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ISO 9001 - 2008,
ISO14001-2004
COMPANY

भारतीय रिज़र्व बैंक
नोट मुद्रण (प्रा.) लिमिटेड

(भारतीय रिज़र्व बैंक की संपूर्ण स्वामित्ववाली सहायक कम्पनी)
नोट मुद्रण नगर, मैसूर - 570003

**BHARATIYA RESERVE BANK
NOTE MUDRAN (P) LIMITED**

(Wholly owned subsidiary of Reserve Bank of India)
NOTE MUDRAN NAGAR, MYSORE - 570 003.

CIN: U85110KA1995PTCO17100

This notice is being published only as an abundant precaution and is not an open invitation to quote in the Tender. Participation in this tender is by invitation only and is limited to the selected BRBNMPL's Registered / Approved Bidders for the item, who have been sent this Tender by Post/ Courier. Unsolicited offer are liable to be ignored.

**(LIMITED TENDER ONLY FOR REGISTERED VENDORS OF BRBNMPL FOR
TENDERED ITEM/S)**

**Standard Bidding Document (SBD)
(Procurement of Goods and Services)**

BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED

(Wholly owned Subsidiary of Reserve Bank of India)

Note Mudran Nagar, Mysore 570003

Phone: 0821-2582905, 2582915, 2582925

FAX: 0821- 2582099

Website: www.brbnmpl.co.in

Email: mysorepress@brbnmpl.co.in

Not Transferable

Security Classification: Non Security Items

**TENDER DOCUMENT FOR MAINTENANCE CONTRACT OF EXISTING GARDENS,
TREES AND HORTICULTURAL WORKS (TOWNSHIP) AT BRBNMPL, NOTE MUDRAN
NAGAR, MYSURU**

Tender No: 014/MYS/CIVIL/2017-18

This tender document contains: **47** pages

The tender document is sold to:

M/s. _____

Address _____

Details of Contact person in BRBNMPL regarding this tender:

Name : Shri Pradip Kumar

Designation:-AGM

Address: BRBNMPL, Note Mudran Nagar, Mysuru

Phone: 0821-2469008 /2469029

Fax : 0821-2582099

Email: pradipkumar@brbnmpl.co.in

Note: All Official correspondences related to above tender are to be address to the head of Unit along with tender reference No as follows;

Address for Correspondences:

The General Manager
BRBNMPL, Note Mudran Nagar,
Mysuru-570003

CONTENTS OF THIS TENDER ENQUIRY: (In SBD Format)

Tender Clause / Section Reference	Tender Clause Description	Remarks
Section I	Notice Inviting Tender (NIT)	Enclosed
Section II	General Instructions for Tenderer (GIT)	To be downloaded from website: www.brbnmpl.co.in under 'Downloads' Section.
Section III	Special Instructions to Tenderers (SIT)	Enclosed
Section IV	General Conditions of Contract (GCC)	To be downloaded from website: www.brbnmpl.co.in under 'Downloads' Section
Section V	Special Conditions of Contract (SCC)	Enclosed
Section VI	List of Requirements	Enclosed
Section VII	Technical Specification	Enclosed
Section VIII	Quality Control Requirements /Compliance Statement by Tenderer	Enclosed
Section IX	Qualification/Eligibility Criteria	Enclosed
Section X	Tender form	Enclosed
Section XI	Price Schedule (Price Bid)	Enclosed
Section XII	Questionnaire /Checklist	Enclosed
Section XIII	Bank Guarantee Form for EMD	<i>Not Applicable to this tender.</i> In place of BG, Required DD is to be submitted for EMD as mentioned in section-I (Notice for Inviting Tender-NIT)
Section XIV	Manufacturer's Authorization Form	<i>Not applicable to this tender</i>
Section XV	Bank Guarantee Form for Performance Security / SD	Enclosed
Section XVI	Contract Form	Enclosed
Section XVII	Letter of Authority for attending a Bid Opening	Enclosed
Section XVIII	Shipping arrangement for liner cargo-	<i>Not applicable to this tender</i>
Section XIX	Proforma of Bills for Payments	Enclosed
Section XX	Proforma for Financial Turnover for last 03 years certified by CA	Enclosed

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भारतीय रिज़र्व बैंक
नोट मुद्रण (प्रा.) लिमिटेड

(भारतीय रिज़र्व बैंक की संपूर्ण स्वामित्ववाली सहायक कम्पनी)
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NOTE MUDRAN NAGAR, MYSORE - 570 003.

CIN: U85110KA1995PTCO17100

SECTION- I: NOTICE FOR INVITING TENDER (NIT)

BNM No. / (M) 19.55.09/2017-18

28/04/2017

M/s

TENDER NO: 014/MYS/CIVIL/2017-18

Sub: Tender Document for Maintenance Contract of Existing Gardens, Trees And Horticultural Works (Township) at BRBNMPL, Note Mudran Nagar, Mysuru

Dear Sir/Madam,

Sealed tenders in Two part (Technical bid & Price Bid) are invited for the "Tender Document For Maintenance Contract of Existing Gardens, Trees And Horticultural Works (Township) At Brbnmpl, Note Mudran Nagar, Mysuru ."

Schedule No.	Brief Description of Goods / Services	Quantity (with unit)	Earnest Money Deposit	Remarks
1	Tender for Annual Maintenance Contract of Existing Gardens, Trees And Horticultural Works (Township) At BRBNMPL, Note Mudran Nagar, Mysuru. As per Bill of quantities and scope of work mentioned at Section-VI, VII, & XI.	As per BOQ	42,600/- (Rupees Forty two thousand six hundred only)	Estimated Value: 21,27,000/- (Rupees Twenty one lakh twenty seven thousand only)

SALIENT FEATURES OF TENDER FORM

Sl.no.	Description	Details
1	Tender No.	TENDER NO: 014/MYS/CIVIL/2017-18
2	Tender Date	28/04/2017
3	Name of the Work	Tender Document For Maintenance Contract of Existing Gardens, Trees And Horticultural Works (Township) At Brbnmpl, Note Mudran Nagar, Mysuru
4	Estimated Value	` 21,27,000/- (Rupees Twenty one lakh twenty seven thousand only)
5	Earnest Money deposit	` 42,600/- (Rupees Forty two thousand six hundred only) in the form of DD favoring Bharatiya Reserve Bank Note Mudran Pvt. Ltd, Mysuru. Payable at Mysuru
6	Cost of Tender Form	` 500/- (Rupees Five Hundred Only.) in the form of DD favoring Bharatiya Reserve Bank Note Mudran Pvt. Ltd, Mysuru. Payable at Mysuru
7	Last date of sale of tender forms	One day before the date of submission and closing up to 14.00 Hrs. (In case holiday falls on that day, it shall be last working day).
8	Last date of submission/closing of the tenders	14.30 hrs. on 03/05/2017
9	Nominated Person / Designation to Receive Bulky Tender (Clause 21.21.1 of GIT)	Shri. Pradip Kumar, AGM (Civil Maint.)
10	Date of opening of Technical bid	15.00 hrs. on 03/05/2017
11	Date of opening of price bid	Shall be communicated to the eligible bidders.
12	Validity of tender	120 days from the date of opening of the tender, which can be further extended for another 30 days.
13	Date of Commencement	Immediately from the date of issue of Notification for award of contract.
14	Period of completion	Within 03 (Three Months) months from the date of Notification for award of contract.
15	Liability compensation for delay	At the rate of 0.5% (half percent) of the incomplete contract value per week of delay, up to maximum of 10% (Ten percent) of the incomplete contract value after which the contract stands rescinded.
16	Defects Liability period	02 months
17	Performance Security deposit/Bond to be deposited within 21 days after the issue of notification of award of contract by BRBNMPL	Successful Bidders has to submit B.G. as performance security for 10% (Ten percent) of the tendered amount less Earnest Money Deposit (EMD) in the prescribed format mentioned at Section: XV.
18	Release of security deposit/RM	After expiry of defects liability Period/Completion of contractual obligations including warranty obligations.

19	Period of submitting the final bill by contractor	Maximum period of two months from the date of completion.
20	Terms of contract and specifications	As per schedule.

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website <https://www.brbnmpl.co.in> for further details.
3. Cost of Tender Form: Cost of Tender Form is `500/-. Tender Documents can be purchased from our office up to one day before the last date of submission of the tender up to 14.00 hrs during working hours against payment of `500/- by Demand Draft /Pay Order/Banker's Cheque in favour of BRBNMPL, Mysuru on any scheduled bank payable at Mysuru. The tender document can also be downloaded from our website (www.brbnmpl.co.in) in which case the cost of the tender form in the form of DD should be submitted in the envelope containing Earnest Money Deposit. The offer of the bidders who do not submit the cost of the Tender Document downloaded from the website shall be liable for rejection.
4. 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.
5. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold / received / opened on the next working day at the appointed time.
6. The tender documents are not transferable.

For and on behalf of BRBNMPL,

(PRADIP KUMAR)

Assistant General Manager

IMPORTANT TENDER CONDITIONS AT A GLANCE FOR ATTENTION OF BIDDERS

1. **Tender Form Price:** Tender Documents can be purchased from our office up to 14.00 Hrs. one day before the last date of submission (In case holiday falls on that day, it shall be last working day) against payment of ` 500/- by Demand Draft /Pay Order/Banker's Cheque in favour of BRBNMPL, Mysuru on any scheduled bank payable at Mysuru. The tender document can also be downloaded from our website (www.brbnmpl.co.in) in which case the cost of the tender form in the form of DD/Pay Order/Bankers Cheque should be submitted in the envelope containing Earnest Money Deposit. The offer of the tenderers who do not submit the cost of the Tender Document downloaded from the website shall be liable to be rejected. Issuance of tender paper shall not automatically be construed qualification of bidder for award of work, which will actually be determined during bid evaluation.
2. **Validity of Tender:** The quoted rates shall be valid for a period of 120 days from the date of opening of the tenders, however in case of any delay due to genuine reasons. The validity period may be extended further for additional period of 30 days. If any tenderer withdraws his tender before the said period or makes any modification in the Price Bid or terms and conditions of the tender then, employer, without prejudice to any other right or remedy will be at liberty to forfeit the whole of the earnest money.
3. **Tenure of Contract:** The work should be completed as per the time period mentioned in the tender form (i.e., for a period of 03 months).
4. **E.M.D:** An EMD of ` 42,600/- (Rupees Forty two thousand six hundred only) is payable in the form of Demand Draft/Banker's Cheque drawn in favour of Bharatiya Reserve Bank Note Mudran Pvt. Ltd., Mysuru drawn from any scheduled Commercial Bank in India, payable at Mysuru. Please refer GIT Clause 18 under Section II, in case E.M.D is not submitted along with the tender (Techno-commercial bid), the offer will be liable for rejection. However, please note DGS&D / NSIC, New Delhi registered firms are exempted from submission of requisite EMD.
5. Please send your competitive bidding in sealed cover super scribed as **“Tender Document for Maintenance Contract of Existing Gardens, Trees and Horticultural Works (Township) at BRBNMPL, Note Mudran Nagar, Mysuru”** against Tender Enquiry No. **014/MYS/CIVIL/2017-18 dated 28/04/2017** to reach us on or before 14.30 hrs on **03/05/2017** at BRBNMPL, Mysuru with the following separate sealed covers inside:
 - a. The First sealed cover super scribed as **Techno-commercial bid (part I)** against Tender Enquiry No**014/MYS/CIVIL/2017-18 dated 28/04/2017** should contain all the Technical details offered by the tenderer including Section VIII – Quality Control Requirements/Compliance statement by Tenderer, documents in support of Qualification/Eligibility criteria(Section IX), Section X: Tender Form, Section XII: Questionnaire, Section XIV: Manufacturer's authorization form (if applicable), brochure and product details, drawings, etc., of the item being offered, EMD amount. No information regarding price should be mentioned in this part.
 - b. The second sealed cover super scribed as **PRICE BID (part II)** against Tender Enquiry No. **014/MYS/CIVIL/2017-18 dated 28/04/2017** should contain only Section XI – Price Schedule' exactly as per proforma duly filled and signed.
 - c. BIDS submitted not in accordance with above guidelines will be liable to be rejected.
 - d. The Techno-commercial part (part I) tenders will be opened at **15.00 hrs on 03/05/2017** in the presence of available tenderers or their authorized representatives. In the second stage, the financial bids of only the technically acceptable offers shall be opened for further scrutiny and evaluation. The date of opening of Price bids will be intimated to qualified bidders. Other financial bids would be returned unopened to the respective bidders under Registered AD/ Reliable Courier or any other mode with proof of delivery.
6. **Optional Quantity/Additional Work order:** Quantities mentioned in the schedule of items are approximate and may vary as per actual work done/ site requirement; contractor shall not claim any extra rate on this account. BRBNMPL may extend the Work order/place additional work order at a later date at the quoted rates.
7. **Price:**
 - a. The contractor has to quote his most competitive price considering all the factors involved in the **Maintenance Contract of Existing Gardens, Trees and Horticultural Works (Township) at BRBNMPL, Note Mudran Nagar, Mysuru** and the price shall be all-inclusive except service tax, which shall be shown separately at the prevailing rate. The Price shall be firm & binding, no escalation on above on any account shall be admissible during the

- currency of contract period, except for the service tax for which documentary proof should be attached for claiming escalation, if any.
- b. The contractor should quote his best competitive price considering all the factors involved in the Annual maintenance contract. The price shall be firm for three months inclusive of taxes, VAT, service tax, duties, statutory labour liabilities etc. No escalation on any account shall be admissible during the period of contract, however for any variation in the service tax it shall be considered for payment on submission of documentary proof.
 - c. In case of any revision in the minimum wages payable to the worker of the contractor, the contractor will reimburse the differential wages at actual & statutory contribution thereon on submission of proper documentary proof of payment of the revised wages. Service tax as applicable will also be reimbursed on above payment.
 - d. Rate of the wages should not be less than minimum wages as prescribed by Ministry of Labour & Employment Office of the Chief Labour Commissioner, New Delhi from time to time.
 - e. The rates quoted in the commercial bid shall be inclusive of PF/ESI contributions, which shall be made for the workers employed by the contractor on being successful in the tender. You have to submit a copy of the ESI/PF challan along with the wage sheets of the persons employed, with bills.
8. **Payment Terms:**
 Payment shall be made on monthly basis only on satisfactory compliance of all the tender conditions stipulated and performance of the job satisfactorily and submission of bills by you. Statutory Deductions: Statutory deductions shall be made at source as per rule
- a. Fixed Monthly charges: Payment shall be made at the quoted rates on monthly basis only on satisfactory execution of the work and submission of bills, which, on scrutiny shall have to be certified by BRBNMPL officers. The contractor shall raise monthly bill in the 1st week of succeeding month for release of payment after fulfilling the all-necessary formalities. Contractor must submit a copy of (a) ESIC challan (b) EPF challan (c) Payment of wages (d) Monthly report showing work done/ maintenance works carried as defined in scope of work along with monthly bill etc. (e) Bonus payment.
 Proportionate amount from the bill shall be deducted if the contractor fails to comply with any of the responsibilities under the work order/contract. Such amounts shall be decided by the BRBNMPL and shall be binding on the contractor.
9. **Compensation for Delay:**
 The work shall be taken up strictly as per the terms & conditions of the contract. For any delay beyond the time specified for any particular maintenance works, without any valid reason, compensation for delay/liquidated damages @ 0.5% of the value equivalent to one month O & M price shall be levied per week of delay, subject to a maximum of 10% of monthly O & M charges.
 The Contractor's co-ordination with other agencies appointed by BRBNMPL is essential to maintain smooth progress of the work and any delay, which in the opinion of BRBNMPL if due to non-co-ordination and inefficient management of the contractor will not be entertained.
10. **Notification of Award:** BRBNMPL issues Notification of award / LOI to the successful bidders who qualify and become lowest bidder by post or by fax/email (to be confirmed by post) that its tender for Captioned Subject, has been accepted, briefly indicating therein the essential details of work and corresponding prices accepted. The successful tenderer/Contractor shall mobilize all men required for timely performance of the annual maintenance contract involving various activities and start the work from the date mentioned in Notification of Award. Contractor should return back the duplicate copy of Notification of Award duly signed and stamped in each page as acceptance.
11. **Security Deposit/Performance Bond:** Within twenty-one days after the issue of notification of award by BRBNMPL, the supplier shall furnish Security Deposit to BRBNMPL for an amount equal to 10% of the Order Value by way of Demand Draft (DD) or Bank Guarantee (BG) valid up to Sixty days after date of completion of all contractual obligations, including warranty period. (Please refer GCC Clause 6 under Section IV). On submission of above SD, the Earnest Money Deposit already deposited by the successful firm will be released. Failure of the successful tenderer in providing performance security within 21 days of receipt of notification of award and / or returning of duplicate copy of Notification of Award/ LOI duly signed shall make the tenderer liable for forfeiture of its EMD and, also, for further sanctions by BRBNMPL against it.

12. **Contract Agreement:** A formal agreement has to be executed between the contractor and BRBNMPL on ` 100/- Non-judicial stamp paper purchased by the contractor within two weeks of receipt of Security Deposit/Performance Bond as per the format given in SECTION-XVI. In case Contractor fails to complete the formalities for execution of agreement, Work Order shall be cancelled. In such case, EMD / SD of the contractor shall be forfeited and BRBNMPL may initiate appropriate action as deemed fit
13. **Liquidated Damages:** If the supplier fails to deliver any or all of the goods within the time frame (s) [delivery schedule] incorporated in the contract, BRBNMPL shall, under the contract deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed goods [value of quality for which delivery is delayed] for each week of delay or part thereof until actual delivery, subject to a maximum deduction of 10%. [Please refer GCC Clause 24 under Section IV].
14. Parties who have been black listed /debarred by BRBNMPL or any PSU or any Government Departments are not eligible for submission of this tender.
15. BRBNMPL does not pledge itself to accept the lowest or any tender and reserves to itself the right of accepting/rejecting the whole or any part of the tender or portion of the quantity tendered without assigning any reason thereof.
16. If the tenderer is registered under DGS&D/NSIC, New Delhi they have to clearly mention and submit a copy of supporting documents. In absence of any such declaration, tenderer shall be considered as not registered under DGS&D/NSIC, New Delhi. Tenderer registered with NSIC/DGS&D are eligible for exemption of only EMD. As regarding SD, the tenderer who are registered with DGS&D /NSIC should submit an undertaking for payment of SD in case they become L1 firm in bid process and this undertaking letter should be attached to the PQB-part-I.
17. Copies of Certificates / Documents related to company profile like VAT/CST Registration, PAN and Professional Tax Registration Certificate etc., to be provided along with the tender documents.
18. **Other Instructions:**
 - a. A Tenderer should quote the tender in figures as well as in word rate(s). The amount for each item should be worked out and the requisite totals given. Special care shall be taken to write rates in figures as well as in words and the amounts in figures only in such a way that interpolation is not possible. The Rates and total amounts should be rounded off to nearest Rupees vale. In case of discrepancy between the rates in words and figures, the rate quoted by the tender in words shall be taken as correct.
 - b. The tender document should be signed on each page by the tenderer or his duly authorized representative. A certified true copy of an absolute power of Attorney in favour of signatory should accompany tender documents.
 - c. Any discrepancies, omissions, ambiguities or conflicts in or among contract documents or any doubt as to their meaning should be called to the attention of The Asst. General Manager, Civil Maint. Contact ph. 0821-2469008 within three (3) days of issue of tender. Where information sought is not clearly indicated or specified, the company will issue a clarifying bulletin to all tenderers, which will become part of the contract. Any oral instructions will not form any part of contract.
 - d. The use of whitener / eraser in this tender is prohibited. If any correction becomes of necessary, the same should be done by striking off originally written rates & figures etc. and then rewritten should be done under initials of person filling the tender.
 - e. Please note that the contractors who have worked earlier with BRBNMPL, Mysuru and their performance was not found satisfactory for any of the jobs awarded to them, their tenders shall not be opened during technical bid stage and their offers shall be considered as invalid and shall be rejected.
 - f. Agencies those who are not empanelled with BRBNMPL, Mysuru are requested to kindly download the vendor registration form from the website and submit the same along with registration fees of ` 500/- before award of Work order.
19. No counter conditions shall be accepted.
20. The contractor has to obtain recent valid Licence from ALCC, Bangalore. The contractor should comply with all statutory obligations/Labour laws applicable from time to time.
21. **Rights of company:** BRBNMPL is not bound to accept the lowest or any tender or assign any reason for such non-acceptance. However if the successful bidder refuses to take up the job or leave the job half way after opening the quotation and becoming lowest party, BRBNMPL reserve the right to forfeit the EMD and no correspondence will be entertained and decision of the BRBNMPL will be final.

The left over job will be finished engaging other agencies and the additional cost involved will be recovered from original contractor. In any of the above case company reserve the right to take necessary action as deemed fit against the contractor.
(To be signed & stamped and submitted along with Techno-commercial Bid Part –I)

Section II: General Instructions to Tenderer (GIT)

For Part-I Please refer our website www.brbnmpl.co.in, under “Downloads”

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

1. Compliance Of Security Norms:

- a) Bharatiya Reserve Bank Note Mudran Pvt. Limited, Mysuru is a security organization and its premises have been declared as ‘PROTECTED AREA’ by the Govt. of Karnataka. Hence the bidder shall have to abide by the prevailing security Norms. Any of the bidder’ employee/works man/labour deployed at site found by the Company as having doubtful integrity, shall be removed from the premises at the risk and cost.
- b) The bidder shall provide security provisions to check infiltration, and safeguard of the works till the complete work is handed over. Nothing, extra shall be paid to the bidder by the BRBNMPL on this account.

2. Safety & Security Measures:

- a) The contractor should scrupulously conform to the safety and security norms and stipulations while working in the security area. The contractor should maintain site clearance during the progress of the work and also after the completion of the work.
- b) The Contractor will be required to take “Workmen’s Compensation Insurance’ policy to all of his workmen engaged for the said job and copy of the same to be submitted. It shall be the sole responsibility of the contractor to ensure safety to all his workers. The contractor shall take all the precaution during the execution of construction works against any type of personnel injury or any damage to the property, which can arise during working. Adequate safety gadgets shall be provided by the contractor to the workmen as per norms.
- c) It shall be the sole responsibility of the contractor to ensure safety to all his workers. The contractor shall take all the precaution during execution of work against any hazards, personnel injury or any damage to the property. The contractor shall provide adequate safety gadgets to the workmen as per norms.
- d) In respect of all labour, directly or indirectly employed on the works for the performance and execution of the contractor’s work under the contract, the contractor shall at his own expense arrange for all the safety provisions as listed in (i) safety code forming part of the contract documents (ii) Indian Standards Regulations, Rules and orders made there under and such other acts as applicable.
- e) Precautions as stated in the safety clause are the minimum necessary and shall not preclude the Contractor taking additional safety precautions as may be warranted for the particular type of work or situations. Also mere observance of these precautions shall not absolve the contractor of his responsibility and contractual obligations.
- f) in case of loss or damage to property or injury to any person including the contractor’s labour, the BRBNMPL representatives or any member of the public or resulting in the death of any of these.
- g) Protective gear such as safety masks/goggles/helmets, boots, belts etc. shall be provided by the contractor at his own cost to all his manpower at site. 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.
- h) In case the contractor fails to make arrangements and provide necessary facilities as aforesaid, the BRBNMPL shall be entitled to do so and recover the costs thereof from the contractor. The decision of the BRBNMPL in this regard shall be final and binding on the contractor.

- i) The contractor shall obtain valid license under the Contract Labour (R & A) Act 1970 and the Contract Labour (Regulation and abolition) Central Rules 1971 and under any other applicable rules before the commencement of the work and continue to have a valid license until the completion of the work.
- j) 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 Labour Laws and shall remain solely responsible for the obligation under the relevant statutory provisions.
- k) BRBNMPL is a security organization and the Govt. of Karnataka 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.
- l) Contractor must ensure that the number of labours/masons or any other type of workers engaged for carrying out the work and requested for issue of gate pass are coming for the job awarded. In case any of the workers is not coming for which gate pass was requested/issued, the name of such persons should be brought to the notice of the concerned officer as well as to the Security section and surrender the pass issued immediately.
- m) The BRBNMPL and their respective representatives shall at all reasonable times have free access to the work or other places where materials are lying or from which they are being obtained and the Bidder shall give every facility to the BRBNMPL and their representative necessary for inspections and examination and test of the materials and workmanship. No Person, not authorized by the BRBNMPL except the representatives of public authorities, shall be allowed on the works at any time.
- n) Gate passes for all the workers shall be applied in the prescribed Gate pass Format, 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.

Sl No	Name of Person	Father name	Age	Present Address	Permanent Address	Identification Mark	Signature of the Individual
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The following statement also has to be signed by the Contractor.

“It is certified that I know personally the person for whom the entry pass is required and there is nothing adverse report or Police cases against them to debar their entry. I take the responsibility for all those mentioned in the list who acts detrimental to the security and safety of BRBNMPL and other property of the undertaking as also violation of any provision of law & rules framed there under and instruction of Director, GM, DGM and any Executive of the company. It is also to be certified that the persons mentioned above are not holding any photo pass for the requested period.”

The Format may be collected for applying the Gate pass from the concerned Section:

- a. The contractor shall submit police verification certificate for good character / antecedents for all the workers/supervisor for complying Security formalities. This certificate or receipt of submission shall be submitted by the contractor. The same shall be submitted for workers/supervisors, who may be a replacement / addition, as the case may be. The cost of verification will be borne by the contractor.
 - b. On award of the contract the contractor shall sign the Non-disclosure format and abide with that.
 - c. 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.
3. The contractor shall make their own arrangement for providing working lunch/dinner to their employees.

4. All compensation or other sums of money payable by the Contractor to the employer under the terms of this contract will be deducted from the earnest Money deposit/Security Deposit or any other process or recovery of such dues.
5. The calculations made by the tenderer should be based upon probable quantities of several items of work which are furnished for the tenderer's convenience in the schedule of probable quantities but it must be clearly understood that the contract is not a lump sum contract.
6. The successful tenderer is bound to carry out any items of work necessary for the completion of the job though such items as are not included in the quantities and rates with the written approval of the employer.

Section III: Special Instructions to Tenderers (SIT)

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

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

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

SI. No.	GIT Clause No.	Topic	SIT Provision
1	4	Eligible Goods and Services (Origin of Goods)	No provision
2	8	Pre bid Conference	No provision
3	9	Time Limit for receiving request for clarification of Tender Documents	No provision
4	11.2	Tender Currency	No provision (INR)
5	12.1	Applicability of Octroi and Local taxes	No provision
6	14	PVC Clause & Formula	Not applicable
7	19	Tender Validity	120 day from date of opening of tender. Extension of another 30 days, if required
8	20.4	Number of Copies of Tenders to be submitted	One
9	20.9	E-Procurement	Not applicable
10	35.2	Additional Factors for Evaluation of Offers	Supplement with the following: Prospective bidders should meet our tender conditions and items being supplied should be strictly as per given specification without counter conditions.
11	43	Parallel Contracts	Not applicable
12	50.1, 50.3	Tender For rate Contracts	Not applicable
13	51.1, 51.2	PQB Tenders	Applicable
14	52.1, 52.3, 52.5	Tenders involving Purchaser's and Pre-Production Samples	Not applicable

15	53.4, 53.5, 53.7	EOI Tenders	Not applicable
16	54.3.1, 54.5.2	Tenders for Disposal of Scrap	Not applicable
17	55.2, 55.3, 55.7, 55.8	Development/ Indigenization Tenders	Not applicable

Section IV: General Conditions of Contract (GCC)

Please refer our website www.brbnmpl.co.in, under “Downloads”

SECTION V: SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify / substitute / supplement the corresponding (GCC) clauses.

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

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit).

Si. No	GCC Clause No.	Topic	SCC Provision
1	8.2	Packing and Marking	No Change
2	11.2	Transportation of Domestic Goods	No Change
3	12.2	Insurance	No Change
4	14.1	Incidental Services	No Change
5	15	Distribution of Dispatch Documents for clearance / Receipt of Goods	Not applicable
6	16.2, 16.4	Warranty Clause	No change
7	19.3	Option Clause	No change
8	20.1	Price Adjustment Clause	No change
9	21.2	Taxes and Duties	No change
10	22, 22.1, 22.2, 22.3, 22.4, 22.6	Terms and Mode of Payments	No change
11	24.1	Quantum of LD	No change
12	25.1	Bank Guarantee and Insurance for Material loaned to Contractor	No change
13	33.1	Resolution of Disputes	No change

14	36.3.2, 36.3.9	Disposal / Sale of Scrap by Tender	Not applicable
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a) **Statutory Requirements:**

- i) The contractor shall have to fulfil all the statutory requirements as per the provisions of law i.e. Karnataka Factory Act, Contract Labour Act, Minimum wages Act/Payment of wages act, Industrial disputes act 1947 and other related labour legislatures, EPF & MP acts, ESI act etc., indemnify Company from any claims in future or due to any breach of the statutory requirements. The Company, as a principal employer, shall enforce the provisions of these Acts. All statutory requirements shall be scrupulously followed, non-compliance in this regard may lead to necessary action as deem fit.
- ii) Rate of the wages should not be less than minimum wages as prescribed by Ministry of Labour & Employment Office of the Chief Labour Commissioner New Delhi from time to time (Latest Notification – No. 173/19.01.2017 dated 19.01.2017 w.e.f. 19.01.2017).
- iii) The wages shall be revised based on the Labour Act prevailing during the currency of the contract as per the Gazette Notification of the Government of India, Ministry of Labour & Employment, Office of the Chief Labour Commissioner (C), New Delhi. Contractor should submit claim along with the copy of Gazette for making additional payment for further AMC charges on monthly basis.
- iv) The Contractor must have a valid PROVIDENT FUND CODE & ESI CODE and the same shall be intimated along with the tender.
- v) Note: If the above certificates are not available, the contractor must be in a position to arrange the same within 30 days on award of work order. If not complied, the work order will be cancelled forthwith, no payment will be released and EMD will be forfeited.
- vi) It shall be the sole responsibility of the contractor to ensure safety to all his workers.
- vii) 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 Labour Laws and shall remain solely responsible for the obligation under the relevant statutory provisions. The contractors should properly maintain all necessary first aid kits in the sub-station and ensure that all its employees are adequately trained in administering first aid in case of emergencies.
- viii) The contractor should ensure that all his employees are adequately trained in the use of Fire fighting equipment maintained in the substation.
- ix) BRBNMPL will not accept any responsibility for any loss or damage to any property or personal belonging effect to Contactor's employee.
- x) The Contractor shall keep BRBNMPL, its servants or agents indemnified against claims, actions or proceedings brought or instituted against BRBNMPL, its servants or agents by any of his employees or any other third party employed by the Contractor in connection with relating to, or arising out of the performance of the services under the Contract
- xi) CONTRACTOR shall indemnify BRBNMPL against any liability for any accident, death or injury to BRBNMPL's servants or agents or against any loss of or damage to any property belonging to BRBNMPL, its servants or agents which shall arise out of the performance of the services under this Agreement and against all costs, claims, demands and damages involved therewith.
- xii) The CONTRACTOR shall pay and indemnify the BRBNMPL against liability in respect of any fees or charges (including any rates and taxes but not including service tax) legally demandable under any Act of Parliament, or State Legislature instrument, rule or order or any regulation or By-law or any local authority in respect of the work.
- xiii) Contractor should provide two set of uniform with Contractors Company's logo to be displayed on the shirt for easy identification to all his workers engaged. Colour shall be as approved by BRBNMPL.
- xiv) The contractor should be familiar with Karnataka state pollution control norms and stipulations pertaining to work.
- xv) Statutory Deductions: Statutory deductions shall be made at source as per rule

b) **Tender Evaluation:**

- i) **The evaluation shall be based on L1 basis considering the Total Cost including Service Tax.** However, BRBNMPL does not pledge itself to accept the lowest or any tender and reserves

to itself the right of accepting the whole or any part of the tender or portion of the quantity tender or cancel the tender without assigning any reason what so ever.

- ii) BRBNMPL shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
 - iii) Quoted price should be in words and figures. Any discrepancy between words and figures, the price in words shall prevail. Insertions, postscripts, additions and alterations shall not be recognized, unless authenticated by the tenderer's signature. In case of discrepancy between unit price and total price/cost, the unit rate will be considered for evaluation.
 - iv) All decisions by BRBNMPL on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny
 - v) Any effort by a bidder to influence BRBNMPL personnel or representatives on matters relative to the bid under study in the process of examination, clarification, evaluation and comparison of bids, and in decisions concerning award of contract may result in rejection of his bid
- c) **Tenure:** The Contract shall be for a total period of three months at the terms & conditions of the tender, However, BRBNMPL reserve the rights to terminate contract at any time at the discretion of BRBNMPL with three months' notice.

In Case the Contract is to be extended beyond 3 months of Tenure, the same will be done with mutual consent of the Contractor.

- d) The successful tenderer must note that all performance of the job shall be strictly in accordance with the requirements and fulfilments of the local/public authorities, statutory approvals and to the requirements of BRBNMPL and no deviation on any account will be permitted. 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.

The period of failure to carry out and all matters of delay, damages, unsatisfactory performance of the services mentioned in several clauses above shall be as determined and judged by the BRBNMPL whose decision shall be final and binding on the CONTRACTOR.

- e) **Office Space:**
All compensation or other sums of money payable by the Contractor to the employer under the terms of this contract will be deducted from the earnest Money deposit/Security Deposit or any other process or recovery of such dues.
- f) The Contractor should take utmost care to ensure that no damage to the property of BRBNMPL takes place due to any act of workmen while carrying out the work under the contract.
- g) The Contractor should issue identity Cards to all Labour engaged to carry out the work, including supervisors. The identity badge should be worn on the left of the chest at the place of work. The contractor should comply with all security procedures adopted by us and they should furnish the list of people deployed for this contract for verification of their antecedents to our Security Manager. Gate passes will be issued to the personnel deployed and it should be renewed periodically.
- h) **Inspection by BRBNMPL**

All materials and workmanship shall be subject to inspection, examination, and test by the BRBNMPL at any and all times during the period of contract. It is responsibility of the CONTRACTOR intimate on regular basis the progress of work / receipt of material and shall furnish promptly without additional charge all reasonable facilities, labour and materials necessary for the safe and convenient inspection and test that may be required by the BRBNMPL.

i) **Water and Electricity etc.**

Water – The Contractor is permitted to avail the services available at site free of charge. However, any dis-proportionally large or a high volume consuming activity shall be performed only after prior approval is obtained from the BRBNMPL.

Electricity – The Contractor is permitted to avail electricity at site free of charge for performance of their scope of work. However, any dis-proportionally large or a high volume consuming activity shall be performed only after prior approval is obtained from the BRBNMPL.

j) **Restricted Area** – Contractor shall fully recognize that the site shall be a restricted area and that all works and movement within it shall be subjected to the BRBNMPLs direction and control.

k) **Hazardous Area** – The work area in and around the Operating Units such as utility building, Tanks, Cable tunnel, Fire Fighting Pump room, substation area, Treatment plants, Sewage collection well, Electrical Shafts, electrical cable/communication cable/waterline trenches etc shall be considered a hazardous area. Contractor shall fully familiarize himself and abide by with the safety rules / regulations and fulfilment of ISO standards. If Contractor shall experience unavoidable interruption of work due to operational or safety reasons, such delays / interruptions shall not entitle Contractor to reimbursement of additional costs.

l) **Superintendence** – Contractor shall provide all necessary superintendence as necessary for the proper fulfilling of Contractor's obligations under this Contract.

m) **Adequacy of Contractor's Staff:**

It is essential that the service activities be performed with utmost diligence and expediency so as to maintain the highest standards of civil maintenance works. To achieve this, Contractor shall maintain adequate level of staff of good technical competence at site at all times. In case the contractor provides mechanized services, the equipment shall be well-maintained and kept in good condition for all time.

If, at any time, during the currency of the Contract, Contractor's staffing, in the opinion of BRBNMPL, is inadequate to meet the requirements of Contract services, BRBNMPL may so notify Contractor, who shall thereupon take immediate steps to increase its staff at site. Contractor shall affect such increases within a period of maximum Seven Days following the procedure outlined elsewhere in the contract agreement. If within the specified period Contractor does not or fails to increase the staff as required, BRBNMPL may itself or through other parties hire additional staff to supplement that of Contractor at the cost fixed by the BRBNMPL to be deducted from the payment of Contractor.

Failure of Contractor to comply with the instructions of BRBNMPL may be grounds for determination by BRBNMPL that Contractor is not proceeding with the performance of services with due diligence to ensure fulfilment of contractual requirements.

n) **Conditions of Performance**

a. Contractor confirms and assures that:

- i) Contractor has the requisite skilled and qualified personnel to perform the services.
- ii) Contractor has inspected the premises and is familiar with the conditions related to performance of the services.
- iii) Contractor shall at all times ensure that the supply of know-how, Manpower, Materials, Equipment, Tools and Vehicles shall be adequate to satisfactorily undertake the scope of services without delay.

- iv) Contractor shall at all times ensure that the services are being carried out in the most expeditious efficient manner consistent with the best interests of BRBNMPL, and in good and professional manner and in accordance with sound industry practice.
 - v) Contractor shall perform and provide the services in accordance with provisions of this Contract and shall exercise all reasonable skill, care diligence and judgment in performance of the services.
- b. Contractor shall discuss as per the Contract, the general basis for execution of services, Contractor shall provide procedures for BRBNMPL approval which shall be based upon good engineering practice in order to maintain the services/equipment at a high level of efficiency and to provide safe working conditions. If any question arises between Contractor and BRBNMPL regarding particular work procedure followed or proposed to be followed by Contractor, Contractor must justify to BRBNMPL the soundness of such procedure and shall obtain BRBNMPL's written approval before the same may be affected. Provision or otherwise of such approval shall not relieve Contractor of any of its obligations under this Contract. BRBNMPL shall have the right to check and make remarks on any or all procedures proposed to be adopted by Contractor for the performance of services. Contractor shall submit such work procedure for BRBNMPL's review and approval.
- o) Labour:**
- i) Contractor shall be responsible for the engagement, employment, transport, working and living conditions of personnel and in respect of all matters connected therewith. 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. In no case person under age of 18 Years shall be employed.
 - ii) 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.
 - iii) Contractor shall in its dealing with the personnel for the time being employed on or in connection with the Agreement have due regard to all recognized festivals. Contractor shall also observe all relevant local customs and such other conditions and instructions as may be issued to Contractor from time to time by BRBNMPL.
 - iv) Contractor shall administer any National Labour on employment on terms and conditions not less favourable than those established for equivalent sites or locations within India.
 - v) 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 neighbourhood of the site against the same.
 - vi) 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/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.
 - vii) 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.
 - viii) Contractor shall, to the extent permissible under applicable laws, comply with and be bound by such terms and conditions of any labour agreement established by BRBNMPL and applicable to the services of the personnel appointed in India.

- ix) BRBNMPL will have privacy of the contract with the contractor only and will give instructions to the contractor and will have nothing to do or to concern with the conditions of employment of the workers engaged by and/or working for Contractor. However 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 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.
- x) BRBNMPL will not, in any manner, be responsible for any act, omission or commission of the workers engaged by the contractor and no claim in this respect will be raised against BRBNMPL.
- p) **Contractor's Working Hours:**
 - i) Normal daily working hours for Contractor's personnel will be 08:00 hrs to 17:00 hrs (with lunch interval), except those working on shift basis, which will be prepared by Contractor and approved by BRBNMPL. Sundays will be observed as weekly rest days except in case of persons who will be working on shift basis for special works. The weekly holiday should be given to the workers with an alternative arrangement.
 - ii) In this contract, the shift pattern shall comply with local regulations governing the engagement of Labour, such as Contract Labour Law, Shop and Establishment Act etc.
 - iii) Contractor will have to work after normal working hours and on Sundays / Holidays to fulfil its obligation of services. Overtime if any for such work shall be to Contractor's account deemed to have been included in the rates quoted.
 - iv) After normal daily working hours the Contractor is required to deploy the manpower on Sundays / holidays to cater any crises or exigencies on requirement basis without any extra cost to BRBNMPL. Further, Contractor is responsible and bound to provide coverage for 24 hours a day throughout the Agreement period to attend to any work of the services with full mobilization as required at site and as and when directed by BRBNMPL's Representative(s) without any extra cost to BRBNMPL.
 - v) During the festive days, Contractor at no extra cost to BRBNMPL shall make such adjustment as necessary to the working arrangement at each location of the premises to meet such exigencies as may be directed by BRBNMPL.
- q) **Qualification of personnel:**
 - i) The qualification and experience requirements of manpower deployed should be as per specified.
 - ii) The manager/supervisor appointed by contractor should take care of entire activities of the contract and do liaising with BRBNMPL Officer for effective functioning.
- r) **Conflict of Interest**
 - i) Contractor shall conduct its operations in a lawful manner consistent with good international practices and standards for such type of services.
 - ii) Neither Contractor nor any of its subsidiaries or affiliates shall in connection with the services enter into a contract, give an undertaking, bid, enter into a Joint Venture Partnership, have any relations with a Third Party or any other arrangement to perform any services, to supply goods or equipment which may be to BRBNMPL's detriment.
 - iii) Any treasures, antiques, valuable etc. found during excavation belong to the BRBNMPL and the same shall be handed over without causing any damage to them.
 - iv) The Contractor must ensure that at no point of time should any system be rendered non-functional.
 - v) Communication and Document distribution pertain to respective specialized works shall be made during execution of work to meet the requirement of the BRBNMPL.
 - vi) Details of the service infrastructure in terms of the service staff strength and their qualifications, details of warehousing facilities for spares and the value of spares stocked shall be submitted.
- s) **Sub-Contracting:**

The contractor shall not sub –contract the work to any sub- contractor without the prior approval of BRBNMPL. In case the contractor is found engaging sub-contractor without prior approval, BRBNMPL reserve the right to terminate the contract and security deposit shall be forfeited
- t) **Disputes Arbitration:** If any dispute arises after the issue of LOI /Work order and during the execution of the project which is not resolved within 30 days of their arising, they shall be referred to a sole arbitrator to be appointed by the Managing Director of BRBNMPL. The governing law in this regard will be The Arbitration and Conciliation Act, 1996 of India. The venue of the Arbitration will

be Mysuru. Further, disputes if any that may arise at any point of time shall be subject to Mysuru jurisdiction only. However the right of giving the list of arbitrators for selection of sole arbitrator by the parties is exclusively kept reserved by BRBNMPL whose decision shall be final and binding on the parties.

u) **Force Majeure Clause:**

BRBNMPL shall in addition to its power under other clauses to determine Purchase orders have power to terminate its liability there under at any time by giving a notice of reasonable time in writing to the supplier of the company's desire to do so and upon the expiration of the notice the P.O /W.O shall be determined without prejudice to the rights of the parties accrued to the date of determination.

Further in the event of any situation arising out of or caused by any act which is beyond the control of BRBNMPL, which results in stoppage of production, or in event of any policy decision made in the interest of the company which may necessitate the short closure of the Purchase order, the company by giving a notice of reasonable time to supplier, can terminate the purchase order without prejudice to the rights of the parties accrued to the date of termination

SECTION VI & VII – SCOPE OF WORK / TECHNICAL SPECIFICATIONS/APPROXIMATE QUANTITY

1. General:

The scope of the work is Maintenance of gardens, trees and horticulture works at BRBNMPL Township, Mysuru as listed in Bill of quantities.

The contractor will be generally responsible for the total 230-acre site. Along with site management, the responsibilities will include maintenance of horticultural works already existing at site in:-

- The road medians, avenue trees, etc.
- Parks – including central park, parks in township, playgrounds, etc.
- Around the buildings such as shopping center, VOF, Administration Building, courtyards and planters in buildings, G.M's residence, around housing clusters, etc.
- Around other areas not mentioned above.

Maintenance includes watering, mulching, loosening of soil around the plants, adding top soil, bi-weekly manuring, weeding (upto 5 meters from edge of planting, trees), fertilizing, at least 2 times a year for trees and at least 4 times a year for other landscaping works, using of Enviro-friendly pesticides or fungicides, and other works for the healthy growth of the plants as per Schedule of maintenance for horticulture works as given below.

SCHEDULE OF MAINTENACE HORTICULTURE WORKS			
S.No.	Type of Plants	Activity	Schedule
1	Trees	Loosening, mulching & adding good soil, manuring & fertilizing etc.,	Twice a year
		De-weeding, cleaning of dry leaves etc., up to five meters	Twice a year/as & when required
		Spraying with eco-friendly insecticide	Once a year/ as & when required
		Trimming, pruning of branches	Preferably before monsoon /As & when required
		Watering	Once a week for trees along road side & Parks.
2	Ground covers /Planter boxes	Watering	Twice or thrice a week during summer season
		Loosening, mulching & adding good soil, manuring & fertilizing etc.,	Twice a year
		Trimming, de-weeding	Monthly
		De-weeding up to 5 meters.	Twice a year/As & when required
		Spraying with eco-friendly insecticide	Once a year/As & when required

3	Potted Plants	Watering	Daily
		Loosening, mulching & adding good soil, manuring & fertilising etc.,	Thrice a year
		Trimming, de-weeding	Twice a year
		Spraying/applying with eco-friendly insecticide	Twice a year / as & when required
4	Shrubs	Watering	Once a day
		Trimming, de-weeding	Monthly
		Loosening, mulching & adding good soil, manuring & fertilizing etc.,	Twice a year
		Replacement/ gap filling etc.	During rainy season/as & when required
		Spraying/applying with eco-friendly insecticide	Twice a year/as & when required
5	Lawns	Watering	Thrice a week/ daily during summer season in some specified areas
		Trimming, de-weeding	Monthly/ bi monthly in some specified areas
		Manuring	Quarterly
		Replacement/ gap filling etc.	During monsoon season/ As & when required
		Spraying/applying with eco-friendly insecticide	Twice a year/as & when required
6	Nursery Area	Maintenance of nursery area for Plants propagation and multiplication of all varieties of plants for replacement/ gap filling, replanting etc.	Regular basis
7	Central Ground	Maintenance of entire Central cricket ground, centre pitch and the area surrounding the pathway on the edge of the ground	Daily

In addition, the contractor will also be responsible for filling gaps, thinning and transplanting, or replanting where plants may need to be replaced. Along with other planting, the contractor will also be responsible for improving soil conditions for planting. This may include import/export of soil to/from site. The contractor will also clear vacant area from existing grasses, keep the site clean and maintain the already planted areas free of weeds, pests or insects that cause diseases. All weeds, unwanted grasses and plant

material will be cleared for up to 5 meters from the edge of planting of existing horticultural works including trees.

The trimmings of grass, plants, shrubs, trees and weeds removed shall be put in a shallow pit and covered with soil. This may be done under the tree itself or carried to other place for converting into compost.

The contractor will be required to maintain an office on the site with qualified people to manage the maintenance of gardens & horticulture works spread over an area of 230 acre. The staff must be on site during regular office hours and must be available to BRBNMPL / Landscape consultant during these times. The staff shall be qualified in such horticultural works and will be led by a Supervisor who will take instructions from the BRBNMPL/Landscape architect. The staff should be mobile within the site premises. The Supervisor must be equipped with Cell phone & two wheeler motorbike arranged by the contractor.

A quarter may be made available to the contractor on their request, on monthly rental basis as per the availability & rules of BRBNMPL for the office space.

2. **Storing:** The contractor shall also be responsible for storing of various materials such as manure, fertilizers, pots, hosepipes, pesticides, garden tools, etc. The store will have stock of all necessary materials and the nursery work shall not suffer due to lack of stock of any item.
3. **Watering:** Water is a scarce resource. It must be used most judiciously. Watering shall be done preferably in the early hours and evening only on daily basis including Sundays. Watering shall not be done from 12 Noon to 2.30 PM especially in the open areas and in summer season. Water will be provided at different locations as per the existing system of sources from STP and bore wells. Transportation of water from the source to various planting areas in flexible hoses will be the responsibility of the contractor. The flexible hoses should not leak and wastewater in any location. If the water on site is insufficient / not available due to any reasons thereof, the contractor shall be responsible to bring water in water tankers or any other sources for the general upkeep of the plants. No plants shall be allowed to wither or die due to lack of proper watering. Any laxity on this will be liable for penalty or even to the extent of cancellation of contract due to deficiency in service.
4. **Nursery Area:** Due to gap filling, replanting etc., various plants will have to be propagated at the site. Also in areas of intense landscaping (such as around the buildings, entrances, road dividers, etc.) flowers and annuals will have to be planted. For this purpose, a shade net area will be made available to the contractor. The contractor will be responsible for the multiplication of plants that will be required on an ongoing basis on the site. The nursery area will have a shade net area with potting shed. Approximately 2,000 sq. ft. of Shade net area using Netlon brand black/Green colour will be required to be maintained and replaced whenever necessary, for which no extra payment will be made by BRBNMPL.
5. We strongly recommend using the Nursery area for plant propagation and multiplication. BRBNMPL may at any point give an order for plants (indoor or otherwise) to be propagated in the Nursery. The contractor will have to have a satisfactory stock of plants in the nursery and share details of the same with BRBNMPL and its Landscape architect.
6. **Replacement of Plants:** Those plants that are not up to the standards and those that do not meet specifications shall be replaced by the contractor at no extra cost to the BRBNMPL. Also, loss of plants due to non-availability of water, draught, lack of monsoons, theft, disease, non-performance of the plant, destruction by nature or man, etc. shall all be factored into the rate of maintenance and replacement of plants in all such cases will be at no cost to BRBNMPL.
The seasonal plants and all other plants (perennials) will have to be replaced at no cost to the BRBNMPL and should be done in time as per the season.
Plant Requirements: The contractor shall source other plants and shrubs from available nurseries, unless otherwise specified. Seeds shall be acquired from reputed organizations and hybrid seeds will be used where possible – particularly for flower varieties. No plant material shall be changed without the consent of the BRBNMPL / Landscape architect.

7. Monthly Report: The contractor shall also maintain a work report for work completed each month. The same report in English will be submitted to the landscape architect/BRBNMPL every month. The landscape architect /BRBNMPL shall verify completed work as per the report. Contractor will be responsible for meeting deadlines for the completion of the job. The contractor should keep a record of fertilizers, insecticides etc., used in various areas with dates.
8. Responsibility: The landscape contractor's work shall not hinder other work, either underground or over ground, such as electrical, phone lines, water or sewage lines, etc. In areas of overlap, the landscape contractor shall work in coordination with other related contractors. Any damage by the landscape contractor's team to such utilities will be penalized and contractor shall be responsible for cost for such damages.
9. Miscellaneous: While the contractor may have similar projects elsewhere or may have another business, the contractor shall not conduct other business from the site or from the established office or nursery. The use of materials, tools, etc., will be purely for the BRBNMPL site. The contractor will be responsible for being available on site during regular working hours of 8:00 am to 5:00 pm shall be required to establish an office & store. The contractor will have to employ post qualified employees familiar in similar work, who will attend the day-to-day requirements of the site and BRBNMPL. After the contract period, BRBNMPL may either extend the contractor's agreement to maintain the site, or may opt to transfer the nursery maintenance and site management to another party.

10. Materials & Labour:

- i. Plant Materials: All plant materials shall be healthy, found vigorous, free from plant diseases, insect pests or their eggs and shall have healthy well developed root systems.
- ii. Supply & Substitution: Upon submission of evidence that certain materials including plant materials are not available at the time of execution, the contractor shall be permitted to substitute other materials and plants, with an equitable adjustment of price. All substitutions shall be of the nearest species and variety to the original specified and shall be subject to the approval of the BRBNMPL / Landscape Architect.
- iii. Equipment: All labour will be provided with tools and regular maintenance of these tools shall be maintained and upkeep of a garden by the contractor. **Lawn mowers, grass cutting machines, hoses, garden scissors, pruning shears, trowels, spading forks** for loosening soil etc. will be available with themselves at all times. However, BRBNMPL may supply following simple & user-friendly garden tools for speeding up the work as per requirement. Contractor shall supply experienced labour to use these tools. Maintenance cost for these tools shall be borne by the contractor

1. Long cutter : 1 no.
2. Electric Hedge trimmer : 1 no
3. Electric chain saw : 1 no.

Safe custody of these tools / equipment shall be the responsibility of the contractor.

Note: The above number of tools is tentative, actual number shall be provided by the contractor as per requirement.

- iv. Training & Meetings: The labour will be trained to use proper gadgets required and will use them effectively. Periodical training sessions and meetings with the labour force, if necessary, shall be conducted as and when required or called for.
- v. Consumables: All the consumables such as fertilizer / manure, soil, Enviro-friendly insecticide etc., required for the maintenance will be supplied by the BRBNMPL. Organic fertilizers must be used as far as practicable. Contractor shall inform well in advance about the type & requirements of consumables to avoid delays in arranging the same. Consumables will be supplied by BRBNMPL. Transportation cost of spares and consumables from BRBNMPL Stores to use place is to borne by the Contractor. In case of emergency the contractor will be instructed to procure the Consumables at the reasonable prevailing market rate and raise the bill to BRBNMPL, with permission of concerned

officer. On production of original bill along with the monthly bill, BRBNMPL will reimburse the same

11. Planting Of Trees: Whenever planting, the following specifications will be followed by the contractor.
 - i. Digging of pits: Tree pits of 600mm x 600 mm x 600 mm (approx. 2'x2'x2') shall be dug a minimum of two weeks prior to back filling. The pits for shrubs shall be 600 mm in depth and 300mm diameter. While digging the pits the topsoil may be kept aside, and mixed with the rest of the soil as specified.

If the soil quality is poor, it shall be replaced with soil mixture acceptable to the BRBNMPL / landscape architect. If the soil quality is satisfactory, then it shall be mixed with manure and river sand. The soil condition will have to be approved by the BRBNMPL / landscape architect. Pest/termite prevention chemicals or any other approved chemical to be applied into the soil before planting as per suppliers specification.
 - ii. Back Filling – The soil is back filled, watered thoroughly and gently pressed down a day previous to planting, to make sure that it may not further settle down after planting.
 - iii. Planting – No tree pits shall be dug until a final tree position has been pegged out for approval. Care shall be taken that the plant sapling when planted is not buried beyond the level of the pot containing it. Planting should not be carried out in water logged soil.
 - iv. Staking – A single vertical stake 1 metre (approx. 3 ft) longer than the clear stem of the tree, driven 300 mm to 450 mm (approx.1ft to 1'6") into the soil shall be used. Each tree should be secured to the stake so as to prevent excess movement.
 - v. Watering – The landscape contractor shall allow for the adequate watering of all newly planted trees and shrubs immediately after planting and during the following growing season, keep the plant material well watered.
12. Shrub Planting & Ground Cover
***Same specification as for trees, except where specified otherwise.
13. Lawns
 - i. Preparation –During the period prior to planting the lawn, the area shall be maintained free from weeds. Whatever the nature of soil, complete surface shall be trenched over to a depth of 300 – 450 mm. Grading and final leveling of the lawn shall be completed at least 2 weeks prior to the actual sowing.
 - ii. Soil – The soil itself shall be ensured to the satisfaction of BRBNMPL / Landscape Architect to be a good fibrous loam, rich in humus. Pest/termite prevention chemicals to be mixed if required.
 - iii. Execution – Nodes of specified grass shall be dibbled not less than 5 cms. Apart on above mentioned soil conditions.
 - iv. Maintenance – In the absence of rain, lawn shall be watered every two days heavily, soaking the soil thoroughly to a depth of at least 250 mm. In summer months, lawns shall be watered daily.
 - v. Cutting – The scythe must continue to be used for several months until the grass is sufficiently secure in the ground to bear the mowing machine.
 - vi. Edgings – These shall be kept neat and must be cut regularly with the edging shears.
 - vii. Fertilizing – The lawn shall be fed once a month with liquid fertilizer by dissolving 45gms of Ammonium Sulphate in 5 litres of water.
 - viii. Weeding – Prior to regular mowing, the contractor shall carefully remove unsightly weeds.
14. Maintenance – The Landscape Contractor shall maintain all planted areas within the landscape contract boundaries until the area is handed over in whole or in phases. Maintenance shall include replacements of dead / unacceptable plants, watering on daily basis including Sundays & holidays, mulching, loosening soil around plants, adding topsoil, manuring, fertilizing, de-weeding (up to 5 meters from edge of planting and trees), cultivating, control for insects, fungus and other diseases by means of spraying with an approved insecticide or fungicide, pruning and other horticultural operations necessary for the proper growth of the plants and for keeping the area neat in appearance.
15. Clearing Of Site – Before finally leaving the site upon completion of the work, the contractor shall remove all his infrastructure facilities like huts, soil debris, tools, equipment, scaffoldings, centering materials, rubbish etc., and the site shall be left clean and tidy.
16. Rates Of Plants – In addition to the quoted rates in Bill of Quantities, the contractor shall Supply and plant best quality pot grown healthy shrubs / tree saplings / ground cover / seasonal / lawn etc. as per specifications given in Tender documents. Rates shall be as per the Schedule rates of Horticulture

- dept. Karnataka or Nurserymen co – operative society Ltd (a wing of horticulture dept, Bangalore). If rates are not available with these agencies, prevailing market price will be considered. The rates include cost of plants, ingredients, labour, and maintenance after planting for entire period of contract, complete as per above specification.
17. Price Variation: The price should be firm for the contract period and there shall be no variation/escalation on any account except for the wages and tax revision. Rate of the wages should not be less than minimum wages as prescribed by from time to time. The basic price for the manpower shall be as per GOI Notification No. 1/17 (3)/2014 LS-II issued by Govt. of India, Ministry of Labour & Employment Office of the Chief Labour Commissioner New Delhi dated 29/09/2014. Subsequent wages revision shall be considered for payment as per the notification.
 18. Maintenance Of Records – The contractor shall be responsible for maintaining records of work executed including fault rectification, consumable and spares used etc.
 19. Supervision: The contractor is required to have a competent, well experienced full time supervisor (acceptable to the BRBNMPL/ Landscape Architect) who will be responsible to the BRBNMPL/Landscape Architect for the conduct of the work and who has authority to receive and act on such instructions as the BRBNMPL / landscape architect may give. The work of the contractor is subject to inspection by the BRBNMPL / landscape architect at all times, but such inspection does not relieve the contractor of any of the responsibility.
 20. Compensation for Damages: The contractor shall be responsible for the all other damages to any person, tools & tackles, animal or property arising out of and incidental to the negligent or defective carryout of this contract. He shall also indemnify the BRBNMPL in respect of any costs, charges or expenses arising out of any claim or proceedings and also in respect of any award of compensation or damages arising there from. The BRBNMPL shall be entitled to deduct the amount of any damage, compensation, charges, costs and expenses arising or occurring from or in respect of, any such claims or damage from any or all sums due or to become due to the contractor, without prejudice to the BRBNMPL's other rights in respect thereof.
 21. Non – Compliance of Site Instruction: If the contractor after receipt of written notice from BRBNMPL requiring compliance within 7 days fails to comply with such instructions, BRBNMPL may employ and pay any other contractor to execute any such work whatever that may be necessary to give effect thereto, and all cost incurred in connection therewith shall be recoverable from the contractor by the BRBNMPL as a debt or may be deducted from any payment due to the contractor.
 22. Termination of the Contract by BRBNMPL: If the Contractor stops the works for more than 3 days continuously, then the BRBNMPL has the power to terminate the Contract without giving any notice whatever may be the reason. In this case the contractor has no power to claim compensation and their Security Deposit will be forfeited. The BRBNMPL has the authority to complete the remaining works through other agencies. Decision of the BRBNMPL in this regard is final. The BRBNMPL has the authority to terminate the contract without specifying any reasons thereof, without any compensation at any time during the currency of the contract. However, one-month notice will be given prior to cancellation. The contractor has no right to withdraw or leave the contract in mid before expiry of the term of the specified valid tenure of the contract.
 23. Co-ordinations with other Agencies: The BRBNMPL reserves the right to use premises and any portions of the site for the execution of any work not included in this contract which it may desire to have carried out by other persons, and the contractor shall allow all reasonable facilities for the execution of such work but shall not be required to provide any plant or material for the execution of such work except by special arrangement with the BRBNMPL.
 24. Extra Items: Any item or work which is not covered by the B.O.Q., if required to be carried out at site, shall be executed by the contractor and payment for such works shall be based on the Rates that may be derived from the “Rates” quoted for similar, comparable items of the “Quantities” in BOQ or the actual cost of labour and materials cost in the prevailing market.
 25. Contractor's Responsibility: The contractor shall provide everything necessary for the proper execution of the works according to the intent and meaning of the schedule of quantities and specifications taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from. If that contractor finds any discrepancy in the schedule of quantities and specifications, he shall immediately and in writing refer the same to the Landscape Architect/BRBNMPL who shall decide which is to be followed.
 26. Temporary service road, pathways, etc: Unless otherwise specified, the contractor shall provide and bear all expenses and charges for special or temporary services roads, pathways required by him in

connection with access to the site. He shall alter, adapt or maintain the same as required from time to time.

27. Assignments and subletting: The whole of the works included in the contract shall be executed by the contractor and the contractor shall not directly or indirectly transfer, assign or sub-let the contract or any part thereof or interest therein without the written consent of the BRBNMPL, and no undertaking shall relieve the contractor from the full and entire responsibility of the contractor from active superintendence of the works during their progress.
28. Alteration in quantity or work, specification & design/addition of work / deletion of work: The BRBNMPL shall have power to make any alterations / additions to or substitutions for the original specifications and instructions that may appear to him to be necessary during the maintenance work. For that purpose or if for any other reason it shall in his opinion be desirable, he shall have power to order the contractor to do any or all of the following:
- Increase or decrease the quantity of any work included in the contract.
 - Delete any such work.
 - Change the character or quantity or kind of any such work.
 - Change the plant names, levels, liners, positions and dimensions of any part of the work.
 - Execute additional work of any kind necessary for the completion of the works and
 - Change in any specified sequence, method of timing of the work.

The contractor shall be bound to carry out the work in accordance with any instructions in these connections which may be given to him in writing signed by the Landscape Consultant/ BRBNMPL and shall not on any way vitiate or invalidate the contract.

LAWN AREA (QUANTITIES MENTIONED ARE APPROXIMATE IN SQ.MTR.)

Location	Tennis court, Club house, Transit hostel Courtyard	Parks near Ph-II Sub stations, Temple & nursery	Parks near A-53 to 148, B-55 to 70 & corner shurbs of nursery side park	Commercial complex, Health centre & Community centre	Director's bungalow, Inside & outside surroundings	VIP GH & E-17 back side	E-Type qtrs and CISF E-type	Planting between D&E	School	Central Ground	D-type Qtrs. (Ph-I)	C-type Qtrs. (Ph-I)	B-type qtrs. (Ph-I)	A-type qtrs. (Ph-I)	CISF (Phase-I A,B,C) qtrs.	Total Lawn area
Lawn area	5133	4,286	1,657	512	402	817	1,891	1,084	1,500	16,300	252	850	450	250	250	29,334

AREA WISE COMPREHENSIVE ITEMS

S.No.	Job Type	Approximate Nos / Area
1.0	Surrounding Tennis court, Clubhouse, Transit hostel.	
1.1	Shrubs	6180 sqm
1.2	Ground cover	548 Sqm
1.3	Lawn	5133 Sqm

1.4	Trees	43 nos.
2.0	Parks near Phase-II Substation, Temple and nursery	
2.1	Shrubs	10105 sqm
2.2	Ground cover	354 Sqm
2.3	Lawn	4286 Sqm
2.4	Trees	45 nos.
3.0	Parks near B-55 to B-70, A-53 to A-148 and corner shrubs near nursery	
3.1	Shrubs	404 sqm
3.2	Ground cover	309 Sqm
3.3	Lawn	1657 Sqm
4.0	Commercial Complex, Health centre and Community Centre	Area(in Sqm /nos)
4.1	Shrubs	300 sqm
4.2	Ground cover	508 Sqm
4.3	Lawn	512 Sqm
4.4	Trees	16 nos.
5.0	GM Bungalow & surroundings area	
5.1	Shrubs	887 sqm
5.2	Ground cover	523 Sqm
5.3	Lawn	402 Sqm
5.4	Trees	43 nos.
6.0	VIP guest house and E- 17 back side	
6.1	Shrubs	122 sqm
6.2	Ground cover	186 Sqm
6.3	Lawn	817 Sqm
6.4	Trees	24 nos.
7.0	E-Type quarters including CISF E-Type	
7.1	Shrubs	2146 sqm
7.2	Ground cover	402 Sqm

7.3	Lawn	1891 Sqm
7.4	Trees	53 nos.
8.0	Parks in between D & E type quarters	
8.1	Shrubs	225 sqm
8.2	Ground cover	147 Sqm
8.3	Lawn	1084 Sqm
9.0	Along Road side planting	
9.1	Shrubs	3501 sqm
9.2	Ground cover	20 Sqm
10.0	Phase-II Quarters (A,B,C & D qtrs area)	
10.1	Shrubs	6196 sqm
10.2	Ground cover	420 Sqm
11.0	D - Type Quarters (Phase-I)	
11.1	Shrubs	275 sqm
11.2	Ground cover	35 Sqm
11.3	Lawn	252 Sqm
11.4	Trees	02 nos.
12.0	C - Type Quarters(Phase-I)	
12.1	Shrubs	1236 sqm
12.2	Ground cover	50 Sqm
12.3	Lawn	850 Sqm
12.4	Trees	31 nos.
13.0	B - Type Quarters(Phase-I)	
13.1	Shrubs	659 sqm
13.2	Ground cover	157 Sqm
13.3	Lawn	450 Sqm
14.0	A - Type Quarters (Phase-I)	
14.1	Shrubs	127 sqm

14.2	Ground cover	374 Sqm
14.3	Lawn	250 Sqm
14.4	Trees	11 nos.
15.0	CISF (Phase-I A,B,C,) Quarters	
15.1	Shrubs	2045 sqm
15.2	Ground cover	103 Sqm
15.3	Lawn	250 Sqm
15.4	Trees	15 nos.
16.0	Central ground/School	
16.1	Trees	278 nos
16.2	Lawn (School)	257 Sqm
17.0	Avenue Planting	
17.1	Trees	1531 nos
17.2	Jatropha tree plantation	1000 nos

Note: Quantity mentioned in the BOQ (Shrubs, Species, Ground cover, Lawn & trees etc.) are tentative, hence tenderers are advised to visit the site of work to gather firsthand information prior to quoting.

SECTION VIII: QUALITY CONTROL REQUIREMENTS/DECLARATION BY THE TENDERER – LIMITED TENDER ENQUIRY NO: 014/MYS/CIVIL/17-18

**Tender Notice for Maintenance Contract of Existing Gardens, Trees and Horticultural Works
(Township) at BRBNMPL, Note Mudran Nagar, Mysuru.**

Supplier/Bidders shall fill the following format and submit along with bid

1. It is confirmed that I/We shall carry out the works as per Technical specification and tender conditions. Necessary warranty and test certificates for desired materials shall be submitted along with bills.
2. I /we, also confirm that No material without conforming to the Specifications in the Contract will be used for the Works without prior written approval and instruction of the BRBNMPL Officers in charge.
3. Price BID been submitted as per given format_(Section XI: Price Schedule –Part-II Bid).
4. DD for EMD amount, Cost of tender document, complete set of signed tender document & necessary proof documents for eligibility in tender participation are attached
5. Payment terms are accepted as per tender conditions.
6. I have the proof of following mandatory documents and enclosed along with tender documents.
 - a. Our company's profile.
 - i. Name and complete address of the firm:
 - ii. Status of the firm: Proprietor / Partnership / Regd. Company / Co-op. Society (Copy of documentary evidence furnished)
 - iii. Name & Address of the proprietor /partner/Director (as case may be)
 - iv. Local / Central Sales Tax / Service Tax / Excise Reg. No.: (Copy of certificate enclosed) (if applicable)
 - v. Income Tax P.A.N. No.: (Copy enclosed)
 - vi. PF, ESI Registration details:
 - vii. Bankers and their Address:
 - viii. Whether falling within MSME? (Micro, Small and Medium Enterprise), if so please furnish documentary evidence to this effect.
 - b. List of valuable customers:
7. We confirm that we have fulfilled eligibility criteria required by BRBNMPL and supported documents have been enclosed.
 - a. Proof of Eligibility criteria, work completion certificates & Experience
 - b. List of customers where similar kind of work has been done. Contact person name, designation & telephone no.
 - c. Valid ESIC and PF Registration Certificate copies
 - d. Valid labour license obtained under provisions of Contract Labour (Regulation and Abolition Act)
 - e. Copy of Income Tax PAN card
 - f. Copy of Local/CST/Service Tax/Excise Reg. certificates.
 - g. Audited balance sheet for previous THREE years i. e. for the financial year ending March 2014, March 2015 & March 2016.
 - h. Copy of Registration certificate under MSME (if applicable)
 - i. Signed copy of entire Tender document.
8. We confirm having read the terms and conditions of tender, scope of work and having visited the site, we have submitted the price bid. The Price bid is quoted exactly as per your format (Section-XI) and is inclusive of labour cost, statutory levies, duties, service tax & all other charges as per Scope of work. **While quoting, we have given consideration for minimum wages, escalation and statutory compliances.**
9. We confirm that on being successful in the tender we would execute the civil maintenance and allied works at BRBNMPL, Mysuru exactly as per the terms and Conditions of the Tender.
10. 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 (including terms & conditions) duly signed by us as a token of acceptance.
11. We also confirm that the undersigned is duly authorised and have the competence to sign the contract for and on behalf of the firm.

12. We have gone through the other tender conditions mentioned in Section-II: (General Instructions for Tenderer (GIT) & Section-IV General Conditions of Contract (GCC)) of this tender & we abide to follow above sections as a part of this tender.
13. It is also confirmed that our firm is not black listed /debarred from tendering process from BRBNMPL or any PSU/Govt. departments.

Date: / / 2017

Place:

For and on behalf of

[Signature with Name & date]

Duly authorized to sign tender for and on behalf of

Company Seal

(To be signed & stamped and submitted)

SECTION IX: QUALIFICATION/ELIGIBILITY CRITERIA

Part-I: Technical Bid Criteria

1. Minimum Qualification: The contractor should have at least 3 years of experience in carrying out AMC of Horticulture Works, horticulture/arboriculture of large industries, townships, factories etc. or similar type of horticulture management services involving deployment of minimum 12 persons.
2. The Tenderer should never have been blacklisted from BRBNMPL.
3. The bidder should be currently in business and in sound financial condition.
4. The Tenderer should not have suffered financial loss for more than one year during the last 3 years ending 31/03/2016.
5. The Net Worth of the firm should not have eroded by more than 30% in the last 3 years ending 31/03/2016.
6. The prospective bidders should have the following eligibility criteria and should submit the documents as mentioned below:
 - a. **Company Profile:**

Documentary Evidence for Status of Company (Proprietary/Partnership/Private /NSIC) along with details of the contact person/(s) with mobile number, email address, fax numbers etc and list of esteem clients.
 - b. **Financial Standing:**
 - i. Proof of Average annual financial turnover of firm during the last 3 years ending 31.03.2016 should be more than 30% of estimated value or more **(i.e. `6.38 lakhs)**.
 - ii. Audited and CA certified balance sheet for previous THREE years i. e. for the financial years ending March 2014, March 2015 & March 2016.
 - iii. CA certified turnover as per the format enclosed at Section XX – Proforma for financial certificate
 - c. **Work Experience:**

Proof of having successfully completed similar works along with the work orders / performance Certificate/ Completion Certificate indicating a) Name of Work, b) Name of Client, c) Value of work, d) Scheduled date of completion, e) Actual Value of works on completion f) Actual date of completion g) Any other information, during last 7 years ending last days of the month previous to the one in which tenders are invited as per either of the following: -

Three similarly completed works each costing not less than the amount of value of 40% of estimated value **(i.e., `8.51 lakhs)** in the last 7 years up to 31.03.2016.

OR

Two similarly completed works each costing not less than the amount of value of 50% of estimated value **(i.e., `10.64 lakhs)** in the last 7 years up to 31.03.2016.

OR

One similarly completed works each costing not less than the amount of value of 80% of estimated value **(i.e., `17.02 lakhs)** in the last 7 years up to 31.03.2016.

Note: Similar works:

Similar work means “The contractor should have undertaken Horticulture works involving maintenance and up keeping of Gardens & trees of large plant / township” successfully.

2. **Cost of Tender Form:** Cost of Tender Form is `500/-. Tender Documents can be purchased from our office up to one day before the last date of submission of the tender up to 14.00 hrs during working hours against payment of `500/- by Demand Draft /Pay Order/Banker’s Cheque in favour of BRBNMPL, Mysuru on any scheduled bank payable at Mysuru. The tender document can also be downloaded from our website (www.brbnmpl.co.in) in which case the cost of the tender form in the form of DD should be submitted. **The offer of the bidders who do not submit the cost of the Tender Document downloaded from the website shall be liable for rejection**
3. **Earnest Money Deposit (EMD):** The tender shall be accompanied by Earnest Money of value as mentioned in the tender form in the form of crossed Bank Draft only issue in favour of Bharatiya Reserve Bank Note Mudran Pvt. Ltd, Mysuru. Payable at Mysuru and should be valid for 180 days. The Bank draft may be taken from State Bank of India or a Nationalized Bank or any Scheduled Bank. On

acceptance of the tender, the earnest money will be treated as part of the security deposit. The BRBNMPL will return the earnest money deposit, where applicable, to every unsuccessful tenderer

4. For tenderers registered with NSIC/DGS&D, a separate undertaking is to be furnished for payment of SD in case they become L1 firm in bidding process

5. **Technical Bid:**

The technical bid should contain the following:

- a. Filled in and authenticated Tender Form (Section – X).
- b. **All the Copies of documents mentioned in Technical Bid**
- c. Copy of complete set of tender documents duly signed with seal affixed except price bid.
- d. Documentary Evidence
 - i) Proof of registration with WORKS CONTRACT TAX (VAT), valid SALES TAX, PAN and Service Tax clearance certificate.
 - ii) ESIC and PF Registration Certificates.
 - iii) An affidavit on stamp paper of ` 100/- (Non – Judicial) stating ***“In case any ambiguity is noticed in the Documents (list out documents) submitted at any stage, we will be entirely responsible and liable for any action as deemed fit under the Law”.***
 - iv) Detail of Civil and criminal cases and other legal dispute proceedings including arbitration proceedings, if any, pending against the tenderer or where the tenderer is involved and also closed cases during the last 3 years.
 - v) Power of Attorney / Authorization with the seal of the company in the name of the person signing the Tender Documents.
 - vi) Filled in and authenticated Quality Control Requirements/Compliance statement by Tenderer (Section VIII), Questionnaire (Section XII), Manufacturer’s authorization form - Section XIV (if applicable), brochure and product details, etc., of the item being offered

6. **Part-II Commercial (Price) Bid:**

The Commercial bid of the bidders who have qualified in Part-I only will be opened.

The bid should contain the following: - Proforma of Price Bid (Section – XI) and Break-up of Cost for Price Bid (Annexure – A)

Note: The Price Quoted as per Price Bid (Section-XI) should match Price Break-up (Annexure-A).

7. **Submission of Tenders shall be as under:**

The Sealed envelope shall be submitted in the Tender Box kept at the Administrative Building, Note Mudran Nagar, Mysuru on or before the stipulated date and time. The tender should be marked as **“Maintenance Contract of Existing Gardens, Trees and Horticultural Works (Township) at BRBNMPL, Note Mudran Nagar, Mysuru” with “Tender No. 014/MYS/CIVIL/2017-17 dated 28/04/2017”** and original due date of opening at the top of the envelope. Each & every page of the tender shall be signed & stamped by the authorized bidder as an acceptance of terms and conditions. The bidders must make the entry of the tender submitted in the Tender register kept for the purpose before dropping the same in the Box.

Important:

1. Please note that the contractors who have worked earlier with BRBNMPL, Mysuru and their performance was not found satisfactory for any of the jobs awarded to them, their tenders shall not be opened during technical bid stage and their offers shall be considered as invalid and shall be rejected.
2. Agencies those who are not empanelled with BRBNMPL, Mysuru are requested to kindly download the vendor registration form from the website and submit the same along with registration fees of ` 500/- before submitting the tender documents.
3. **Submission of tender shall be as under.**
 - a. **Envelope – 1 containing Part-I Technical Bid:**
 - b. **Envelope – 2 containing Part-II Commercial (Price) Bid:**Both the sealed envelope should be put in a **Third** sealed cover super scribed with the name of the work and tender no. with due date of opening as mentioned in the tender form.
4. Tenders received after the below mentioned time and date, whether sent by post or delivered in person are liable to be rejected.

5. In case of any clarifications, **bidders may contact Civil maintenance section at 0821-2469008 (Direct) on any working days between 08:00 Hrs. – 17.00 hrs.**
6. **Dates:**
 - a. Last Date of submission of Tender: 03/05/2017 at 14.30 hrs.
 - b. Date of opening of Tender: (Bid: 03/05/2017 at 15.00 hrs.
7. Tender once submitted will be treated as property of BRBNMPL and Tenderer will not be allowed to make any change / modification in Tender or withdrawal of Tender. Claim for ignorance of Site condition will not be considered.

(To be signed & stamped and submitted along with tender documents)

SECTION X: TENDER FORM

Proforma of Technical Bid (Part-I) –Maintenance Contract of Existing Gardens, Trees and Horticultural Works (Township) at BRBNMPL, Note Mudran Nagar, Mysuru.

(Company Name)

To:
The General Manager,
BRBNMPL, Note Mudran Nagar
Mysuru - 570 003.

Dear Sir,

SUB: Proforma of Technical Bid (Part-I) for Maintenance Contract of Existing Gardens, Trees and Horticultural Works (Township) at BRBNMPL, Note Mudran Nagar, Mysuru.

Ref: Your Tender Enquiry No: **TENDER NO: 014/MYS/CIVIL/2017-18**

With reference to your Tender enquiry cited above, 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. VAT No. (Enclose Copy):
 - c. Income Tax P.A.N. No. (Enclose Copy):
 - d. Service Tax No. : (Enclose Copy)
2. We confirm that we have fulfilled eligibility criteria required by BRBNMPL and supported documents are enclosed herewith.
 - a. Proof of Eligibility criteria & Experience.
 - b. List of customers where similar kind of work has been done. Contact person name, designation & telephone no work completion certificates etc.
 - c. Audited balance sheet for previous Three years i. e. for the financial year ending March 2012, March 2013 & March 2014.
3. We have enclosed a) in a separate envelope DD No.....datedof amount as mentioned in the tender form Payable at Mysuru towards the payment of EMD amount.
4. Cost of Tender form ` 500/- (if down loaded from web site) is also enclosed as per details DD No.dtd
5. We confirm that the Price bid is quoted exactly as per your format and is inclusive of material, labour and all statutory levies, duties, service tax & all other charges as per Scope of work. Price break up is given as per the format of BOQ (Bill of Quantities).
6. We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions. In case any counter condition is put the tender is liable to be rejected. As required, we enclose herewith the complete set of copy of tender documents (including terms & conditions) duly signed by us as a token of our acceptance along with EMD and tender form cost.
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.
8. 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.

9. 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 and other tender conditions mentioned in Section-II : (General Instructions for Tenderer (GIT) & Section-IV General Conditions of Contract (GCC). (Please Refer website: <https://www.brbnmpl.co.in>)
10. We agree to keep our tender valid for acceptance for a period up to **120 days** extendable up to another 30 days as required in the GIT clause 19, read with modification, if any in Section-III — "Special Instructions to Tenderers" or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

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

Dated this _____ day of _____

For & on behalf of

(Signature with date)
(Name and designation)

Duly authorized to sign tender for and on behalf of

Thanking you,
Yours faithfully,

Seal

Signature with date

Name:

Note: Technical bid without Copies of documents mentioned in Serial No.1 & 2, EMD amount, Tender form cost & Copy of complete set of tender documents duly signed with seal affixed, is liable to be rejected.

SECTION XI: PRICE SCHEDULE

Proforma of Price Bid cum Tender Notice for Maintenance Contract of Existing Gardens, Trees and Horticultural Works (Township) at BRBNMPL, Note Mudran Nagar, Mysuru.

From:

**To,
The General Manager,
BRBNMPL,
MYSURU – 570 003.**

Dear Sir,

SUB: Tender Notice for Maintenance Contract of Existing Gardens, Trees and Horticultural Works (Township) at BRBNMPL, Note Mudran Nagar, Mysuru. REF: Your Tender Enquiry No: TENDER NO: 014/MYS/CIVIL/2017-18

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

Item wise Price bid:

Sl. No.	Work Description	Rate / Month (₹)	Total Annual Rate (₹)
A	Fixed Charges		
1	All inclusive charges for Maintenance contract for Existing Gardens, Trees and Horticultural Works (Township) at BRBNMPL, Note Mudran Nagar, Mysuru.		
2	Service Tax @%		
	Total Amount in figures (₹)		
	Total Amount in words (₹)		

NOTE:

1. We confirm that the quoted price is inclusive of all statutory levies, Service Tax, Bonus, duties, packing, forwarding, freight, handling, loading, unloading & insurance charges for delivery at your Site/Press and is firm.
2. We confirm that there would not be any price escalation during the Tenure of Contract
3. We confirm that we will abide by all the tender terms & conditions of tender, above scope of work and we do not have any counter conditions.
4. We confirm that tendered item will be supplied as per specification and tender conditions.

Thanking you,

Yours faithfully,

Seal

(.....)

Name & Signature with date

Firm:

Break up of Costs for Price Bid:**A. Fixed Charges:**

	Manpower deployment	Man power	Basic +DA (Rs.)	PF+ESI Contribution @... % (Rs.)	Bonus @ 8.33% of basic	Gross Salary /month (Rs.)	Total per Year (Rs.)
I	Supervisor (Highly Skilled)	1					
II	Semi Skilled	4					
III	Gardeners (un skilled)	35					
IV	Total (Manpower)	40					
V	Administrative Costs, Tools, Tackles, Profit etc., (FIXED)						
VI	Total (IV+V)						
VII	Service tax _____ % of Total (VI)						
VIII	Total (VI + VII)						
IX	Total Amount in words -						

SECTION XII: QUESTIONNAIRE /CHECKLIST

The Tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question / issue do not apply to a tenderer, the same should be answered with the remark "not applicable". Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or evasive answer against any of the under mentioned question / issues, its tender will be liable to be ignored.

S. No	Item Description	Yes/ No	Deviation /Remarks
01.	Brief description of goods and services offered as per tender and scope of work?		
02	Offer is valid for acceptance up to 120 days after opening of tender extendable for further period of 30 days.		
03	A copy of Your permanent Income Tax A/ C No (PAN) card attached (Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority)		
04	Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and/ or the National Small Industries Corporation (NSIC), New Delhi, and/ or the present BRBNMPL and/ or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.		
05	Are you currently registered under the Indian Companies Act, 1956 or any other similar Act? Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.		
06	Please indicate name & full address of your Banker(s)		
07	Please state whether business dealings with you currently stand suspended/ banned by BRBNMP/any Ministry / Dept. of Government of India or by any State Govt.		
08	Did you Enclosed following Documents/Attachments; (a) DD for EMD /Tender fee are attached with tender documents and proof of documents for eligibility in Part-I bid envelop? (b) Did you put PQB (Part – I), Technical Bid (Part-II) documents in separate third envelop and sealed properly (C) Did you put price bid document in separate envelop and sealed properly?		

	(c) Did you put above three envelopes in fourth envelope and written tender No, name of work, Addresses etc? (d) Did you attached copies of Work completion certifications and Audited balance sheet for last 03 years certified by CA as per eligibility criterion mentioned section Section-IX & Section: XX		
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.....

(Signature with date)

(Full name, designation & address of the person duly authorized sign on behalf of the tenderer)

For and on behalf of

.....

(Name, address and stamp of the tendering firm)

SECTION XIII: BANK GUARANTEE FORM FOR EMD/SD

(This form is not applicable to this tender. In place of this B.G. DD for EMD amount to be submitted)

B.G.No. _____

Date _____

WHEREAS Bharatiya Reserve Bank Note Mudran Limited (A wholly owned subsidiary of Reserve Bank of India) having its office at Bangalore and site office at Mysuru (hereinafter referred as "The Owner/Company" which expression shall unless repugnant to the subject or context includes its legal representatives, successors and assigns), has issued tender paper/purchase order (PO) vide its Tender/purchase order No. ___ for _____ (herein after called "the said tender") to _____ (hereinafter called "the said tenderer(s)" which expression shall unless repugnant to the subject or context includes their legal representatives, successors and assigns) and as per terms and conditions of the said tender, the tenderer shall submit a Bank Guarantee for Rs. _____ (Rupees _____ only) towards EMD/Security Deposit in lieu of cash.

1. We _____ Bank having its branch office at _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur merely on a demand from the Company stating that in the opinion of the company, which is final & binding, the amount claimed is due because of any withdrawal of the tender or any material alteration to the tender after the opening of the tender/any violation of Purchase Order by way of any loss or damage caused or would be caused or suffered by the Company by reason of any breach by the said tenderer(s)/supplier(s) of any terms and conditions contained in the said tender/PO or failure to accept the letter of Intent/Agreement or that the amount covered under this Guarantee is forfeited. Any such demand made on the Bank by the owner shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).
2. We undertake to pay to the Company any money so demanded notwithstanding any dispute or disputes raised by the tenderer(s) in any suit or proceeding pending before any office, court or Tribunal relating thereto, our liability under this present guarantee being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under. Our liability for payment there under. Our liability to pay is not dependent or conditional on the owner proceeding against the tenderer(s).
3. The guarantee herein contained shall not be determined or affected or suspended by the liquidation or winding up, dissolution or change of continuation or insolvency of the said tendered(s) but shall in all respects and for all purposes be binding and operative until payment of all money due or liabilities under the said tender are fulfilled.
4. We _____ Bank Ltd, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the finalization of the said tender/conclusion of supply or fulfilment of all contractual obligation under the said PO and that it shall continue to be enforceable till the said tender is finally decided and order placed/ all contractual obligation under the said PO fulfilled on the successful tenderer(s) and/or till the dues of the Company under/or by virtue of the said tender have been fully paid and its claims satisfied or discharged or till a duly authorized officer of the Company certifies that the terms and conditions of the said tender have been fully and properly carried out by the said tenderer(s)/Supplier have been fully and properly carried out by the said tenderer/supplier and accordingly discharges the guarantee.

5. That the owner/Company will have fully liberty without reference to us and without affecting this guarantee to postpone for any time or from time to time, the exercise of any of the power of the owner under the tender.
6. Notwithstanding anything contained herein before, our liability shall not exceed Rs. _____ (Rupees _____ only) us and shall remain in force till _____ unless a demand or claim under this guarantee is made on us within sixty days from the date of expiry we shall be discharged from all the liability under this guarantee.
7. We _____ Bank, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Company in writing. We further undertake to keep this Guarantee renewed from time to time on the request of the Tenderer(s)

Date: _____ Bank

Corporate Seal of the Bank

By its constitutional Attorney

Signature of duly

Authorized person

On behalf of the bank

With seal & signature code

- a) B.G. to be furnished from any of the Scheduled Banks.
- b) Address of BRBNMPL Office where tender is to be finalized should be referred in the BG.

SECTION XIV: MANUFACTURERS' AUTHORIZATION FORM

(This form is not applicable to this tender)

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

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:
 - a. General Conditions of Contract;
 - b. Special Conditions of Contract;
 - c. List of Requirements;
 - d. Technical Specifications;
 - e. Quality Control Requirements;
 - f. Tender Form furnished by the supplier;
 - g. Price Schedule(s) furnished by the supplier in its tender;
 - h. Manufacturers' Authorisation Form (if applicable for this tender);
 - i. 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:
 - a. 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 dispatch 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:

SECTION XVII: LETTER OF AUTHORITY FOR ATTENDING A BID OPENING

(Refer to clause 24.2 of GIT)

The General Manager

BRBNMPL,

Note Mudran Nagar,
Mysuru-570003

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.

SECTION XVIII: SHIPPING ARRANGEMENTS FOR LINER CARGOES

(Not applicable to this Tender)

SECTION XIX: PROFORMA OF BILLS FOR PAYMENT

(To be submitted by contractor's on their letter Head)

Name and Address of the Firm:

Invoice / Bill No. & Date	
PAN No.	
TIN No.	
VAT No.	
Service Tax Registration No.	

Bill No: Date :.....

To:

The General Manager

B.R.B.N.M. Pvt. Limited,

Note Mudran Nagar, Mysuru-570 003.

Sub: Submission of Bill for payment

Sl. No.	Work Order No: & Date	Item Description	Quantity	Rate (₹)	Claim Amount	Amount in Words
1						
<u>Total (Including all taxes) - A separate detailed measurement sheet is to be attached along with this bill.</u>						
2.	Work order amount: `					
3	Type of bill:					
4	Area of work:					
5	Starting date of work:					
6	Schedule date of completion:					
7	Actual date of completion:					
8	Reasons for delay:					
11	Liquidated damage (if any) : (For any delay beyond specified schedule time period)					
12	DLP Period:					
13	EMD:					
14	Security Deposit:					
15	Any other details/Remarks:					

I hereby certify 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.

Signature and Stamp of Contractor

SECTION XX: PROFORMA OF FINANCIAL TURNOVER CERTIFICATE

(To be issued by practicing Chartered Accountant with membership No on the letterhead)

TO WHOMSOEVER IT MAY CONCERN

Dear Sir,

Sub: Certificate for turnover and others as per tender conditions.

This is to certify that M/s. _____ (Agency Name & Address) are in the business of contracts execution for last 03 completed years (considered up to 31st March 2016 of last financial year). Their performance report as required under tender conditions for the last 3 years is as follows.

Years	Annual Turnover	Profit / (-loss) for the year	Net worth as on year end
2013-14			
2014-15			
2015-16			
Total			

The above information is based on the audited accounts.

Place:

Date:

Seal

Signature of CA with Membership No.