Inspection certificate issued by BRBNMPL's inspector
- (g) Expected date of arrival of goods at destination and
- (h) Any other document(s), as and if specifically mentioned in the contract.

15.3. For Imported Goods, within 3 days of dispatch, the supplier will Notify BRBNMPL, consignee and other concerned if mentioned in the contract, the complete details of dispatch and also supply the following documents to them by Courier (or as instructed in the Contract), besides advance intimation by Fax/ email:

- (a) Clean on Board Airway Bill/Bill of Lading (B/L)
- (b) Original Invoice
- (c) Packing List
- (d) Certificate of Origin from Seller's Chamber of Commerce
- (e) Certificate of Quality and current manufacture from OEM
- (f) Dangerous Cargo Certificate, if any.
- (g) Insurance Policy of 110% if CIF/CIF contract.
- (h) Performance Bond / Warranty Certificate

16. Warranty

16.1 The supplier warrants that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials unless prescribed otherwise by BRBNMPL in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials (except when the design adopted and / or the material used are as per BRBNMPL's specifications) or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods under the conditions prevailing in India.

16.2 This warranty shall remain valid for twelve months after the goods or any portion thereof as the case may be, have been delivered to the final destination and installed and commissioned at the final destination and accepted by BRBNMPL in terms of the contract or for fifteen months from the date of despatch from the supplier's premises for domestic goods (including goods already imported by the supplier under its own arrangement) or for eighteen months after the date of shipment from the port of loading in the source country for imported goods offered from abroad, whichever is earlier, unless specified otherwise in the SCC.

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- 16.3. In case of any claim arising out of this warranty, BRBNMPL shall promptly notify the same in writing to the supplier. from the date of the supplier's receipt of BRBNMPL's amendment / modification of the contract.
- 16.4. Upon receipt of such notice, the supplier shall, with all reasonable speed (or within the period, if specified in the SCC), repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts/ goods after providing their replacements and no claim, whatsoever shall lie on BRBNMPL for such replaced parts/ goods thereafter.
- 16.5. In the event of any rectification of a defect or replacement of any defective goods during the warranty period, the warranty for the rectified/ replaced goods shall be extended to a further period of twelve months from the date such rectified / replaced goods starts functioning to the satisfaction of BRBNMPL.
- 16.6. If the supplier, having been notified, fails to rectify / replace the defect(s) within a reasonable period (or within the period, if specified in the SCC), BRBNMPL may proceed to take such remedial action(s) as deemed fit by BRBNMPL, at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which BRBNMPL may have against the supplier.
17. **Assignment**
- 17.1. The Supplier shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with BRBNMPL's prior written permission.
18. **Sub Contracts**
- 18.1. The Supplier shall notify BRBNMPL in writing of all sub contracts awarded under the contract if not already specified in its tender. Such notification, in its original tender or later, shall not relieve the Supplier from any of its liability or obligation under the terms and conditions of the contract.
- 18.2. Sub contract shall be only for bought out items and sub-assemblies.
- 18.3. Sub contracts shall also comply with the provisions of GCC Clause 5 ('Country of Origin').
19. **Modification of contract**
- 19.1. Once a contract has been concluded, the terms and conditions thereof will generally not be varied. However if necessary, BRBNMPL may, by a written order given to the supplier at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:
- (a) Specifications, drawings, designs etc. where goods to be supplied under the contract are to be specially manufactured for BRBNMPL,
 - (b) mode of packing,
 - (c) incidental services to be provided by the supplier
 - (d) mode of despatch,
 - (e) place of delivery, and
 - (f) any other area(s) of the contract, as felt necessary by BRBNMPL depending on the merits of the case.
- 19.2. In the event of any such modification/ alteration causing increase or decrease in the cost of goods and services to be supplied and provided, or in the time required by the supplier to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/ or contract delivery schedule, as the case may be, and the contract amended accordingly. If the supplier doesn't agree to the adjustment made by BRBNMPL, the supplier shall convey its views to BRBNMPL within twenty one days
- 19.3. **Option Clause:** By a suitable provision in the SCC, the Purchaser may reserve the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of Delivery Period.
20. **Prices**
- 20.1. Prices to be charged by the supplier for supply of goods and provision of services in terms of the contract shall not vary from the corresponding prices quoted by the supplier in its tender or during negotiations, if any, and incorporated in the contract except for any price adjustment authorized in the SCC.
21. **Taxes and Duties**
- 21.1. Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to BRBNMPL.
- 21.2. Further instruction, if any, shall be as provided in the SCC.
22. **Terms and Mode of Payment:** Unless specified otherwise in SCC, the terms of payments would be as follows:
- 22.1. Unless otherwise specified in SCC, usual payment term is 100% on receipt and acceptance of goods by the Purchaser and on production of all required documents by the supplier.
- 22.2. For Domestic Goods: Unless otherwise specified in the SCC, payments to suppliers are usually made by account payee cheque or through ECS only.
- 22.2.1. Where the terms of delivery is FOR dispatching Station, the payment terms, depending on the value and nature of the goods, mode of transportation etc. maybe 60% to 90% (as specified in SIT) on proof of dispatch and other related documents and balance on receipt at site and acceptance by the consignee.
- 22.2.2. Where the terms of delivery is CIF destination / delivery at site/FOR destination, usual payment term is 100% on receipt and acceptance of goods by the consignee and on production of all required documents by the supplier.
- 22.2.3. Where goods to be supplied also need installation and commissioning by the supplier, the payment terms are generally as under:
- (a) For a contract with terms of delivery as FOR dispatching station
 - i. 60% on proof of dispatch along with other specified documents
 - ii. 30% on receipt of the goods at site by the consignee and balance
 - iii. 10% on successful installation and commissioning and acceptance by the user department
 - (b) For a contract with terms of delivery as CIF destination/ Delivery at site/FOR destination
 - i. 90% on receipt and acceptance of goods by the consignee at destination and on production of all required documents by the supplier
 - ii. 10% on successful installation and commissioning and acceptance by the consignee.
- 22.3. **For Imported Goods:** Unless otherwise specified in SCC, payments are made through an irrevocable Letter of Credit

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- (a) Cases where Installation, Erection and Commissioning (if applicable) are not the responsibility of the Supplier – 100 % net FOB/FAS price is to be paid against invoice, shipping documents, inspection certificate (where applicable), manufacturers' test certificate, etc.
 - (b) Cases where Installation, Erection and Commissioning are the responsibility of the Supplier – 80% to 90% net FOB/FAS price (as specified in the SCC) will be paid against invoice, inspection certificate (where applicable), shipping documents etc. and balance within 21-30 days of successful installation and commissioning at the consignee's premises and acceptance by the consignee.
 - (c) Payment of Agency Commission against FOB/FAS Contract – Entire 100% agency commission is generally paid in Indian Rupees after all other payments have been made to the supplier in terms of the contract.
- 22.4.** Unless specified otherwise in the SCC, the following general conditions will apply for payment to the supplier.
- 22.5.** The payment shall be made in the currency / currencies authorized in the contract.
- 22.6.** The supplier shall send its claim for payment in writing as per Section XIX - "Proforma for Bill for Payments", when contractually due, along with relevant documents etc., duly signed with date, as specified in SCC and in a manner as also specified therein.
- 22.7.** While claiming payment, the supplier is also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.
- 22.8.** The important documents which the supplier is to furnish while claiming payment are:
- a) Original Invoice
 - b) Packing List
 - c) Certificate of country of origin of the goods from seller's Chamber of Commerce.
 - d) Certificate of pre-dispatch inspection by BRBNMPL's representative/ nominee
 - e) Manufacturer's test certificate
 - f) Performance/ Warrantee Bond
 - g) Certificate of insurance
 - h) Clean on Bill of lading/ Airway bill/ Rail receipt or any other dispatch document, issued by a government agency (like postal department) or an agency duly authorized by the concerned ministry/ department
 - i) Consignee's Certificate confirming receipt and acceptance of goods
 - j) Dangerous Cargo Certificate, if any, in case of imported goods.
 - k) Any other document specified.
- 22.9.** While claiming reimbursement of duties, taxes etc. (like sales tax, excise duty, custom duty) from BRBNMPL, as and if permitted under the contract, the supplier shall also certify that, in case it gets any refund out of such taxes and duties from the concerned authorities at a later date, it (the supplier) shall refund to BRBNMPL, BRBNMPL's share out of such refund received by the supplier. The supplier shall also refund the applicable amount to BRBNMPL immediately on receiving the same from the concerned authorities.
- 22.10.** In case where the supplier is not in a position to submit its bill for the balance payment for want of receipted copies of Inspection Note from the consignee and the consignee has not complained about the non-receipt, shortage, or defects in

the supplies made, balance amount will be paid by the paying authority without consignee's receipt certificate after three months from the date of the preceding part payment for the goods in question, subject to the following conditions:

- (a) The supplier will make good any defect or deficiency that the consignee (s) may report within six months from the date of despatch of goods.
- (b) Delay in supplies, if any, has been regularized.
- (c) The contract price where it is subject to variation has been finalized.
- (d) The supplier furnishes the following undertakings:

"I/We, _____ certify that It We have not received back the Inspection Note duly receipted by the consignee or any communication from BRBNMPL or the consignee about non-receipt, shortage or defects in the goods supplied. I / We agree to make good any defect or deficiency that the consignee may report within three months from the date of receipt of this balance payment or six months from the date of dispatch whichever is later.

23. Delay in the supplier's performance

- 23.1.** The time for and the date specified in the contract or as extended for the delivery of the stores shall be deemed to be the essence of the contract and the supplier shall deliver the goods and perform the services under the contract within the time schedule specified by BRBNMPL in the List of Requirements and as incorporated in the contract.
- 23.2.** Subject to the provision under GGG clause 28, any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following sanctions besides any administrative action:
- imposition of liquidated damages,
 - forfeiture of its performance security and
 - Termination of the contract for default.
- 23.3.** If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform BRBNMPL in writing about the same and its likely duration and make a request to BRBNMPL for extension of the delivery schedule accordingly. On receiving the supplier's communication, BRBNMPL shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.
- 23.4.** When the period of delivery is extended due to unexcused delay by the supplier, the amendment letter extending the delivery period shall, inter alia contain the following conditions:
- a) BRBNMPL shall recover from the supplier, under the provisions of the clause 24 of the General Conditions of Contract, liquidated damages on the goods and services, which the Supplier has failed to deliver within the delivery period stipulated in the contract
 - b) That no increase in price on account of any ground, whatsoever, including any stipulation in the contract for increase in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, excise duty, sales tax or on account of any other tax or duty which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.

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- c) But nevertheless, BRBNMPL shall be entitled to the benefit of any decrease in price on account of reduction in or remission of customs duty, excise duty, sales tax or any other duty or tax or levy or on account of any other grounds, which takes place after the expiry of the date of delivery stipulated in the contract.

- 23.5. The supplier shall not despatch the goods after expiry of the delivery period. The supplier is required to apply to BRBNMPL for extension of delivery period and obtain the same before despatch. In case the supplier despatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and / or any other expense related to such supply shall lie against BRBNMPL.

24. Liquidated damages

- 24.1. Subject to GCC clause 28, if the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, BRBNMPL shall, without prejudice to other rights and remedies available to BRBNMPL under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% percent (or any other percentage if prescribed in the SCC) of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% (or any other percentage if prescribed in the SCC) of the delayed goods' or services' contract price(s). During the above mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 23.4 above shall also apply.

25. Custody and Return of BRBNMPL's Materials/ Equipment/ Documents loaned to Contractor

- 25.1. Whenever stores are required to be issued to the firm/contractor for fabrication or prototypes or sub-assemblies are issued for guidance in fabrication, these would be issued against appropriate Bank Guarantee as specified in SCC. In addition to the Bank Guarantee, appropriate insurance may be asked if specified in the SCC.

- 25.2. All drawings and samples issued to the contractor in connection with the contract must be returned by him. Final payment will be withheld if this is not done, besides any other sanction deemed fit by BRBNMPL.

26. Termination for default

- 26.1. BRBNMPL, without prejudice to any other contractual rights and remedies available to it (BRBNMPL), may, by written notice of default sent to the supplier, terminate the contract in whole or in part, if the supplier fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by BRBNMPL pursuant to GCC sub-clauses 23.3 and 23.4.

- 26.2. In the event of BRBNMPL terminates the contract in whole or in part, pursuant to GCC sub-clause 26.1 above, BRBNMPL may procure goods and/ or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit at the "Risk and Cost" of the supplier and the supplier shall be liable to BRBNMPL for the extra expenditure, if any, incurred by BRBNMPL for arranging such procurement.

- 26.3. Unless otherwise instructed by BRBNMPL, the supplier shall continue to perform the contract to the extent not terminated.

27. Termination for insolvency

- 27.1. If the supplier becomes bankrupt or otherwise insolvent,

BRBNMPL reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to BRBNMPL.

28. Force Majeure

- 28.1. In the event of any unforeseen event directly interfering with the supply of stores arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Contractor shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Unless otherwise directed by BRBNMPL in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. If the force majeure condition(s) mentioned above be in force for a period of 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

- 28.2. Notwithstanding the provisions contained in GCC clauses 23, 24 and 26, the supplier shall not be liable for imposition of any such sanction so long the delay and/ or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.

- 28.3. In case due to a Force Majeure event BRBNMPL is unable to fulfill its contractual commitment and responsibility, BRBNMPL will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

29. Termination for convenience

- 29.1. BRBNMPL reserves the right to terminate the contract, in whole or In part for its (BRBNMPL's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of BRBNMPL. 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.

- 29.2. The goods and services which are complete and ready in terms of the contract for delivery and performance within thirty days after the supplier's receipt of the notice of termination shall be accepted by BRBNMPL following the contract terms, conditions and prices. For the remaining goods and services, BRBNMPL may decide:

a. to get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or

b. to cancel the remaining portion of the goods and services and compensate the supplier by paying an agreed amount for the cost incurred by the supplier towards the remaining portion of the goods and services.

30. Governing language

- 30.1. The contract shall be written in Hindi or English language following the provision as contained in GIT clause 2. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written

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accordingly in that language.

31. Notices

- 31.1. Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or by cable or telex or facsimile and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.
- 31.2. The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

32. Code of Ethics

BRBNMPL as well as Bidders, Suppliers, Contractors, and Consultants under BRBNMPL contracts shall observe the highest standard of ethics during the procurement or execution of such contracts. In pursuit of this policy, for the purposes of this provision, the terms set forth below are defined as follows:

- (a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- (b) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (c) "Collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Purchaser, designed to establish bid prices at artificial, non competitive levels; and
- (d) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
- (e) A particular violation of ethics may span more than one of above mentioned unethical practices.
- 32.1. The following policies will be adopted in order to maintain the standards of ethics during procurement:
- (a) A proposal for award will be rejected if it is determined that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
- (b) A contract will be cancelled if it is determined at any time that BRBNMPL representatives/ officials have directly or indirectly, engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of that contract
- (c) In case any individual staff is found responsible, suitable disciplinary proceedings should be initiated against such staff under the applicable government conduct rules. The existing provisions under the Indian law including the instructions of Central Vigilance Commission should be followed in this regard.
- (d) Firms or individuals shall be banned/ blacklisted after following due process, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a BRBNMPL contract, if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a BRBNMPL contract.

33. Resolution of disputes

33.1. If dispute or difference of any kind shall arise between BRBNMPL and the supplier in connection with or relating to the contract, the parties shall make every effort to

resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty one days of its occurrence, then, unless otherwise provided in the SCC, either BRBNMPL or the supplier may seek recourse to settlement of disputes through arbitration as per The Arbitration and conciliation Act 1996 as per following clause.

- 33.2. **Arbitration Clause:-** If both parties fail to reach such amicable settlement, then either party (the Purchaser or Seller) may within 21 days of such failure give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters which are in difference or of difference of which such written notice has been given and no other matter shall be referred to the arbitration in accordance with the conciliation and arbitration rules of International Chamber of Commerce {ICC}/United National Commission on International Trade Law (UNCITRL) by three arbitrators appointed in accordance with the procedure set out in clause below. The arbitration proceeding shall be held in New Delhi and shall be conducted in English language. All documentation to be reviewed by the arbitrators and/ or submitted by the parties shall be written or translated into English. Venue of arbitration shall be New Delhi. The arbitrator or arbitrators appointed under this article shall have the power to extend time to make the award with the consent of the parties. Pending reference to arbitration the parties shall make all endeavours to complete the contract/work in all respects and all disputes, if any, will finally be settled in the arbitration.

34. Applicable Law

- 34.1. The contract shall be interpreted in accordance with the laws of India.
- 34.2. Irrespective of the place of delivery, or the place of performance or the place of Payments under the contract, the contract shall be deemed to have been made at the place from which the notification of acceptance of the tender has been issued.

35. Secrecy

- 35.1. The Contractor shall take all reasonable steps necessary to ensure that all persons employed in any work in connection with the contract, have full knowledge of the Official Secrets Act and any regulations framed thereunder.
- 35.2. Any information obtained in the course of the execution of the contract by the Contractor,; his servants or agents or any person so employed, as to any matter whatsoever, which would or might be directly or indirectly, of use to any enemy of India, must be treated secret and shall not at any time be communicated to any person.
- 35.3. Any breach of the aforesaid conditions shall entitle the Purchaser to cancel the contract and to purchase or authorise the purchase of the stores at the risk and cost of the Contractor, In the event of such cancellation, the stores or parts manufactured in the execution of the contract shall be taken by the Purchaser at such price as he considers fair and reasonable and the decision of the Purchaser as to such price shall be final and binding on the Contractor.

Yours faithfully,

() Seal

Signature with date.

Name:

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Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. These Special Conditions will modify / substitute / supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GGC and that in the SCC, the provision contained in the SCC shall prevail.

- 1) **Pre-Bid Visit:** The bidders **shall visit the plant premises** and shall have clear understanding about scope of work, volume of work, requirement of skill levels of workforce etc and any doubt/clarification may be cleared/done before submitting their offers. Any claim of ignorance about the system or responsibility shall not be entertained in later stage.
- 2) **Estimated Value:** The estimated value for this work is **Rs 58.00** lakhs approximately (Rupees Fifty Eight Lakhs only).
- 3) **Contract Price:** The contract price should be based on the scope of work, number of equipment to be maintained, manpower, skill levels required and shall include salary, allowances, ESIC payment, PF payment, Bonus payment (Compulsorily the contractor shall pay Bonus to their employees every year minimum @ 8.33% on their wages i.e on Basic +DA) , service tax & all other charges including appropriate insurance charges, overheads for the work as mentioned in the Scope of work (Section VII). The bidders shall take in to account all the above mentioned factors before submitting their offers.
- 4) **Wages:** Contractor shall pay the monthly wages for the employees within 7th of every month. Contractor shall preferably deposit the salary of individuals in their bank account. The monthly salary slip shall contain the details of Basic, VDA, PF, ESIC and. Consolidated salary statement in the above pattern shall be submitted along with monthly bill to BRBNMPL for scrutiny.
- 5) **Price Variation:** The price should be firm for the contract period and there shall be no variation/escalation on any account except regarding service tax. No claim in respect of sales tax, or other tax duty or levy shall be entertained separately in addition to the quoted rate. Any upward/downward revision in service tax shall be considered at actual, subject to production of documentary evidence. Rate of Service tax included in the Price should be specified. However if there is any extra operation of AC Plant/ Air Compressor, then payment will be done accordingly. **The contractor is bound to pay minimum wages as per the notification of central Govt/ State Govt, whichever is higher to the contract labours deployed at our site under the contract. If the quoted rate is less than the prevailing minimum wages, the price bid will be rejected. Any increase in the minimum wages for the labourers from the date of award of contract, declared by Central / State Govt authority whichever is higher will be reimbursed based on submission of separate bill with documentary evidence.**
- 6) **Time schedule:** Initially, the Contract for O & M shall be awarded for a period of one year. It is renewable annually on the basis of performance for another two years with same Price and Terms & Condition. The whole contract or part of contract can be terminated at any time at the discretion of the BRBNMPL with three months' notice without assigning any reason.
- 7) **Payment:** Payment shall be made on monthly basis only on satisfactory execution of the contract and submission of bills. On award of work order the contractor shall raise monthly bill in the 1st week of succeeding month for release of payment after fulfilling the all-necessary formalities. If the monthly bill is held up due to any reasons of non-fulfillment of contract terms, the contractor must disburse the wages on time to his employees through his own sources. Contractor shall submit a copy of the ESI, PF challan and wage sheets of the persons employed, along with the bills. Proportionate amount from the bill shall be deducted if the contractor fails to comply with any of the responsibilities like deployment of manpower and non-compliance of scope of work mentioned in schedules. Such amount shall be decided by the BRBNMPL and shall be binding on the contractor.
- 8) **Security Deposit:** The successful bidder has to furnish a Security Deposit in the form of DD /FD or Bank Guarantee as per the approved format within 30 days from the date of issue of Work Order for an amount equal to 10% of the Annual Contract Value (rounded off to next thousand Rupees). The Bank Guarantee shall be kept valid for the contract period plus claim period of 6 months and it may be extended whenever advised to do so. Security deposit shall be released after compliances of other

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formalities such as: - submission of 'No Claim Certificate', 'Withdrawal of Manpower', handing over of all complete system, tools & tackles, if any, balance spares & consumables, record books etc. and satisfaction of the BRBNMPL that the contractor has performed all his statutory liabilities. Security deposit will be forfeited, if the successful bidder leaves the job without completion of the contract tenure/violating any contractual obligations.

- 9) **Liquidated damage / Penalty / Indemnity:** If Contractor fails to carry out the services in strict conformity with the approved and accepted schedule, then unless such failure is due to Force Majeure, the liquidated damages at the rate of 0.5% for each week delay subjected to max of 10% of monthly contract value OR expenses and charges incurred by the BRBNMPL in rectifying and performing the defaulted service, whether by its own means or by third parties, whichever is high will be levied on the Contractor .

BRBNMPL's representative reserves the right to execute any delayed services through third parties and deduct from CONTRACTOR the cost of these services together with 10% of this cost for the damages, without any consent of CONTRACTOR, who shall be notified in writing of the measures taken in every case, after giving due notice and Contractor continues to fail to carryout rectifications/execution of services.

Any damages / breakdowns arising out of negligence, improper handling or improper maintenance will be viewed seriously. In such case the entire expenditure incurred for rectifying or replacing the damaged items will be borne by the contractor. The amount determined by BRBNMPL shall be final and binding. The contractor shall indemnify to this effect.

The payment or deduction of such damages shall not relieve CONTRACTOR from his obligations to complete the services or from any of his other obligations and liabilities under this Contract.

- 10) **Statutory Deductions:** Statutory deductions such as WCT, ST, VAT, Income Tax etc. as applicable shall be effected while making payment.

- 11) **Performance Evaluation:** A Confidential performance Evaluation of the overall performance shall be done by the dealing official(s) on periodical basis & continuation of the contract shall be primarily depending upon their performance. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated without any notice and security deposit will be forfeited & the contractor will be blacklisted. However, the contract can be terminated at any time at the discretion of BRBNMPL with three months' notice.

- 12) **Statutory requirements:** The Contractor should comply with all statutory provisions as applicable such as but not limited to:-

- a) Provisions of the Factories Act, Workman Compensation Act, Employers Liability Act, Contract Labour Act, Industrial Dispute Act, Minimum Wages Act, Payment of Wages Act, EPF and ESI Act including any modification thereof or any other law relating thereto and rules framed there under from time to time.
- b) Contractor shall at all times during the continuance of this Agreement conform in all respects to and carry out all obligations imposed on it by the provisions and requirements of the Employees Provident Fund (Miscellaneous Provision) Act, 1952, Payment of Gratuity Act, 1972, Employment State Insurance Act, 1948, Maternity Benefit Act, 1961, Minimum Wages Act 1948, prescribed by Ministry of labour & employment, office of the Chief labour Commissioner. Equal Remuneration Act, 1976, Payment of Wages Act, 1936, Payment of Bonus Act, 1965, Contract Labour (Regulation and Abolition) Act, 1971 and any applicable law in the country where any of the services are performed or regulations issued including without limitation all laws, regulations and requirements of Government of India.
- c) Since the Salboni area falls within the non-implemented area of ESI corporation, the contractor should undertake a policy (Workmen Compensation Insurance Policy to undertake the liability of Workman's compensation Act. The sum insure per labour is to be calculated as per extant rule in this regard. The contractor should also have to take an additional mediclaim policy within the specified percentage (at present 4.75 %) of wages of Employee's contribution value to take care of mediclaim benefits of the labour, and indemnify the Bharatiya Reserve Bank Note Mudran Private Limited, Salboni, from any claim whatsoever arising on account of their failure to comply with the regulations and terms as set out herein. The BRBNMPL, as a principal employer, shall enforce the provisions of these Acts.

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- d) The contractor shall possess license / registration from Labour Authority / any other Statutory Authority including PF & ESI as may be required and shall furnish Statutory Returns and deposit contributions and Statutory Levies as per the Law of the Land as applicable from time to time. The Contractor shall be liable to furnish with the company all copies of returns and documents as would be asked for time to time.
- e) Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the contractor. The Contractor shall conform to all the safety regulations and shall remain solely responsible for the obligation under the relevant statutory provisions.
- f) The contractor has to provide all statutory welfare measures for their workers.
- 13) Incompletion/Discontinuation of work:** If the work is not completed in all aspects or delayed beyond reasonable time or contractor discontinues the work abruptly, then BRBNMPL reserves the rights to get the remaining work/uncompleted work done through any other agencies at the risk and cost of the contractor. In such cases, the pending claims and Security Deposit of the contractor shall be forfeited.
- 14) Recovery & Rectification of work:** In case contractor fails to attend the same as per defect liability period clause above within a week from the date of intimation, it shall be got rectified by through another agency & money spent thus shall be recovered from the contractor.
- 15) Accommodation:** On specific request from the Contractor, BRBNMPL may provide quarters/space for Site Office purpose as per availability and allotment norms/rules in force for allotment, at a prescribed rent & other charges like Electricity etc., fixed by the Company. In this event, the contractor must always be in a position that whenever any directive for vacating the said premise is issued, he shall, without raising any objection, peacefully vacate the same.
- 16) Adequacy of Contractor's Staff:** It is understood that the service activities are to be performed with utmost diligence and expediency so as to maintain the highest standards of O & M services. To achieve this, Contractor shall strictly maintain adequate level of staff with prescribed skill levels (Section-VII) at site at all times. In case mechanized services are provided by the contractor, the equipment shall be well maintained and kept in good condition for all time.
- 17) Labour :** Contractor shall be responsible for the engagement, employment, transport, working and living conditions of personnel and in respect of all matters connected therewith including their safety. All the proposed staff / personnel shall possess high standard of Integrity, have no affiliation with any political parties or trade unions. This has to be followed during the entire contract period. Contractor shall at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst its employees and for the preservation of peace and protection of persons and property in the neighborhood of the site against the same. Upon the outbreak of any strike or labour dispute involving any of Contractor's personnel engaged on the services, Contractor shall forthwith give details thereof to BRBNMPL. If any dispute arises between the contract labour/employees and Contractor agency, the BRBNMPL will not be responsible in any manner. The Contractor shall not stop or cause stoppage of work on account of strike or other agitation during the period of contract. The Contractor agrees that it shall be liable for all consequences for the delay caused or loss / damages suffered by the BRBNMPL due to the stoppage / strike by the Contractor. BRBNMPL shall recover the cost incurred due to this from the Contractor's running account bills. Contractor shall within twenty four (24) hours of any occurrence of any accident at or about the site or in connection with the execution of the services or any injury, loss or damage to any personnel or to property of Contractor, BRBNMPL or of a third party, report such occurrence to the competent authority whenever such a report is required by law. BRBNMPL shall be at liberty to object to and require Contractor to remove forthwith from the site any person employed by Contractor in or about execution or performance of services who in the opinion of BRBNMPL has committed a misconduct or whose employment is otherwise considered to be undesirable. Contractor without the written permission of BRBNMPL shall not again employ such person upon services at any circumstances.
- 18) Safety & Security Measures:**
- a) The contractor should scrupulously conform to the safety and security norms as stipulated by BRBNMPL while working in the security area.

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- b) The contractor shall take all the precaution while executing this work. Protective gear such as safety helmets, boots, belts, gloves etc. shall be provided by the contractor at his own cost to all his workers at site. The Contractor shall impose such requirements on all sub-contractors also. It shall be the responsibility of the contractor to ensure that such protective gear is worn at all times by all personnel working at site. BRBNMPL shall have the right to stop any person not wearing such protective gear from working on the site.
- c) BRBNMPL is a security organization and the Govt. of West Bengal declares the premise as Prohibited Area. Hence the contractor has to abide by the security rules of the Company. The contractor has to ensure the character and antecedent of the persons deployed. The contractor must be in a position to produce such documents whenever he is asked to do so. Details shall be furnished as per format when called for. The contractor has to issue printed photo identity card to its workers duly authenticated by the designated security officer of the Company. Contractor should apply for Gate Pass for labours, welding permission and material entry pass etc. as per approved format only, well in advance to avoid any delay in issue of Gate passes.
- d) While applying for pass, contractor must enclose copy of address proof (Voters ID card or ration card or driving license or passport etc., for all the workers for which gate pass has been requested. The details shall be submitted in the prescribed format as given below.

SI No	Name of Person	Father name	Age	Present Address	Identification Mark	Signature of the Individual

- e) On award of the contract the contractor shall sign the Non-disclosure format and abide with that.
 - f) Any worker of the contractor, if found by the Company as unsuitable or having doubtful integrity, shall be removed from the premises at the risk and cost of the contractor. The contractor shall vouch guarantee for the integrity of its workers.
- 19) Cleanliness:** - Contractor is required to ensure complete cleanliness at the site. Debris generated during the day's work should be disposed off immediately.
- 20) Legal jurisdiction:** The court of Kolkata (West Bengal) only shall have jurisdiction to deal with and decide any legal matter of dispute whatsoever arising out of any work order placed by us.

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Section VI: List of Requirements

Schedule No.	Brief description of goods and services (Related specifications etc. are in Section-VII)	Accounting unit	Quantity	Amount of Earnest Money
1.	“Operation and maintenance of AC plant with associated equipment and Compressed Air System at BRBNMPL, Salboni”	Lot	01	Rs.1,16,000/-

Address: Bharatiya Reserve Bank Note Mudran Private Limited, P.O. RBNML, Salboni -721132

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Section VII: Technical Specification and Scope of work

1. Preamble:

The Bharatiya Reserve Bank Note Mudran Private Limited (wholly owned subsidiary of Reserve Bank of India) is an ISO 9001:2008 & ISO 14001:2004 certified Company. The production unit at Salboni, Dist. - West Midnapore, West Bengal is spread over 580 acres having self-contained township with all modern amenities. Sealed quotations are invited for Operation and Maintenance of AC plant with associated equipment and Compressed Air System at BRBNMPL, Salboni as per requirements stated in this tender.

The estimated cost of the contract is Rs. 58, 00,000/- per annum (inclusive of taxes, cess etc.)

2. Scope Of Work:

Scope of work shall include but shall not restrict to the following:

2.1.1. AC plant with associated equipment and Compressed Air System requires the following operations and maintenance.

Sl. No	Plant / Equipment Description	Qty.	Daily O & M	Scheduled /preventive /breakdown Service
1	675/575 TR York make centrifugal chillers AC plant with Cooling Tower, AHU's, Pumps, Motors and all associated equipment/system	05	Daily operation & maintenance of AC plant to ensure and maintain the designed temperature and humidity in the plant	Daily/Weekly/monthly/Quarterly/Yearly /Break down/ Routine & Preventive maintenance of the system as per the schedule and requirement under OMC
2	Building Automation System (BAS) for Air-conditioning system	Complete System	Daily operation & maintenance of BAS and generating reports to ensure proper working	Daily / Weekly/monthly/breakdown Routine & Preventive maintenance as per the schedule and requirement under OMC
3	Package Air-Conditioner of 11TR capacity	Complete System	Daily Operation & Maintenance of the System as per requirement	Weekly/monthly/breakdown and preventive maintenance as per the schedule and requirement under OMC
4	A.C. plant & Ventilation System with 2X20TR Packaged air conditioners with FCU, Pumps etc.	Complete System	Daily Operation & Maintenance of the system as per the requirement	Weekly/monthly/breakdown and preventive maintenance as per the schedule and requirement under OMC
5	Split / Window AC units & Water coolers	As mentioned in the list of Major equipment	Daily OMC for the units	To carry out preventive maintenance and attend to breakdown calls
6	Precision air	Complete	Daily Operation &	Weekly/monthly/breakdown

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	conditioning (PAC) system in Paper lab	system	Maintenance of the system as per the requirement	and preventive maintenance as per the schedule and requirement under OMC
7	Air Compressors (Present Model: ZR 200 & GA 2008, Make: Atlas Copco) with Air Dryers, Cooling Tower, Air Receiver Tanks, Air Pipelines, Pumps, Motors, electrical panel and all associated equipment/system	03	Daily operation & maintenance of Air Compressor System to ensure and maintain the designed air flow, pressure, moisture content etc. in the plant	Daily/Weekly/monthly/Quarterly/Yearly /Break down/ Routine & Preventive maintenance of the system as per the schedule and requirement under OMC

2.1.2. The scope of work under this contract for AC Plant shall include routine operation and all types of maintenance of the entire Air-Conditioning & Ventilation and BAS Systems and other equipment/systems as mentioned above. The scope includes repair, servicing, replacement, maintenance (preventive & breakdown) of the AC Plant and other equipment/system. The normal spares and consumables required for carrying out breakdown, routine and preventive maintenance will be provided by BRBNMPL. Major overhauling / repairs, if required, will be technically supported by OEMs / outside experts for which BRBNMPL will bear the expenses.

The OMC of all the split, window, cassette & tower air conditioners, packaged air conditioners, precision AC system and Water Coolers are also included under this scope of work. The contractor shall ensure that the AC plant along with the BAS and all other equipment/systems are maintained in good working condition during the period of this contract to meet the critical design parameters such as temperature and humidity as required in each area of operation.

2.1.3. The scope of work under this contract for Air Compressors shall include Operation & Maintenance of total system of 03 Nos. screw type air compressor (Make- Atlas Copco, Model GA-2008 W and ZR 200) along with associated accessories such as Cooling Towers, Cooling Water Pumps with Motors, Air Dryers (Model-FD-560 W), Vertical Air Receiver, Control Panels, Filters, Valves, Pipe lines etc.

Maintenance includes routine, periodic, preventive & breakdown maintenance of three nos. of Air Compressors with their associated accessories (Cooling Towers, Cooling Water Pumps, Air Dryers, Control Panels, Motors, Filters, Valves pipe lines etc.) both from mechanical & electrical point of view as per the manufacturer's recommendation and/or BRBNMPL guidance/direction.

2.1.4. Minor repair works including welding, machining, grinding, painting etc. and replacement of insulation required due to repair/maintenance of pipe line/duct has been included in the scope of work.

2.1.5. Further, the responsibility for replacement of spares on emergency during breakdowns without awaiting for formal purchase order will be under the scope of contractor (the replacement of such spares will be done after the consent of officer in-charge)

2.1.6. **The contractor shall submit the list of fast moving spares and required consumables along with the rates.** The same will have to be approved by us for subsequent procurement and reimbursed by us as deemed fit. The quoted rate shall remain unchanged during the tenure of the contract period. BRBNMPL reserves the right either to procure the spares following the above list or procuring from other sources

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2.1.7. Normal Operation includes running of AC Plant and air compressor systems & accessories for 24 hours in a day & six days a week, to meet the requirement of plant operation. For any extra operation of AC Plant / Air Compressor payment will be made accordingly.

2.2 Maintenance of the system as per the following schedule shall be part and parcel of the contract and inclusive but not exhaustive. No additional payment will be done in this regard.

Preventive / scheduled Maintenance

2.2.1. Centrifugal Chillers:

- Daily/weekly/Monthly checking and rectification, if required for abnormal noise, vibration, leakage of oil, refrigerant, oil level etc.
- Topping/replacement of Refrigerant and oil, replace oil cartridge, dehydrators etc.
- Replacement of faulty gaskets and other seals.
- Quarterly checking and tightening of all holding down bolts, pipe line connections.
- Quarterly checking of operation of oil heater, purging unit.
- Quarterly checking/rectification of Microprocessor Control panel, York talk, Elink, translator etc.
- Annual chemical de-scaling of Condensers and leak testing of chiller units or as and when required.
- Quarterly checking/rectification of motor shaft alignment/coupling.
- Quarterly checking, rectification/replacement of all bearings for sound, heating and vibration.
- Quarterly Greasing of HT motor bearings.
- Develop action plan for rectifying abnormalities if any observed in performance of the system.
- To attend break down calls as and when required, investigation, troubleshooting, locate defects, replace the defective parts/verify defects and re-commissioning the system with necessary gas charging.
- Assist and plan requirement of spares for annual overhauling of the system.

2.2.2. Double and single skin Air Handling Units:

- Monthly inspection and cleaning of all filters and replacement of fine & pre- filters in a phased manner once to cover the entire AHU's.
- Replacement of gaskets and sealants of AHU's once in a year or as and in a phased manner once to cover the entire AHU's.
- Quarterly chemical/water cleaning of cooling coils.
- Quarterly checking and rectification, if required of coil fin, leakage in pipeline, valve connection and flexible connections.
- Air bleeding of water coils as and when required.
- Regular checking and rectification, if required of operation of AHU fan, impeller & drive pulley, for belt tension, bearing noise, abnormal sound, motor vibration and pulley alignment.
- Monthly lubrication of fire damper linkage, bypass damper linkage, fresh air damper linkage.
- Quarterly checking, cleaning and rectification, if required for corrosion & leakage in casing and also general leakage & corrosion.
- Monthly inspection and cleaning of drain trays and drain pipes.
- Quarterly checking, inspection and rectification of AHU starters, fuses and all electrical connections including checking of amps/inspection of MCC feeders.
- Quarterly inspection and rectification of insulation, panels, doors & fastening for security
- Monthly checking for operation of Fire damper and blower fan.
- Quarterly lubrication/greasing of motor and shaft bearings.
- Monthly checking for serviceability, cleaning and replacement of all temperature & RH sensors, air flow sensors and differential pressure indicators.
- Monthly checking for serviceability and cleaning of DDC's.

2.2.3. Pumps:

- Daily/Monthly checking for leakage and repair /replacement /adjustment of pump seals, glands, valve glands, gaskets etc.
- Quarterly checking and rectification/replacement of all bearings for sound, heating and vibration.
- Quarterly checking for surface corrosion.
- Inspection of terminal connections and meggering.

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- Quarterly checking of motor alignment, foundation and greasing.

2.2.4 Cooling Towers:

- Topping up of lubrication oil for cooling tower drive as and when required.
- Monthly cleaning of water distribution trays, nozzles, fan inlet screen.
- Quarterly checking and rectification of CT fan blades and gear & motor assembly.
- Checking of water level in sump and periodic draining and flushing the sump.
- Quarterly checking, rectification/replacement of all bearings for sound, heating and vibration.
- Monthly cleaning of strainers, CT basins and general cleaning of PVC formed Fill Sheets.
- Quarterly checking and retightening of all electrical terminals.
- Replacement of cooling tower PVC formed Fill Sheets.as and when required.
- Quarterly lubrication of motor bearings.
- Half yearly checking of motor gearbox alignment.
- Regular inspection of working of level sensors.
- Annual dismantling and cleaning of cooling tower including chemical cleaning of cooling tower PVC formed Fill Sheets.

2.2.5 Hot Water Generator:

- Quarterly checking and required rectification of insulations, automatic controls, leaks in all pipe connections & drains.
- Monthly checking and replacement as and when of heating elements.
- Quarterly checking and retightening of all electrical connections.
- Weekly testing of hardness of water.
- Regular checking of working of thermostats.

2.2.6 Water Softening Plant:

- Daily checking of quality of water and maintaining required water hardness.
- Quarterly checking and rectification for leaks in valves, pipe lines.
- Half yearly lubrication & maintenance of all bearings.
- Salt charging and regeneration of water softener as and when required.
- Annually maintenance of resin, media etc.

2.2.7 Dehumidifier:

- Monthly cleaning of all sensors, thermostats and ensuring their proper working.
- Monthly lubrication and operational checking of fire damper.
- Regular checking of blower fan, exhaust fan belt and pulley, bed rotation drive and heaters.
- Monthly cleaning of filters and drain trays.
- Quarterly inspection of desiccants, replacement/top-up desiccants if required .
- Half yearly lubrication of all bearings.
- Annual chemical cleaning of coils.

2.2.8 Ventilation fans:

- Monthly cleaning of pre and fine filters.
- Monthly checking and necessary rectification of fan, belt, impeller and drive pulley operation including alignment of drive and shaft.
- Quarterly inspection and checking of bearings for sound, heating and vibration Repair/replacement of the same.
- Periodic checking for corrosion.
- Weekly cleaning of all sensors.
- Quarterly lubrication of all bearings.

2.2.9 All MCC & Control panels:

- Weekly de-dusting of switch gears and operational checking of Breakers/switches.

Bidding document for O&M of AC plant with associated equipment and Compressed Air System

- Periodic checking/calibration and rectification/replacement of all LT breaker contacts, CT polarity and ratio, PT ratio & IR values, relays, control circuits and breaker contact.
- Periodic checking of protection circuit of breakers and IR values by megger.
- Monthly checking of cable terminals, incoming and outgoing cable terminals for tightness and rectification if required.
- Periodic functional checking of all meters. Lamps and fuses etc., repair/replacement of the same if required.
- Half yearly meggering of all incoming and outgoing cables.
- Half yearly checking of Bus-bars.
- Quarterly checking of earth pits.
- Annual overhauling & testing of all the Air Circuit Breakers. (Total 5Nos.)

2.2.10 Building Automation System (BAS):

- Weekly checking and cleaning of all DDC's and NAE's.
- Monthly checking and cleaning of all sensors and control valves.
- Ensuring smooth running of plant in Auto mode through BAS.
- Taking print out of daily reports generated from BAS and submission of the same.

2.2.11 All HT and LT Motors:

- Monthly checking of terminations & local controls.
- Half yearly meggering of all motors/cables.
- Periodic lubrication of bearings.
- Half yearly checking of motor & gearbox/pump alignment.
- Rewinding of all types of Motors whenever required due to burning/short circuit of coils.

2.2.12 Ducts and Pipelines:

- Periodic checking of insulation of ducts and pipelines.
- Periodic checking, cleaning and adjustment of diffusers and dampers.
- Checking and arresting of leakage in pipe lines, joints, valve, glands and connections.
- De-scaling / cleaning of pipelines and ducts to ensure proper working.
- Replacement of duct insulation / pipe insulation damaged due to any repair /maintenance work.

2.2.13 Room Air conditioners (cassette, tower, split & window types) & water cooler:

- Monthly cleaning of filters and clearing of drain.
- Monthly checkup of pressure, current etc. & top-up of refrigerant if required.
- Replacement of all defective parts/items whenever required.
- Quarterly cleaning of condenser coils and complete units.
- Shifting and reinstallation of room air conditioners/water coolers.
- Maintaining records of maintenance activities per equipment.
- Maintain complaint records.

2.2.14 Package Air conditioner:

- Daily checking of units and recording of operation details.
- Quarterly cleaning of condenser and complete units.
- Quarterly cleaning of FCUs filter, drains etc.
- Replacement of all defective parts/items package AC, FCUs and pumps.
- Checkup/rectification/repair of pipeline, valves, supports, insulation and pumps.
- Checkup/rectification/repair of gauges, sensors etc.
- Top-up/recharge of refrigerant gas, leak testing, leak arresting etc.

2.2.15 Precision Air condition system:

- Monthly cleaning of filters and clearing of drain.
- Monthly checkup of pressure, current etc. & top-up of refrigerant if required.
- Replacement of all defective parts/items whenever required.
- Quarterly cleaning of condenser coils and complete units.
- Checkup/rectification/repair of gauges, sensors etc.

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- Maintaining records of maintenance activities per equipment.
- Maintain complaint records.
- Top-up/recharge of refrigerant gas, leak testing, leak arresting etc.
- Checking/rectification of leakage of air from ducts/plenum/insulation.
- Checking/rectifications as per OEM recommendation to maintain reqd. temp & RH in lab.

2.2.16 General Maintenance:

- Monthly inspection and checking of all the measuring instruments like temperature & pressure gauges, differential indicators etc.
- Periodic checking of all supports and mountings for pipes, ducts, motors, AHUs, pumps etc.
- Periodic lubrication of all bearings, linkages, gears etc.
- Rectification/troubleshooting and re-installation of all breakdown equipment.
- Half yearly checking of motor alignment and meggering of motor & cables.
- Periodic checking of all power and control terminals of all panels.
- Maintenance of all equipment as per manufacturer recommendations.
- Maintaining of required temperature, humidity and dust level in all sections.
- All breakdown calls to be attended immediately or within 24 hours.
- You shall ensure running of complete plant in Auto/ semi auto / manual mode.
- All special tools, tackles, jigs and fixtures to be supplied by you.
- Planning of schedule maintenance and spares.
- The entire AC plant including all machines, MCC rooms, AHU's and cooling tower shall be kept clean and tidy all the time. The premises around the AC plant & equipment up to 3m shall be kept clean by the contractor.
- You shall submit daily readings of temperature and humidity in various sections.
- You shall submit the monthly records and reports of chiller parameters, current consumption, water hardness, preventive and breakdown maintenance attended tentative maintenance schedule, list of spares/consumables consumed or required and any other reports as required by client.

2.3. Preventive / scheduled Maintenance for Compressed Air System:

2.3.1 Air- compressor ZR200 & GA2008, make:- Atlas Copco:

- Monthly checking and rectification, if required for abnormal noise, vibration, leakage of oil, oil level etc.
- Topping of system with oil, replace oil filter, 'O-rings etc.
- Replacement of faulty gaskets.
- Quarterly checking and tightening of all holding down bolts, pipe line connections.
- Annual chemical de-scaling of Oil Cooler ,After Cooler or as and when required.
- Quarterly checking of motor shaft alignment/coupling.
- Quarterly checking, Greasing of motor bearings, rectification/replacement of all bearings for sound, heating and vibration.
- Develop action plan for rectifying abnormalities if any observed in performance of the system.
- To attend break down calls as and when required, investigation, locate defects, replace the defective parts/verify defects and re-commissioning the system.
- Assist and plan requirement of spares for annual overhauling of the system.

2.3.2 Cooling Tower Pumps & Motor 9.3KW:

- Monthly checking for leakage and repair /replacement /adjustment of pump seals, glands, valve glands, gaskets etc.
- Quarterly checking and rectification/replacement of all bearings for sound, heating and vibration.
- Quarterly checking for surface corrosion.
- Inspection of terminal connections and meggering.
- Quarterly checking of motor alignment and, Greasing of motor bearings, rectification/replacement of all bearings for sound, heating and vibration.

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2.3.3 Cooling Towers & Cooling Tower Fan:

- Monthly cleaning of water distribution.
- Quarterly checking and rectification of CT fan blades and spray bar assembly.
- Checking of water level in sump, draining and flushing the sump.
- Quarterly checking, rectification / replacement of all bearings of CT Fan motor for sound, heating and vibration.
- Monthly cleaning of CT basins and general cleaning of PVC formed Fill Sheets.
- Quarterly checking and retightening of all electrical terminals.
- Replacement of cooling tower PVC formed Fill Sheets as and when required.
- Quarterly lubrication of motor bearings.
- Half yearly checking of motor gearbox alignment.
- Annual dismantling and cleaning of cooling tower including chemical cleaning of cooling tower PVC formed Fill Sheets.

2.3.4 Dryer FD 560

- Monthly cleaning of all sensors, thermostats and ensuring their proper working.
- Regular checking & draining the drain point.
- Checking and rectification, if required for abnormal noise, leakage of Refrigerant, Refrigerant level etc.
- Topping of system with Refrigerant, replace filter drier, etc.
- Replacement of faulty gaskets or O-ring of pipe line connections for Refrigerant & Water line.
- Annual chemical de-scaling of Condenser tube or as and when required.
- Develop action plan for rectifying abnormalities if any observed in performance of the system.

2.3.5 Electrical panels of Air Compressors:

- Weekly de-dusting of switch gears and operational checking of Breakers/switches.
- Periodic checking and rectification /replacement of all breaker contacts, CT polarity and ratio, PT ratio & IR values, relays, control circuits and breaker contact.
- Periodic checking of protection circuit of breakers and IR values by megger.
- Monthly checking of cable terminals, incoming and outgoing cable terminals for tightness and rectification if required.
- Periodic functional checking of all meters. Lamps and fuses etc., repair/replacement of the same if required.
- Half yearly meggering of all incoming and outgoing cables.
- Half yearly checking of Bus-bars.
- Annual overhauling & testing of all the Air Circuit Breakers.

2.3.6 Air Pipelines:

- Checking and arresting of leakage in Air pipe line network, joints, valve, glands and connections.
- Monthly cleaning of line filter DD and PD filters to ensure proper working.
- Replacement and repair / maintenance work of damaged pipe line.

2.3.7 Terms and conditions:

- Preventive maintenance schedule shall be drawn out to ensure that at any point of time at least required number of chillers shall be in operation and the same shall be implemented in consultation with BRBNML officer in-charge.
- Monthly services for central plants shall be carried out on Sundays, Saturdays and holidays or on mutually agreed days only, which will be included in the normal scope of work.
- Preventive maintenance schedules shall be furnished by you in consultation with officer in-charge on receipt of the work order.

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- You shall draw new check list and service cards as per preventive maintenance service requirements and may be carried out as per check list and service cards in presence of BRBNMPL personnel.
- You shall fulfil all statutory requirements as called for by the labour department, Government of West Bengal and Central Government shall be fulfilled in respect of income tax, PF, contract labour, minimum wages, insurance/ESI and safety of the personnel while working in BRBNMPL premises.
- Service personnel shall take adequate safety precaution and use necessary safety equipment/gadgets during all sorts of servicing/operations of plant & equipment.
- You are requested to abide by BRBNMPL security rules and regulations of the presses.
- In case of any loss/damage etc., being caused to the company on account of any negligence, carelessness, acts of omissions/commissions of the employees/staff of contractor, the same should be made good by the contractor.
- BRBNMPL shall be entitled to unilaterally terminate the contract granted without assigning any reasons by giving one calendar month notice and also to terminate the contract forthwith in the event of the contractor committing breach of any of the terms and conditions envisaged. The decision of BRBNMPL shall be final and binding on the Contractor.
- The contracted amount shall be fixed, firm and binding and shall not be subject to any escalation whatsoever during the tenure of the contract notwithstanding any change in the cost of labour and / or otherwise which may take place during the contract period.
- The contractor shall provide facilities to his staff as per the Factories ACT and pay wages complying notifications by the Govt. of India under Minimum wages ACT and other statutory regulations and maintain records and reports as prescribed by us.

3. CONSUMABLES AND SPARE PARTS:

- 3.1** For daily operation and maintenance work, the BRBNMPL will supply all the consumables and spares, otherwise stated. However, if the BRBNMPL desires, the contractor will be required to supply the materials for which reasonable cost will be reimbursed.
- 3.2** The contractor shall maintain the records of consumption of all materials. The defective components are to be kept in stock and recorded. The related register shall always be available for inspection by the BRBNMPL. This entire recording should be done as per respective ISO format.
- 3.3** The defective scrap components shall be returned to stores with records.

4. TOOLS AND TACKLES:

The contractor must possess at site all the tools and tackles required for carrying out maintenance of centralized Air-conditioning plant (HVAC) / Air compressor including gas charging kit, tools /apparatus for electrical maintenance works like temperature indicator, humidity indicator, psychrometer, pressure gauges, Anemometer, Multi-meter, Clamp meter, HT Megger, earth resistance tester, Box wrenches, spanner sets, general tools etc. List of tools and tackles proposed to be deployed at site by the contractor must be furnished along with the tender. The measuring instruments should have a valid calibration certificate issued by an authorized agency. Contractor shall keep separate set of tools specifically to maintain AHUs apart from other parts of AC plant. Adequate sets of tools should be available with the contractor to handle assignment of multiple tasks at different areas and to ensure effective utilization of available manpower

5. ADDITIONAL WORKS NOT INCLUDED IN THE SCOPE:

If any work like motor rewinding, machine work etc which is not included in the scope of work but required urgently to be carried out for smooth running of the water treatment and supply system has to be carried out as advised by the BRBNMPL- under exigency, contractor shall do the same. The bill will be settled as per the prevailing rates analysis/ market prices. For any purchase (not included in the scope) reimbursement of the same shall be done on the submission of the bill.

6. MAINTENANCE OF RECORD:

The Contractor shall be responsible for maintaining records for consumables, spares etc. He is also required to maintain records for operation of pumps, daily and periodic maintenance schedules in

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approved format of register. A monthly report as per the approved format has to be submitted along with the bill. Daily report shall be submitted in the next working day by 8.30 AM positively. All the works and necessary documents are to be maintained as per the ISO-9000 and ISO-14001 guidelines.

Compliances of statutory obligation, as applicable as per Contract Labour (R & A) Act and / or any other relevant Act/s will deem to be part of this contract. The contractor shall be directly responsible to the authorities for compliance of the provisions.

7. Manpower Deployment:

- a) Contractor shall be solely responsible for the safety of his personnel engaged for above O & M works in BRBNMPL and he has to ensure adherence to all safety practices and safe working procedures applicable to HT / LT installations as per IE rule. The persons proposed to be employed should be fully capable to understand and carry out the duties satisfactorily. Contractor shall be wholly liable for the consequences of any failure in this regard.
- b) The contractor must employ qualified and experienced personnel only in the respective field. Contractor has to decide the number of workers to be engaged for execution of the work as given in Scope of Work and will alone be entitled to instruct /supervise such workers about the manner of the execution. It is suggested that the contractor should prepare his own estimates considering all factors and quote the competitive price accordingly. However minimum manpower as indicated below to be ensured.
- c) Indicative minimum number of persons to be deployed is estimated as follows:-

Sl. No	Designation	No. of Persons			Total No of persons	Remarks
		Skill level	Minimum Educational qualification	Experience (Minimum)		
1	Supervisor (Mechanical/Air-conditioning)	Suitable for the job	B.E (Mech) / D.M.E / Diploma in AC & Refrigeration	3 Years / 5Years	1	
2	Supervisor (Electrical and Electronics) with HT Supervisory license	Suitable for the job	B.E (EEE) or BEE / D.E.E or DEEE	3 Years / 5Years	1	
3	Electrical Technician	Highly Skilled	Diploma/ITI - Electrical	3 years/ 5 Years	2	
4	Mechanical technician	Highly Skilled	Diploma/ITI Mech. fitter	3 years/5 Years	6	
5	AC Technician	High Skilled	Diploma / ITI	3 Years / 5 Years	4	
6	Mechanic (Air Compressor)	High Skilled	Diploma / ITI (Mechanical/ Electrical)	3 Years / 5 Years	1	
7	Skilled Operator (Air Compressor)	Skilled	Diploma / ITI (Mechanical / Electrical)	1 year/3 years	3	
6	AC/Mech technician	Skilled	Diploma / ITI (Mech/Air-conditioning)	1 year/3 years	3	
7	Electrical technician	Skilled	Diploma / ITI (Electrical)	1 year/3 years	1	
8	Helper	Unskilled	Nil	Nil	2	

Note:

- a) **Electrical supervisor deployed at the site should possess valid HT supervisory license.**

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- b) **The contractor must employ qualified and experienced personnel only in the respective field.** BRBNMPL shall scrutinize the experience of the people and if selected only, shall be deployed for the work.
- c) The manpower shown above is indicative and minimum requirement. Shortage of manpower shall be dealt with proportionate deduction in monthly payment.
- d) The contractor shall provide uniform, safety shoes, ear defenders etc. to its employees, as approved by BRBNMPL, and shall ensure that they must wear uniform and safety shoe while on duty.
- e) The contractor shall have insurance coverage to his workers against all risks including against electrical and mechanical accidents while performing O & M works. The contractor or his staffs are not eligible for any compensation from BRBNMPL in this regard. It shall be the sole liability of the contractor only.
- f) The contractor should ensure that all his supervisors / technicians are capable of handling and rectifying normal trouble shooting quickly and efficiently so as to keep the duration of interruption to the barest minimum.
- g) In case of any change of employee, the same should be intimated to BRBNMPL and the photo pass of these personnel are to be returned to BRBNMPL security section immediately
- h) In general working hours of BRBNMPL, Salboni is 24 Hrs. The Contractor is expected to deploy his crew to ensure that the Air Conditioning Plant and compressed air system are put into operation, including preparation time and closing time, for 24 Hours.
- i) The contractor should display Shift Chart showing names of operators performing shift duties. Contractor shall ensure that the manpower per shift is available at all times. Shortage of manpower shall be dealt with proportionate deduction in monthly payment.
- j) On award of work order the contractor shall submit the bio-data of all the personnel deployed and complete all security formalities laid down by BRBNMPL. Contractor shall ensure that their employees not carrying any money while entering through main entrance turnstile and binding to the company rules.

8. List of major equipment at Salboni

Sl. No	Item description	Quantity
	AC Plant comprising	
1	Chillers 675 TR + Chiller 575TR	5
2	Condenser Water Pumps	
	a) centrifugal pump	5
	b) Motor -55 KW	5
3	Chilled water pumps	
	a) centrifugal pump	5
	b) Motor -75 KW	5
4	Hot water pumps from hot water generator to Mixing tank	
	a) centrifugal pump	3
	b) Motor- 7.5 KW	3
5	Hot water pumps from Mixing tank to AHU's	
	a) centrifugal pump	3
	b) Motor-7.5KW	3
6	Air Handling Units(AHU- Double Screen) comprising	
	a) AHU	57
	b) Cooling coil and heating coil	57 each

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	c) Motors of various capacities of 1.5KW-2Nos., 2.2KW-1No., 3.7 KW-10Nos., 7.5KW-5Nos., 9.3KW-6Nos., 11KW-8Nos., 15KW-22Nos., 18.5KW- 2Nos. 22KW-1No.	57
	d) VFD	5
	e) Energy Wheel	5
	f) pre filter (Set)	57
	g) Fine filter (Set)	57
7	Air Handling Unit (AHU- Single Screen) with 9.3KW Motor & other accessories.	1
8	Dehumidifier with MCC	1
	a) cooling coils	1
	b) Heat Recovery unit	1
	c) Filter	1 Set
9	Cooling Tower (induced draft cooling with basin, fills, fan & motor)	5
10	a) Water Softening plant	1
	b) Booster Pump	1
11	Hot water Generator with insulation, 255KW Chilled water mixing tank	5
12	Process Water Primary Circuit	
	a) Centrifugal Pump	4
	b) Motor – 7.5 KW	4
13	Process Water Secondary Circuit	
	a) Centrifugal Pump	4
	b) Motor – 7.5 KW	4
14	Building Automation System (BAS) comprising	
	a) Central computer system - PC, Printer & UPS	1 set
	b) Integrator with Microprocessor for data acquisition from chillers to control panel	1 set
	c) Central data acquisition and control system (NAE)	2
	d) automation software	Total System
	e) Temperature sensors	72
	f) Motorized actuators for chilled water	57
	g) Motorized actuators for Hot Water	57
	h) Differential pressure switches	57
	I) Diff. Pressure transducers	114
	j) Flow sensors & switches	29
15	Package Air-Conditioner of 11TR capacity (Complete System)	1
16	A.C. plant & Ventilation System with 2X20TR Packaged air conditioners with FCU, Pumps etc. (Complete System at Administrative building)	1
17	MCC panels for electrical power distribution to the system	8
18	Ventilation Blowers comprising Centrifugal fan	8
19	Split Air Conditioner 3Tr	10

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20	Split Air Conditioner 2Tr (One at VOF, Kolkata)	53 + 1
21	Split Air Conditioner 1.5Tr (Two at VOF Kolkata)	46 + 2
22	Window Air Conditioner 1.5Tr	20
23	Water Cooler	26
24	Tower Air Conditioner 4 TR	26
25	Tower Air Conditioner 2 TR	2
26	Cassette Air conditioner 2TR	2 + 2
27	Cassette Air conditioner 1.5TR	7
28	Precision air conditioning system (complete system of PAC in paper test lab)	1
29	Air Compressors (Model: ZR 200 Make: Atlas Copco)	01
30	Air Compressors (GA 2008, Make: Atlas Copco)	02
31	Air Drier 2 Nos. (Model: FD 560 W, Make: Atlas Copco)	02

N.B.

1. Equipment/Machineries stated in the list may be replaced with new Equipment/ Machinery of same or other make depending upon system requirement. The Operation & Maintenance of such new Equipment / Machinery will be under the scope of work without any additional payment.
2. The Air Conditioners at Company's VOF (03 nos.) at Kolkata have to be attended on call basis as and when required.
3. Any new equipment / machinery connected with AC / Air Compressor installed in future during the contract period shall also be under the scope of work without any additional payment.

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SECTION VIII: QUALITY CONTROL REQUIREMENTS

Operation & Maintenance of Air Conditioning plant with associated equipment and compressed air system as defined in “Scope of Work” with true intent and meaning as defined in various Terms & Conditions of tender, with personnel deployed by contractor without affecting company’s production.

SECTION IX: QUALIFICATION/ ELIGIBILITY CRITERIA

I. Financial Soundness:

- a) Average Annual turnover of the bidder during last three years ending 31/03/2016 should not be less than 17.40 lakhs.
- b) Bidders should not have suffered any financial loss for more than one year during last three years ending 31/03/2016.
- c) The net worth of the firm should not have eroded by more than 30% in the last year ending 31/03/2016.

II. Experience:

Contractor shall be in the same line of business and should have successfully completed similar works *during last seven* years ending previous month with reference to tender date, shall be either of the following,

Three similar completed works costing not less than the amount equal to 23.20 lakhs.

OR

Two similar completed works costing not less than the amount equal to 29.00 lakhs.

OR

One similar completed work costing not less than the amount equal to 46.40 lakhs.

Note : The word “similar work” expresses the experience of Operation & Maintenance of centralized air-conditioning plant (HVAC) of minimum 900 TR capacity or Erection and commissioning experience of Centralized Air-conditioning Plant (HVAC) of minimum 900TR total installed capacity.

Requirement of supportive documents

1. All experience, past performance related/data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder should be certified from the parties for whom work has been done.
2. Copies of Balance Sheet and Profit & Loss account certified by Chartered Accountant (CA) for 3 financial years i.e. FY 2013-14, 2014-15 and 2015-16 should be submitted.
3. The firm should give a declaration and confidentiality statement that they are not in the list of firms blacklisted/ debarred by BRBNMPL/Government of India.
4. Copies of valid Certificates / Documents related to VAT/CST Registration, PAN and Professional Tax Registration Certificate etc., to be provided along with the Bid.
5. The firm should confirm that they are competent and legally authorized to submit the tender and/or to enter into legally binding contract.
6. Bidder has to furnish stipulated documents in support of qualifying criteria. Non-submission or incomplete submission of documents may lead to rejection of offer.

(Signature of the Contractor with name & date)

(Seal of the Firm)

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**Section X: Tender Form
(To be submitted along with Price bid)**

Date

To
The General Manager,
BRBNMPL,
Note Mudran Nagar,
Salboni -721132

Ref: Your Tender document No. dated

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

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

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

We agree to keep our tender valid for acceptance for a period upto as required in the GIT clause 19, read with modification, if any in Section-III — "Special Instructions to Tenderers" or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

Dated this _____ day of _____

For & on behalf of

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

.....

**Bidding document for O&M of AC plant with associated equipment
and Compressed Air System**

Section XI: Price Schedule

From

To
The General Manager
BRBNMPL,
Salboni -721132

Sub : Price Bid “OPERATION AND MAINTENANCE OF AC PLANT WITH ASSOCIATED EQUIPMENT AND COMPRESSED AIR SYSTEM AT BRBNMPL SALBONI”

Reference: Your Tender No.16/SAL/ MAINT/2016-17 dated 10/02/2017

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

Sl.No	Description	Rate/month	Rate/year
A	“Operation and Maintenance of AC plant with associated equipment and Compressed Air System at BRBNMPL Salboni”		
B	Service Tax @ 15%		
C	GRAND TOTAL (A+B)		

Total Amount for annum in Words-----

We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions.

Thanking you,
Yours faithfully,

Seal

()
Name & Signature with date.

Note:

- i) Price with counter condition(s) shall be liable for rejection.
- ii) Price should be quoted exactly as per the format.
- iii) Conditional discount/ rebate etc. shall not be considered. In case, discount is offered that should be adjusted in the price and net price should be quoted.)

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Section XII –TECHICAL BID/QUESTIONNAIRE

From,
Company Name,
BRBNMPL Vendor Registration No:
Address.

To
The General Manager
BRBNMPL, NOTE MUDRAN NAGAR
Salboni -721132

Dear Sir,

Sub : **Technical Bid for “OPERATION AND MAINTENANCE OF AC PLANT WITH ASSOCIATED EQUIPMENT AND COMPRESSED AIR SYSTEM AT BRBNMPL SALBONI”**

Reference: Your Tender No.16/SAL/ MAINT/2016-17 dated 10/02/2017

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.

- a) Name of the firm :
- b) Status of the firm : Proprietor / Partnership / Regd. Company / Co-op. Society
- c) Local / Central Sales Tax / Service Tax / Excise Regn. No.: (Copy of certificate enclosed)
- d) Income Tax P.A.N. No.: (Copy enclosed)
- e) Bankers and their Address:
- f) Whether falling within MSME? (Micro, Small and Medium Enterprise), if so please furnish documentary evidence to this effect. (In case documentary evidence to this effect is not furnished it will be presumed that you do not belong to MSME and accordingly shall be taken on record.)

2. Documents in support of eligibility criteria :

a) Financial Soundness:

Sl. No	Description	2013-14	2014-15	2015-16
1	Annual Turnover			
2	Net profit			
3	Net worth of the firm			

(To be filled by tenderer. Please don't write like “attached” or “refer” and certificate issued by the chartered accountant in the above format has to be enclosed)

b) Experience.

Sl. No	Company Name	Work order No & Date	Details of work	Order Value	Date of completion
1					
2					
3					

Bidding document for O&M of AC plant with associated equipment and Compressed Air System

(To be filled by tenderer. Please don't write like "attached" or "refer")

c) Statutory requirements:

Sl.No	Description	License No. & Date	Issued by	Valid up to
1	Central Labour License			
2	PF registration Certificate			
3	ESIC Registration Certificate			

- We confirm that we possess the necessary technical competence and financial resources as mentioned in Section -IX of this tender document, to ensure supply / Service of the tendered item, as per your specifications and delivery schedule. Necessary documents like copies of Work orders, P/L Accounts, Balance Sheets, License copies are enclosed herewith.
 - We have never been blacklisted /debarred by BRBNMPL.
 - We confirm having been in the business continuously for the last three years. (documentary proof attached)
 - We also enclosed herewith DD No. _____ for Rs. _____ as EMD against this tender.
3. We confirm that we have quoted exactly for the tendered product as per your specifications given in Section VII.
 4. We confirm that the Price bid is quoted exactly as per your format in Section-X &XI and is inclusive of material, labour and all statutory levies, duties, laying, freight, handling, loading, unloading charges, delivery at your Press.
 5. We confirm that there would not be any price escalation during the supply period.
 6. We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions. As required, we enclose herewith the complete set of copy of tender documents duly signed by us as a token of our acceptance.
 7. We also confirm that the undersigned is duly authorized and have the competence to sign the contract for and on behalf of the firm.

Thanking you,
Yours faithfully,

Seal

()
Name
Signature with date.

Note: Copies of applicable Documents are attached herewith.

Section XIII –Bank guarantee Form for EMD

NA

Section XIV –Manufacturer’s Authorization Form

NA

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and Compressed Air System**

SECTION XV: Bank Guarantee Form for Performance Security

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

Beneficiary _____ [Insert Name and Address of BRBNMPL]

Date:-----

Performance Guarantee No.-----

WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract:

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding me said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay BRBNMPL up to the above amount upon receipt of its first written demand, without BRBNMPL having to substantiate its demand.

This guarantee will remain in force for a period of Sixty days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

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

Name and designation of the officer

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

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Section XVI: Contract Form

(Address of BRBNMPL's office issuing the contract)

Contract No dated

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

1. Name & address of the Supplier:
2. BRBNMPL's Tender document No. dated and subsequent Amendment No. dated (if any), issued by BRBNMPL
3. Supplier's Tender No. dated and subsequent communication(s) No..... dated (If any), exchanged between the supplier and BRBNMPL in connection with this tender
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
 - i. General Conditions of Contract;
 - ii. Special Conditions of Contract;
 - iii. List of Requirements;
 - iv. Technical Specifications;
 - v. Quality Control Requirements;
 - vi. Tender Form furnished by the supplier;
 - vii. Price Schedule(s) furnished by the supplier in its tender;
 - viii. Manufacturers' Authorisation Form (if applicable for this tender);
 - ix. BRBNMPL's Notification of Award

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

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

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

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

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

Total value (in figure) (In words)

(ii) Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

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

(v) Destination and despatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority

.....

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

For and on behalf of

Received and accepted this contract

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

For and on behalf of

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

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Section XVII: Letter of Authority for attending a Bid Opening (Refer to clause 24.2 of GIT)

The General Manager

Unit Address

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

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

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

Note:

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

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Confidentiality Statement

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

Yours faithfully,

()

Seal

Name

Signature of Bidder with date

Declaration

We confirm that that our firm is not in the list of firms blacklisted / debarred by BRBNMPL / Government of India.

Yours faithfully,

()

Seal

Name

Signature of Bidder with date

Bidding document for O&M of AC plant with associated equipment and Compressed Air System

NATIONAL ELECTRONIC FUND TRANSFER MANDATE FORM

1	Customers Name	
	Customers Complete Address	
	Customers Telephone & Fax No.	
	Customers E-mail Address	
2	Particulars of Bank Account	
	Name of Bank	
	Branch Name	
	Address of Branch	
	Telephone No. of Branch	
	MICR code number of Bank Branch	
	Type of Account (S.B./ Current/ C.C)	
	ACCOUNT NUMBER	
	RTGS / IFS Code No.	
(In lieu of bank certificate to be obtained as under, please attach a blank cancelled cheque or photocopy of a cheque or front page of your Bank Pass book issued by your bank for verification of the above particulars)		
3	Date of Effect	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible.

Date:

(.....)
Signature of Customer

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

Bank's Stamp:

(.....)

Date:

Signature of the authorized official of the Bank