

# OPEN TENDER ENQUIRY

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

**Security Classification: Non-Security**

## **TENDER DOCUMENT FOR “OPERATION AND MAINTENANCE OF DG STATION AT BRBNMPL SALBONI”**

Tender No: **04/SAL/MAINT/2019-20** dated 16/09/2019

This tender document contains: 52 pages

The tender document is sold to:

M/s. _____
Address _____

Details of Contact person in BRBNMPL regarding this tender:

Name: Ravi L,

Designation: Asst General Manager

**Address:**

Bharatiya Reserve Bank Note Mudran Private Limited  
Maintenance Utility Section, PO: RBNML, Salboni  
West Midnapore District, West Bengal - 721132  
Phone: 03227-280736,03227-280212/13 (Extn. 4200)  
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Shri Vijaya kumar K.N.-Manager – Email: [knvijaykumar@brbnmpl.co.in](mailto:knvijaykumar@brbnmpl.co.in)  
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**Phone: 03227-280160, 03227-280212/13 Extn. 4337,4340**

### CHECK LIST

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

Sl.No	Description	Enclosed	Remarks
1	DD for Rs.500.00 as Tender fee	Yes/No	
2	EMD should be submitted as per section –II,clause no-18 of GIT for an amount of Rs.94000/-	Yes/No	
3	Tender Document Section I to Section XVII duly sealed and signed	Yes/No	
4	Technical Bid –Section XII (Duly filled)	Yes/No	
5	Purchase order /Work order copy or completion certificate as proof of experience	Yes/No	
6	Chartered Accountant certificate /PL statements certified by chartered Account as proof for Financial Soundness (shall highlight Turnover, Net worth and Profit).	Yes/No	
7	Certificate confirming ‘Not blacklisted by Govt Departments /BRBNMPL	Yes/No	
8	PF, ESI, Service Tax, Labour License Registration copies as proof of statutory requirements	Yes/No	
9	PAN Card copy	Yes/No	
10	Copy of Tax GST registration certificate	Yes/No	
11	Price bid – Bonus of 8.33% is considered	Yes/No	
12	Price bid – EPF & ESIC is considered	Yes/No	
13	Price Bid – Uniform charges (2 sets of uniform and one pair of shoe per year) is considered	Yes/No	
14	EMD & Tender Fee in one sealed cover	Yes/No	
15	Technical Bid in one sealed cover	Yes/No	
16	Price Bid ( Section X and XI ) in one sealed cover	Yes/No	
17	All the three sealed covers ( Sl No-14, 15 &16 in one sealed cover	Yes/No	
18.	Confidentiality statement and Declaration duly signed	Yes/No	
19	National Electronic Fund Transfer Mandate Form duly fill up & signed	Yes/No	
20	Filled in Authorisation form for encashment of Fixed Deposit	Yes/No	

**Seal and Signature of Bidder**

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### Section I: Notice Inviting Tender (NIT)

**Tender No: 04/SAL/MAINT/2019-20**

**Date: 16/09/2019**

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

Schedule No.	Brief Description of Goods / Services	Quantity in months	Earnest Money (in Rs.)	Remarks
1	<b>“Operation and Maintenance of Diesel Generator (DG) Station at BRBNMPL Salboni”</b>	12 Months	Rs.94000 /- (Rupees ninety four thousand only)	

Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.	Two Bid
Date of Sale of tender documents	From 16/09/2019 to 21/10/2019 during office hours
Price of the Tender Document if obtained from website	Rs. 500.00
Price of the Tender Document if obtained from office	Rs. 750.00
Closing date and time for receipt of tenders	Upto 11:00 Hrs on 22/10/2019
Place of receipt of tenders	Inward Dispatch Section, 1 <sup>st</sup> Floor Administrative Building, BRBNMPL, Salboni
Time and date of opening of tenders	After 11:30 Hrs on 22/10/2019
Place of opening of tenders	Administrative Building, Ground floor, BRBNMPL, Salboni
Nominated Person / Designation to Receive Bulky Tender (Clause 21.21.1 of GIT)	Mgr/AGM(Utility Maint.)

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

3. Tender documents may be purchased on payment of non-refundable fee of Rs.750.00 (Rupees seven hundred and fifty only) per set in the form of account payee demand draft/ cashier's cheque / certified cheque, drawn in favour of Bharatiya Reserve Bank Note Mudran Pvt. Ltd., Salboni payable at State Bank Of India, Salboni (Code No. 3558), drawn from any Scheduled Commercial Bank other than Associate Banks of SBI or any other Scheduled Commercial Banks of India, payable at Midnapore.

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

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

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

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

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

8. The sealed tender offer superscribed as **“Operation and Maintenance of DG Station at BRBNMPL, Salboni” against Tender Enquiry No. 04/SAL/MAINT//2019-20 dated 16/09/2019**" should be addressed to **“The General Manager”, BRBNMPL, Salboni - 721132** so as to reach us on or before **11:00 Hrs on 22/10/2019**. **Tender Offers not super scribed as above are liable for rejection.**

- a. Copy of each page of Tender documents should be duly signed & seal affixed and submitted along with the Techno-commercial bid as a token of acceptance of tender conditions.
- b. The first cover should contain i)) DD for Rs.500/- towards cost of tender document ii) EMD amount of Rs.94000/- as detailed in clause 18 of General instruction to Tenderer (GIT) and superscribed as **“Tender fee/EMD against Tender Enquiry No. 04/SAL/MAINT/2019-20 dated 16/09/2019”**. (Note: Non-Submission of EMD, offer should be liable for rejection).
- c. The second sealed cover should have signed tender documents, along with Techno-commercial bid as per Section XII and superscribed as **“Technical bid against Tender Enquiry No. 04/SAL/MAINT/2019-20 dated 16/09/2019”** (Note : Price bid should not be put in this cover, otherwise tender will be summarily rejected)
- d. The third cover should have price bid as per Section X and XI with superscription **“Price BID – Tender Enquiry No. 04/SAL/MAINT/2019-20 dated 16/09/2019”**
- e. The above three covers should be put in a **single** cover , sealed and properly superscribed as **“Operation and Maintenance of DG Station at BRBNMPL, Salboni”against Tender Enquiry No. 04/SAL/MAINT/2019-20 dated 16/09/2019”**.
- f. The tender offer may be sent by Regd. Post/ Courier. Parties desirous of handing over Tender Offer by hand should drop the Tender Cover in the Tender Box kept in the Administration Building, First Floor, after recording the offer details in the register kept on the tender box.

9. The tender documents are not transferable.

For and on behalf of BRBNMPL, Salboni

-Sd-  
(H V Neerajakshappa)  
Dy.General Manager

## **Section II: General Instructions to Tenderer (GIT)**

### **Part I: General Instructions Applicable to all Types of Tenders**

#### **A PREAMBLE**

##### **1. Introduction**

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

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

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

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

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

##### **2. Language of Tender**

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

##### **3. Eligible Tenderers**

This invitation for tenders is open to all suppliers who fulfill the eligibility criteria specified in these documents. Please refer to Section IX: Qualification/ Eligibility Criteria

##### **4. Eligible Goods and Services**

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

##### **5. Tendering Expense**

The tenderer shall bear all costs and expenditure incurred and/ or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing

the same. BRBNMPL will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conduct or outcome of the tendering process.

#### **B TENDER DOCUMENTS**

##### **6. Content of Tender Documents**

###### **6.1 The tender documents includes:**

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

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

##### **7. Amendments to Tender Documents**

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

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

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

##### **8. Pre-Bid conference**

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

##### **9. Clarification of Tender Documents**

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

## **C PREPARATION OF TENDERS**

### **10. Documents Comprising the Tender**

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

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

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

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

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

### **11. Tender currencies**

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

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

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

### **12. Tender Prices**

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

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

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

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

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

- a) The price of the goods, quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including all taxes and duties like sales tax, VAT, custom duty, excise duty etc. already paid

or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc or on the previously imported goods of foreign origin quoted ex-showroom etc.

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

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

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

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

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

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

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

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

### **12.7 Additional information and instruction on Duties and Taxes:**

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

### **12.8 Excise Duty:**

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

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

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

### **12.9 Sales Tax/ VAT/ CST/ GST:**

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

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

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

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

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

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

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

#### **12.11 Octroi and Local Taxes:**

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

#### **12.12 Duties/ Taxes on Raw Materials**

BRBNMPL is not liable for any claim from the supplier on account of fresh imposition and / or increase (including statutory increase) of excise duty, custom duty, sales tax etc. on raw materials and/or components used directly in the manufacture of the contracted goods taking place during the pendency of the contract, unless such liability is specifically agreed to in terms of the contract.

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

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

#### **12.14 Customs Duty:**

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

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

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

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

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

#### **13. Indian Agent**

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

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

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

the subject requirement

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

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

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

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

#### **14. Firm Price / Variable Price**

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

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

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

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

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

**14.6** In case delivery period is refixed/ extended, ERV will not be admissible, if this is due to default of the supplier.

**14.7** Documents for claiming ERV:

i. A bill of ERV claim enclosing working sheet

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

iii. Copies of import order placed on supplier

iv. Invoice of supplier for the relevant import order

#### **15. Alternative Tenders**

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

#### **16. Documents Establishing Tenderer's Eligibility and Qualifications**

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

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

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

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

c) In case the tenderer is not doing business in India, it is/ will be duly represented by an agent stationed in India fully equipped and



able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast moving components and other obligations, if any, specified in the conditions of contract and/ or technical specifications.

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

## **17. Documents establishing Good's Conformity to Tender document**

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

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

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

## **18. Earnest Money Deposit (EMD)**

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

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

18.3 The earnest money shall be denominated in Indian Rupees.

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

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

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

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

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

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

## **19. Tender Validity**

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

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

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

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

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

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

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

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

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

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

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

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

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

20.8 For purchasing capital equipment, high value plant, machinery etc. of complex and technical nature, tender document will seek quotation in two parts (Two Bid System)- first part containing the relevant technical details of the equipment / machinery etc., and

in the second part, price quotation along with other allied issues. First part will be known as 'Technical Bid', and the second part 'Financial bid'. Tenderer shall seal separately 'Technical Bid' and 'Financial bid' and covers will be suitably super scribed. Both these sealed covers shall be put in a bigger cover and sealed and evaluation would be done as described in clause 25.24.4 below. Further details would be given in SIT, if considered necessary.

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

## **D SUBMISSION OF TENDERS**

### **21. Submission of Tenders**

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

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

### **22. Late Tender**

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

### **23. Alteration and Withdrawal of Tender**

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

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

## **E TENDER OPENING**

### **24. Opening of Tenders**

24.1 BRBNMPL will open the tenders at the specified date and time and at the specified place as indicated in clause 1 of NIT. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for BRBNMPL, the tenders will be opened at the appointed time and place on the next working day.

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

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

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

unopened to the respective bidders under Registered AD/ Reliable Courier or any other mode with proof of delivery.

## **F SCRUTINY AND EVALUATION OF TENDERS**

### **25. Basic Principle**

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

### **26. Preliminary Scrutiny of Tenders**

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

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

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

### **27. Minor Infirmary / Irregularity / Non-Conformity**

If during the preliminary examination, BRBNMPL find any minor infirmity and/ or irregularity and/ or non-conformity in a tender, BRBNMPL may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the tenderers. Wherever necessary, BRBNMPL will convey its observation on such 'minor' issues to the tenderer by registered/ speed post etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

### **28. Discrepancy in Prices**

28.1 If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless BRBNMPL feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.

28.2 If there is an error in a total price, which has been worked out through addition and / or subtraction of subtotals, the subtotals shall prevail and the total corrected; and

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

28.4 If, as per the judgment of BRBNMPL, there is any such arithmetical discrepancy in a tender, the same will be suitably

conveyed to the tenderer by registered / speed post. If the tenderer does not agree to the observation of BRBNMPL, the tender is liable to be ignored.

#### **29. Discrepancy between original and copies of Tender**

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

#### **30. Clarification of Bids**

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

#### **31. Qualification / Eligibility Criteria**

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

#### **32. Conversion of tender currencies to Indian Rupees**

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

#### **33. Schedule-wise Evaluation**

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

#### **34. Comparison on CIF Destination Basis**

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

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

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

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

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

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

35.3 As per policies of the Government from time to time, the purchaser reserves its option to give price preference to Small Scale Industries in comparison to the large scale Industries. This price

preference cannot however be taken for granted and every endeavor need to be made by such firms to bring down cost and achieve competitiveness.

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

#### **36. Tenderer's capability to perform the contract**

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

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

#### **37. Cartel Formation / Pool Rates**

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

#### **38. Negotiations**

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

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

#### **39. Contacting BRBNMPL**

39.1. From the time of submission of tender to the time of awarding the contract, if a tenderer needs to contact BRBNMPL for any reason relating to this tender enquiry and / or its tender, it should do so only in writing.

39.2. It will be treated as a serious misdemeanor in case a tenderer attempts to influence BRBNMPL's decision on scrutiny, comparison, evaluation and award of the contracts. In such a case the tender of the tenderer shall be liable for rejection in addition to appropriate administrative actions being taken against that tenderer, as deemed fit by BRBNMPL, in terms of clause 44 of GIT.

#### **G AWARD OF CONTRACT**

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

#### **41. Award Criteria**

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

**42. Variation of Quantities at the Time of Award**

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

**43. Parallel Contracts**

BRBNMPL reserves its right to conclude Parallel contracts, with more than one bidder (for the same tender). If this is foreseen at the time of Tendering, a clause would be included in SIT giving further details.

**44. Serious Misdemeanors**

**44.1.** Following would be considered serious misdemeanors:

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

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

**45. Notification of Award**

**45.1** Before expiry of the tender validity period, BRBNMPL will notify the successful tenderer(s) in writing, by registered / speed post or by fax/email / telex/ cable (to be confirmed by registered / speed post) that its tender for goods & services, which have been selected by BRBNMPL, has been accepted, also briefly indicating therein the essential details like description, specification and quantity of the goods & services and corresponding prices accepted. The successful tenderer must furnish to BRBNMPL the required performance security within twenty one days from the date of this notification. Relevant details about the performance security have been provided under GCC Clause 6 under Section IV.

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

**46. Issue of Contract**

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

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

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

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

**48. Return of EMD**

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

**49. Publication of Tender Result**

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

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

**Not Applicable for this Tender**

Yours faithfully,

( ) Seal  
Signature with date.

Name:

### Section III: Special Instructions to Tenderers (SIT)

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

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

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

SL. No.	GIT Clause No.	Topic	SIT Provision
1	1,2,3,4,5,6,7	PREAMBLE-Introduction, Language of Tender, Eligible Tenderers, Eligible Goods and Services (Origin of Goods), Tendering Expense, TENDER DOCUMENTS, Amendments to Tender Documents	No Change
2	8	Pre-bid Conference	Not applicable
3	9	Time Limit for receiving request for clarification of Tender Documents	No Change
4	10,11,12,13,14,15	Documents Comprising the Tender, Tender Currencies, Tender Prices, Indian Agent, PVC Clause & Formula, Alternative tenders	No Change
5	16	Documents Establishing Tenderer's Eligibility and Qualifications	No Change
6	17	Documents establishing Good's Conformity to Tender document	No Change
7	18	<p>Earnest Money Deposit (EMD)            Note: Bidders claiming exemption of EMD should submit the DGS&amp;D (or) NSIC registration certificate without fail along with their techno-commercial offer.</p> <p><b><u>Procedure to be followed in case FD is submitted for EMD.</u></b></p> <p><i>i.</i> Fixed Deposit should be pledged in favour of “<b>Bharatiya Reserve Bank Note Mudran Private Limited, Salboni</b>”.</p> <p><i>ii.</i> The fixed deposit should be endorsed by the bidder in the name of company, at the backside by stating that “<b>I/We are endorsing this FD in favour of Bharatiya Reserve Bank Note Mudran Pvt. Ltd., Salboni</b>” (the endorsement should be duly signed by the depositor/s on revenue stamp).</p> <p><i>iii.</i> The FD should be accompanied with authority letter from the bidder, authorizing BRBNMPL, Salboni for unconditional encashment of FD as per the format given in <b>Annexure-C-1 enclosed at page 50 of this tender document.</b></p> <p><i>iv.</i> The FD should be accompanied with CC copy of authority letter from the bidder, addressed to Branch Manager of the FD issuing bank, authorizing BRBNMPL, Salboni for unconditional encashment of FD as per the format given in <b>Annexure-C-2 enclosed at page 51 of</b></p>	No Change.

		<b>this tender document.</b> The FD should be accompanied with letter from the Branch Manager of the FD issuing bank, confirming lien in favour of BRBNMPL, Salboni & unconditional encashment of FD as per the format given in <b>Annexure-C-3 enclosed at page 52 of this tender document.</b>	
8	19	Tender Validity	No Change. <b>(120 days from date of opening of tender.)</b>
9	20	Signing and Sealing of Tender Note: The following SIT provision is made with respect the following clause 20.4. Number of Copies of Tenders to be submitted : One copy only (duplicate copy not required) 20.9: E procurement: Not permitted.	No Change.
10	21,22,23	Submission of Tenders, Late Tender, Alteration and Withdrawal of Tender	No Change
11	24	Opening of tenders Note: Please read the guidelines for filling up two part bid tender as mentioned in Page 5 above which is described in detail w.r.to clause 24.4	No Change
12	25	Basic Principle	No Change
13	26,27,28, 29,30,31, 32,33,34	Preliminary Scrutiny of Tenders, Minor Infirmity / Irregularity / Non-Conformity, Discrepancy in Prices, Discrepancy between original and copies of Tender, Clarification of Bids, Qualification / Eligibility Criteria, Conversion of tender currencies to Indian Rupees, Schedule-wise Evaluation, Comparison on CIF Destination Basis.	No Change
14	35 to 49	Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders, Tenderer's capability to perform the contract, Tenderer's capability to perform the contract, Cartel Formation / Pool Rates, Negotiations, Contacting BRBNMPL, AWARD OF CONTRACT, Award Criteria, Variation of Quantities at the Time of Award, Parallel Contracts, Serious Misdemeanors, Notification of Award, Issue of Contract, Non-receipt of Performance Security and Contract by BRBNMPL, Return of EMD, Publication of Tender Result.	No Change
15	50 to 55	Rate Contract Tenders, PQB Tenders, Tenders involving Purchaser's and Pre-Production Samples, EOI Tenders, enders for Disposal of Scrap, Development / Indigenization Tenders	Not applicable to this tender

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

## Section IV: General Conditions of Contract (GCC)

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

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

#### 1.1 Definitions and Interpretation:

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

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

#### 1.2 Abbreviations:

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

Incoterms	means International Commercial Terms, 2000 (of ICC)
"L1, L2 etc"	means First or second Lowest Offer etc.
"LC"	means Letter of Credit
"LD or L/D"	means Liquidated Damages
"LSI"	means Large Scale Industry
"NIT"	means Notice Inviting Tenders.
"NSIC"	means National small industries corporation
"PQB"	means Pre-qualification bidding
"PSU"	means Public Sector Undertaking
"PVC"	means Price variation clause
"RC"	means Rate contract
"RR or R/R"	means Railway Receipt
"SBD" or "T D"	means Standard Bid Document / Tender Document
"SCC"	means Special Conditions of Contract
"SIT"	means Special Instructions to Tenderers
"BRBNMPL"	means Bharatiya Reserve Bank Note Mudran Private Limited
"SSI"	means Small Scale Industry
"ST"	means Sales Tax
"VAT"	means Value Added Tax

## 2. Application

- 2.1. The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same are not superseded by the Special Conditions of Contract (SCC) prescribed under Section V of this document.
- 2.2. General Conditions of the contract shall not be changed from one tender to other.
- 2.3. **Other Laws and Conditions that will govern the Contract:**

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

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

## 3. Use of contract documents and information

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

specifications/ drawings of such items would be issued only to Vendors having security clearance within the validity of such clearance and he shall maintain absolute secrecy and strictly control the number of copies and access to the documents and copies thereof, in addition to safeguards mentioned in sub-para above.

- 3.3. Further, the supplier shall not, without BRBNMPL's prior written consent, make use of any document or information mentioned in GCC sub-clause 3.1 above except for the sole purpose of performing this contract.
- 3.4. Except the contract issued to the supplier, each and every other document mentioned in GCC sub-clause 3.1 above shall remain the property of BRBNMPL and, if advised by BRBNMPL, all copies of all such documents shall be returned to BRBNMPL on completion of the supplier's performance and obligations under this contract.

## 4. Patent Rights

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

## 5. Country of Origin

- 5.1. All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.
- 5.2. The word "origin" incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the services are arranged.

## 6. Performance Bond / Security

- 6.1. Within twenty-one days after the issue of notification of award by BRBNMPL, the supplier shall furnish performance security to BRBNMPL for an amount equal to ten per cent of the total value of the contract, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.
- 6.2. The Performance security shall be denominated in Indian Rupees or in the currency of the contract and shall be in one of the following forms:
  - a. Account Payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank in India, in favour of the same official of BRBNMPL as indicated in the clause 3 of NIT in reference to EMD.
  - b. Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in section XV of this document.
- 6.3. In the event of any loss due to supplier's failure to fulfill its obligations in terms of the contract, the amount of the performance security shall be payable to BRBNMPL to compensate BRBNMPL for the same.
- 6.4. In the event of any amendment issued to the contract, the supplier shall, within twenty-one days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.
- 6.5. Subject to GCC sub-clause 6.3 above, BRBNMPL will release the performance security without any interest to the supplier



on completion of the supplier's all contractual obligations including the warranty obligations.

## 7. Technical Specifications and Standards

7.1. The Goods & Services to be provided by the supplier under this contract shall conform to the technical specifications and quality control parameters mentioned in 'Technical Specification' and 'Quality Control Requirements' under Sections VII and VIII of this document.

## 8. Packing and Marking

8.1. The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc. As and if necessary, the size, weights and volumes of the packing cases shall also take into consideration, the remoteness of the final destination of the goods and availability or otherwise of transport and handling facilities at all points during transit upto final destination as per the contract.

8.2. The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VII and VIII and in SCC under Section V. in case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.

### 8.3. Packing instructions:

Unless otherwise mentioned in the Technical Specification and Quality Control Requirements under Sections VII and VIII and in SCC under Section V, the supplier shall make separate packages for each consignee (in case there is more than one consignee mentioned in the contract) and mark each package on three sides with the following with indelible paint of proper quality:

- a) contract number and date
- b) brief description of goods including quantity
- c) packing list reference number
- d) country of origin of goods
- e) consignee's name and full address and
- f) supplier's name and address

## 9. Inspection and Quality Control

9.1. BRBNMPL and / or its nominated representative(s) will, without any extra cost to BRBNMPL, inspect and/ or test the ordered goods and the related services to confirm their conformity to the contract specifications and other quality control details incorporated in the contract. BRBNMPL shall inform the supplier in advance, in writing, BRBNMPL's programme for such inspection and, also the identity of the officials to be deputed for this purpose.

9.2. The Technical Specification and Quality Control Requirements incorporated in the contract shall specify what inspections and tests are to be carried out and, also, where and how they are to be conducted. If such inspections and tests are conducted in the premises of the supplier or its subcontractor(s), all reasonable facilities and assistance, including access to relevant drawings, design details and production data, shall be furnished by the supplier to BRBNMPL's inspector at no charge to BRBNMPL.

9.3. If during such inspections and tests the contracted goods fail to conform to the required specifications and standards, BRBNMPL's inspector may reject them and the supplier shall either replace the rejected goods or make all alterations

necessary to meet the specifications and standards, as required, free of cost to BRBNMPL and resubmit the same to BRBNMPL's inspector for conducting the inspections and tests again.

9.4. In case the contract stipulates pre-despatch inspection of the ordered goods at suppliers' premises, the supplier shall put up the goods for such inspection to BRBNMPL's inspector well ahead of the contractual delivery period, so that BRBNMPL's inspector is able to complete the inspection within the contractual delivery period.

9.5. If the supplier tenders the goods to BRBNMPL's inspector for inspection at the last moment without providing reasonable time to the inspector for completing the inspection within the contractual delivery period, the inspector may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expense of the supplier. The fact that the goods have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to BRBNMPL under the terms & conditions of the contract.

9.6. BRBNMPL's contractual right to inspect, test and, if necessary, reject the goods after the goods' arrival at the final destination shall have no bearing of the fact that the goods have previously been inspected and cleared by BRBNMPL's inspector during pre-despatch inspection mentioned above.

9.7. Goods accepted by BRBNMPL and/ or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute BRBNMPL's right to reject the same later, if found deficient in terms of the warranty clause of the contract, as incorporated under GCC Clause.

## 10. Terms of Delivery

10.1. Goods shall be delivered by the supplier in accordance with the terms of delivery specified in the contract.

## 11. Transportation of Goods

11.1. The supplier shall not arrange part-shipments and/ or transshipment without the express / prior written consent of BRBNMPL.

11.2. Instructions for transportation of domestic goods including goods already imported by the supplier under its own arrangement: In case no instruction is provided in this regard in the SCC, the supplier will arrange transportation of the ordered goods as per its own procedure.

11.3. Shipping Arrangement for Foreign Contracts: In the case of FOB/FAS contracts, shipping arrangements shall be made by the Ministry of Shipping & Transport (Chartering Wing), New Delhi, INDIA, in accordance with details given in SBD Section XVIII. The Contractor shall give adequate, notice to the Forwarding Agents/Nominees about the readiness of the cargo from time to time and at least six weeks' notice in advance of the required position for finalising the shipping arrangements. In the case of C&F contracts, the Contractor shall arrange shipment in accordance with the requirements of the Ministry of Shipping & Transport, New Delhi, INDIA, indicated in the same SBD section (as applicable).

## 12. Insurance:

12.1 Unless otherwise instructed in the SCC, the supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the following manner.

- 12.2 In case of supply of domestic goods on CIF destination basis, the supplier shall be responsible till the entire stores contracted for arrive in good condition at destination. The transit risk in this respect shall be covered by the Supplier by getting the stores duly insured. The insurance cover shall be obtained by the Supplier in its own name and not in the name of BRBNMPL or its Consignee.
- 12.3 In the case of FOB and C&F offers for import of Goods, insurance shall be arranged by the Purchaser. However, the supplier must give sufficient notice to the Purchaser prior to the date of shipment, so that the Insurance Cover for the shipment can be activated. The Supplier must co-ordinate so as to ensure that the Shipment sails only with Insurance cover in place.
- 12.4 In case of Import of Goods, even in case where the insurance is paid by the Purchaser, and loss or damage shall be made good by the Contractor free of cost, without waiting for the settlement of insurance claim. The payment after settlement of insurance claim shall be reimbursed by the Purchaser to the Contractor. It will be entirely the responsibility of the Contractor to make good loss/damage without waiting for settlement of insurance claim so that machine is commissioned within the time specified in the contract.
- 13. Spare parts**
- 13.1. If specified in the List of Requirements and in the resultant contract, the supplier shall supply / provide any or all of the following materials, information etc. pertaining to spare parts manufactured and/ or supplied by the supplier:
- The spare parts as selected by BRBNMPL to be purchased from the supplier, subject to the condition that such purchase of the spare parts shall not relieve the supplier of any contractual obligation including warranty obligations; and
  - In case the production of the spare parts is discontinued:
    - sufficient advance notice to BRBNMPL before such discontinuation to provide adequate time to BRBNMPL to purchase the required spare parts etc., and
    - immediately following such discontinuation, providing BRBNMPL, free of cost, the designs, drawings, layouts and specifications of the spare parts, as and if requested by BRBNMPL.
- 13.2. Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the goods so that the same are supplied to BRBNMPL promptly on receipt of order from BRBNMPL.
- 14. Incidental services**
- 14.1. Subject to the stipulation, if any, in the SCC (Section-V) and the Technical Specification (Section – VII), the supplier shall be required to perform any or all of the following services:
- Providing required jigs and tools for assembly, start-up and maintenance of the goods
  - Supplying required number of operation & maintenance manual for the goods
  - Installation and commissioning of the goods
  - Training of BRBNMPL's operators for operating and maintaining the goods
  - Providing after sales service during the tenure of the contract
  - Providing maintenance service after expiry of the warranty period of the goods if so incorporated in the contract
- 14.2. Prices to be paid to the supplier by BRBNMPL for any of the required incidental services, if not already included in the contract price during the placement of the contract, shall be settled and decided in advance by BRBNMPL and the supplier. However, such prices shall not exceed the contemporary rates charged by the supplier to other customers for similar services.
- 15. Distribution of Despatch Documents for Clearance/ Receipt of Goods**
- 15.1. The supplier shall send all the relevant despatch documents well in time to BRBNMPL to enable BRBNMPL to clear or receive (as the case may be) the goods in terms of the contract. Unless otherwise specified in the SCC, the usual documents involved and the drill to be followed in general for this purpose are as follows:
- 15.2. For Domestic Goods, including goods already imported by the supplier under its own arrangement Within 24 hours of despatch, the supplier shall notify BRBNMPL, consignee, and others concerned if mentioned in the contract, the complete details of despatch and also supply the following documents to them by registered post / speed post (or as instructed in the contract):
- Supplier's Invoice indicating, inter alia description and specification of the goods, quantity, unit price, total value;
  - Packing list;
  - Insurance certificate;
  - Railway receipt / Consignment note;
  - Manufacturer's guarantee certificate and in-house inspection certificate;
  - Inspection certificate issued by BRBNMPL's inspector
  - Expected date of arrival of goods at destination and
  - Any other document(s), as and if specifically mentioned in the contract.
- 15.3. For Imported Goods, within 3 days of dispatch, the supplier will Notify BRBNMPL, consignee and other concerned if mentioned in the contract, the complete details of dispatch and also supply the following documents to them by Courier (or as instructed in the Contract), besides advance intimation by Fax/ email:
- Clean on Board Airway Bill/Bill of Lading (B/L)
  - Original Invoice
  - Packing List
  - Certificate of Origin from Seller's Chamber of Commerce
  - Certificate of Quality and current manufacture from OEM
  - Dangerous Cargo Certificate, if any.
  - Insurance Policy of 110% if CIF/CIF contract.
  - Performance Bond / Warranty Certificate
- 16. Warranty**
- 16.1 The supplier warrants that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials unless prescribed otherwise by BRBNMPL in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials (except when the design adopted and / or the material used are as per BRBNMPL's specifications) or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods under the conditions prevailing in India.
- 16.2 This warranty shall remain valid for twelve months after the goods or any portion thereof as the case may be, have been delivered to the final destination and installed and

commissioned at the final destination and accepted by BRBNMPL in terms of the contract or for fifteen months from the date of despatch from the supplier's premises for domestic goods (including goods already imported by the supplier under its own arrangement) or for eighteen months after the date of shipment from the port of loading in the source country for imported goods offered from abroad, whichever is earlier, unless specified otherwise in the SCC.

- 16.3. In case of any claim arising out of this warranty, BRBNMPL shall promptly notify the same in writing to the supplier.
- 16.4. Upon receipt of such notice, the supplier shall, with all reasonable speed (or within the period, if specified in the SCC), repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts/ goods after providing their replacements and no claim, whatsoever shall lie on BRBNMPL for such replaced parts/ goods thereafter.
- 16.5. In the event of any rectification of a defect or replacement of any defective goods during the warranty period, the warranty for the rectified/ replaced goods shall be extended to a further period of twelve months from the date such rectified / replaced goods starts functioning to the satisfaction of BRBNMPL.
- 16.6. If the supplier, having been notified, fails to rectify / replace the defect(s) within a reasonable period (or within the period, if specified in the SCC), BRBNMPL may proceed to take such remedial action(s) as deemed fit by BRBNMPL, at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which BRBNMPL may have against the supplier.
17. **Assignment**
- 17.1. The Supplier shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with BRBNMPL's prior written permission.
18. **Sub Contracts**
- 18.1. The Supplier shall notify BRBNMPL in writing of all sub contracts awarded under the contract if not already specified in its tender. Such notification, in its original tender or later, shall not relieve the Supplier from any of its liability or obligation under the terms and conditions of the contract.
- 18.2. Sub contract shall be only for bought out items and sub-assemblies.
- 18.3. Sub contracts shall also comply with the provisions of GCC Clause 5 ("Country of Origin").
19. **Modification of contract**
- 19.1. Once a contract has been concluded, the terms and conditions thereof will generally not be varied. However if necessary, BRBNMPL may, by a written order given to the supplier at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:
- (a) Specifications, drawings, designs etc. where goods to be supplied under the contract are to be specially manufactured for BRBNMPL,
  - (b) mode of packing,
  - (c) incidental services to be provided by the supplier
  - (d) mode of despatch,
  - (e) place of delivery, and
  - (f) any other area(s) of the contract, as felt necessary by BRBNMPL depending on the merits of the case.

19.2. In the event of any such modification/ alteration causing increase or decrease in the cost of goods and services to be supplied and provided, or in the time required by the supplier to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/ or contract delivery schedule, as the case may be, and the contract amended accordingly. If the supplier doesn't agree to the adjustment made by BRBNMPL, the supplier shall convey its views to BRBNMPL within twenty one days from the date of the supplier's receipt of BRBNMPL's amendment / modification of the contract.

19.3. **Option Clause:** By a suitable provision in the SCC, the Purchaser may reserve the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of Delivery Period.

## 20. Prices

20.1. Prices to be charged by the supplier for supply of goods and provision of services in terms of the contract shall not vary from the corresponding prices quoted by the supplier in its tender or during negotiations, if any, and incorporated in the contract except for any price adjustment authorized in the SCC.

## 21. Taxes and Duties

21.1. Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to BRBNMPL.

21.2. Further instruction, if any, shall be as provided in the SCC.

22. **Terms and Mode of Payment:** Unless specified otherwise in SCC, the terms of payments would be as follows:

22.1. Unless otherwise specified in SCC, usual payment term is 100% on receipt and acceptance of goods by the Purchaser and on production of all required documents by the supplier.

22.2. For Domestic Goods: Unless otherwise specified in the SCC, payments to suppliers are usually made by account payee cheque or through ECS only.

22.2.1. Where the terms of delivery is FOR dispatching Station, the payment terms, depending on the value and nature of the goods, mode of transportation etc. maybe 60% to 90% (as specified in SIT) on proof of dispatch and other related documents and balance on receipt at site and acceptance by the consignee.

22.2.2. Where the terms of delivery is CIF destination / delivery at site/FOR destination, usual payment term is 100% on receipt and acceptance of goods by the consignee and on production of all required documents by the supplier.

22.2.3. Where goods to be supplied also need installation and commissioning by the supplier, the payment terms are generally as under:

- (a) For a contract with terms of delivery as FOR dispatching station
  - i. 60% on proof of dispatch along with other specified documents
  - ii. 30% on receipt of the goods at site by the consignee and balance
  - iii. 10% on successful installation and commissioning and acceptance by the user department
- (b) For a contract with terms of delivery as CIF destination/

Delivery at site/FOR destination

- i. 90% on receipt and acceptance of goods by the consignee at destination and on production of all required documents by the supplier
  - ii. 10% on successful installation and commissioning and acceptance by the consignee.
- 22.3. For Imported Goods:** Unless otherwise specified in SCC, payments are made through an irrevocable Letter of Credit (LC).
- (a) Cases where Installation, Erection and Commissioning (if applicable) are not the responsibility of the Supplier – 100 % net FOB/FAS price is to be paid against invoice, shipping documents, inspection certificate (where applicable), manufacturers' test certificate, etc.
  - (b) Cases where Installation, Erection and Commissioning are the responsibility of the Supplier – 80% to 90% net FOB/FAS price (as specified in the SCC) will be paid against invoice, inspection certificate (where applicable), shipping documents etc. and balance within 21-30 days of successful installation and commissioning at the consignee's premises and acceptance by the consignee.
  - (c) Payment of Agency Commission against FOB/FAS Contract – Entire 100% agency commission is generally paid in Indian Rupees after all other payments have been made to the supplier in terms of the contract.
- 22.4.** Unless specified otherwise in the SCC, the following general conditions will apply for payment to the supplier.
- 22.5.** The payment shall be made in the currency / currencies authorized in the contract.
- 22.6.** The supplier shall send its claim for payment in writing as per Section XIX - "Proforma for Bill for Payments", when contractually due, along with relevant documents etc., duly signed with date, as specified in SCC and in a manner as also specified therein.
- 22.7.** While claiming payment, the supplier is also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under a) the contract. b)
- 22.8.** The important documents which the supplier is to furnish while claiming payment are:
- a) Original Invoice
  - b) Packing List
  - c) Certificate of country of origin of the goods from seller's Chamber of Commerce.
  - d) Certificate of pre-dispatch inspection by BRBNMPL's representative/ nominee
  - e) Manufacturer's test certificate
  - f) Performance/ Warrantee Bond
  - g) Certificate of insurance
  - h) Clean on Bill of lading/ Airway bill/ Rail receipt or any other dispatch document, issued by a government agency (like postal department) or an agency duly authorized by the concerned ministry/ department
  - i) Consignee's Certificate confirming receipt and acceptance of goods
  - j) Dangerous Cargo Certificate, if any, in case of imported goods.
  - k) Any other document specified.
- 22.9.** While claiming reimbursement of duties, taxes etc. (like sales tax, excise duty, custom duty) from BRBNMPL, as and if permitted under the contract, the supplier shall also certify that, in case it gets any refund out of such taxes and duties from the concerned authorities at a later date, it (the supplier) shall refund to BRBNMPL, BRBNMPL's share out of such refund received by the supplier. The supplier shall also refund the applicable amount to BRBNMPL immediately on receiving the same from the concerned authorities.

**22.10.** In case where the supplier is not in a position to submit its bill for the balance payment for want of receipted copies of Inspection Note from the consignee and the consignee has not complained about the non-receipt, shortage, or defects in the supplies made, balance amount will be paid by the paying authority without consignee's receipt certificate after three months from the date of the preceding part payment for the goods in question, subject to the following conditions:

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

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

### 23. Delay in the supplier's performance

**23.1.** The time for and the date specified in the contract or as extended for the delivery of the stores shall be deemed to be the essence of the contract and the supplier shall deliver the goods and perform the services under the contract within the time schedule specified by BRBNMPL in the List of Requirements and as incorporated in the contract.

**23.2.** Subject to the provision under GGG clause 28, any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following sanctions besides any administrative action:

imposition of liquidated damages,  
forfeiture of its performance security and  
Termination of the contract for default.

**23.3.** If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform BRBNMPL in writing about the same and its likely duration and make a request to BRBNMPL for extension of the delivery schedule accordingly. On receiving the supplier's communication, BRBNMPL shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

**23.4.** When the period of delivery is extended due to unexcused delay by the supplier, the amendment letter extending the delivery period shall, inter alia contain the following conditions:

- a) BRBNMPL shall recover from the supplier, under the provisions of the clause 24 of the General Conditions of Contract, liquidated damages on the goods and services, which the Supplier has failed to deliver within the delivery period stipulated in the contract
- b) That no increase in price on account of any ground, whatsoever, including any stipulation in the contract for increase in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, excise duty, sales tax or on account of any other tax or duty

which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.

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

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

#### 24. Liquidated damages

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

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

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

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

#### 26. Termination for default

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

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

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

#### 27. Termination for insolvency

27.1. If the supplier becomes bankrupt or otherwise insolvent, BRBNMPL reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the

rights and remedies which have accrued and / or will accrue thereafter to BRBNMPL.

#### 28. Force Majeure

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

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

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

#### 29. Termination for convenience

29.1. BRBNMPL reserves the right to terminate the contract, in whole or In part for its (BRBNMPL's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of BRBNMPL. The notice shall also indicate inter-alia, the extent to which the supplier's performance under the contract is terminated, and the date with effect from which such termination will become effective.

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

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

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

#### 30. Governing language

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

#### 31. Notices

31.1. Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or by cable or telex or facsimile and confirmed in writing, The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.

31.2. The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

**32. Code of Ethics**

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

- (a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- (b) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (c) "Collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Purchaser, designed to establish bid prices at artificial, non competitive levels; and
- (d) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
- (e) A particular violation of ethics may span more than one of above mentioned unethical practices.

32.1. The following policies will be adopted in order to maintain the standards of ethics during procurement:

- (a) A proposal for award will be rejected if it is determined that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
- (b) A contract will be cancelled if it is determined at any time that BRBNMPL representatives/ officials have directly or indirectly, engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of that contract
- (c) In case any individual staff is found responsible, suitable disciplinary proceedings should be initiated against such staff under the applicable government conduct rules. The existing provisions under the Indian law including the instructions of Central Vigilance Commission should be followed in this regard.
- (d) Firms or individuals shall be banned/ blacklisted after following due process, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a BRBNMPL contract, if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a BRBNMPL contract.

**33. Resolution of disputes**

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

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

**34. Applicable Law**

34.1. The contract shall be interpreted in accordance with the laws of India.

34.2. Irrespective of the place of delivery, or the place of performance or the place of Payments under the contract, the contract shall be deemed to have been made at the place from which the notification of acceptance of the tender has been issued.

**35. Secrecy**

35.1. The Contractor shall take all reasonable steps necessary to ensure that all persons employed in any work in connection with the contract, have full knowledge of the Official Secrets Act and any regulations framed thereunder.

35.2. Any information obtained in the course of the execution of the contract by the Contractor; his servants or agents or any person so employed, as to any matter whatsoever, which would or might be directly or indirectly, of use to any enemy of India, must be treated secret and shall not at any time be communicated to any person.

35.3. Any breach of the aforesaid conditions shall entitle the Purchaser to cancel the contract and to purchase or authorise the purchase of the stores at the risk and cost of the Contractor, In the event of such cancellation, the stores or parts manufactured in the execution of the contract shall be taken by the Purchaser at such price as he considers fair and reasonable and the decision of the Purchaser as to such price shall be final and binding on the Contractor.

Yours faithfully,

( )  
Signature with date.

Seal

Name:

### 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 GCC 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)

Sr. No.	GCC Clause No.	Topic	SCC Provision
1.	1 to 15	Definitions: Interpretation and Abbreviations, Application, Use of contract documents and information, Patent Rights, Country of Origin, Performance Security, Technical Specifications and Standards, Packing and Marketing, Inspecting and Quality Control, terms of Delivery, Transportation of Goods, Insurance, Spare parts, Distribution of Dispatch Documents for Clearance/Receipt of Goods.	No Change
2.	16	Warranty.	Not applicable
3.	17& 18	Assignment, Sub Contracts	No Change
4.	19	Modification of contract	No Change (Option clause is not applicable)
5.	20 & 21	Prices, Taxes and Duties	No change
6.	22	Terms and Mode of Payment Note: Bidder's attention is invited to refer GCC clause No.6 (Performance Security)	Monthly Payment
7.	23 to 35	Delay in the supplier's performance, Liquidated damages, Custody and Return of BRBNMPL's Materials/ Equipment/ Documents loaned to Contractor, Termination for default, Termination for insolvency ,Force Majeure, Termination for convenience, Governing language, Notices, Code of Ethics, Resolution of disputes, Applicable Law, Secrecy	No Change Place of arbitration will be Kolkata
8.	36	Disposal / Sale of Scrap by Tender	Not applicable to this tender

- 1) **Pre-Bid Visit:** The bidders **shall visit the plant premises** and shall have clear understanding about scope of work, volume of work, site condition, requirement of skill levels of workforce, etc. and any doubt/clarification may be cleared /done before submitting their offers. Any claim of ignorance about the system or responsibility shall not be entertained at a later stage.
- 2) **Estimated Value:** The estimated value for this work is **Rs 47.00** lakhs (Rupees forty seven lakhs only) per annum inclusive of GST@18%.
- 3) **Contract Price:** The quoted contract price should be based on the scope of work, number of equipment to be maintained, manpower, skill levels required and shall include salary, allowances, ESIC payment, PF payment, Bonus payment (Compulsorily the contractor shall pay Bonus to their employees every year minimum @ 8.33% on their wages i.e on Basic +DA), service tax & all other charges including appropriate insurance charges, overheads for the work as mentioned in the Scope of

work (Section VII). The bidders shall take in to account all the above mentioned factors before submitting their offers.

- 4) **Wages:** Contractor shall pay the monthly wages for the employees within first week (7<sup>th</sup>) of every month. Contractor shall preferably deposit the salary of individuals in their bank account. The monthly salary slip shall contain the details of Basic, VDA, PF, ESIC and. Consolidated salary statement in the above pattern shall be submitted along with monthly bill to BRBNMPL for scrutiny.
- 5) **Price Variation:** The price should be firm for the contract period and there shall be no variation/escalation on any account except regarding GST. No claim in this respect shall be entertained separately in addition to the quoted rate. Any upward/downward revision in GST shall be considered at actual, subject to production of documentary evidence. Rate of GST included in the Price should be specified. **The contractor is bound to pay minimum wages as per the notification of central Govt/ State Govt, whichever is higher to the contract labours deployed at our site under the contract. If the quoted rate is less than the prevailing minimum wages, the price bid will be rejected.** *Any increase in the minimum wages for the labourers declared by Central / State Govt authority whichever is higher will be reimbursed based on submission of separate bill with documentary evidence.*
- 6) **Tenure:** The Contract period is for three years. However, Contract will be signed for one year initially and renewable annually for another two years with same Price and Terms & Condition subject to satisfactory performance.
- 7) **Payment:** Payment shall be made on monthly basis only on satisfactory execution of the contract and submission of bills. On award of work order the contractor shall raise monthly bill in the 1<sup>st</sup> week of succeeding month for release of payment after fulfilling the all-necessary formalities. If the monthly bill is held up due to any reasons of non-fulfillment of contract terms, the contractor must disburse the wages on time to his employees through his own sources. Contractor shall submit a copy of the ESI, PF challan and wage sheets of the persons employed, and latest return of GST along with the bills. Proportionate amount from the bill shall be deducted if the contractor fails to comply with any of the responsibilities like deployment of manpower and non-compliance of scope of work mentioned in schedules. Such amount shall be decided by the BRBNMPL and shall be binding on the contractor.
- 8) **Security Deposit:** The successful bidder has to furnish a Security Deposit in the form of DD /FD or Bank Guarantee as per the approved format within 21 days from the date of issue of Notification of Award for an amount equal to 10% of the Annual Contract Value (rounded off to next thousand Rupees). The Bank Guarantee shall be kept valid for the contract period plus claim period of 60 days and it may be extended whenever advised to do so. Security deposit shall be released after compliances of other formalities such as- submission of 'No Claim Certificate', 'Withdrawal of Manpower', handing over of all complete system, tools & tackles, if any, balance spares & consumables, record books etc. and satisfaction of the BRBNMPL that the contractor has performed all his statutory liabilities. Security deposit will be forfeited, if the successful bidder leaves the job without completion of the contract tenure/violating any contractual obligations.
- 9) **Liquidated damage / Penalty / Indemnity:** If Contractor fails to carry out the services in strict conformity with the approved and accepted schedule, then unless such failure is due to Force Majeure, the liquidated damages at the rate of 0.5% for each week delay subjected to max of 10% of monthly contract value OR expenses and charges incurred by the BRBNMPL in rectifying and performing the defaulted service, whether by its own means or by third parties, whichever is high will be levied on the Contractor .

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

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



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

Penalties:

1. If the 320KVA AMF (Auto Mains Failure) DG set fails to supply power within the stipulated time of 10 seconds from the point of failure, a penalty of 2% of the Operation & Maintenance monthly contract value shall be deducted from the bill for every lapse.

2. If 2.5MVA DG set fails to supply power within maximum 10 minutes from the time of power failure, a penalty of 2% on the monthly contract value shall be deducted from your Operation & Maintenance bill for every lapse.

3. If the DG set fails or becomes irreparable due to the negligence of your personnel, the entire amount equivalent to the total cost or total repair charges shall be borne by you. Decision of BRBNMPL on the factual position of negligence on the part of your personnel is final

**10) Statutory Deductions:** Statutory deductions such as GST, Income tax etc. as applicable shall be effected while making payment.

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

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

a) Provisions of the Factories Act, Workman Compensation Act, Employers Liability Act, Contract Labour Act, Industrial Dispute Act, Minimum Wages Act, Payment of Wages Act, EPF and ESI Act including any modification thereof or any other law relating thereto and rules framed there under from time to time. Bonus @ 8.33% shall be paid as per rules and also present ceiling shall be Rs.21000/- as per rules.

b) Contractor shall at all times during the continuance of this Agreement conform in all respects to and carry out all obligations imposed on it by the provisions and requirements of the Employees Provident Fund (Miscellaneous Provision) Act, 1952, Payment of Gratuity Act, 1972, Employment State Insurance Act, 1948, Maternity Benefit Act, 1961, Minimum Wages Act 1948, prescribed by Ministry of labour & employment, office of the Chief labour Commissioner. Equal Remuneration Act, 1976, Payment of Wages Act, 1936, Payment of Bonus Act, 1965, Contract Labour (Regulation and Abolition) Act, 1971 and any applicable law in the country where any of the services are performed or regulations issued including without limitation all laws, regulations and requirements of Government of India.

c) Contractor shall provide ESI scheme to his employees as per rules, in absence of ESI, the contractor should undertake a policy (Workmen Compensation Insurance Policy to undertake the liability of Workman's compensation Act. The sum insure per labour is to be calculated as per extant rule in this regard. The contractor should also have to take an additional mediclaim policy within the specified percentage (at present 3.25 %) of wages of Employee's contribution value to take care of mediclaim benefits of the labour, and indemnify the Bharatiya Reserve Bank Note Mudran Private Limited, Salboni, from any claim whatsoever arising on account of their failure to comply with the regulations and terms as set out herein. The BRBNMPL, as a principal employer, shall enforce the provisions of these Acts.

d) The contractor shall possess license / registration from Labour Authority / any other Statutory Authority including PF & ESI as may be required and shall furnish Statutory Returns and deposit contributions and Statutory Levies as per the Law of the Land as applicable from time to time. The Contractor shall be liable to furnish with the company all copies of returns and documents as would be asked for time to time.

e) Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the contractor. The Contractor shall conform to all the safety regulations and shall remain solely responsible for the obligation under the relevant statutory provisions.

f) The contractor has to provide all statutory welfare measures for their workers.

**14) Incompletion/Discontinuation of work:** If the work is not completed in all aspects or delayed beyond reasonable time or contractor discontinues the work abruptly, then BRBNMPL reserves the rights to get the remaining work/uncompleted work done through any other agencies at the risk and cost of the contractor. In such cases, the pending claims and Security Deposit of the contractor shall be forfeited.

**15) Recovery & Rectification of work:** In case contractor fails to attend the same as per defect liability period clause above within a week from the date of intimation, it shall be got rectified by through another agency & money spent thus shall be recovered from the contractor.

**16) Accommodation:** On specific request from the Contractor, BRBNMPL may provide quarters/space for Site Office purpose as per availability and allotment norms/rules in force for allotment, at a prescribed rent & other charges like Electricity etc., fixed by the Company. In this event, the contractor must always be in a position that whenever any directive for vacating the said premise is issued, he shall, without raising any objection, peacefully vacate the same.

**17) Adequacy of Contractor's Staff:** It is understood that the service activities are to be performed with utmost diligence and expediency so as to maintain the highest standards of O & M services. To achieve this, **Contractor shall strictly maintain adequate level of staff with prescribed skill levels (Section-VII) at site at all times.** In case mechanized services are provided by the contractor, the equipment shall be well maintained and kept in good condition for all time.

**18) Labour:** Contractor shall be responsible for the engagement, employment, transport, working and living conditions of personnel and in respect of all matters connected therewith including their safety. All the proposed staff / personnel shall possess high standard of Integrity, have no affiliation with any political parties or trade unions. This has to be followed during the entire contract period. Contractor shall at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst its employees and for the preservation of peace and protection of persons and property in the neighborhood of the site against the same. Upon the outbreak of any strike or labour dispute involving any of Contractor's personnel engaged on the services, Contractor shall forthwith give details thereof to BRBNMPL. If any dispute arises between the contract labour/employees and Contractor agency, the BRBNMPL will not be responsible in any manner. The Contractor shall not stop or cause stoppage of work on account of strike or other agitation during the period of contract. The Contractor agrees that it shall be liable for all consequences for the delay caused or loss / damages suffered by the BRBNMPL due to the stoppage / strike by the Contractor. BRBNMPL shall recover the cost incurred due to this from the Contractor's running account bills. Contractor shall within twenty four (24) hours of any occurrence of any accident at or about the site or in connection with the execution of the services or any injury, loss or damage to any personnel or to property of Contractor, BRBNMPL or of a third party, report such occurrence to the competent authority whenever such a report is required by law. BRBNMPL shall be at liberty to object to and require Contractor to remove forthwith from the site any person employed by Contractor in or about execution or performance of services who in the opinion of BRBNMPL has committed a misconduct or whose employment is otherwise considered to be undesirable. Contractor without the written permission of BRBNMPL shall not again employ such person upon services at any circumstances.

**19) Safety & Security Measures:**

- a) Contractor shall follow all the safety rules and regulations followed by BRBNMPL, Salboni and always work with proper permit from the concern department.
- b) Contractor should Comply the statutory requirements applicable as per The West Bengal Factories Rules, 1958 & The Factories Act, 1948 etc. as amended up to date.
- c) Contractor should provide & ensure use of mandatory Personal Protective Equipment (PPE) wherever applicable like Safety Helmet & safety shoes and also other job specific PPEs and safety appliances as per standard PPE Matrix during the execution of the work. Standard of PPEs should be Indian Standard or equivalent.
- d) All tools, tackles and measuring instruments which are to be used by the contractor should be tested/ calibrated by 'competent person'/ institution.

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

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

- j) On award of the contract the contractor shall sign the Non-disclosure format and abide with that.
- k) 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.

**20) Cleanliness:** - Contractor is required to ensure complete cleanliness at the site. Debris generated during the day's work should be disposed of immediately.

**21) Tool & Tackles:** Tools and Tackles required for execution of the entire work has to be supplied by the Contractor.

**22) Legal jurisdiction:** The court of Kolkata (West Bengal) only shall have jurisdiction to deal with and decide any legal matter of dispute whatsoever arising out of any work order placed by us.

**23) Predatory Pricing:** The Vendor[s] shall specifically take note that "Predatory Pricing" will not be accepted and such Bids not meeting even the Basic Cost of the input i.e., quoting unreasonably low prices to undercut and obtain the Contract are liable to be ignored / rejected, in order to obtain Quality, Products/Services. The assessment of the Purchaser about the Predatory Pricing will be final.

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## Section VI: List of Requirements

Schedule No.	Brief description of goods and services (Related specifications etc. are in Section-VII)	Accounting unit	Quantity	Amount of Earnest Money
1.	<b>“Operation and Maintenance of DG Station at BRBNMPL Salboni”</b>	Months	12	Rs.94000 /- (Rupees ninety four thousand only)

**Required Delivery Schedule: 24 x 7 Service for the total contract period.**

Address: BRBNMPL PO-BRBNMPL, Salboni, Midnapur West, Pin -721132

**Section VII: Technical Specification and Scope of work**  
**(To be enclosed with the techno-commercial bid without indicating price)**

**1. Scope:**

You shall operate and maintain Three Nos of 2.5 MVA, 6.6KV, Kirloskar Make, Diesel Generator (DG) sets and all associated auxiliary equipment for captive power generation along with one number of 320 KVA, 440Volts emergency power Diesel Generator set with AMF control system and 20KL Underground SKO Storage Tank along with dispensing pump, pipelines and valves. Enclosed Annexure I indicates the list of major equipment only; it is the responsibility of the contractor to operate and maintain all the equipment/items installed within the DG Station area.

**2. Work related conditions:**

- a) DG station should be manned **round the clock 24X7 basis for all the 365 days** in a year. DG station should be operated whenever power fails or as instructed by the designated BRBNMPL representatives.
- b) All the equipment has to be kept in running condition round the clock throughout the contract period at the rated capacity of the equipment's.
- c) The general principles of operation and maintenance as under, as per laid down norms, as per the related manual are to be followed.
- d) Starting and stopping of the plant, checking and regulating all controls of the plant to maintain the design conditions.
- e) Taking reading of the plant parameters and record them in the logbook on continuous basis.
- f) Cleaning of equipment's filters etc. as and when required and periodically to attain the desired conditions.
- g) Checking equipment for undue vibration and piping for leakage's.
- h) Cleaning of heat exchanger coils cooling pump, pump strainers cooling tower basin.
- i) Checking cooling tower float valve operation.
- j) Checking PH /PPM of cooling water (and softener output and regenerate it regularly).and sound level in DG station.
- k) De-scaling of cooling water pipelines and heat exchangers using de-scaling compounds.
- l) Periodic maintenance & upkeep of 2.5 MVA alternators, exciters 320 KVA alternators and all motors at DG house and their respective control panels / auxiliary power boards, 6.6 KV distribution boards at DG house, battery chargers, batteries, cleaning of cable trenches, maintenance of earth pits, lightening arrestors and all other installations applicable to DG station.
- m) Quarterly maintenance of earth pits, cleaning and tightening of connections, cleaning of vegetation upto 2 mtrs around earth pit. Painting of earth pit chambers/covers, numbering of earth pit, taking earth values and recording in the register also values and date. Also values and date of measurement to be indicated on earth pit. Watering of earth pits to get required earth resistance value. Earth resistance of earthing of neutral point of DGs to be maintained at less than 1Ω.
- n) General cleanliness of DG sets & auxiliaries should be maintained upto-required standards. Sample testing of lube oil shall be arranged by the contractors through approved laboratories on quarterly basis and submit the test report along with the recommendations.
- o) Any other minor works which in the opinion of BRBNMPL engineers required for the normal working of DG powerhouse equipment. Any other work like replacing

switches, sockets, MCBs, wiring upto 20 mtr etc. will be under contractor's scope. Material required will be supplied by BRBNMPL.

- p) Contractor shall take up cleaning of day tanks on half yearly basis.
- q) In general this contract shall include day to day operation and periodic maintenance of DG power house. The operating staff shall be conversant with the electrical work and shall check relays, contactor, starters, fuses and other components for normal function.
- r) Any discrepancy should immediately be brought to the notice of BRBNMPL Officers.
- s) You shall maintain proper power supply conditions at all times (Rated voltage & Frequency), whenever required.
- t) You should follow the maintenance schedule duly prepared by you and approved by the maintenance Department of BRBNMPL.
- u) Painting of all pipelines, fences chequered plates, panel boards etc. within the limits of powerhouse and fuel storage yard. All consumables/ materials will be supplied by BRBNMPL.
- v) You shall maintain the maintenance charts duly certified by BRBNMPL. Payments shall be made against bills only on production of certified Operation & Maintenance records and consumption registers.
- w) In case it is found at any time during the contract period that, you have violated any of the conditions of this work order, the work order shall stand terminated immediately and the security deposit will be forfeited /bank guarantee revoked in company's favour. Also, all the claims made by you as per bills will be treated as null and void.
- x) The required fuel, oil, lubricants and consumables, spares for operation and maintenance of the plant shall be provided by BRBNMPL. All, tools, tackles and instruments required for Operation & Maintenance shall be arranged by the contractor.
- y) Contractor shall take full responsibility of maintaining general inventory items like window A C, Split AC, Exhaust fans washbasins, toilets etc. Spares & consumables shall be supplied by BRBNMPL.
- z) Contractor shall follow the work procedures and safety precautions laid down in the manual prescribed for operating and maintaining the DG sets. You shall ensure that qualified trained people only are deployed for operating the DG sets.
- aa) Contractor shall ensure that the operating procedure and operating instructions laid down by the manufacturer/supplier are invariably followed.
- bb) Contractor shall report to concerned designated BRBNMPL officer/s for necessary day-to-day instructions.
- cc) Cleaning /removal of vegetation/ weed growth within fuel storage yard and in and around DG station, (up to five Meter from the outside wall) for better upkeepment.
- dd) Contractor is responsible for housekeeping and cleaning of the DG station premises.
- ee) In case of major overhauling (3000hrs and above) of engines of DG sets, BRBNMPL will bear the cost of Engine experts/Manufacturers representative; the contractor shall provide the required special tools and man power within the deployed strength.
- ff) The contractor should arrange for condition monitoring of engine, alternator HT & LT switchgear etc. through authorized agencies. Charges incurred will be borne by the contractor.
- gg) Carryout testing and calibration of all protective relays and conduct simulation for annunciation and tripping to ensure healthiness of protective devices and control circuit at your cost.
- hh) Make all arrangement and meet the requirements as per IE rules during any inspection by statutory bodies like CEA etc.

- ii) Maintenance of 20KL underground SKO tank with all accessories is under contractor's scope.

### **3. Man power:**

Contractor must **deploy minimum 11 Nos of manpower** per day on all 365 days who are qualified & experienced in the respective field and competent to do the above work round the clock;

#### **Manpower Deployment:**

- a) Indicative minimum number of persons to be deployed with sufficient experience in the related field is estimated as follows:-

Sl.No	Designation and qualification	Number of Employees	Experience
1	Supervisor (BE/Diploma in Mechanical Engineering / automobile engineering OR ITI in Diesel Mechanic)	1	Minimum 2 yrs for BE holders/5 years' experience for Diploma holders and minimum 10 years' experience for ITI holders in operation and maintenance of DG station (captive power plant). Capable of diagnosing and troubleshooting problems occurring in DG. Conversant with load sharing operations of DGs SLDs Control wiring
2	Supervisor (BE/Diploma in Electrical engineering) engineering OR ITI in Diesel Electrical)	1	Minimum 2 yrs for BE holders/5 years' experience for Diploma holders and minimum 10 years' experience for ITI holders in operation and maintenance of DG station (captive power plant). Capable of diagnosing and troubleshooting problems occurring in DG. Conversant with load sharing operations of DGs SLDs Control wiring
3	Highly Skilled Technician in diesel mechanic / Electrical / Fitter (ITI / NAC in respective Trade/)	6	Minimum 7 years' experience in operation and maintenance of DG Sets (Captive power plant).
4	Skilled technicians in Diesel Mechanic/Fitter/Electrical trades(ITI / NAC / JOC in respective trades trade)	3	Minimum 5 year experience in operation and maintenance of DG station ( Captive power plant)

- a) Contractor has to decide the number of workers to be required for execution of the work as given in Scope of Work. It is suggested that the contractor should prepare his own estimates considering all factors including weekly off and leave reserve/s, for arriving total number of manpower required. However minimum man power shall not be less the above indicative manpower.
- b) 08 operators considering three shifts of the day out of which 04 operators should be diesel mechanic and other 04 operators are electrician with ITI/NCVT certificate, wiremen license or competency certificate issued by electrical inspectorate(03 operators in "A", 03 operators in "B" and 02 operators in "C")

- c) One mechanic / electrician in general shift along with the supervisors. Electrical Supervisor should possess valid HT supervisory license issued from competent authority.
- d) All the employees deployed by the contractor should be medically fit and should not have any colour blindness.

The manpower shown above is the minimum indicative figure. Contractor has to ensure the availability of minimum no. of manpower per day during various shifts as per shift allocation. Noncompliance shall be severely dealt with. Contractor shall be solely responsible to carry out all the jobs to the fullest satisfaction of our maintenance requirements.

Contractor shall inform BRBNMPL the names, age, qualification, experience and permanent addresses of all the personnel deployed by him and shall certify their credentials for obvious security reasons.

Contractor shall prepare a monthly shift schedule one week in advance and make available the same to BRBNMPL. Contractor shall be responsible for daily /periodic maintenance as per the schedule. Contractor shall maintain shift wise duty roster and attendance register and the same should be made available to BRBNMPL whenever asked for. Punctuality and shift timings as stipulated by BRBNMPL shall be scrupulously adhered to. Any change in shift schedule shall have the prior consent of BRBNMPL. All the employees deployed by the contractor should be provided with proper uniform and shoes, which must be used by contractor's employees invariably all the time on duty.

The contractor must employ qualified and experienced personnel only in the respective field. Contractor has to decide the number of workers to be engaged for execution of the work as given in Scope of Work and will alone is entitled to instruct /supervise such workers about the manner of the execution. It is suggested that the contractor should prepare his own estimates considering all factors and quote the competitive price accordingly. However **minimum manpower** as indicated above is to be ensured.

#### **4) Other Terms and Conditions:**

- a. Contractor shall not sub -contract the work to any sub- contractor without the prior approval of BRBNMPL.
- b. The rules and other statutory obligations with regard to payment of **wages not less than the minimum wages notified by Govt. of West Bengal/Central Govt under minimum wages Act** and rules made thereunder, benefits, welfare and safety measures under CL (R & A) Act, Factories Act and rules made there under, maintenance of registers stipulated etc, will be deemed to be part of the contract. Contractor should have registered with the concerned statutory authorities like P.F. as provided in various legislations and shall be directly responsible to the authorities there under for compliance of the provisions. The contractor shall have to fulfill all the statutory requirements as per the provisions of law i.e. Factory Act, Contract Labour Act etc. and shall, by periodical substitution / rotation of manpower, indemnify BRBNMPL from any claims in future or due to any breach of the statutory requirements. The BRBNMPL, as a principal employer, shall enforce the provisions of these Acts.



- c. BRBNMPL reserves the right to get the antecedents of the employees of the contractor verified through police. **The charges for verification, if any, shall be borne by the contractor.** Any employee of the contractor, if found as unsuitable or having doubtful integrity or associated with any other job, shall be removed from the premises at the risk and cost of the contractor. The contractor shall vouch for the integrity of his workers and deploy substitute immediately.
- d. From the commencement to the completion of the work, Contractor shall take full responsibility for the upkeep of DG sets and accessories, the area in which the plant and equipment have been installed and in case of any damage or loss to the DG sets and its accessories or to any surrounding property for any cause whatsoever other than natural wear and tear you shall at your own cost replace or repair and make good the loss/damage.
- e. Contractor shall not allow any visitor to the site without the prior written approval of BRBNMPL. Contractor shall be solely responsible for any theft at the DG sets site or plant and shall take all precautions to properly safeguard the property.
- f. Contractor shall handover the DG sets in good working condition to the full satisfaction of BRBNMPL at the end of the contract period.
- g. Contractor shall fulfill all the statutory stipulations as regards pollution norms under various pollution control Acts.
- h. During special occasions like Durga puja, workers are likely to remain absent themselves. Contractor shall arrange the required manpower to ensure smooth running of the system under such circumstances uninterruptedly.
- i. Contractor has to accept to perform the allotted duties irrespective of weather conditions, strike or any other adverse situations. There should not be any excuse for any reason in performing duties and continuous manning of the plant.
- j. The work shall be carried out by the contractor under BRBNMPL's directions, control and to the requirement of the prevailing conditions of the plant.
- k. Contractor will observe all relevant government rules and regulations as applicable to this type of work from time to time and maintain all required documents/ records in this connection. Failure to observe any law on your part will make you liable to face any penalty etc. as may be decided by the competent authorities.
- l. Contractor is solely responsible for the safety of personnel engaged by him for this work and indemnify BRBNMPL from any sort of claim what so ever from anybody.
- m. Contractor shall fully follow all safety and security norms prescribed by related government agencies to be followed by for safety of equipment and contractor's employees, any failure in compliance and resultant caused losses will be charged at the risk and cost of the contractor and BRBNMPL will not be responsible for the same.
- n. Contractor is required to cover all his personnel deployed for this work under CAR policy and policy under workmen's compensation act and any other relevant act.
- o. BRBNMPL is an ISO-9001-2015 and ISO-14000-2015 certified company. All the records and documentations relating to DG set system to be maintained by the contractor as per instructions given to meet ISO requirements.
- p. BRBNMPL is a security organisation and the premise is declared, as 'Prohibited Area' by the Govt. of West Bengal. 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 cards to its workers duly authenticated by the designated security officer of the Company. On award of the contract, Contractor shall sign the Non-disclosure format and abide with that.

## **5) List of equipment / Accessories:**

### **Three Nos of 2.5MVA DG sets with Accessories as under:**

#### **a) Pneumatic System:**

- |  |              |
|--|--------------|
| 1. Electric Motor driven air compressors | 02 Nos       |
| 2. Air compressor (Diesel Engine driven) | 01 No        |
| 3. Air Bottles                           | 03 Nos.      |
| 4. Air pipelines and valves              | Complete lot |

#### **b) Cooling System (Water):**

- |  |               |
|--|---------------|
| 1. Water softener pumps  | 02 Nos        |
| 2. Water softening plant   | 01 No.        |
| 3. Cooling towers, Basin, Sprinklers, fan, gear box, Cooling tower fans, motor, pipeline and valves. | Complete lot  |
| 4. Heat exchangers   | 03 Nos        |
| 5. Fresh water expansion tank  | 03 Nos        |
| 6. Chemical mixing tank, motor, pump   | 01 No         |
| 7. Chemical dosing pump(for DG-3)  | 01 No         |
| 8. Water pipelines and valves  | Complete lot. |

#### **c) Lube Oil System**

- |   |              |
|---|--------------|
| 1. Lube oil priming pumps for DG set and motors, Hand driven pump | 03 Nos       |
| 2. Lube Oil Filters,  | 03 sets      |
| 3. Pipelines and valves   | complete lot |

#### **d) Fuel System:**

##### **Centrifuge Room**

- |                              |              |
|------------------------------|--------------|
| 1. Fuel unloading pump       | 02 Nos       |
| 2. Centrifuge with heater    | 02 Nos       |
| 3. Pipelines, valves         | Complete lot |
| 4. Duplex Strainer           | 02 Nos       |
| 5. Transfer pump (Manual)    | 01 No        |
| 6. Chain pulley block (1Ton) | 01 No        |
| 7.                           |              |

##### **Bulk storage tank:**

- |   |              |
|---|--------------|
| 1) Tank (180 KL)  | 02 Nos       |
| 2) Level indicator  | 02 Nos       |
| 3) Pipelines and valves   | complete lot |
| 4) 20 KL underground SKO storage along with dispensing pump, pipelines and valves | complete lot |

##### **Day Tanks**

- |                         |              |
|-------------------------|--------------|
| 1) Day Tank (1 KL)      | 03 Nos       |
| 2) Pipelines and valves | complete lot |

##### **Filters**

- |                                   |         |
|-----------------------------------|---------|
| 1) Course filters duplex (4 each) | 03 sets |
| 2) Sofrance filter (2 each)       | 03 sets |

3) Heat tracing system 03 sets

**Exhaust System**

1) Turbo charger 03 Nos  
2) Exhaust chimney with silencer  
with lighting arrester 03 Nos

**Others**

1) EOT crane (10 Tonnes) 01 No  
2) Air condition 01 No  
3) Tube light set 32 Nos  
4) Sodium vapor lamp sets 18 Nos  
5) Ventilation system 01 No  
6) Exhaust fan 01 No  
7) Roof extractor 10 Nos  
8) Earthing system, lighting arrestors  
and earth pits in power house and storage area 38 pits

**One number 320 KVA DG set and Accessories as under:**

**a) Fuel System.**

1) 1 KL Day tank 01 No  
2) Fuel transfer pump (Manual) 02 Nos  
3) Fuel filter duplex 01  
4) Pipes and valves complete lot

**b) Lube Oil System:**

1) Centrifugal duplex filter,  
Fine filter duplex 01 No  
2) Lube oil heaters 01 No  
3) Lube oil priming pump & motor  
Hand driven pump 01 No  
4) Lube oil pipeline and valves complete lot

**c) Cooling System**

1) CT, fan, motor 01 No  
2) Raw water pump 02 Nos  
3) Fresh water expansion tank 01 No  
4) Fresh water pump 01 No  
5) Fresh water heater 01 No  
6) Water pipelines & valves complete lot.

**d) Exhaust Gas**

1) Chimney 01 No  
2) Turbo charger 01 No

**e) Electrical Control Panels of Other Systems:**

1) ELCP, DGCP, AVR/ Synchronizing panels  
NGR (line Side cubical) 03 each  
2) Start up panel 01  
  
3) Auxiliary control panel (DG1, 2 and 3) 02  
4) Battery Charger 24 volt & 110 volts 01 each  
5) Batteries 24v, 150 AH 67 nos.  
6) Heat tracing panel 02  
7) Centrifuge panel 02

8) 6.6 KV DG control panel	01 Set
<b>320 KVA DG set</b>	
1) Batteries 12 V 180 AH	04
2) AMF ELCP (auto main failure)	01
3) Auxiliary control	01

Authorized signatory & stamp

*To be signed & stamped and submitted by the bidder along with Techno-commercial Bid Part –I)*

(All tenderers shall have to comply with all terms and conditions of the tender in order to be considered eligible for participating in this tender. No counter conditions / clauses shall be accepted. Bids with counter conditions/ clauses against those stipulated in this tender are liable to be rejected).

### **Section VIII: Quality Control Requirements**

- 1) As mentioned in the Specification & Scope of work in Section VII of this tender.
- 2) The Contractor shall carry out maintenance works as per the schedule listed in Section-VII and as per approved maintenance plan & checklist provided by BRBNMPL from time to time during the currency of the contract.
- 3) Any defect in quality of workmanship shall be corrected or re-worked to the satisfaction of BRBNMPL.
- 4) The contractor shall depute the manpower strictly as per Manpower deployment (as per clause 3 of Section VII)

(Signature of the bidder with name & date)

(Seal of the firm)

Authorized signatory & stamp.

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

## Section IX: Qualification/ Eligibility Criteria

### I. Financial Soundness:

- a) Average Annual turnover of the bidder during last three years ending 31/03/2019 should be more than **Rs.14.10 lakhs** and it should be reflected in audited financial report for the said period otherwise should be certified by Chartered Accountant.
- b) Bidders should not have suffered any financial loss for more than one year during last three years ending 31/03/2019.
- c) The net worth of the firm should not have eroded by more than 30% in the last year ending 31/03/2019.
- d) Bidder should submit Audited financial statement for the last three years ending 31/03/2019.

### II. Experience:

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

Three similar completed works costing not less than the amount equal to **Rs. 18.80 lakhs.**

Or

Two similar completed works costing not less than the amount equal to **Rs. 23.50 lakhs.**

Or

One similar completed work costing not less than the amount equal to **Rs. 37.60 lakhs.**

**Similar work means “Operation, Maintenance and Servicing of DG Station having at least one DG set of minimum 1MVA capacity”**

OR

**“Erection and Commissioning of DG Station having at least one DG set of minimum 1MVA capacity.**

**Documentary evidence like copies of completion Certificate / Financial Statement / Work Order executed shall be submitted along with the technical bid.**

**Bidder should submit audited financial statement for the last three years ending 31/03/2019**

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

Date .....

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

Ref: Your Tender document no. **04/SAL/MAINT/2019-20 dated 16/09/2019**".

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

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

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_  
For & on behalf of

(Signature with date)

(Name and designation)  
Duly authorized to sign tender for and on behalf of

.....

## Section XI: Price Schedule

From:

To  
The General Manager  
BRBNMPL,  
Salboni -721132

Sub: Price Bid for “**Operation and Maintenance of DG Station at BRBNMPL Salboni**”

Reference: Your Tender No. **04/SAL/MAINT/2019-20 dated 16/09/2019**".

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

Price bid break up						
Sl No	Category	No. of Manpower to be deployed on daily basis. (A)	Latest Minimum Wages/ day(Basic+DA) Order No.File 1/8(3)2019-LS-II w.e.f 01/04/2019.	Quoted Price (B)	No of working days in a Year (C)	Total Cost Rs. D=(A)*(B)*(C)
1	Supervisor	2			365 days	
2	Highly Skilled	6	645		365 days	
3	Skilled	3	551		365 days	
4	<b>Total salary (SI No. 1 + SI No. 2 + SI No. 3)</b>					
5	P.F. @ 13 % on <b>SI No 4</b>					
6	Bonus@ 8.33 % on <b>SI No 4</b> , as per rules.					
7	ESI @ 3.25 % on <b>SI No 4</b>					
8	Expenditure towards Uniform– 2 sets, Industrial Shoe-one pair, per annum for Employees					
9	Administrative costs ( including all over heads, allowances if any, and any other compliance of statutory requirement/payment, police verification, safety gadgets, tools, annual relay calibration, qtrly lub oil testing etc. as per Section VII)					
10	<b>Total ( sum of SI No 4 to SI No 9)</b>					
11	Profit @ Lump sum					
12	<b>Total ( sum of SI No 10 and SI No 11)</b>					
13	GST @ 18% on <b>SI No 12</b>					
14	<b>Grand Total (Sum of Sl.No.12 and Sl.No.13) per annum</b>					

Total Amount per annum in Words- Rupees -----  
-----Only-



*Any increase in the minimum wages for the labourers declared by Central / State Govt authority whichever is higher will be reimbursed based on submission of separate bill with documentary evidence.*

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

Thanking you,  
Yours faithfully,

**Seal**

( )  
Name & Signature with date.

**Note: Contractor shall abide by the following conditions. Otherwise, price bid will be summarily rejected.**

- i) Price with counter condition(s) shall be liable for rejection.
- ii) Minimum wages and Price should be quoted exactly as per our price bid format. Otherwise, offer price bid offer will be summarily rejected. Supplier should strictly confirm with minimum wages act.
- iii) Conditional discount/ rebate etc. shall not be considered. In case, discount is offered that should be adjusted in the price and net price should be quoted.

**Section XII –TECHICAL BID/QUESTIONAIRE  
(Should be filled and submitted compulsorily)**

From (Name & Address of the bidder):

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

Dear Sir,

**Sub: “Operation and Maintenance of DG Station” at BRBNMPL,Salboni  
Reference: Your Tender No. 04/SAL/MAINT/2019-20 dated 16/09/2019”.**

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

1. Our company's profile.

- a) Name of the firm with full address of registered office :
- b) Status of the firm ( Attach Attested copy of registration certificate): Proprietor / Partnership / Regd. Company / Co-op. Society
- c) Name of Proprietor/Director:
- d) Telephone No / FAX No :
- e) E-Mail Address :
- f) GST Regn. No. (Attach Attested Copy):
- g) PAN/GIR/TIN No. (Attach Attested Copy):
- h) Bankers and their Address: **(As per attached National Electronic Fund Transfer Mandate Format)**

2. Documents in support of eligibility criteria :

**a) Financial Soundness:**

Sl. No	Description	2016-17	2017-18	2018-19
1	Annual Turnover			
2	Net profit			
3	Net worth of the firm			

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

**b) Experience: (Attach attested copies of work completion certificate).**

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

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

**c) Statutory requirements ( Attach attested copy):**

Sl.No	Description	License No. & Date	Issued by	Valid up to	Remarks
1	Central Labour License				

2	PF registration Certificate				
3	ESIC Registration Certificate				

- We confirm that we possess the necessary technical competence and financial resources as mentioned in Section -IX of this tender document, to ensure supply / Service of the tendered item, as per your specifications and delivery schedule. Necessary documents like copies of Work orders, P/L Accounts, Balance Sheets, License copies are enclosed herewith.
  - We confirm that, we are not in the list of firms blacklisted by BRBNMPL/Govt of India.
  - We confirm having been in the business continuously for the last three years. (documentary proof attached)
  - We also enclosed herewith DD No. \_\_\_\_\_ for Rs. \_\_\_\_\_ as EMD against this tender.
3. We confirm that we have quoted exactly for the tendered product as per your specifications given in Section VII.
  4. We confirm that the Price bid is quoted exactly as per your format in Section-XI inclusive of all taxes, failing which, price bid shall be rejected.
  5. We confirm that there would not be any price escalation except statutory charges.
  6. We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions. As required, we enclose herewith the complete set of copy of tender documents duly signed by us as a token of our acceptance.
  7. We also confirm that the undersigned is duly authorized and have the competence to sign the contract for and on behalf of the firm.

Thanking you,  
Yours faithfully,

**Seal**

( )  
Name  
Signature with date.

Note: Copies of applicable Documents are attached herewith.

### **Section XIII –Bank Guarantee Form for EMD**

-----**Not Applicable**-----

### **Section XIV –Manufacturer’s Authorization Form**

----- **Not Applicable** -----

**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 date of all contractual obligations by the supplier, including the warranty obligations 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:
  - i. General Conditions of Contract;
  - ii. Special Conditions of Contract;
  - iii. List of Requirements;
  - iv. Technical Specifications;
  - v. Quality Control Requirements;
  - vi. Tender Form furnished by the supplier;
  - vii. Price Schedule(s) furnished by the supplier in its tender;
  - viii. Manufacturers' Authorisation Form (if applicable for this tender);
  - ix. BRBNMPL's Notification of Award

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

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

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

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

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

Total value (in figure) (In words)

(ii) Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

(a) Mode(s), stage(s) and place(s) of conducting inspections and tests.

(b) Designation and address of BRBNMPL's inspecting officer

(v) Destination and despatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority

.....

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

For and on behalf of

Received and accepted this contract

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

For and on behalf of

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

## Section XVII: Letter of Authority for attending a Bid Opening

(Refer to clause 24.2 of GIT)

The General Manager  
Bhartiya Reserve Bank Note (P) Ltd  
PO-RBNML, SALBONI  
Dist- Midnapur West  
WB-721132

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.

1. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.

**Confidentiality Statement**

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

Yours faithfully,

( )

Seal

Name

Signature of Bidder with date

**Declaration**

*We confirm that our firm has not been in the list of firms blacklisted by BRBNMPL / Government of India as on date.*

Yours faithfully,

( )

Seal

Name

Signature of Bidder with date



**Section XIX**

**NATIONAL ELECTRONIC FUND TRANSFER MANDATE FORM**

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

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

Date:

(.....)  
Signature of Customer

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

Bank's Stamp:

(.....)

Date:

Signature of the authorized official of the

Bank

**(Authorization form for encashment of Fixed Deposit)**

*(To be submitted by Supplier/Contractor in letterhead in Original)*

To

The General Manager  
**Bharatiya Reserve Bank Note Mudran Private Limited**  
P.O.- R.B.N.M.L, SALBONI  
Dist :- West Midnapore  
PIN – 721132 (West Bengal)

Dear Sir,

Sub: Authorization for Encashment of Fixed Deposit

Ref: Fixed Deposit Receipt No..... Dated:.....for Rs.  
..... as EMD against Tender No. **04/SAL/MAINT/2019-20**

I/We ....., (name of the bidder as appearing in FD) unconditionally authorize you to encash the above referred FD from the bank directly in case of any default against the above referred P.O./W.O./Tender without seeking our further advice whatsoever in this regard. This FD is free from the claim of my legal heirs too.

Thanking you,

Yours faithfully,

.....  
(Authorized signatory with stamp)

Name :

Designation :

Contact No.

Date :

Place :

**(Authorization form for encashment of Fixed Deposit)**

*(To be submitted by Supplier/Contractor in letterhead in Original)*

To  
The Branch Manager

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-----  
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Dear Sir,

Sub: Authorization for Encashment of Fixed Deposit

Ref: Fixed Deposit Receipt No..... Dated:.....for Rs.  
..... as EMD against Tender No. **04/SAL/MAINT/2019-20**

I/We ....., (name of the bidder as appearing in FD) unconditionally authorize you to encash the above referred FD and pay the amount to M/s Bharatiya Reserve Bank Note Mudran Pvt. Ltd., Salboni if it is requested by them, without seeking our further advice whatsoever in this regard. This FD is free from the claim of my legal heirs too.

Thanking you,  
Yours faithfully,

.....  
(Authorized signatory with stamp)

Name :  
Designation :  
Contact No.

Date :  
Place :

Cc : The General Manager, BRBNMPL, Salboni – For information and necessary action.

**Format of Letter Confirming the Lien on Fixed Deposit Receipt by Bank**  
(to be submitted on the letterhead of the bank)

**Date :-**

The General Manager  
**Bharatiya Reserve Bank Note Mudran Private Limited**  
P.O.- R.B.N.M.L, SALBONI  
Dist :- West Midnapore  
PIN – 721132 (West Bengal)

Dear Sir/Madam,

We refer to the Fixed Deposit Receipt (FDR) bearing no. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_, lien duly noted in favour of “Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL), Salboni” for Rs. \_\_\_\_\_ at Sl. No. \_\_\_\_\_ in our register.

**We hereby confirm that**

- 1) This FDR is free from any attachment/ encumbrances, statutory or otherwise and claim of legal heirs.
- 2) There is no lock-in period for encashment of the said FDR.
- 3) The amount under the said FDR would be paid to you on demand, at any time, upon maturity or before maturity of the said FDR without reference to (< Supplier/Contractor name>) and the proceeds will be credited to BRBNMPL Salboni CC a/c no 11678747799, IFS code- SBIN0003558 maintained with SBI Note Press Branch, Salboni.
- 4) Encashment whether premature or otherwise would not require any reference / clearance from any other authority / person.
- 5) We agree that on encashment of FDR, the interest accrued will also be released to you
- 6) We agree that the FDR will be automatically renewed on maturity for the existing period further if clearance for encashment is not obtained from BRBNMPL, Salboni.

Yours faithfully

(Authorised Signatory of the Bank)  
Name :-

(Seal of the Bank)