

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

*(Wholly owned subsidiary of Reserve Bank of India)*

RBNM P.O. Salboni, Dist. Midnapore (W), West Bengal, Pin Code 721132

**T.E. No. 017/SAL/PUR/2020-21 - TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF UTILITY EQUIPMENTS INCLUDING HOUSEKEEPING, SANITATION AND OTHER RELATED WORKS AT PRESS AREAS AS WELL AS TOWNSHIP & OTHER ALLIED AREAS**

**Bidding Document for National Competitive Bidding (NCB)**  
**(Open Tender)**  
**(Procurement of Services)**

Website : [www.brbnmpl.co.in](http://www.brbnmpl.co.in), Email: [salbonipress@brbnmpl.co.in](mailto:salbonipress@brbnmpl.co.in)

**TENDER ENQUIRY No. 017/SAL/PUR/2020-21**

(NOT TRANSFERABLE)

**(Procurement of Goods / Services)**

*By Speed post / Courier service*

SAL/FF/PUR/F/01/08

BNM No.: / (S) 07.07.04/TE-017/2020-21	Last Date & Time for submission of tender:	20/10/2020 up to 11.30AM
Dated: 21/09/2020	Tender opening Date & Time:	20/10/2020 at 11.45 AM
Cost of Tender form: Rs. 1,500/- **NIL ( if downloaded from our website <a href="http://www.brbnmpl.co.in">www.brbnmpl.co.in</a> )	Earnest Money Deposit (EMD) :	Rs. 2,90,000/-

Security Classification: Non-Security (Services)

**TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF UTILITY EQUIPMENTS INCLUDING HOUSEKEEPING, SANITATION AND OTHER RELATED WORKS AT PRESS AREAS AS WELL AS TOWNSHIP & OTHER ALLIED AREAS.**

Tender No.017/SAL/PUR/2020-21 dated 21/09/2020

This tender document contains: 87 Pages

The tender document is issued to:

M/s. «Name»

Details of Contact persons in BRBNMPL regarding this tender:

Name: **Shri. K. Dinakar**, Designation: **Asst. General Manager**

Address: **BHARATIYA RESERVE BANK NOTE MUDRAN (P) LIMITED**  
(Wholly owned Subsidiary of Reserve Bank of India)  
RBNML (PO), Salboni - 721 132  
Phone: 03227 - 280176/280317  
Email: [salbonipress@brbnmpl.co.in](mailto:salbonipress@brbnmpl.co.in)

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UTILITY EQUIPMENTS INCLUDING HOUSEKEEPING, SANITATION AND OTHER RELATED  
WORKS AT PRESS AREAS AS WELL AS TOWNSHIP & OTHER ALLIED AREAS****CONTENTS OF THIS TENDER ENQUIRY**

Section I	Notice Inviting Tender (NIT)	Enclosed
Section II	General Instructions for Tenderer (GIT)	Enclosed
Section III	Special Instructions to Tenderers (SIT)	Enclosed
Section IV	General Conditions of Contract (GCC)	Enclosed
Section V	Special Conditions of Contract (SCC)	Enclosed
Section VI	List of Requirements	Enclosed
Section VII	Technical Specifications	Enclosed
Section VIII	Quality Control Requirements/Compliance Statement by Tenderer	Enclosed
Section IX	Qualification/Eligibility Criteria	Enclosed
Section X	Tender form	Enclosed
Section XI	Price Schedule (Price Bid)	Enclosed
Section XII	Questionnaire	Enclosed
Section XIII	Bank Guarantee Form for EMD	Not applicable for this tender
Section XIV	Manufacturer's Authorization Form	Not applicable for this tender
Section XV	Bank Guarantee Form for Performance Security	Enclosed
Section XVI	Contract Form	Enclosed
Section XVII	Letter of Authority for attending Bid Opening	Enclosed
Section XIX	Proforma of Bills for Payments	Enclosed
Section XX	Pre- Contract Integrity Pact	Enclosed

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**T.E. No. 017/SAL/PUR/2020-21 - TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF UTILITY EQUIPMENTS INCLUDING HOUSEKEEPING, SANITATION AND OTHER RELATED WORKS AT PRESS AREAS AS WELL AS TOWNSHIP & OTHER ALLIED AREAS****Section I: Notice Inviting Tender (NIT)****BHARATIYA RESERVE BANK NOTE MUDRAN (P) LIMITED****(Wholly owned Subsidiary of Reserve Bank of India)****RBNML (PO), Salboni - 721 132****Phone: 03227-280212, 280213, 280176, 280317****Fax: 03227- 280222**Website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in)Email: [salbonipress@brbnmpl.co.in](mailto:salbonipress@brbnmpl.co.in)**Tender No.017/SAL/PUR/2020-21 dated 21/09/2020****TENDER FOR OPERATION AND MAINTENANCE OF UTILITY EQUIPMENTS, INCLUDING HOUSEKEEPING, SANITATION AND OTHER RELATED WORKS AT PRESS AREAS AS WELL AS TOWNSHIP & OTHER ALLIED AREAS**

The General Manager, BRBNMPL, Salboni, invites sealed tenders for executing Annual Contract for **Operation and Maintenance of Utility Equipments Including Housekeeping, Sanitation and other related works at Press Areas as well as Township & other Allied Areas** from eligible and qualified tenderers **for a period of one year extendable for two more years on yearly renewable basis at the discretion of BRBNMPL** as per details given below:-

Schedule No.	Brief Description of Goods/Services	Quantity (with unit)	Earnest Money (in Rs.)
1.	Operation and Maintenance of Utility Equipments Including Housekeeping, Sanitation and other related works at Press Areas as well as Township & other Allied Areas of BRBNMPL, Salboni, West Midnapore, West Bengal  (As per Technical Specifications & Scope of Work in Section-VII)	Contract for One Year (extendable for two more years on yearly renewable basis at the discretion of BRBNMPL)	Rs. 2,90,000/-

Type of Tender (Two Bid/PQB/EOI/RC/Development/Indigenization/Disposal of Scrap/Security item etc.	Two - part Bid
Date of issue of tender documents	21/09/2020
Price of the Tender Document	Rs. 1,500/- **NIL (if downloaded from our website <a href="http://www.brbnmpl.co.in">www.brbnmpl.co.in</a> )
Place of sale of tender documents	Administration Building, BRBNMPL, Salboni - 721 132
Closing date and time for receipt of tenders	20/10/2020 up to 11.30 hours
Place of receipt of tenders	Administration Building, BRBNMPL, Salboni - 721 132

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<b>Time and date of opening of tenders</b>	<b>20/10/2020 at 11.45 hours</b>
<b>Place of opening of tenders</b>	Administration Building, BRBNMPL, Salboni – 721 132
<b>Nominated Person/Designation to Receive Bulky Tender (Clause 21.21.1 of GIT)</b>	AGM (MMD) / DGM(MMD)

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. 1,500/-** per set through Online Bank Transfer (proof of online transfer to be submitted) or through in any other Electronic mode of payment such as Debit Card powered by RuPay, Unified Payments Interface (UPI) (BHIM-UPI), Unified Payments Interface Quick Response Code (UPI QR Code) (BHIM-UPI QR Code) or in the form of account payee demand draft/Banker's cheque, drawn on a scheduled commercial bank in India, in favour of Bharatiya Reserve Bank Note Mudran (P) Limited, payable at Salboni.

4. **Exemption for MSEs and Startups:** The tenderers who are currently registered and shall continue to remain registered during the tender validity period with Central Purchase Organisation (CPO) or as a Micro and Small Enterprise (MSE) as defined in MSEs Order 2012 issued by Ministry of Micro, Small and Medium Enterprises (MSME) or as a Startup as recognised by Department for Promotion of Industry and Internal Trade (DPIIT), are exempted from payment of **tender fee and earnest money**. In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details (registration with CPO or as a MSE or Startup, as the case may be).

- Micro & Small Enterprises must attach Registration Certificate issued by DIC / KVIC / KVIB / Coir Board / NSIC / Directorate of Handicrafts and Handlooms, or any other body specified by MSME for authentication such as Udyog Aadhaar Memorandum / Acknowledgment.

5. If requested, the tender documents will be mailed by registered post / speed post to the domestic tenderers and by international courier to the foreign tenderers, for which extra expenditure per set will be Rs.100/- (Rupees One Hundred Only) for domestic post and Rs.500/- (Rupees Five Hundred Only) for international courier. The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.

6. Tenderer may also download the tender documents from the web site and submit its tender by utilizing the downloaded document.

7. Product Reservation/Purchase Preference shall be given to MSEs as per Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 along with amendments, if any, notified by Govt. of India. **(NOT APPLICABLE FOR THIS TENDER)**

8. Purchase preference shall be given to Local Suppliers as per Public Procurement (Preference to Make in India) Order, 2017 along with amendments, if any, notified by Govt. of India. **(NOT APPLICABLE FOR THIS TENDER)**

9. Details of IEM for this tender is furnished below: - **(Applicable for the tender)**

**Name of the IEM: Shri V.V. R. Sastry**

**Address : 957, 9th Main, 3<sup>rd</sup> Stage, 3<sup>rd</sup> Block, Basveshwarnagar, Bangalore – 560 079**

**E-mail: [sastryvvr@gmail.com](mailto:sastryvvr@gmail.com)**

10. 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.
11. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold / received / opened on the next working day at the appointed time.
12. BRBNMPL reserves the right to accept/reject/cancel any or all tender documents without assigning any reason thereof. BRBNMPL also reserves the right to accept the tender in whole or part. Incomplete documents not submitted in accordance with the directions issued shall be liable for rejection
13. The tender documents are not transferable.

**(A) IMPORTANT POINTS AT A GLANCE FOR ATTENTION OF BIDDERS**

1. **Scope of Work:** The Scope of work refers to Technical Specifications & Scope of Work in Section VII.
2. **Qualification/Eligibility Criteria:**  
Please refer - Section IX: **Qualification/Eligibility Criteria**  
**Note: Credentials in support of the eligibility Criteria should be submitted along with the technical bid, failing which offer shall not be considered for evaluation and may be rejected.**
3. **Contract Price / Price variation:**
  - i) Prices/Rates should be quoted **only** in the “**Section-XI (Price Schedule)**” in the manner as given therein. Rates/offer given in any other manner will not be accepted.
  - ii) The Rate may be quoted taking the present minimum wages under the required **Category** of Central Govt. /State Govt. (whichever is higher), as base rate with proportionate statutory requirements (benefits & staff welfare) such as EPF, ESI/Workmen Compensation, Bonus, uniform and all other administration charges like supervision, profits, tax, etc. However, any increase in the minimum wages from the base rate will be reimbursed to the Contractor along with consequential statutory payments on production of documentary proof.
4. **Validity of tender for finalization of tender:** The bid shall be valid for a period of **120 days** for finalization of the order from the date of opening of the tender.
5. **PERIOD OF CONTRACT:** BRBNMPL will execute an **Annual Contract** initially for a period of one year, which may be extended for **another two years (but one year at a time)** at the same terms & condition subject to satisfactory performance. Failure to execute the assigned Annual Contract due to reason whatsoever will invite blacklisting from our Vendor List and forfeiture of Security Deposit. However, The General Manager, BRBNMPL, Salboni reserves the right to cancel / discontinue this order at any point of time, without assigning any reason thereof.

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6. Please send your competitive bidding in sealed cover super scribed as **“TENDER FOR OPERATION AND MAINTENANCE OF UTILITY EQUIPMENTS INCLUDING HOUSEKEEPING, SANITATION AND OTHER RELATED WORKS AT PRESS AREAS AS WELL AS TOWNSHIP & OTHER ALLIED AREAS”** against **Tender Enquiry No. 017/SAL/PUR/2020-21 dated 21/09/2020 to reach us on or before 11.30Hrs on 20/10/2020** with the following:

- a) The **First sealed cover** superscribed as **Techno-commercial bid** (part I) against **Tender Enquiry No. 017/SAL/PUR/2020-21 dated 21/09/2020** should contain the required EMD amount, cost of tender form (if any), technical offer (catalogue/brochure/specifications etc.), supportive documents related to eligibility criteria (Copies of documents/Certificates like GST Registration/ PAN/ Authorization letters/ PO or Work order copies as proof of supply/work done, tax related documents etc.) along with ALL annexures of this tender **except Section XI (Price Schedule)**. All the pages included as Tender Document should be legible, neatly numbered and signed by authorized person with official seal of the Firm as acceptance of the terms and conditions. Offers with Counter Conditions will be liable for Rejection. **No information regarding price should be mentioned in this part.** Any price indication in the Technical Bid will be summarily rejected.
- b) The **second sealed cover** superscribed as **PRICE BID** (part II) against **Tender Enquiry No. 017/SAL/PUR/2020-21 dated 21/09/2020** should contain the **Section XI - Price Schedule** exactly as per proforma **duly filled** and signed.
- c) The **Third sealed cover** superscribed as **“Tender Enquiry No. 017/SAL/PUR/2020-21 dated 21/09/2020 for “Operation and Maintenance of Utility Equipments Including Housekeeping, Sanitation and other related works at Press Areas as well as Township & other Allied Areas”** must contain both the sealed covers. The postal address of sender with contact details as well as recipient address should be clearly written / typed on this cover. The tender should be addressed to **“The General Manager, BRBNMPL, RBNML (PO), Salboni, West Midnapore - 721132.**

**Important Note:** Offers submitted not in line with the above guidelines will be liable for rejection

7. **Tender Opening:** The Techno-commercial part (part I) tenders will be opened at **11.45 Hrs on 20/10/2020** in the presence of available tenderers or their authorized representatives. In the second stage, the financial bids of only the technically acceptable offers shall be opened for further scrutiny and evaluation. The date of opening of Price bids will be intimated to qualified bidders. Other financial bids would be returned unopened to the respective bidders under Registered AD/Reliable Courier or any other mode with proof of delivery.

8. **E.M.D:** (Please refer GIT Clause 18 under Section II)

An EMD of **Rs 2,90,000/- (Rupees Two Lakh Ninety Thousand only)** should be furnished **in one of the following forms only:**

- a) Account Payee Demand Draft / Banker's cheque from any scheduled commercial bank in India. The DD/ Banker's cheque should be drawn in favour of Bharatiya Reserve Bank Note Mudran (P) Limited, Salboni payable at par at State Bank of India, Salboni (Code No: 3558), drawn from any branch of SBI in India. If drawn from any other scheduled Commercial Banks in India, it should be payable at par at Midnapore (or)
- b) Online Bank Transfer (Proof of online transfer to be submitted)

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Beneficiary Name	Bharatiya Reserve Bank Note Mudran Private Limited
Name & Address of the Beneficiary	P.O.-R.B.N.M.L., BRBNMPL, Salboni-721132, Dist-West Midnapore, West Bengal
Bankers Name & Branch Address	State Bank of India, Note Press Branch, Salboni, P.O.-R.B.N.M.L., PIN-721132, Dist-West Midnapore, West Bengal
Account Type and Number	Cash Credit/ 11678747799
IFSC Code /MICR Number	IFSC Code: SBIN0003558 / 721002804

## c) Other Electronic Modes of Payment

- Debit Card powered by RuPay
- Unified Payments Interface (UPI) (BHIM-UPI)
- Unified Payments Interface Quick Response Code (UPI QR Code) (BHIM-UPI QR Code)



- d) Bank Guarantee issued/confirmed by any scheduled commercial bank in India in the proforma given in Section XIII of SBD in case the amount is more than Rs.5 lakh and in case of foreign bidders in GTE/ICB tenders (in equivalent foreign exchange amount).  
*)(not applicable for this tender)*

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

f) The EMD amount of unsuccessful bidders shall be returned without any interest upon finalization of the tender.

**9.Exemption for MSEs and Startups:** The tenderers who are currently registered and shall continue to remain registered during the tender validity period with Central Purchase Organisation (CPO) or as a Micro and Small Enterprise (MSE) as defined in MSEs Order 2012 issued by Ministry of Micro, Small and Medium Enterprises (MSME) or as a Startup as recognised by Department for Promotion of Industry and Internal Trade (DPIIT), are exempted from payment of **tender fee** and **earnest money**. In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details (registration with CPO or as a MSE or Startup, as the case may be).

- Micro & Small Enterprises must attach Registration Certificate issued by DIC / KVIC / KVIB / Coir Board / NSIC / Directorate of Handicrafts and Handlooms, or any other body specified by MSME for authentication such as Udyog Aadhaar Memorandum / Acknowledgment.

- SC/ST/Women entrepreneurs registered under MSEs need to submit valid documentary evidence.

**10. 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 less will be levied on the Contractor .

BRBNMPL shall at the beginning of every successive month assess the work performance of Contractor during the previous month. For any shortfalls observed in the work performance due to any reasons whatsoever, BRBNMPL shall evaluate the Man power, equipment, tools that would have been required to accomplish the work performance and calculate the deduction amount in terms of Man power, Equipment, Tools mobilization. The same shall be deducted as penalty from the monthly bill. BRBNMPL's decision in this regard shall be final.

**11. Security Deposit:** Within 21 DAYS of the issue of notification of award by BRBNMPL, the supplier shall furnish Security Deposit in the form of DD/BG to BRBNMPL for an amount equal to 10% of the Annual Contract value valid up to Sixty days after date of completion of all contractual obligations. **(Please refer GCC Clause 6 under Section IV.)**

- The DD should be drawn in favour of Bharatiya Reserve Bank Note Mudran (P) Limited, Salboni payable at par at State Bank of India, Salboni (Code No: 3558), drawn from any branch of SBI in India. If drawn from any other scheduled Commercial Banks in India, it should be payable at par at Midnapore
- *In case the successful bidder fails to execute the contract / work order, his Security Deposit will be forfeited and the decision of the BRBNMPL will be final and binding.*

**12. Terms of Payments:** BRBNMPL shall make payment to the Contractor through RTGS against the bill submitted by them for satisfactory performance of the services at the end of every month. Taxes / statutory levies, as applicable, shall be deducted at source at the time of payment. Monthly bill should be submitted by 3<sup>rd</sup> of the subsequent month and bill will be settled subject to satisfactory service. However the successful tenderer is required to open an account with SBI Salboni and also to make the payments to its staff through bank only. On production of evidence of payment of monthly wages and other statutory payments to its employees, the monthly bill of the contractor shall be processed for payment. Any increase in the rate of minimum wages of labour (as fixed by Central or State Govt. whichever is higher) with Consequential Statutory payment shall be reimbursed on submission of documentary evidence.

*Note: Proportional deduction will be made from the monthly bill if less manpower is deployed and if the services of successful bidder are found unsatisfactory.*

**13. Provident Fund:** The successful bidder should comply with all the provisions under Employees' Provident Fund Act and Miscellaneous Provision Act 1952 as may be amended time to time. Therefore, the successful bidder shall have a valid PF Establishment Code in its name for making PF Contribution for its workmen.

**14. ESI / Workmen Compensation and suitable Medical Insurance Policy:** The successful bidder should cover its employees/workmen under the ESI. In the absence of ESI for non-implemented area the bidder should undertake Workmen Compensation Insurance to take all the

liability under the Workmen Compensation Act. 1923. Moreover the bidder may also take suitable Mediclaim Insurance to provide medical facilities to its workmen in the absence of ESI. The Contractor shall have to observe/fulfil and comply with all the statutory requirements related and obligations as per the provisions of Laws/Rules.

**15. Workmen Compensation Insurance:** You should take coverage of above insurance for all your members employed by you by obtaining the necessary workmen's compensation policy pertaining to this work to take liability under the provisions of Workmen's Compensation Act 1923. The total premium shall be borne by you. You will submit the relevant document pertaining to the payment of premium alongwith a copy of insurance policy to us within fifteen days from the placement of our work order.

**16. Bonus:** The successful bidder has to pay bonus and / or dividends to deployed members as per the extant rule / statue and to comply with the provision of Payment of Bonus Act 1965 & its subsequent amendments.

**17. Jurisdiction:** The court of West Bengal state only shall have jurisdiction to deal and decide any legal matter of dispute whatsoever arising out of this tender/contract.

**18. Termination of Contract:**

The contract can be terminated by either party viz. BRBNMPL & Agency, by giving minimum three months notice period at any point of time but only after alternative arrangements are made. A shorter notice period may also be accepted, if mutually agreed upon. Otherwise, the contract such executed would come to an end as at the expiry date as per the terms of contract. The contract executed with you is however renewable for further period of two more **years on yearly renewal basis.**

You shall settle in the event of termination of agreement for any reason, all accounts within seven days of such termination and shall inform BRBNMPL with documentary evidences in this regard. In the event of the Agency declining, neglecting or failing to settle the account within such period, an account certified by any of the officers authorized by BRBNMPL having settled the accounts shall be absolutely final and conclusive for all purposes.

**19. Arbitration:** All other disputes/differences except as to any matters the decision of which specially provided for by these conditions or an/other special conditions of the order whatsoever arising between the parties out of or relating to the contract meaning and operation or effect of the contract or relating to the contract meaning and operation or effect of the contract or the breach thereof shall be settled by Arbitration in accordance with the rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties.

**20. Parties who have been black listed /debarred by BRBNMPL/PSU or any Govt. Departments in the past five years are not eligible for submission of this tender.**

**21.** BRBNMPL does not pledge itself to accept the lowest or any tender and reserves to it the right of accepting/rejecting the whole or any part of the tender or portion of the quantity tendered without assigning any reason thereof.

**22. General Terms & Conditions:**

- 1) The Agency / Firm / Contractor / Company **shall not sub-contract the work to any sub-contractor** and shall be prepared to work at any working hour depending on the requirement of the Company and to meet the exigencies. All the persons deployed under the contract shall be under the rolls of the Contract only.

- 2) In case of Cooperative Society, the society shall not employ any non-member of your society.
- 3) Compliance of all statutory obligations, as applicable to you from time to time, as per the West Bengal Co-operative Society Act and/or any other relevant Act(s) besides the Contract Labour (Regulation & Abolition) Act 1970 and the EPF & Miscellaneous Provisions Act will be deemed to be part of this contract and you shall be directly responsible to the authorities there under for compliance of the provisions under the aforesaid Acts.
- 4) BRBNMPL is a Security Organization; you shall comply with all security norms and related procedures in deploying and working. You shall apply and obtain necessary gate passes for all your personnel from the Security Section of the Company. You shall issue approved Photo Identity Badges to all the personnel deployed for this purpose. A member, whose characters and antecedents have been verified by police authorities and has given favourable reports, will be eligible to be deployed for the said job.
- 5) The deployed personnel have to make entry record of his presence on all the days he has been remained present in work in a separate register kept with Security Section.
- 6) You shall be allowed to continue the work on the basis of monthly performance report given by the Division/Section concerned of the Company. The monthly bill will be settled on the basis of exact number of manpower deployed for the said month.
- 7) You shall not allow any visitor to your working area without express approval of BRBNMPL.
- 8) BRBNMPL reserves the right to reject any or all the tenders and to split up and award the order to more than one tenderer without assigning any reason thereof.
- 9) The risk of delay / loss in transmission of post/courier rests with the bidder/tenderer.
- 10) Offers received after the closing time and date will not be considered.
- 11) Prices should be firm till completion of execution of order if not increased otherwise.
- 12) BRBNMPL reserves the right to avail the price offered for full quantity of the tender or part thereof or ignore the offer completely without assigning any reason whatsoever.
- 13) In the event of any difference or dispute regarding execution or satisfactory performance of this work order or any part thereof, the matter shall be referred to the General Manager/OIC or his nominee whose decision shall be final and binding. The cost of conciliation/arbitration, if any, shall be borne by you.
- 14) Proportionate amount from the monthly bill will be deducted for unsatisfactory performance of work at designated areas.
- 15) The Contractor shall ensure that all persons employed by him shall be efficient, skilled, honest and conversant with the nature of work.
- 16) The Contractor shall provide the Clean of Environment Services to the Company in the areas and manner to be discussed on qualifying as successful bidder. The Contractor shall undertake and assure the Company that he will provide proper and

efficient rendered by the Contractor as and when desired by the Company even though it may not be as per schedule on charges as may be agreed to separately.

- 17) The Contractor shall decide the modus operandi as to engage men/machinery by him rendering proper and efficient services and to conform to the prescribed standard of Hygiene.
- 18) The Contractor, being the employer in relation to persons engaged/employed by him for providing the services under this agreement, shall alone be responsible and liable to pay wages/salaries to such persons which in any case will not be less than the minimum wage as fixed or prescribed for the category of workers employed by him from time to time or by the State Government and/or any authority constituted by or under any law and whichever is higher.
- 19) The Contractor shall adhere to and comply with all the laws that may be applicable to him and will extend all the benefits/privileges as applicable to the Workmen's Compensation Act 1923, Bonus, Gratuity, Minimum Wages Act and Leave, etc. In case of any breach of any law, rules, notifications applicable to the employees of the Contractor, the contractor alone shall be responsible and liable for any act(s) of omission and/or commission committed by any employee, agent, representative, attorney, person(s) engaged/employed by him for discharging the obligations under this Agreement.
- 20) The Contractor shall provide uniforms to his employees the pattern of which will be different than that of the Company as followed for its employees and they shall wear them at all times while at work and maintain such uniforms. The Contractor shall also provide all safety items such as safety shoes, gloves, masks, etc.
- 21) All employees of the contractor shall be issued with identity cards bearing their photographs. Cost of identity cards and photographs for identity cards shall be borne by the Contractor. The Contractor shall have the identity card format approved from the Company.
- 22) The Contractor shall issue name badges to all his employees, which the employees shall wear while on duty.
- 23) The Contractor alone shall have the right to take disciplinary action against any person(s) engaged/employed by him; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the Company. The Company shall, under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the contractor for any purpose whatsoever nor would the Company be liable for any claim(s) whatsoever of any person(s) of the Contractor.
- 24) The Contractor shall obtain appropriate license under the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules made thereunder and as amended up to date and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of this Agreement.
- 25) In case the Company is required to meet any liability in respect of any person(s) engaged/employed by the Contractor by virtue of their working at the premises of the Company, it would be open and lawful for the Company to deduct the amount(s) of any such liability from and out of dues payable to the Contractor.

- 26) The Contractor will be sole responsible for all injuries and accidents to persons, employed by him and shall ensure the safety of all his workers.
- 27) The Contractor shall be responsible for the conduct and behavior of his employees. If any employee of the Contractor is found misbehaving with the Company staff, the Contractor shall take necessary and appropriate action.
- 28) In the event of any loss/ damage being occasioned to the Company on account of the negligence of the Contractor's employees, the Contractor shall make good the loss sustained by the Company either by replacement of the material/equipment or payment of compensation.
- 29) The Contractor shall not appoint any child labour.
- 30) The Contractor shall take proper instructions from the Company for the execution of the contract at the different places and will faithfully comply with the same.
- 31) The Contractor shall attend to complaints relating to Clean of Environment Services received from the employees of the Company and shall devise a system whereby such complaints when brought to the notice of the Contractor will be attended promptly by him or his employees concerned. Contractor shall ensure to complete cleanliness at the site. Debris generated during the days work should be disposed off immediately.
- 32) All members of staff employed by the Contractor will be subjected to security check by the Company's staff while leaving the premises.
- 33) The Contractor shall be required to provide supervisory staff, so as to ensure proper control for executing the job smoothly and efficiently.
- 34) The cleaning detergent and the chemicals required for Clean of Environment Services shall be provided by the Company. The Contractor must use the material provided by the Company properly. Any improper use leading to wastage/pilferage shall be made good by the Contractor to the Company.
- 35) The Contractor shall submit his bill in respect of services rendered, by 3<sup>rd</sup> day of the month immediately following the month to which such services relate, duly certified by an authorized representative of the Company.
- 36) The Contractor shall have to produce the Register of Wages or the Register of Wages-cum-Muster Roll of the preceding month along with the bill to be submitted on the 3<sup>rd</sup> day of every calendar month for verification, to the nominated official of the Company. The Contractor shall ensure that payment to his employees is made in the presence of an authorized representative of the Company.
- 37) The monthly payment shall be made to the Contractor on the production of certificate for satisfactory completion of services provided at various premises in the campus of the Company.
- 38) The Contractor shall give the services on all days during the period of contract as per the Company's requirement.
- 39) In case of any new addition in the areas due to new construction after submission of the tender, prorated rates will be allowed on such additions.
- 40) All the above services and any other work of similar nature, which will be entrusted to the Contractor from time to time by the Company, are to be rendered without causing any hindrance or disturbance to any staff member of the Company working

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during the normal working hours. The work shall be carried out efficiently, in consonance and in conformity with the standards of neatly and hygienically maintained premises.

- 41) Parties who have been black listed /Debarred by BRBNMPL in the past five years are not eligible for submission of this tender
- 42) BRBNMPL does not pledge itself to accept the lowest or any tender and reserves to itself the right of accepting/rejecting the whole or any part of the tender or portion of the quantity tendered without as signing any reason thereof.
- 43) Tenderers must mention their PF Registration No., and submit a copy of service tax registration number, failing which the offer will liable to be rejected.
- 44) Copies of documents related to Income Tax PAN to be provided along with the Techno-commercial Bid.
- 45) No counter condition shall be accepted.

**(B) SPECIAL INSTRUCTIONS:**

**A. Special Instructions :** The followings are the regulations that will govern / decide this tender

- (i) The provisions of the **Public procurement : Preference to Make in India (MII - 2017)** Order No.P-45021/2/2017-B.E.-II dated June 15, 2017, subsequent amendments and revised Order No. P-45021/2/2017-PP (B.E.-II) dated June 04, 2020 by Ministry of Commerce and Industry, Department for Promotion of Industry and Internal Trade, GOI shall apply to this tender to the extent feasible.
- (ii) **‘Class-I Local Supplier’** - Supplier or Service Provider under the provisions of the Public procurement (preference to Make in India) whose Goods, Services or Works has local content equal to or more than 50% - ***shall get purchase preference*** provided quoted price falling within margin of **price preference i.e. within L1 + 20% and subject to matching L1 price.**
- (iii) **‘Class-II Local Supplier’** - supplier or service provider whose Goods, Services or Works has local content more than 20% but less than 50% - ***shall not get any purchase preference.***
- (iv) **‘Non-Local Supplier’** - supplier or service provider whose Goods, Services or Works has local content less than or equal to 20% - ***shall not get any purchase preference***
- (v) The provisions of the **Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (MSEs-2012)** vide Gazette Notification dated March 23, 2012 and its subsequent amendments by Ministry of Micro, Small and Medium Enterprises, GOI for MSEs and Start-ups shall apply to this tender to the extent feasible.
- (vi) Subject to meeting terms and conditions stated in the tender document, ***at least 25%*** of the total quantity of the tender is earmarked for MSEs bidders out of which 4% shall be from MSEs owned by SC/ST Entrepreneurs and 3% from MSEs owned by Women Entrepreneurs provided quoted price falling within margin of **price preference i.e. within L1 + 15% and subject to matching L1 price.**
- (vii) **MII – 2017:** As per revised Public procurement (Preference to Make in India) Order No. P-45021/2/2017-PP (B.E.-II) dated June 04, 2020
  - a) Every Procuring entity shall ensure that eligibility conditions in respect of previous experience fixed in any tender or solicitation do not require proof of supply in other countries or proof of export.
  - b) Procuring entities shall endeavour to see that eligibility conditions, including on matters like Turnover, Production Capability and Financial Strength do not result in unreasonable exclusion of ‘Class-I Local Supplier’ / ‘Class-II Local Supplier’ who would otherwise be eligible, beyond what is essential for ensuring quality and creditworthiness of the supplier.
- (viii) **MSEs-2012 :** As per Policy Circular No. 1(2)(1)/2016-MA dated 10.03.2016 issued by Development Commissioner, Ministry of Micro, Small and Medium Enterprises, the Pre-qualification criteria with respect to Prior Turnover and Prior experience may be relaxed for Micro & Small Enterprises as per GOI guidelines subject to meeting of quality and technical specifications.

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- (ix) **Start-ups:** As per Office Memorandum No. F.20/2/2014-PPD (Pt.) dated 25.07.2016 issued by MOF, Department of Expenditure, Procurement Policy Division, New Delhi the criteria of Prior Experience and Turnover may be relaxed for all Start-ups (whether MSEs of otherwise) subject to meeting of Quality & Technical Specifications as per tender conditions.
- (x) However, there may be circumstances like procurement of items/services related to public safety, health, critical security operations and equipment, etc., wherein **BRBNMPL reserves the right to not consider relaxation** of Prior Turnover and Prior Experience for Micro and Small Enterprises including Start-ups on case-to-case basis.
- (xi) **Considering the Criticality of the usages of the Tendered item/Services** in Security Bank Note Printing process and its direct effect on the quality of Bank Notes and output of the system, following are the **regulations that will govern / decide this tender** regarding relaxation to participating bidder(s) registered either under Micro and Small Enterprises (MSE) or under Make in India Campaign or under Start-up.

Sl. No.	Criteria	Preference to MSEs-2012	Preference to Make in India : MII - 2017	Preference to Start-ups
i.	Submission of Tender Fees & Earnest Money Deposit (EMD)	Exempted	Not Exempted	Exempted
ii.	Criteria for Prior Experience	No Relaxation (as per Section – IX of this Tender)		
iii.	Criteria for Prior Turnover	No Relaxation (as per Section – IX of this Tender)		
iv.	Purchase Preference for Award of Order	Not Applicable (Refer Sl.No.: 25 of Section : III-SIT)		
v.	Submission of Security Deposit (SD)	No Relaxation for this Tender		

**B. General Conditions for availing Purchase Preferences: (NOT APPLICABLE FOR THIS TENDER)**

- Only those Bidders, whose offers are **Techno-Commercially Qualified**, will be considered for Purchase Preference, **if any**. BRBNMPL decision in this regard will be final and binding.
- The bidder's quoted prices against various items of enquiry shall remain valid even in case of splitting of quantities of the items.
- Price matching / Price preference should be on **Grand Total all-inclusive price** including of basic price, duties, taxes, freight, insurance, installation charges etc.
- There may be the case wherein it will be **difficult to exactly split the tendered quantity** to be offered for Purchase Preferences, as laid down, in the tender terms and conditions due to numeric value of the quantity of tendered item, pack size etc. In such cases spitting of the tendered quantity to be offered for Purchase Preference will be sole prerogative of BRBNMPL and its decision will be final and binding for all bidders.

- v. Bidders are not allowed to **change the Make and Model of the item** offered by them in Techno-Commercial Bid (Part-I) to prove their eligibility in this tender for availing the Purchase Preference or otherwise. Quoting for the Make and Model of the item other than what is offered in Techno-Commercial Bid (Part-I) / Quoting for multiple Make and Model of the same item / Quoting Multiple rates or variable rates for same item **will not be accepted and liable for rejection**. In such case Purchase Preferences, if applicable, for such bidders will not be considered even though the bidder is eligible for purchase preference under MSEs-2012 or MII-2017.

**C. Conditions for Availing Relaxations:**

The bidder can avail only one out of the two applicable purchase preference policies, i.e., MSEs-2012 and MII-2017. Therefore, bidder will be required to declare the option under which **he desires to avail purchase preference (at Sl. No. : 8 of Annexure – B). This option once exercised cannot be modified subsequently**. No further correspondence will be made in this regard.

**I. Micro & Small Enterprises (MSE-2012) :**

- i. Micro & Small Enterprises (**MSE**), claiming exemption in this Tender, must attach Valid and Authorized copy of Registration Certificate indicating the terminal validity date of their registration, if any, issued by
- a) District Industries Centres (DIC) \*\*
  - b) Khadi and Village Industries Commission (KVIC)
  - c) Khadi and Village Industries Board (KVIB)
  - d) Coir Board
  - e) National Small Industries Corporation (NSIC)
  - f) Directorate of Handicrafts and Handlooms
  - g) Any other body specified by Ministry of MSME (MoMSME)
  - h) Udyog Aadhaar Acknowledgment/Udyog Aadhaar Memorandum issued by MoMSME.

**\*\* :** Bidders submitting DIC registration certificate shall attach Original Notarized Copy of the DIC certificate.

- ii. **The MSE bidder must be “Manufacturer” of Tendered Items for Procurement / Service Provider who is capable of rendering the Tendered Services by themselves to avail the benefits under MSEs Order, 2012. This should be clearly indicated in the Registration Certificate.**

**The MSE Bidders shall note and ensure** that goods / items manufactured or nature of services rendered as mentioned in MSE certificate matches with the goods/items to be supplied or nature of the services to be provided, as per Tender, for availing relaxation.

- iii. **Traders/ resellers/distributors/authorized agents will NOT be considered** for availing benefits under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.

iv. The registration certificate issued from any one of the above agencies **must be valid as on Bid closing date of the tender**. Bidder shall ensure validity of registration certificate in case bid closing date is extended.

v. The MSEs Bidders who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on closing date of the tender, are not eligible for exemption/preference.

Where validity of such certificates such as NSIC certificate has lapsed, it shall be the responsibility of the bidder to seek renewal from the concerned Govt. agency before such expiry. *However, documentary evidence seeking extension before the lapse of validity of such certificate and an authorization letter from the Govt. agency having received application for renewal submitted before the bid closing date shall be accepted.*

vi. The MSEs registered with above mentioned agencies / bodies **are exempted** from payment of Earnest Money Deposit (EMD) & tender fees

vii. The **purchase preference to MSEs is not applicable for works contracts** where supply of goods not produced by MSEs is also involved.

viii. To qualify for entitlement as **MSEs owned by SC/ST**, the bidder is required to submit the SC/ST certificate issued by District Authority in addition to certificate of registration with any one of the agencies mentioned in Sl. No. (i) above. Alternatively, the bidder shall be responsible to furnish necessary documentary evidence for enabling BRBNMPL to ascertain that the MSE is owned by SC/ST Entrepreneurs. MSEs owned by SC/ST is defined as:

- a) In case of Proprietary MSE, proprietor(s) shall be SC/ST.
- b) In case of Partnership MSE, the SC/ST partners shall be holding at least 51% shares in the enterprise.
- c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

ix. To qualify for entitlement as **MSEs owned by Women**, the bidder is required to submit certificate of registration with any one of the agencies mentioned in Sl. No. (i) above. The bidder shall be responsible to furnish necessary documentary evidence for enabling BRBNMPL to ascertain that the MSE is owned by Women Entrepreneurs. MSEs owned by Women is defined as:

- a) In case of Proprietary MSE, proprietor(s) shall be Women.
- b) In case of Partnership MSE, the Women partners shall be holding at least 51% shares in the enterprise.
- c) In case of Private Limited Companies, at least 51% share shall be held by Women promoters.

x. **Micro & Small Scale Enterprises have to submit a declaration and undertaking** along with their offer as per *Declaration & Undertaking by Micro & Small Scale Enterprises/Start-up Companies/Entities seeking purchase preference under Make In India Policy / Women entrepreneurs/Registration with TReDS/GeM on the Company/Firm's letter head as per the format specified in Annexure – B.*

## **II. Public procurement (Preference to Make in India : MII - 2017)**

### **i. Definitions :**

- a) **'Local Content'** means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.
- b) **'Class-I Local Supplier'** means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50%, as defined under said Order.
- c) **'Class-II Local Supplier'** means a supplier or service provider, whose goods, services or works offered for procurement has local content more than 20% but less than 50%, as defined under this Order.
- d) **'Non-Local Supplier'** means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than or equal to 20%, as defined under this Order.
- e) **'L 1'** means the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.
- f) **'Margin of Purchase Preference'** means the maximum extent to which the price quoted by a "Class-I Local Supplier" may be above the L 1 for the purpose of purchase preference.
- g) **'Nodal Ministry'** means the Ministry or Department identified pursuant to this order in respect of a particular item goods or services of works.
- h) **'Procuring Entity'** means a Ministry or department or attached or subordinate office of, or autonomous body controlled by, the Government of India and includes Government companies as defined in the Companies Act.
- i) **'Works'** means all works as per Rule 130 of GFR- 2017, and will also include 'turnkey works'.
- j) **Margin of Purchase Preference :** The Margin of Purchase Preference shall be 20%.

### **ii. Verifications of Local Content**

- a) The 'Class-I Local Supplier' / 'Class-II Local Supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide **self-certification** that the item offered meets the local content requirement for 'Class-I Local Supplier' / 'Class-II Local Supplier', as the case may be. **They shall also give details of the location(s) at which the local value addition is made.**
- b) In cases of procurement for a value in excess of Rs. 10 Crores, the 'Class-I Local Supplier' / 'Class-II Local Supplier' shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in case of companies) or from a

practicing cost accountant or practicing chartered accountant (in respect of suppliers other than Companies) giving the percentage of Local Content.

iii. **False Declarations:**

- a) False Declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to TWO years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- b) A Supplier who has been debarred by any entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities, in the manner prescribed under paragraph 9(h) of revised Public procurement (Preference to Make in India) Order No. P-45021/2/2017-PP (B.E.-II) dated June 04, 2020.

iv. Besides above, **the bidders have to submit a declaration and undertaking** along with their offer as per Declaration & Undertaking by Micro & Small Scale Enterprises / Start-up Companies / Entities seeking purchase preference under Make In India Policy / Women entrepreneurs / Registration with TReDS/GeM on the Company/ Firm's letter head as per the format specified in **Annexure – B**.

v. Bidders seeking benefits, under Purchase Preference Policy (Linked with Local Content) shall have to comply with all the provisions specified and shall have to submit all undertakings / documents applicable for this policy

**III. Start-ups**

- i. Subject to meeting of Quality and Technical specifications, BRBNMPL may consider allowing the participation of "Start-up" companies with capability to execute the supply/ services, as per technical specifications / perform the job as per scope of work specified in the tender and subject to meeting extant & relevant guidelines of Government of India. This should be confirmed and substantiated in the technical bid.
- ii. The bidder who intends to participate as "**Start-up**" company should enclose the Certificate of Recognition issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India during submission of Technical bid.
- iii. **The Start-up bidder must be "Manufacturer" of Tendered Items for Procurement / Service Provider who is capable of rendering the Tendered Services by themselves to avail the benefits under relevant guidelines of Government of India. This should be clearly indicated in the Registration Certificate.**

The Start-up Bidders to note and ensure that nature of services and goods / items manufactured mentioned in Certificate of Recognition matches with the nature of the services and goods/items to be supplied as per Tender for availing relaxation.

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- iv. Start-ups registered with DPIIT **are exempted** from payment of Earnest Money Deposit (EMD) & tender fees.
- v. "Start-up" Companies, who are also **registered as MSEs** and wish to avail the benefits as applicable to MSE, shall submit relevant documents covered under Conditions for Micro and Small Enterprises (MSE) elsewhere in this tender.
- vi. The Start-up Bidders who have applied for registration, but have not obtained the valid certificate as on closing date of the tender, are not eligible for exemption/preference.
- vii. **Start-up Companies have to submit a declaration and undertaking** along with their offer as per *Declaration & Undertaking by Micro & Small Scale Enterprises / Start-up Companies / Entities seeking purchase preference under Make In India Policy / Women entrepreneurs / Registration with TReDS/GeM on the Company/ Firm's letter head as per the formats specified in Annexure – B.*

**IV. Financial Support From Holding Company:**

- i. Where Financial Standing of the **Bidder Company is not strong enough to meet** its obligations under the Tender and it has taken support from its Holding Company for participating in the Tender, the Holding Company shall give its support by Bank Guarantee to cover the obligations of the Bidder under the Tender in case of any defaults. Further, the Financial Standing Credentials of a Holding Company can be clubbed with only one of the fully owned subsidiary bidding company, with appropriate legal documents proving such ownership.
- ii. However, the bidder is **required to qualify in all other criteria** like experience, past performance and capacity/capability as specified in the tender.
- iii. Credentials of the partners of Joint ventures cannot **(repeat cannot)** be clubbed for the purpose of compliance of PQC in supply of Goods/Equipment, and each partner must comply with all the PQC criteria independently.
- iv. The amount of Bank Guarantee by Holding Company shall be **equal to the amount of Bank Guarantee** prescribed in the tender for the bidders. This guarantee will be **in addition** to the one to be submitted by the bidders.
- v. The format of the Undertaking and the Bank Guarantee to be obtained from the Holding / Parent Company are as specified in the **Annexure - E and Annexure - F** respectively.

**NOTE: Offers submitted not in line with the above guidelines will be liable for rejection. .**

Yours faithfully,  
For & On behalf of BRBNMPL

**(K. Dinakar)**  
**Assistant General Manager**

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(Wholly owned Subsidiary of Reserve Bank of India)  
RBNML (PO), Salboni - 721 132  
Phone: 03227 – 280176

**Encls:** As above

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**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 fulfil 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 document includes: -**

1. Section I : Notice Inviting Tender (NIT)

2. Section II : General Instructions to Tenderers (GIT)

Part I : General Instructions applicable to all types of tenders

Part II : Additional General Instructions applicable to specific types of tenders

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

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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
- A : In respect of CFR, CIF, Turnkey/F.O.R. contracts for import
- B : In respect of FOB/FAS contracts for import
19. Section XIX : Proforma of Bills for Payments
20. Section XX : Proforma for Pre Contract Integrity Pact

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 uploaded in the website and 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 tenders.

#### **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 19.4) 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 17.3 of GIT).
- d. Earnest money furnished in accordance with GIT clause 18.18.1 alternatively, documentary evidence as per GIT clause 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 fulfil 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

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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.

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 (goods manufactured in India or goods of foreign origin already located in India) and that for goods of foreign origin 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 (goods manufactured in India or goods of foreign origin already located in 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 Goods and services Tax, Customs duty or any other similar duties and taxes 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) Goods and Services Tax, 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 of foreign origin 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:**

For goods offered from within India (goods manufactured in India or goods of foreign origin already located in India), if the Tenderer desires to ask for Goods and services Tax, Customs duty or any other similar duties and taxes 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 Goods and Services Tax**

a) If reimbursement of Goods and Services Tax is intended as extra over the quoted prices, the supplier must specifically say so also indicating the rate, quantum and nature of the tax 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 Goods and Services Tax will be entertained after the opening of tenders.

b) If a Tenderer chooses to quote a price inclusive of Goods and Services Tax and also desires to be reimbursed for variation, if any, in the Goods and Services Tax during the time of supply, the tenderer must clearly mention the same and also indicate the rate and quantum of Goods and Services Tax 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 Goods and Services Tax upward / downward as a result of any statutory variation in Goods and Services Tax taking place within original Delivery Period shall be allowed to the extent of actual quantum of Goods and Services Tax paid by the supplier. In case of downward revision in Goods and Services Tax, the actual quantum of reduction of Goods and Services Tax 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 Goods and Services Tax...contd...**

If a tenderer asks for 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 Goods and Services Tax...contd...**

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- i) The tenderer should quote the exact percentage of GST that they will be charging extra.
- ii) While quoting the rates, tenderers should pass on (by way of reduction in prices) the input tax credit that would become available to them by switching over to the new system of GST from the existing system of 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 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 GST 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 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 Duties, taxes and other levies of Local bodies**

Unless otherwise stated in the SIT, the goods supplied against contracts placed by BRBNMPL are not exempted from levy of duties, taxes 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 Customs duty, Goods and Services Tax or any other similar duties and taxes 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 (goods of foreign origin offered from abroad) and hence would not be reimbursed.

**12.14 Customs Duty:**

In respect of imported goods of foreign origin 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. Authorized Dealer/Distributor/Representative**

Principal manufacturers/OEMs, manufacturers under license or their authorized Dealers/ Distributors/ Representatives who are exclusively appointed by the principal manufacturers/OEMs to represent them in the country shall be eligible to apply or to take part in the bid. One Principal manufacturer/OEM can authorize only one Dealer/ Distributor/Representative for a particular tender. Similarly, one authorized Dealer/ Distributor/Representative can represent only one Principal manufacturer/OEM in a particular tender. There can be only one bid from either: -

1. The Principal manufacturer/OEM directly; or
2. Any of its branch/division/subsidiary; or
3. Authorized Dealer/Distributor/Representative on behalf of the Principal manufacturer/OEM

**Note**

- (i) In a tender, either the Principal manufacturer/OEM or its authorized dealer/ distributor/ representative can bid but both cannot bid simultaneously in the same tender.
- (ii) In case the bidder is an authorized Dealer/Distributor/Representative, except in case of Commercially-Off-the-Shelf (COTS) items, then
- (a) the bidder should have been associated as authorised dealer/ distributor/representative of the same or other Principal Manufacturer/OEM for same set of services as in present bid (supply, installation, satisfactorily commissioning, after sales service as the case may be) for same or similar 'Product' for past three years ending on 31st March (or any other year ending followed in relevant country) of the previous financial year; and
- (b) the principal manufacturer/OEM should furnish a legally enforceable tender-specific authorisation in the prescribed form (Section XIV of SBD) assuring full guarantee and warranty obligations as per the general and special conditions of contract

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and to abide by other tender terms and conditions. The letter of authorisation should be signed by a person competent and having the power of attorney to legally bind the manufacturer; and

(c) the principal manufacturer/OEM should meet all the pre-qualification criteria without exemption.

(iii) For commercially off the shelf (COTS) items with clear and standard specifications, a valid dealership certificate will have to be submitted.

**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 FE 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 fulfil 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 authorized Dealer/Distributor/Representative 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.

**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.

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The earnest money is required to protect BRBNMPL against the risk of the Tenderer's 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 Central Purchase Organisation or as a Micro and Small Enterprise (MSE) as defined in MSEs Order 2012 issued by Ministry of Micro, Small and Medium Enterprises

(MSME) or as a Startup as recognised by Department for Promotion of Industry and Internal Trade (DPIIT), 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 (registration with CPO or as a MSE or as a Startup, as the case may be).

Micro & Small Enterprises must attach Registration Certificate issued by DIC / KVIC / KVIB / Coir Board / NSIC / Directorate of Handicrafts and Handlooms, or any other body specified by MSME for authentication such as Udyog Aadhaar Memorandum / Acknowledgment.

18.3 The earnest money shall be denominated in Indian Rupees or in equivalent foreign exchange in case of GTE/ICB tenders.

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

a) Account Payee Demand Draft from any scheduled commercial bank in India or

b) Banker's cheque from any scheduled commercial bank in India or

c) Online Bank Transfer (Proof of online transfer to be submitted)

d) Other Electronic Modes of Payment

☐ Debit Card powered by RuPay

☐ Unified Payments Interface (UPI) (BHIM-UPI)

☐ Unified Payments Interface Quick Response Code (UPI QR Code) (BHIM-UPI QR Code)

e) Bank Guarantee issued/confirmed by any scheduled commercial bank in India in the proforma given in Section XIII of SBD in case the amount is more than Rs.5 lakh and in case of foreign bidders in GTE/ICB tenders (in equivalent foreign exchange amount)

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 whatsoever within 15 days of determination of the tenderers as unsuccessful after opening of Price Bid.

The successful bidder's bid security (EMD) can be adjusted against the SD or returned as per the terms of the tender document. The balance can be deducted from the supplier's bill/invoice before release of payment. Unlike Procurement of Works, in Procurement of Goods, the concept of taking part of Performance Guarantee as money retained from first or progressive bills of the supplier is not acceptable.

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 up to 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 up to 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 up to 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

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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 initialled 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 initialled 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 up to 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

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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 not in the prescribed format or is unsigned or not signed as per the stipulations in the bid document.
- b) Tenderer is not eligible.
- c) Tender validity is shorter than the required period.
- d) Required EMD has not been provided or exemption from EMD is claimed without acceptable proof of exemption.
- 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 and that of other copies of the same tender set, the text etc. of the original shall prevail. Here also, BRBNMPL will convey its observation suitably to the tenderer by registered / 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**

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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 Bill Currency 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/FOR 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/FOR 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 offered from within India (goods manufactured in India or goods of foreign origin already located in India), Goods and Services Tax or any other similar duties and taxes, 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 Micro & Small Scale Industries in comparison to the large scale Industries. This price preference cannot however be taken for granted and every endeavour 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 misdemeanour 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 techno-commercially 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. 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 nomination basis (PAC and STE without PAC);
- (ii) Procurement is from a single or limited sources of supply;
- (iii) Procurements 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 misdemeanour 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.

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**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**

Normally, there will be no variation of quantities at the time of awarding the contract. However, at the time of awarding the contract, the quantity to be procured shall be rejudged based on the current data, since the ground situation may have very well changed. In that case, BRBNMPL reserves the right to increase or decrease the tendered quantity by 25 (Twenty-Five) per cent for ordering, if so warranted. A clause would be included in SIT giving further details.

**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 Misdemeanours**

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

- i. Submission of misleading / false / fraudulent information/ documents by the bidder in their bid
- ii. Submission of fraudulent / un-encashable 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 misdemeanour, 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:**

**50. Rate Contract Tenders**

**50.1** In addition to GIT in Part I above, following GIT will be applicable to rate contract Tenders:

- i. Earnest Money Deposit (EMD) is to be furnished by unregistered bidders only.
- ii. In the Schedule of Requirement, no commitment of quantity is mentioned; only the anticipated requirement is mentioned without any commitment.
- iii. BRBNMPL reserves the right to conclude more than one rate contract for the same item.

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- iv. Unless otherwise specified in SIT, the currency of a Rate Contract would normally be for one year.
- v. During the currency of the Rate Contract, BRBNMPL may withdraw the rate contract by serving suitable notice. The prescribed notice period is generally thirty days.
- vi. During the currency of the Rate Contract, BRBNMPL would have the option to renegotiate the price with the rate contract holders.
- vii. During the currency of the Rate Contract, in case of emergency, BRBNMPL may purchase the same item through ad hoc contract with a new supplier.
- viii. Usually, the terms of delivery in rate contracts are FOR dispatching station.
- ix. Supply orders, incorporating definite quantity of goods to be supplied along with all other required conditions following the rate contract terms, will be issued by nominated Direct Demanding Officers (DDO) for obtaining supplies through the rate contract.
- x. BRBNMPL is entitled to place supply orders up to the last day of the validity of the rate contract and, though supplies against such supply orders will be affected beyond the validity period of the rate contract, all such supply will be guided by the terms & conditions of the rate contract.
- xi. The rate contract will be guided by "Fall Clause" as described below.

**50.2 Fall Clause**

If the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods, following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the rate contract and the rate contract amended accordingly. Any violation of the fall clause would be considered a serious misdemeanour under clause 44 of the GIT and action, as appropriate, would be taken as per provision of that clause.

**50.3 Performance Security**

Depending on the anticipated overall drawal against a rate contract and, also, anticipated number of parallel rate contracts to be issued for an item, the procuring entity shall consider obtaining Performance Security @ 5% (Five percent) of the value of supply order in the supply orders issued against rate contracts on the rate contract holder.

**50.4 Renewal of Rate Contracts**

In case it is not possible to conclude new rate contracts before the expiry of existing ones, due to some special reasons, the existing rate contracts would be extended with same terms, conditions etc. for a suitable period, with the consent of the rate contract holders. Rate contracts of the firms, who do not agree to such extension, will be left out. Period of such extension would generally not be more than three months.

**51. Prequalification Bidding**

**51.1** Prequalification Bidding is for short listing of qualified Bidders who fulfil the Prequalification criteria as laid down in SIT or in Section IX of SBD - "Qualification Criteria" for procurement of Goods or Services as listed in Section VI of SBD - "List of Requirements". Short listed Bidders would be informed of their qualification and short listing in accordance with the stipulations laid down in the SIT. Unless otherwise stipulated in the SIT the PQB short listing would be valid only till the next procurement tender. Further conditions will be elaborated in the SIT.

**51.2** If stipulated in the SIT, only these short listed qualified bidders would be invited to participate in the Procurement of the requirements. Otherwise SIT may also indicate that instead of floating a separate PQB tender, it may be combined with the Procurement Tender, as a three bid tender. Initially the first Packet containing PQB would be opened and evaluation would be done. Thereafter the rest of tender would be handled as a two bid system for only those bidders who succeed in PQB.

**52. Tenders involving Samples**

**52.1** Normally no sample would be called along with the offer for evaluation.

**52.2 Purchaser's Samples:** If indicated in the SIT, a Purchaser's sample may be displayed to indicate required characteristics over and above the Specifications for perusal of the bidders. Name and Designation of the Custodian, Place, Dates and Time of inspection of Purchaser's sample will be indicated in the SIT. The supplies in the contract will have to meet the indicated required characteristics for which the Purchaser's sample was displayed, besides meeting the specification listed in Section VII - "Technical Specifications" of the SBD. He would be issued a sealed Purchaser's sample for the purpose at the time of award of the contract.

**52.3 Pre-Production Samples:** If stipulated in SIT, successful contractor would be required to submit a Pre-Production sample(s) to the Inspecting Officer/ or the nominated authority mentioned in the contract within the time specified therein. If the Contractor is unable to do so, he must apply immediately to the Office issuing the acceptance of tender for extension of time stating the reasons for the delay. If the Purchaser is satisfied that a reasonable ground for an extension of time exists, he may allow such additional time as he considers to be justified (and his decision shall be final) with or without alteration in the delivery period stipulated in the contract and on such conditions as he deems fit. In the event of the failure of the Contractor to deliver the pre-production sample by the date specified in the acceptance of tender or any other date to which the time may be extended as aforesaid by the Purchaser or of the rejection of the sample, the Purchaser shall be

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entitled to cancel the contract and, if so desired, purchase or authorize the purchase of the stores at the risk and cost of the Contractor (unless specified otherwise in the SIT). In such an event, in case of Security Items where urgency develops due to such delays, BRBNMPL reserves its right to procure not more than one year's requirement against this "Risk & Cost" tender from existing pre-qualified and security cleared firms. Bulk production and supply will only be allowed if this sample(s) pass the Tests laid down in the Section VIII "Quality Control Requirements" in the SBD.

**52.4 Testing of Samples:** Tests, procedures and testing laboratories for testing samples would be detailed in the Section VIII - "Quality Control Requirements" in the SBD.

**52.5 Validation / Prolonged Trials:** If specified in SIT or in the Section VIII - "Quality Control Requirements" in the SBD, pre-production samples may have to undergo validation or extended trial before their performance can be declared satisfactory.

**52.6 Parameters Settings and duration of Validation Tests** would be indicated in the Section VIII - "Quality Control Requirements" in the SBD. It would also stipulate the period or event marking end of validation trials. It would also be indicated therein whether the Permission to start bulk production will have to wait full validation or it can go on in parallel.

**53. Expression of Interest (EOI) Tenders:**

**53.1** EOI tenders are floated for short listing firms who are willing and qualified for: -

i. Registration of Vendors for Supply of particular Stores or certain categories of Stores.

ii. Development of new items or Indigenization of Imported stores

**53.2** The qualification / eligibility criteria required and the format of submission of such Data would be indicated in the Section IX - "Qualification Criteria" in the SBD.

**53.3** Objectives and scope of requirement would be indicated in the Section VI - "List of Requirements" in the SBD. Indicative quantity required yearly and its future requirements would also be indicated.

**53.4** In case of EOI for Development of new Items or for Indigenization, prospective firms would be given opportunity to inspect the Machine / Item at the place of installation at the place, dates and Time mentioned in SIT.

**53.5** In case EOI is for registration of vendors, Registration Fees and validity period of registration would be detailed in the SIT.

**53.6 Short List of Suppliers:** The suppliers shall be evaluated for short listing, inter-alia, based on their past experience of supplying goods in similar context, financial strength, technical capabilities etc. Each supplier will be assigned scores based on weightages assigned to each of the criteria mentioned in the Section IX - "Qualification Criteria" in the SBD.

**53.7** If stipulated in the SIT, the Firm's capacity and Capability may be assessed by a nominated Committee or by a third party nominated by BRBNMPL.

**53.8** All suppliers who secure the minimum required marks (normally 50% unless otherwise specified in the Section IX) would be short listed. Section IX may alternatively specify minimum qualifying requirement for each of the criteria i.e. minimum years of experience, minimum number of assignments executed, minimum turnover etc. Under such circumstances, all suppliers who meet the minimum requirement, as specified, will be short listed.

**53.9** In case of EOI for registration of vendors, registration letters would be issued to the short listed tenderers.

**53.10** In case of EOI for development / indigenization, these shortlisted tenderers would only be allowed to participate in the subsequent development/ indigenization tenders.

**54. Tenders for Disposal of Scrap**

**54.1** Introduction: The tender is for Sale of Scrap material lying at various locations. Details of scrap for sale including Description, Present Condition, Lot Size and its Location would be given in the Section VI - "List of Requirements".

**54.2** "As Is; Where Is; Whatever Is" Basis of This Sale:

**54.2.1** This sale of Scrap is strictly on "As is; Where is; Whatever is" basis. Tenderer must satisfy himself on all matters with regard to quality, quantity, nature of stores etc., before tendering as no complaint or representation of any kind shall be entertained after the sale contract is concluded.

**54.2.2** The description of lot in the particulars of sale has been given for the purpose of identification thereof only and the use of such description shall not constitute the sale thereof to be sale by description and no sale shall be invalid by reason of any defect or deviation or variation in any lot or on account of any lot not being exactly described and the purchaser shall not be entitled to claim any damage or compensation whatsoever on account of such fault, error in description, weight or the like.

**54.2.3** All quantities of scrap whether by weight or measurement mentioned in the Tender notice are only approximate and should the quantity, on actual weight or measurement basis as the case may be and whenever delivered on such basis, works out less than the advertised and for projected quantity, the BRBNMPL shall not under any circumstances be liable to make good any such deficiency.

**54.2.4** BRBNMPL reserves right to increase or decrease the quantity of any item or items or terminate the contract at any stage by giving one week's notice. No claim whatsoever shall lie against the BRBNMPL on account of such termination of the contract or variation in the quantity.

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**54.2.5** BRBNMPL shall have the right to remove certain items which it feels were not intended for sale but were inadvertently made a part of the scrap material or of the lot offered for sale lying at the premises or were joined or attached to the material offered for sale.

**54.2.6** Tenderers desirous of purchasing and participating in the tender must visit the site before submitting the offer, after taking due permission from the concerned Stock Holders. The Tenderers submitting the offers shall be deemed to have visited the site and acquainted themselves thoroughly with materials intended for sale in all respect.

**54.2.7** Any person giving offer shall be deemed to have made himself fully conversant with the Terms and Conditions of the Tender Sale, as well as the location and condition of the materials being sold and shall be deemed to have agreed to all the stated terms and conditions herein under.

**54.3 Submission of Offer**

**54.3.1** Unless specified otherwise in the SIT, tenders shall hold good for acceptance for a minimum period of 90 days (ninety days) from the date of opening of the tenders. The offers of the tenderers shall be irrevocable.

**54.3.2** The BRBNMPL reserves right to reject any offer without assigning any reason there for.

**54.3.3** Unless otherwise stated in the SIT, the amount of EMD in such tenders would be 5% of the value of the tender. The Earnest Money shall be forfeited if the tenderer unilaterally withdraws amends, impairs or derogates from his offer in any respect within the period of validity of his offer.

**54.3.4** If the offer of the tenderer is not accepted by the BRBNMPL, the Earnest Money deposit made by the tenderer shall be refunded to him. No interest shall be payable on such refunds. The EMD deposited by the successful tenderer shall remain with the BRBNMPL till payment of the security deposit (SD) money, as stipulated in relevant Clause, has been made. It may be adjusted as part of the total SD money at the discretion of the BRBNMPL.

**54.3.5** Duties, taxes and other levies of local bodies, whatever in force, shall be payable extra by the purchaser as per rules applicable to BRBNMPL. Current and valid PAN and Goods and Services Tax Identification Number (GSTIN), wherever applicable, must be provided in the Bid of the Tenderer.

**54.3.6** All arrangement for lifting and transportation of scrap material, including manpower, crane, transport vehicle and trolley etc., if required shall be made by the purchaser concerned only and the BRBNMPL shall not provide or help in providing any such arrangements and the rate quoted by the purchaser must include such and all incidental charges.

**54.3.7** Registered dealers who are exempted from payment of Goods and Services Tax must give reference to Goods and Services Tax laws which provides such exemption or submit any certificate as issued by the Goods and Services tax authorities and shall be required to submit necessary form duly completed in all respect to BRBNMPL or its representatives before obtaining delivery order, duly signed by the partner of the firm or the person authorized to do so.

**54.3.8** Evaluation of tenders for Disposal of scrap will be done on similar basis as Tenders for Procurement of Goods, except that the selection of the bidders shall be on the basis of the highest responsive Bidder (H1). In case full quantity is not offered to be taken by the Highest Bidder, parallel contracts would be placed.

**54.4 Notification of Acceptance and Award of Contract:**

**54.4.1** The successful tenderer, herein after referred to as purchasers, shall have to submit security deposit (SD) @ 10% of the total sale value of the contract within 5 working days of issue of the sale contract (excluding the date of issue of sale contract). The SD shall be deposited in the form of account payee demand draft drawn on any scheduled commercial bank in India in favour of Bharatiya Reserve Bank Note Mudran Private Limited or through online transfer or through other electronic mode of payment as mentioned in clause 3 of NIT in connection with EMD.

**54.4.2** The purchaser has to pay balance payment within 20 days from the date of notification of acceptance, which is to be issued by BRBNMPL or his authorized representative, in the form of account payee demand draft drawn on any scheduled commercial bank in India in favour of Bharatiya Reserve Bank Note Mudran Private Limited or through online transfer or through other electronic mode of payment. In case of any, default to deposit balance payment, BRBNMPL reserves right to terminate the contract and forfeit the security deposit.

**54.5 Disposal Tenders for Security and Sensitive Machinery and Items:**

**54.5.1 Non-Misuse Declaration:** The bidder is required to give an undertaking that he or his employees or legal heirs will ensure that such items purchased from BRBNMPL, will be utilized only for scrap recovery and will not be misused for any other purpose. He will also ensure that this undertaking is honoured and it got underwritten from further down the line scrap processors / re-purchasers, if any. In case his firm changes hands, it will be his responsibility to ensure that the new owners honour and underwrite this undertaking.

**54.5.2** If stipulated in SIT delivery would be given only in dismantled / cutup condition.

**55. Development and Indigenization Tenders:**

**55.1** Already developed firms or firms who have already received development orders for the item (with whatever results) would not be considered in such tenders.

**55.2** If specified in SIT the contract documents may be issued free of cost, and submission of earnest money deposit and security deposit may be relaxed.

**55.3** If specified in SIT, The Tenderers may quote separately for i. Price / rate for bulk supply of item in development / indigenization supplies and ii. Separately, cost of development including cost of pre-production samples. Firms would be

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paid only for the number of samples specified in the Tender. If he has to manufacture more samples due to failure of earlier one, he would not be paid for it.

**55.4** L1 would be determined on the basis of rate of item quoted including reference to total cost of the development cost (including the cost of prototype) plus the notional total cost of quantities that will be required over next three years, wherever applicable.

**55.5** Development contracts may, as far as feasible, be concluded with two or more contractors in parallel.

**55.6** The ratio of splitting of the supply order between various development agencies / firms in cases of parallel development, including criteria thereof, would be specified in the SIT.

**55.7** However, in case the requirement is meagre and complex technology is involved, or quantity of the equipment / spares is limited/small/uneconomic if distributed between two vendors, the entire order could be placed upon the L1 vendor only.

**55.8** If specified in SIT, Advance and Intermediate Payment to Suppliers may be allowed.

**55.9** Quantity for Development Commitment In Next three years, after the newly developed firm is able to successfully complete Development orders with +5% tolerances, 20% of annual quantity requirement may be reserved for Newly Developed firms.

**55.10** Period of Development Commitment A newly developed firm would be granted this facility till only three years after completing the initial Development order. However this facility is not a bar to the firm from competing with already established firms for quantities larger than 20% provided their prices and performance so warrant. Thereafter they would have to compete on equal terms with other already developed firms.

**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 SIT. There could be other clauses in SIT as deemed fit.)

<b>Sl. No.</b>	<b>GIT Clause No.</b>	<b>Topic</b>	<b>SIT Provision</b>
1	1,2	Preamble-Introduction, Language of Tender,	To be submitted in <b>English</b> only.
2	3,4,5	Eligible Tenderers, Eligible Goods & Services (Origin of Goods), Tendering Expense,	Indian Origin only
3	6, 7	Tender Documents, Amendments to Tender Documents	No Change
4	8	Pre bid Conference	Not applicable
5	9,10	Time Limit for receiving request for clarification of Tender Documents, Documents Comprising the Tender,	No Change
6	11.2	Tender Currency	<b>Indian Rupees only.</b>
7	12.8	GST	Wherever applicable bidder shall quote the exact Tax percentage for Salboni (West Bengal).  Supplier shall be <b>solely responsible</b> for correctness of the HSN Code of item to be supplied and its applicable rate. Any differential amount in taxes and duties including the consequential penalty amount, if any, due incorrect HSN Code will be borne by Supplier. BRBNMPL will not be responsible for any ambiguities arising for incorrect HSN Code and its applicable rate. Supplier shall be solely responsible for any Legal Complicacy arising due to this.
8	12.10	Input Tax Credit	As applicable. Enclosed declaration should be submitted by the bidder.
9	12.11	Applicability of Octroi and Local taxes	No change, only firm price to be quoted.
10	13	Indian Agents	No change
11	14	PVC Clause & Formula	Not applicable
12	15	Alternative Tenders	Not Permitted
13	16,17	Documents Establishing Tenderer's Eligibility and Qualifications, Documents establishing Good's Conformity to Tender document	No Change
14	18	EMD	As mentioned in "Important Tender Conditions at a Glance" of Section – I Notice Inviting Tender (NIT).

**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LIMITED***(Wholly owned subsidiary of Reserve Bank of India)*

RBNM P.O. Salboni, Dist. Midnapore (W), West Bengal, Pin Code 721132

**T.E. No. 017/SAL/PUR/2020-21 - TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF UTILITY EQUIPMENTS, HOUSEKEEPING, SANITATION, ETC. AND RELATED WORKS AT PRESS AREAS AS WELL AS TOWNSHIP & OTHER ALLIED AREAS**

Sl. No.	GIT Clause No	Topic	SIT Provision
15	19	Tender Validity	<b>120 days</b>
16	20	Signing and Sealing of Tender 20.4. Number of Copies of Tenders to be submitted 20.9: E procurement:	No Change. <b>20.4 No. of copies- One</b> 20.9 E procurement: Not permitted
17	21,22,23	Submission of Tenders, Late Tender, Alteration and Withdrawal of Tender	No Change
18	24.4	Opening of Tenders	Price bids of only those bidders who qualify in the Techno-Commercial Bid (Part-I) will be opened.
19	25, 26,27, 28,29,30, 31, 32	Preliminary Scrutiny of Tenders, Minor Infirmary / Irregularity / Non-Conformity, Discrepancy in Prices, Discrepancy between original and copies of Tender, Clarification of Bids,	No Change
21	31	Qualification / Eligibility Criteria.	<b>No Relaxation for Bidder of any Status.</b> No proof of supply to other countries or proof of export is required
22	32	Conversion of tender currencies to Indian Rupees.	No change.
23	33	Schedule-wise Evaluation.	The Tender will be finalised on the basis of <b>overall L1</b>
24	34	Comparison on CIF destination basis	No change.
25	35	Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders	<b>35.2</b> As specified. Prospective bidders should meet our tender conditions as well as the proposed services/ material should meet our required Specifications at Section VII. <b>35.3 Purchase Preference is Not Applicable for this Tender.</b>
26	36 to 42	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,	No Change
27	43	Parallel contracts	No Change
28	44 to 49	Serious Misdemeanours, Notification of Award, Issue of Contract, Non-receipt of Performance Security and Contract by BRBNMPL, Return of EMD, Publication of Tender Result.	No Change
29	50, 51	Rate Contract Tenders, PQB Tenders,	No Change
30	52	Tenders involving Purchaser's and Pre-Production Samples,	Not applicable to this tender
31	53 to 55	EOI Tenders, Tenders for Disposal of Scrap, Development/Indigenization Tender	Not applicable to this tender

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- a) In case lowest bidder is a MSE bidder, the entire work shall be awarded to him without resorting to purchase preference to bidders complying under MII-2017.
- b) In case lowest bidder is a Class-I local supplier, purchase preference shall be resorted to MSE bidder as per provisions specified in the enquiry document w.r.t. MSEs-2012 only.
- c) Purchase Preferences are not applicable to the Works Contracts since MSEs Order, 2012 is not applicable to works contracts.
- d) Price Matching/Price Preference mentioned below should be on **GRAND TOTAL ALL INCLUSIVE PRICE** including of basic price, duties, taxes, freight, insurance, installation charges etc.
- e) While evaluating the bids, for price matching opportunities and distribution of quantities among bidders, **the order of precedence** shall be as under
  - MSE bidder (MSEs-2012) – 1<sup>st</sup> Preference.
  - Class-I local supplier (MII-2017)

**II. Purchase Preference for Micro & Small Enterprises (MSEs-2012)**

- a) In case MSE bidder is L1, entire value of the tender is to be ordered on the L1 MSE bidder.
- b) In case participating MSEs quoting price within price band of L1 + 15% shall also be allowed to **supply a portion of requirement by bringing down their price to L1 price** in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply at *least* 25% of the total tendered quantity (where the tender quantity can be split).
- c) In case of more than one such MSEs are in the price band of L1 + 15% and matches the L1 price, the supply may be shared proportionately if the tender quantity can be split.
- d) In case the tendered quantity cannot be split, MSE shall be allowed to supply total tendered quantity provided their quoted price is within a price band of L1 + 15% and they match the L1 price.
- e) If the quantity cannot be split and there are more than one eligible MSE bidders (price band within L1+15%) then the opportunity to match the L1 rate of the tender shall be given first to MSE (who have quoted lowest rate among the MSEs within the price band of L1+15%) and the total quantity shall be awarded to him after matching the L1 price of the tender.
- f) If the MSE who have quoted lowest rate among the MSEs in the price band of L1 + 15% do not agree to match the rate of L1 of the tender, then the next ranked MSE bidder who has quoted within the price band of L1 + 15% in order shall be given chance to match the rate of L1 for award of the quantity/order.
- g) Start-up Bidders who are also registered as Micro & Small Enterprises (MSE), are also eligible for availing the above benefits subject to meeting terms and conditions stated in the tender document.
- h) For more clarity in this regard, following table is furnished :

Type of Tender	Price quoted by MSE	Finalization of tender
Can be Split	L1	Full order on MSE
	Not L1 but within L1+15%	At least 25% order on MSE subject to matching L1 price
Cannot be split	L1	Full Order on MSE
	Not L1 but within L1+15%	Full Order on MSE subject to matching L1 price

**III. Public procurement (Preference to Make in India : MII - 2017)**

- a) In the procurement of Goods or Works, which are covered by para 3(b) of revised Public procurement (Preference to Make in India) Order No. P-45021/2/2017-PP (B.E.-II) dated June 04, 2020 and **which are divisible by nature**, the 'Class-I Local Supplier' shall get purchase preference over 'Class-II Local Supplier' as well as 'Non-Local Supplier' as per following procedures :
- Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I Local Supplier', the order / contract for full quantity shall be awarded to L1 bidder.
  - If L1 bid is not a 'Class-I Local Supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I Local Supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the 'Class-I Local Supplier's quoted price falling within the margin of purchase preference (L1 + 20%) and order / contract for that quantity shall be awarded to such 'Class-I Local Supplier' **subject to matching L1 price.**
  - In case such lowest eligible 'Class-I Local Supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I Local Supplier' within the margin of purchase preference shall be invited to match L1 price for remaining quantity and so on, and order / contract shall be awarded accordingly. In cases some quantity still left uncovered on 'Class-I Local Supplier', then such balance quantity may also be ordered on the L1 bidder.
  - In case no offers received from the 'Class-I Local Supplier' or none of the 'Class-I Local Supplier' falls within the margin of the purchase preference of 20%, the order shall be processed on original L1 vendor.**
- b) In the procurement of Goods or Works, which are covered by para 3(b) of revised Public procurement (Preference to Make in India) Order No. P-45021/2/2017-PP (B.E.-II) dated June 04, 2020 and which are not divisible by nature, and in procurement of services where bid is evaluated on price alone the 'Class-I Local Supplier' shall get purchase preference over 'Class-II Local Supplier' as well as 'Non-Local Supplier' as per following procedures :
- Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I Local Supplier', the order / contract for full quantity shall be awarded to L1 bidder.
  - If L1 is not 'Class-I Local Supplier', the lowest bidder among the 'Class-I Local Supplier' will be invited to match the L1 price subject to 'Class-I Local Supplier' quoted price falling within the margin of purchase preference (L1 + 20%) and the order / contract shall be awarded to such 'Class-I Local Supplier' subject to matching L1 price **(inclusive of duties, taxes and freight & insurance).**
  - In case such lowest eligible 'Class-I Local Supplier' fails to match L1 price, the 'Class-I Local Supplier' with the next higher bid within the margin of purchase preference shall be invited to match L1 price and so on, and order/contract shall be awarded accordingly. In case where none of the 'Class-I Local Supplier' within the margin of purchase preference agrees to match the L1 price then the order/contract shall be awarded to the original L1 bidder.
  - In case no offers received from the 'Class-I Local Supplier' or none of the 'Class-I Local Supplier' falls within the margin of the purchase preference of 20%, the order shall be processed on original L1 vendor.**

- c) 'Class-II Local Supplier' will not get purchase preference in any procurement, undertaken by procuring entities.

**IV. Procedure to be adopted when the bidder qualifies as Both Micro & Small Enterprises (MSEs - 2012) and Class-I Local Supplier (MII - 2017)**

The option in case of bidders qualifying under both Policies, namely, Public Procurement Policy for MSEs Order, 2012 (MSEs-2012) and Public Procurement (Preference to Make in India) Order, 2017 (MII-2017) shall be exercised as under :

- a) The bidder can avail only one out of the two applicable purchase preference policies, i.e., MSEs-2012 and MII-2017. Therefore, bidder will be required to furnish the option under which he desires to avail purchase preference. This option must be declared within the offer and in case bidder fails to do so although he is eligible under both the Policies, **BRBNMPL shall evaluate his offer considering MSEs-2012 as the default chosen option.**
- b) In case a bidder qualify under both Policies and opts for preference under MSEs-2012, he shall not be eligible to claim benefit under MII-2017 (irrespective of the fact whether he furnishes the details of local content in his offer and the same meets the stipulated local content criteria).
- c) In case a bidder qualify under both Policies and opts for purchase preference based on MII-2017, he shall not be entitled to claim benefit of purchase preference as applicable for MSE bidders under MSEs-2012. However, the exemptions from furnishing Bid security (EMD) shall continue to be available to such a bidder.
- d) In view of the above :
- i. The bidder's quoted prices against various items of enquiry shall remain valid even in case of splitting of quantities of the items, except in case of items where the quantity cannot be split since these are to be awarded in a Lot or as a package or Group.
  - ii. While evaluating the bids, for price matching opportunities and distribution of quantities among bidders, the order of precedence shall be as under:
    - MSE bidder (MSEs-2012).
    - Class-I local supplier (MII-2017).
- e) In case the bidder has not declared his status as to whether he is an MSE Bidder or Class-I local supplier during bid submission, then he will be considered as non MII-2017 compliant bidder and evaluated accordingly. **No further correspondence will be made in this regard.**

**V. Start-up**

Start-up companies who are also registered as MSEs and wish to avail the benefits as applicable to MSE, the purchase preferences as mentioned above **in Clause : II** will be applicable.

**\*\*\*\*\***

*(To be signed & stamped on **all pages** & 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 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, successors, authorized dealers/representatives, 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, analysing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.
- (xxv) "Day" means calendar day.

**1.2 Abbreviations:**

"AAEC"	means "Appreciable Adverse Effect on Competition" as per Competition Act
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"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
"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
"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
"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 "TD"	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

**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 read with the Arbitration and Conciliation (Amendment) Act, 2015
- 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:

- Account Payee Demand Draft drawn on any scheduled commercial bank in India, in favour of Bharatiya Reserve Bank Note Mudran Private Limited as indicated in the clause 3 of NIT in reference to EMD.
- Bank Guarantee issued/confirmed by any scheduled 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 fulfil 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 up to final destination as per the contract.

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

#### **8.3 Packing instructions:**

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

- contract number and date
- brief description of goods including quantity

- 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 transshipments 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 CFR 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/FOR 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 CFR offers for import of Goods, insurance shall be arranged by the Purchaser. However, the supplier must give sufficient notice to the Purchaser prior to the date of shipment, so that the Insurance Cover for the shipment can be activated. The Supplier must co-ordinate so as to ensure that the Shipment sails only with Insurance cover in place.

**12.4** In case of Import of Goods, even in case where the insurance is paid by the Purchaser, and loss or damage shall be made good by the Contractor free of cost, without waiting for the settlement of insurance claim. The payment after

settlement of insurance claim shall be reimbursed by the Purchaser to the Contractor. It will be entirely the responsibility of the Contractor to make good loss/damage without waiting for settlement of insurance claim so that machine is commissioned within the time specified in the contract.

**13. Spare parts**

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

a) The spare parts as selected by BRBNMPL to be purchased from the supplier, subject to the condition that such purchase of the spare parts shall not relieve the supplier of any contractual obligation including warranty obligations; and

b) In case the production of the spare parts is discontinued:

i. sufficient advance notice to BRBNMPL before such discontinuation to provide adequate time to BRBNMPL to purchase the required spare parts etc., and

ii. immediately following such discontinuation, providing BRBNMPL, free of cost, the designs, drawings, layouts and specifications of the spare parts, as and if requested by BRBNMPL.

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

**14. Incidental services**

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

a) Providing required jigs and tools for assembly, start-up and maintenance of the goods

b) Supplying required number of operation & maintenance manual for the goods

c) Installation and commissioning of the goods

d) Training of BRBNMPL's operators for operating and maintaining the goods

e) Providing after sales service during the tenure of the contract

f) Providing maintenance service after expiry of the warranty period of the goods if so incorporated in the contract

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

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

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

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

(a) Supplier's Invoice indicating, inter alia description and specification of the goods, quantity, unit price, total value;

(b) Packing list;

(c) Insurance certificate;

(d) Railway receipt / Consignment note;

(e) Manufacturer's guarantee certificate and in-house inspection certificate;

(f) Inspection certificate issued by BRBNMPL's inspector

(g) Expected date of arrival of goods at destination and

(h) Any other document(s), as and if specifically mentioned in the contract.

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

(a) Clean on Board Airway Bill/Bill of Lading (B/L)

(b) Original Invoice

(c) Packing List

(d) Certificate of Origin from Seller's Chamber of Commerce

(e) Certificate of Quality and current manufacture from OEM

(f) Dangerous Cargo Certificate, if any.

(g) Insurance Policy of 110% if CIP/CIF contract.

(h) Performance Bond / Warranty Certificate

**16. Warranty**

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

omission of the supplier, that may develop under normal use of the supplied goods under the conditions prevailing in India.

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

**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 RBNMPL 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 consignee (Stores) 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 (Stores section).

**22.2.2** Where the terms of delivery is delivery at site / FOR destination, usual payment term is 100% on receipt and acceptance of goods by the consignee (Stores section) 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 (Stores section) and balance

iii. 10% on successful installation and commissioning and final acceptance by the consignee (User department)

(b) For a contract with terms of delivery as Delivery at site/FOR destination

i. 90% on receipt and acceptance of goods by the consignee (Stores section) at destination and on production of all required documents by the supplier

ii. 10% on successful installation and commissioning and final acceptance by the consignee (User department)

**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** - 90% net FOB/FAS/CFR/CIF/CIP price is to be paid against invoice, shipping documents, inspection certificate (wherever applicable), manufacturers' test certificate, etc. and balance 10% on receipt of goods and after its suitability is ascertained by the consignee (User department).

(b) Cases where Installation, Erection and Commissioning are the responsibility of the Supplier - 80% to 90% net FOB/FAS/CFR/CIF/ CIP 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 final acceptance by the consignee (User department).

**22.4** Unless specified otherwise in the SCC, the following general conditions will apply for payment to the supplier.

**22.5** The payment shall be made in the currency / currencies authorized in the contract.

**22.6** The supplier shall send its claim for payment in writing as per Section XIX - "Proforma for Bill for Payments", when contractually due, along with relevant documents etc., duly signed with date, as specified in SCC and in a manner as also specified therein.

**22.7** While claiming payment, the supplier is also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

**22.8** The important documents which the supplier is to furnish while claiming payment are:

a) Original Invoice

b) Packing List

c) Certificate of country of origin of the goods from seller's Chamber of Commerce.

d) Certificate of pre-dispatch inspection by BRBNMPL's representative / nominee

e) Manufacturer's test certificate

f) Performance / Warrantee Bond

g) Certificate of insurance

h) Clean on Bill of lading / Airway bill / Rail receipt or any other dispatch document, issued by a government agency (like postal department) or an agency duly authorized by the concerned ministry / department

i) Consignee's Certificate confirming receipt and acceptance of goods

j) Dangerous Cargo Certificate, if any, in case of imported goods.

k) Any other document specified.

**22.9** While claiming reimbursement of duties, taxes Goods and Services Tax, Customs duty and any other similar duties and taxes 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. The supplier shall also refund the applicable amount to BRBNMPL immediately on receiving the same from the concerned authorities.

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

(a) The supplier will make good any defect or deficiency that the consignee (s) may report within six months from the date of despatch of goods.

(b) Delay in supplies, if any, has been regularized.

(c) The contract price where it is subject to variation has been finalized.

(d) The supplier furnishes the following undertakings:

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

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

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

**23.2** Subject to the provision under GCC 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:

- a) Imposition of liquidated damages,
- b) Forfeiture of its performance security and
- c) 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, Goods and Services Tax or on account of any other duties and taxes 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, Goods and Services 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 and/or services 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** In the event the supplier becomes bankrupt or otherwise insolvent or loses substantially the technical or financial capability (based on which he was selected for award of contract) or liquidation proceedings are commenced against it by a third party or by own volition, BRBNMPL reserves the right to terminate the contract, at any time, by serving written notice to the supplier, without any adverse consequence to BRBNMPL and without being liable to pay any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect any rights of action or remedies which have accrued or will accrue prior to termination or thereafter to BRBNMPL.

**27.2** Upon such termination, BRBNMPL shall be deemed to be the owner of the stores/ materials manufactured by the supplier and retain first right and lien over the stores/materials including the raw material purchased by the supplier for performance of the contract and require the stores/materials to be delivered under the contract, which is terminated on account of bankruptcy or insolvency or likely bankruptcy or insolvency of the supplier and such stores in possession of the supplier shall be earmarked and be delivered to BRBNMPL before the start of the bankruptcy or insolvency process.

**27.3** In the event the supplier is aware or apprehends that it is likely to go into liquidation whether on account of liquidation proceedings commenced by a third party or by way of voluntary liquidation, then the supplier shall forthwith inform BRBNMPL as soon as it is aware that a third party has issued notice that it intends to commence liquidation proceedings or well before it files for liquidation.

#### **27.4 Escrow Arrangement**

The Supplier shall deposit with a third party escrow agent mutually agreed to by the parties, a copy of Software and its source code and object code for safe keeping with instructions for it to be released forthwith to BRBNMPL, in the event the Supplier fails to make the source code/object code accessible to BRBNMPL whenever required and/or in the event the Supplier is likely to go into liquidation or goes into liquidation.

In the event, the Supplier apprehends that it is likely to go into liquidation whether on account of liquidation proceedings commenced by a third party or in the event it anticipates filing for bankruptcy, then the Supplier shall inform BRBNMPL in advance and engage with it to determine the sale and possession of BRBNMPL's software and its source code. In the event Supplier fails to do so, the third party escrow agent shall be instructed under the Escrow Agreement to release the Software and its source code to BRBNMPL as noted above.

For the purpose of this Clause, the term '*Software*' shall collectively mean, the full and final version of the Software to be delivered to BRBNMPL in source code and object code forms, together with any and all improvements, corrections, modifications, updates, enhancements or other changes, whether or not included in the full and final version including all System Documentation and User Documentation.

The term '*System Documentation*' shall mean any and all documentation used in the development and updating of the Software, including but not limited to, customer requirements and specifications design or development specifications, test and error reports, and related correspondence and memoranda. And the term '*User Documentation*' shall mean the end-user instruction manual that usually accompanies the Software instructing end users in the use of the Software in both printed and electronic form.

#### **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 fulfil 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.
- (e) Bidders have to sign an Integrity Pact in tenders meeting the criteria of threshold value / nature of procurement. Integrity Pact format shall be included in the Bid Document as Section XX. Each page of such Integrity pact proforma would be duly signed by Purchaser's competent signatory. All pages of the Integrity Pact will have to be duly signed by the same signatory who is duly authorized to sign the bid and to make binding commitments on behalf of his company and to be submitted along with the technical bid. Any bid not accompanied by Integrity Pact duly signed by the bidder shall be considered to be a non-responsive bid and shall be rejected straightway.

### **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 (UNCITRAL) by three arbitrators appointed in accordance with the procedure set out in clause below. The arbitration proceeding shall be held in Bangalore/Mysore/Kolkata 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 Bangalore/Mysore/Kolkata. 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.

**Part II: Additional General Conditions of Contract for specific Types of**

**Tenders in addition / modification to clauses mentioned above:**

**36. Disposal / Sale of Scrap by Tender**

**36.1** During the currency of contract, no variation in price or rate shall be admissible.

**36.2 Payment and Default**

**36.2.1** Payment may be made in the form of cash or Account Payee Demand Draft drawn on any scheduled commercial bank in India in favour of Bharatiya Reserve Bank Note Mudran Private Limited or through Online Transfer or through other Electronic Mode of Payment as mentioned in the NIT.

**36.2.2** No interest will be paid to the purchaser for the amounts paid or deposited with the BRBNMPL and subsequently found refundable to the purchaser under any of the conditions of the contract.

**36.2.3** If the purchaser fails to deposit sale value for a sold lot within the allowed period as per relevant clause BRBNMPL may forfeit the security deposit. Requests for an extension of this period, made by the purchaser may be considered by the BRBNMPL and may at its discretion, on the merits of the case, allow further time not excluding 50 days from the date of the contract. Interest shall be leviable on such amount at a rate 2% per annum higher than the PLR of State Bank of India, from the date of expiry of the payment date to actual date of payment (actual date of payment inclusive).

**36.2.4** The lot or lots in respect of which forfeiture has been made, shall be deemed to have been abandoned by the purchaser to all intents and purposes and may be re-sold or otherwise disposed of at the discretion of the BRBNMPL without reference to the purchaser concerned and without incurring any liability on part of BRBNMPL whatsoever in respect there under.

**36.2.5** In case extension is granted by BRBNMPL and due to late payment of sale amount the delivery cannot be completed by the purchaser, in accordance with the relevant clause of Special Conditions of Tender sale, then ground rent shall also be leviable as per relevant clause of Special Conditions of Tender sale.

**36.2.6** On production of proof of having made payment, nominated authority shall issue a delivery order authorizing the purchaser to take delivery of the Scrap Materials.

**36.3 Deliveries, Delays and Breach of Contract**

**36.3.1** The Title of goods or material sold shall not be deemed to have been passed to the Purchaser / Bidder until and unless the full and final payment has been made by the purchaser, in accordance with the contract to the BRBNMPL and the authorized Officer has issued the Delivery Order in favour of the purchaser.

The materials sold may be removed from the premises only on production of the cash receipt for the payment and a delivery order from the Officer authorized by the BRBNMPL.

**36.3.2** Unless specified otherwise in SIT, delivery period for lifting of material shall be within 60 days from the date of finalization of contract agreement.

**36.3.3** The work of delivery will be supervised by Stock Holder or his authorized representative, representative of accounts Department and Security Staff duly authorized by BRBNMPL for the propose of delivery. Delivery will be allowed during working hours.

**36.3.4** No delivery of or materials sold shall be given on Sundays, Gazetted holidays and other shall holidays observed by BRBNMPL. The delivery of the goods or material shall be effected

from the premises concerned only during its normal working hours. In order to complete the delivery within the working hours all loading must cease half an hour before the normal closing time of the concerned premises. The decision of the BRBNMPL with regard to the working hour shall be final and binding on the purchaser. Purchaser will not be allowed to lift the Scrap Material from more than one location at a time.

**36.3.5** The purchased stores will be carried away by the purchaser at his risk and no claims against the BRBNMPL will be entertained for shortage in weight which may be discovered after the materials have left the premises wherefrom delivery is taken. If required the purchaser shall provide his own bags, cases or other receptacles for the removal of the scrap.

**36.3.6** The BRBNMPL shall not be responsible for any accident that may occur to purchaser's labours/servants for any reasons whatsoever. The purchaser will himself have to ensure the safety of his workers and shall be liable to pay claims, whatsoever if any. BRBNMPL will not carry any responsibility of such payments. The purchaser will be responsible to supply personal protection equipment to his labour/servant and staff and no additional charges are admissible for the same.

**36.3.7** The materials sold, shall be removed by the purchaser within the period specified in relevant clause of Special Condition of Sale.

**36.3.8** If due to any default on the part of the BRBNMPL, the purchaser is unable to remove the materials sold within the specified period, the BRBNMPL may extend the period therefore and in such an event purchaser will be entitled to take delivery of the goods or the materials sold within such extended Delivery period.

**36.3.9** If contractor fails to lift sold scrap within the specified period, penalty shall be levied at the rate of 0.5% per day of the value of un-removed Scrap. Moreover the material shall remain at the purchaser's risk until removal thereof. Further BRBNMPL will be entitled to charge the ground rent as stated in relevant Para of SCC, for the area in which the materials sold are kept or stored – which would be recovered by the BRBNMPL from the Purchaser before removal of the material and in the event of default in payment thereof, the BRBNMPL at may its discretion shall be entitled to order the re-sale of such materials and forfeit the Security deposit or sale amount or both, paid by the purchaser.

**36.3.10** If the purchaser makes slow progress with his contract and the BRBNMPL is of opinion that he may fail to fulfil the contract within the time specified in the conditions of sale, it will be lawful for the BRBNMPL to cancel the whole contract or such portion thereof as may not have been completed and the BRBNMPL shall be at liberty to dispose of the goods in any manner at the risk and expense of the purchaser.

**36.3.11** The purchaser will have to comply with the provisions of the Contract Labour (Regulations and Abolition Act 1970 and Central Rules 1971 and obtain license from the Assistant Labour Commissioner or the competent authorities empowered to issue such license. Any failure on the part of the purchaser in this regard will be at his risk and consequences. He shall comply with Workman's Compensation Act 1923, Payment of Wages Act 1936, and Minimum Wages Act 1948 and all the other related statutory and legal provisions and obligations, the purchaser shall also indemnify the BRBNMPL against any claim / liabilities that may occur to the contractor's labours and servants due to any reasons whatsoever.

**36.3.12** If the purchaser makes default in complying with any of the condition of the contract, the sale of lot or lots in respect of which such default is made may be cancelled and such lot or lots may be put up again for sale and in such an event if a lower price is offered and accepted for such lot or lots then the purchaser shall be liable to pay the difference in price thereof together with all expenses occasioned by such resale in default to the BRBNMPL provided further that the purchaser in default shall not be entitled to claim any profit which may arise from such resale.

**Yours faithfully,**

( )

**Seal**

**Signature with date.**

**Name:**

**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LIMITED***(Wholly owned subsidiary of Reserve Bank of India)*

RBNM P.O. Salboni, Dist. Midnapore (W), West Bengal, Pin Code 721132

**T.E. No. 017/SAL/PUR/2020-21 - TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF UTILITY EQUIPMENTS, HOUSEKEEPING, SANITATION, ETC. AND RELATED WORKS AT PRESS AREAS AS WELL AS TOWNSHIP & OTHER ALLIED AREAS****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)

S. No.	GCC Clause No.	Topic	SCC Provision
1	6	Performance Security	No Change- <b>No Relaxation for bidder of any Stature.</b> Performance Security @ <b>10%</b> (Ten percent) of the value of supply order.
2	8.2	Packing and Marking	No change
3	9.1	Inspection and Quality Control	Not applicable.
4	9.3	Inspection and quality control	Not applicable.
5	11.2	Transportation of Domestic Goods	No change
6	12.2	Insurance	No change.
7	14.1	Incidental Services	No change.
8	15	Distribution of Dispatch Documents for clearance / Receipt of Goods	No change.
9	19.3	Option Clause	No change.
10	20.1	Price Adjustment Clause	No Change
11	21.2	Taxes and Duties	No Change
12	22	Terms and Mode of Payments	Monthly Payment As per "Terms & Mode of Payment" mentioned in Section – I (Important Tender Conditions at a Glance) of this Tender.
13	24.1	Quantum of LD	No change
14	25.1	Bank Guarantee and Insurance for Material loaned to Contractor	No change.
15	30.1	Governing Language	English only

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16	32.1	Section XX: Pre-Contract Integrity pact	<p><b>Applicable</b></p> <p><b>Integrity Pact(IP)</b></p> <p>a) IP is a tool to ensure that activities and transactions between the Company (BRBNMPL) and its Bidders / Contractors are handled in a fair, transparent and corruption free manner. An Independent External Monitor (IEM) has been appointed to oversee implementation of IP in the company. The IP as enclosed with the tender at Section XX is to be submitted (duly signed by authorized signatory who signs in the offer) along with Techno-Commercial bid. Only those bidders who have entered into such an IP with the company would be competent to participate in the bidding. In other words, entering into this Pact would be a preliminary qualification. Details of IEM for this tender is furnished below:</p> <p>Name – Shri V.V.R. Sastry, Ex-CMD/ BEL Address - 957, 9th Main, 3 Stage, 3 Block, Basaveswaranagar, Bangalore- 560079. Email - <a href="mailto:sastryvvr@gmail.com">sastryvvr@gmail.com</a></p> <p>b) Please refer the concerned Section of IP for Role and Responsibilities of IEMs. In case of any complaint arising out of the tendering process, the matter may be referred to the IEM mentioned in the tender.</p> <p><b>Note:</b> No routine correspondence shall be addressed to the IEM (phone / post / email) regarding the clarifications, time extensions or any other administrative queries, etc on the tender issued. All such clarification / issues shall be addressed directly to the tender issuing (Procurement) department.</p>
17	33.1;33.2	Resolution of Disputes	No change. Venue of arbitration shall be Kolkata
18	36	Disposal / Sale of Scrap by Tender	Not applicable.

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Schedule No.	Brief Description of Goods / Services	Quantity (with unit)	Earnest Money ( in Rs.)
1.	<b>Operation and Maintenance of Utility Equipments including Housekeeping, Sanitation and other related works at Press Areas as well as Township &amp; other Allied Areas of BRBNMPL, Salboni, West Midnapore, West Bengal</b>  <i>(As per Technical Specifications &amp; Scope of Work in Section-VII)</i>	<b>Contract for One Year</b> <i>(extendable for two more years on yearly renewable basis at the discretion of BRBNMPL)</i>	<b>Rs. 2,90,000/-</b>

**Required Delivery Schedule:**

Continuous Services on daily basis.

At address: BHARATIYA RESERVE BANK NOTE MUDRAN (P) LIMITED  
RBNML (PO), Salboni - 721 132. West Midnapur. West Bengal  
Phone No. 03227-280176/280317; Email: [salbonipress@brbnmpl.co.in](mailto:salbonipress@brbnmpl.co.in)

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## **Section VII: Technical Specifications & Scope of Work**

### **1. Scope of Work:**

Operation & Maintenance of Utility Equipments (Housekeeping) includes;

- a) Operation and Maintenance of floor cleaning, utility equipment's as per the cleaning schedule given by BRBNMPL
- b) BRBNMPL shall provide the Utility Equipment's, which shall be maintained and operated at any place in the (i) Press Area and/or (ii) Township and other Allied Areas, as directed by, from time to time with a view to ensuring to keep all utility equipment's in good working conditions and to keep the environment cleaned. In this respect, the related works are also to be carried out.
- c) The contractor should ensure that all his supervisors / technicians are capable of handling the works related to Operation and maintenance of Utility Equipment (Housekeeping)
- d) To ensure the shop floor and other areas are dust and dirt free by using utility machines like Scrubber cum Drier, Vacuum cleaners, Pressure washing and all manual cleaning equipment, etc.
- e) To collect and transport the waste materials and rubbish from the above places to the designated places by using material handling Equipment.
- f) Required utility equipment's shall be provided by BRBNMPL.
- g) All consumables related shall be provided by BRBNMPL.
- h) Spares and Consumables to maintain the Utility Equipment shall be provided by BRBNMPL
- i) The work is to be carried out at any point of time on any day as may be directed by BRBNMPL. In order to carry out the work adequately, contractor has to deploy his persons. **However, Company reserves the right to increase/reduce the number of manpower as per the requirements.**
- j) The utility equipment's provided shall always remain the property of BRBNMPL and contractor shall have to indemnify the Company for any loss or damage to the machines due to the negligence in handling or misuse by contractor persons.
- k) Location & Area: List of areas to be maintained during the tenure of contract.
  - (i) In Main Press (Plant) Area: (a) All sections in shop floor including entrance block b) Railway Platform Area c) MRS d) Industrial Canteen e) Main Gate Complex f) Mini Press Buildings g) FRS Chemical Stores and h) Fire Station.

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- (ii) In Township Area: a) Admin Building all floors b) Community Centre c) Project Guest House d) Transit Hostel e) Old & New Shopping Complex f) Officers Club g) Blossom Nursery School and h) Staff Club.
- (iii) Above areas of all floors, windows, doors, roof, etc., other rooms.

**2. STATUTORY COMPLIANCES:** The successful tenderer has to pay the minimum wages to its personnel / staff / members deployed as per the notification published by Central Govt. / State Govt. whichever is higher from time to time, besides paying all other statutory payments. The successful bidder has to maintain all records and legal documents up dated as per prevailing statute and has to produce before the management / statutory authorities as and when asked for. Besides, the successful bidder has to indemnify the Company from all types of legal implications due to any negligence on the part of successful bidder and for which the BRBNMPL is not responsible.

**3. Uniforms:** The successful bidder has to provide uniforms (at least two set), one pair of shoes and required PPE'S like hand gloves, masks etc. every year to its workmen deployed for the purpose (including the supervisors), failing which BRBNMPL reserves the right to deduct the requisite amount from the bill to provide the uniforms & shoes. BRBNMPL will have the sole discretion with regard to the Colour and quality of the Uniform for security reasons and within what period the uniforms are to be provided by the successful bidder to its workmen.

**4. Additional Manpower:**

Contractor shall arrange any additional requirement of manpower during the tenure of this contract with same rate as finalized in the work order.

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[Supplier shall fill the following format and submit along with the Technical Bid.]

**Subject: Tender Enquiry No.017/SAL/PUR/2020-21 dated 21/09/2020**

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

**Profile of Tenderer**

Sl. No.	Details of Firm/Agency	
1	Name of the Agency	
	Status of the firm: Proprietor / Partnership / Regd. Company / Co-op. Society :	
	(Note: Power of Attorney under the common seal of the company in favour of the person signing the tender document in case of registered Cooperative Society.)	
	Complete Address	
	Phone No.	E-mail ID:
2	Contact Person/ Representative of firm	
	Name Designation:-	
	Phone:	Mobile Phone:
3	Valid Trade License for Proprietary/Partnership firm / Certificate of incorporated Registration No. and date for other Registered body / Agency or Cooperative Society Registration No. and date for Cooperative Society (A copy of Registration Certificate to be enclosed).	
4	<b>The following details to be filled and a Copy of the same to be furnished:</b>	
a.	Valid Trade License:	
b.	Valid Labour License Certificate:	No. of Persons: ..... Valid Till : .....
c.	EPF code number:	
d.	ESI code Registration number:	

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e.	Professional Tax Regn. No & Date :			
f.	PAN:			
g.	G.S.T:			
h.	MSME Regn. No. (If any)			
i.	NSIC Regn. No. (If any)			
5	<b><i>In case of Co-operative Society documents to authenticate of having more than 50 valid and original members with shares in the Co-operative Society.</i></b>			
6	Any other information, tenderer wishes to provide in support of their credentials	Details, if any, to be furnished		
7	List of similar work executed by your firm during the last 7 years (copy to be enclosed)			
Sl. No.	Location of the Supplies & Name of Organization	Order Amount (Rs.)	Period of Contract	Name & Contact No. of the Client

Sl. No.	Parameters	Requirements	Offered (Yes/No)	Deviation, (if any)
8.	Scope of Work	We confirm that on being successful in the tender we would execute the order for Operation and Maintenance of Utility Equipments including Housekeeping, Sanitation and other related work exactly as per the details specification and scope of work mentioned in this tender.	Accepted	
9.	Price Bid to be submitted against the Tender	Price bid is to be submitted exactly as per the prescribed format with no conditions /counter conditions.	YES	
10.	Payment terms	Payment terms as per the tender conditions are accepted.	Accepted	

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11.	Rate validity	We understood that the quoted rate of successful tenderer will be valid during the contract period without any escalation whatsoever (except Statutory Payments against submission of documentary evidence) from the date of commencement of the said contract.	Accepted	
12.	Minimum Wages	We understood that any increase in the rate of minimum wages of labour (as fixed by Central or State Government whichever is higher) with consequential statutory payments shall be reimbursed on submission of documentary evidence.	Accepted	
13.	Security Deposit/ Performance Bond	<i>As per tender conditions</i> (Please refer GCC Clause 6 under Section IV.)	Accepted	
14.	Liquidated Damages:	As per tender conditions. [Please refer GCC Clause 24 under Section IV].	Accepted	
15.	EMD	EMD is to be submitted as mentioned in tender.	YES	

**We also confirm that we abide by all the tender conditions and we do not have any counter conditions.**

**Please also fill financial details of Firm in the given table:**

S.No.	Details	FY ..... (as on 31 <sup>st</sup> March 2019)	FY ..... (as on 31 <sup>st</sup> March 2018)	FY ..... (as on 31 <sup>st</sup> March 2017)
1)	Net worth			
2)	Turnover			
3)	Net Profit			

**Signature of Authorized Signatory**

**Name :**

**Designation:**

**Date :**

**Seal**

Note: Techno-commercial bid **without** Copies of documents in support of eligibility criteria etc. as mentioned in tender, Compliance Statement - Copy of in-complete set of tender documents duly signed with seal affixed, is liable to be rejected. Offers received after the closing time and date will not be considered.

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**Annexure-A**

**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 with date

**Blacklisting**

*We confirm that that our firm has not been blacklisted / debarred by BRBNMPL / Government of India in the past 5 years ending as on date.*

Yours faithfully,

( )

**Seal**

Name

Signature with date

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Sl No	Particulars	Details
1	Is your organization Proprietary / Partnership / Private Limited Company / Public Limited Company / Others	.....
2	Does your organization belong to Micro / Small scale Industry / Start-up / Class-I local supplier / others (Please tick mark appropriate box. Bidders may tick more than one, if eligible)	<input type="checkbox"/> Micro <input type="checkbox"/> Small Scale <input type="checkbox"/> Start-up Company <input type="checkbox"/> Class-I local supplier <input type="checkbox"/> Others
3	In case you belong to Micro / Small Scale Enterprises, whether you are a Manufacturer for the tendered items (supply) / Service Provider for the tendered services (Please tick mark the appropriate box)	<input type="checkbox"/> Manufacturer for supply items <input type="checkbox"/> Service Provider for services <input type="checkbox"/> Trader/dealer/reseller/distributor/ authorized agent <input type="checkbox"/> Non MSE Bidder
4	In case you belong to Micro / Small Scale Enterprises, whether you are registered under SC / ST Category. <i>If yes, valid documentary evidence to be submitted</i> (Please tick mark the appropriate box)	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, whether <input type="checkbox"/> SC <input type="checkbox"/> ST
5	In case you belong to Micro / Small Scale Enterprises, whether your firm/ organization is owned by Women entrepreneurs? <i>If yes, valid documentary evidence to be submitted</i> (Please tick mark the appropriate box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Are you registered under TReDS (Trade Receivable electronic Discounting System approved by RBI) Applicable for Micro, Small and Medium Enterprises (Please tick mark the appropriate box)	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, whether <input type="checkbox"/> RXIL <input type="checkbox"/> A-Treds <input type="checkbox"/> M1Xchange (Tick agency with whom you are registered along with Regn No.) Regn No. ....
7	Has your firm/organization registered your items/services in Government e-Marketplace (GeM)	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	In case you are both a valid MSE bidder and Class-I local supplier (Make in India Policy),	<input type="checkbox"/> MSE <input type="checkbox"/> Class-I local supplier

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Sl No	Particulars	Details
	please give your preference. <b>(Please tick any one)</b>	
9	In case you are claiming benefits under Make in India Policy, whether you are meeting the minimum local content as mentioned in the tender document/ concerned Ministry guidelines/Policy.	<input type="checkbox"/> Yes, Local Content _____ % <input type="checkbox"/> Not applicable for this tender
<p><b>Declaration:</b> I/We hereby declare that the above data submitted are true and back-up documents are attached as proof of the same. In case any submitted data are found to be incorrect/false, my/our bid is liable to be rejected and I/we am/are liable for suitable actions as per relevant BRBNMPL Policy.</p> <p>I/We also understand that in case I/we am/are not claiming benefits under Make in India Policy, or under MSEs Order as per tender requirements, then purchase preference shall apply to other bidders who have quoted accordingly as per policy.</p>		

**A) Categorization of MSE/SC-ST Vendors:**

1. In case of Micro/Small scale Enterprises, kindly attach Registration Certificate issued by DIC/KVIC/KVIB/Coir Board/NSIC/Directorate of Handicrafts and Handlooms, or any other body specified by MSME for authentication such as Udyog Aadhaar Memorandum/Acknowledgment.
2. SC/ST and Women entrepreneurs registered under MSEs need to submit valid documentary evidence.

**B) Categorization of Start-Up Companies:**

Bidder who intends to participate as 'Start-up' company should enclose the Certificate of Recognition issued by Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India and his eligibility shall be valid as on bid closing date.

**C) Declaration In case of MSE Bidders/ Start-Up Companies:**

**In terms of Tender Conditions applicable for Micro & Small Enterprises (MSEs) / Start-ups, we hereby declare as under :-**

- a. We are a Micro / Small Enterprise, as on **bid closing date** of this tender.
- b. **We are a Manufacturer of the quoted supply item(s)/service provider for quoted services and valid documentary evidence for same is submitted.**
- c. MSE certificate submitted by us **is authentic & valid as on bid closing date** of this tender.
- d. We are a **"Start-up"** company and we are enclosing copy of certificate of recognition issued by Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India.

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

*(Wholly owned subsidiary of Reserve Bank of India)*

RBNM P.O. Salboni, Dist. Midnapore (W), West Bengal, Pin Code 721132

**T.E. No. 017/SAL/PUR/2020-21 - TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF UTILITY EQUIPMENTS, HOUSEKEEPING, SANITATION, ETC. AND RELATED WORKS AT PRESS AREAS AS WELL AS TOWNSHIP & OTHER ALLIED AREAS**

- e. We are a Micro / Small Enterprise which is owned by **SC-ST/Women Entrepreneurs** and we are submitting valid documentary evidence for the same.

**D. Declaration in case of entities seeking purchase preference under Make in India Policy**

We have read carefully the terms and conditions for availing the benefits of purchase preference under Make in India Policy and we are meeting all the requirements of Local Content and duly certified documents for proving the stipulated local content along with details of the location(s) where local value addition is made as mentioned in this document are enclosed.

We declare the above details are true. In case any of the details are found to be false / untrue, our offer will be liable for rejection /cancellation of order/subjected to appropriate actions as per tender Terms & Conditions.

.....

**Authorized Signatory  
(With Company Seal & Signature)**

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Annexure \_C1

**Declaration regarding Input Tax Credit**

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 GST scheme by way of reduction in price and advise the purchaser accordingly.

In case of becoming successful bidder, we also undertake submit the Certificate as given in Annexure C2 duly certified by our Auditor while claiming the payment for the supply.

Yours faithfully,

( \_\_\_\_\_ )

**Seal**

Name

Signature with date

Annexure \_C2

**Certificate of Input Tax Credit**

Ref: i) BRBNMPL PO No. \_\_\_\_\_ dated \_\_\_\_\_ for the supply of

\_\_\_\_\_.

ii) Our Tax Invoice No. \_\_\_\_\_ dated \_\_\_\_\_

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

Yours faithfully,

( \_\_\_\_\_ )

**Seal**

Name

Authorized Signature of company with date

Auditor's Signature of the company with date

Name:

**Seal**

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**Annexure-D**

The firm should confirm that they are competent and legally authorized to submit the tender and / or to enter into legally binding contract.

**DECLARATION**

It is declared that I, \_\_\_\_\_ Proprietor/Owner/ Director/  
Authorized Signatory of M/s \_\_\_\_\_ at  
\_\_\_\_\_

\_\_\_\_\_ (Address) on behalf of the participating firm am competent and legally authorized to submit the tender and / or to enter into legally binding contract with BRBNMPL.

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

(Seal & signature with date)

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

**[To be filled, signed, stamped & to be submitted along with techno-commercial bid Part –I without fail]**

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**Section IX: Qualification/ Eligibility Criteria**

**I) Pre-Qualification:**

- a) The prospective tenderer should be bonafide, experienced, resourceful and financially sound to carry out the assigned contract. In this regard the tenderer should submit the following details along with their technical bid.
- b. Tenderer shall be Proprietary / Partnership firm with valid Trade License / Registered Company with a Certificate of incorporation or a Registered Co-operative Society registered under West Bengal Registered Co-operative Societies Act 2006 & Rules made thereunder.
- c. In case of Co-operative Society, The Society must be having more than 50 valid & original members having shares in the Society as on 31/03/2020 so as to capable enough to deploy their valid members for the contractual work to be undertaken by this tender. As well as The Board of society must have resolute to participate in this tender with names of the office bearers and their designations and regarding the operation of Bank Account of the society and power of attorney must have issued in the name of signing authority.
- d. Firm / Agency / Company / Co-operative Society's must have P.F Registration, ESI Registration Certificate, Labour licence under Contract Labour Act. Goods & Service Tax Registration, and Professional Tax Registration Certificates failing which they will not be eligible and as such their tender application will not be considered for evaluation of Techno-commercial Bid.
- e. Having valid Permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India.

**II) Experience & Past Performance:** The tenderer should submit proof of documentary evidence pertaining to execution of similar type contract during last Seven (07) years ending 31/03/2020, shall be either of the following :-

Three similar completed works each costing not less than the amount equal to **Rs. 58.08 Lakh.**

OR

Two similar completed works each costing not less than the amount equal to **Rs. 72.60 Lakh.**

OR

One similar completed works costing not less than the amount equal to **Rs. 116.16 Lakh.**

**Note:** *"Similar works means Operation and Maintenance of Utility Equipments and related work (Housekeeping, Sanitation, etc.,) (or) Experience in Facility management including House Keeping etc. "All experience, past performance related/data should be certified by the authorized signatory of the bidder firm."*

**III) Financial Standing:**

- i) Average Annual Turnover of the Bidder firm during last three years ending 31/03/2019 should be more than **Rs. 43.56 Lakh.**
- ii) Balance Sheet and Profit & Loss Account for the last three years ending 31/03/2019 duly certified by a Chartered Accountant must be furnished along with the Technical-bid.
- iii) Bidder Firms should not have suffered any financial loss for more than one year during the last three years ending 31/03/2019.
- iv) The net worth of the firm should not be negative and also should not have eroded by more than 30% year-on-year in the last three years, ending 31/03/2019.

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**Financial Support From Holding Company:** Where Financial Standing of the Bidder Company is not strong enough to meet its obligations under the Tender and it has taken support from its Holding Company for participating in the Tender, the Holding Company shall give its support by Bank Guarantee to cover the obligations of the Bidder under the Tender in case of any defaults. Further, the Financial Standing Credentials of a Holding Company can be clubbed with only one of the fully owned subsidiary bidding company, with appropriate legal documents proving such ownership.

- i. However, the bidder is **required to qualify in all other criteria** like experience, past performance and capacity/capability as specified in the tender.
- ii. Credentials of the partners of Joint ventures cannot **(repeat cannot)** be clubbed for the purpose of compliance of PQC in supply of Goods/Equipment, and each partner must comply with all the PQC criteria independently.
- iii. To avail Financial Support of the Holding / Parent Company an Undertaking is to be submitted from the Holding / Parent Company, on the letter head of the Holding Company, as per the format given in the **Annexure – E** and a Performance Guarantee to that effect as given in **Annexure - F**.
- iv. *The amount of Bank Guarantee by Holding Company shall be equal to the amount of Bank Guarantee prescribed in the tender for the bidders. This guarantee will be in addition to the one to be submitted by the bidders.*

**IV. General:**

- Bidder should give a declaration as given in **Annexure –A** that they have not been blacklisted/debarred by BRBNMPL/Government of India in the past 5 years ending as on bid closing date.
- The Bidder shall enclose a **Confidentiality Statement** duly signed and stamped as given in **Annexure –A**.
- Declaration & Undertaking by Micro & Small Scale Enterprises / Start-up Companies as per enclosed format in **Annexure – B**.
- Performance of the bidder in executing the previous contracts/orders of BRBNMPL, if any in the last 7 financial years, may be taken into account during technical evaluation. The bids of the tenderers who were unsuccessful in completing the previous orders of BRBNMPL without any valid reason are liable to be rejected.
- The Tenderer should submit proof of Registration under Income Tax PAN and GSTIN.
- The firm should submit declaration regarding input tax credit as given in **Annexure – C1 & C2**.
- The firm should submit Declaration as given in **Annexure – D**, that they are competent and legally authorized to submit the tender and / or to enter into legally binding contract with BRBNMPL.

Bidder to furnish stipulated documents is support of fulfilment of qualifying criteria.

**Non-submission or incomplete submission of documents may lead to rejection of offer.**

\*\*\*\*\*

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

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**T.E. No. 017/SAL/PUR/2020-21 - TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF UTILITY EQUIPMENTS, HOUSEKEEPING, SANITATION, ETC. AND RELATED WORKS AT PRESS AREAS AS WELL AS TOWNSHIP & OTHER ALLIED AREAS**

**Annexure-E**

***ON THE LETTER HEAD OF THE HOLDING COMPANY***

Ref. :- \_\_\_\_\_

Date: \_\_\_\_\_

**To,  
The General Manager  
Bharatiya Reserve Bank Note Mudran (P) Limited,  
PO: RBNML, Salboni – 721 132  
Dist.: Midnapore (West)  
West Bengal**

Dear Sir,

**Undertaking to provide financial support to our wholly owned subsidiary**

We, \_\_\_\_\_ agree to provide financial support to our wholly owned subsidiary, \_\_\_\_\_ (***"Bidder"***), who is participating in the tender floated by you bearing no. \_\_\_\_\_ for the supply of \_\_\_\_\_ (***"Tender"***).

We confirm and undertake that our financial standing credentials can be clubbed with that of the Bidder in order to enable it to qualify the financial standing criteria stipulated in the Tender documents. We enclose the necessary documents to enable you to assess and confirm our financial standing.

We further agree and undertake to furnish to you a suitable performance bank guarantee and indemnify you and hold you harmless in the event the Bidder fails to perform its obligations under the Tender.

We, hereby, undertake to make available to the Bidder the required financial resources to enable compliance by the Bidder with the Tender and the contract that may be awarded pursuant to the bid, if successful.

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Designation)

***Enclosures: -***

1. Copy(s) of our Certificate of Incorporation and that of the Bidder;
2. Copy(s) of Form MGT-7 (*i.e. Annual Return*) filed by us and the Bidder for the latest financial year;
3. Copy of our Permanent Account Number Card;
4. Copy(s) of our Consolidated Financial Statement for the last three financial years.
5. Copy of shareholders agreement, if any
6. Copy of Memorandum and Articles of Association/Partnership deed of bidding entity.

\*\*\*\*\*

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**Annexure-F**

**PERFORMANCE BANK GUARANTEE ISSUED ON BEHALF OF HOLDING COMPANY FOR SATISFACTORY PERFORMANCE OF CONTRACT BY ITS SUBSIDIARY COMPANY**

Name of the Bank:

Date: \_\_\_\_\_

Address of the issuing branch

Name and Address of the Beneficiary:

**Bharatiya Reserve Bank Note Mudran (P) Limited,**

**PO: RBNML,**

**Salboni - 721 132**

**Dist.: Midnapore (West)**

**West Bengal**

Name / Number of Tender/Contract: \_\_\_\_\_

Performance Bank Guarantee No. : \_\_\_\_\_

Performance Bank Guarantee Value: \_\_\_\_\_

Performance Bank Guarantee Validity: \_\_\_\_\_

**WHEREAS,** \_\_\_\_\_ ("**Bidder**"), the wholly owned subsidiary of our constituent \_\_\_\_\_ ("**Holding Company**") has submitted its offer in response to your *Notice Inviting Tender* bearing no. \_\_\_\_\_ dated \_\_\_\_\_ for supply of \_\_\_\_\_ and has been selected by you as the '*successful bidder*'. Subsequently, you have issued a letter of engagement bearing no. \_\_\_\_\_ dated \_\_\_\_\_ to the Bidder.

**WHEREAS,** we have been informed that it has been stipulated by you in the tender documents that the holding company of the Bidder, shall furnish you with (i) an undertaking to provide '*Financial Support*' to the Bidder; and (ii) an unconditional and irrevocable Bank Guarantee ("**Guarantee**") by a Scheduled Commercial Bank recognized by you as security by the Holding Company for compliance by the Bidder of its obligations under the contract to be executed between yourselves and the Bidder for supply of \_\_\_\_\_ ("**Contract**").

**AND WHEREAS,** pursuant to the undertaking bearing reference no. \_\_\_\_\_ dated \_\_\_\_\_ given by the Holding Company, the Holding Company has approached us to provide a Guarantee which we have agreed to, as below:-

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

*(Wholly owned subsidiary of Reserve Bank of India)*

RBNM P.O. Salboni, Dist. Midnapore (W), West Bengal, Pin Code 721132

**T.E. No. 017/SAL/PUR/2020-21 - TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF UTILITY EQUIPMENTS, HOUSEKEEPING, SANITATION, ETC. AND RELATED WORKS AT PRESS AREAS AS WELL AS TOWNSHIP & OTHER ALLIED AREAS**

**NOW THEREFORE**, we affirm that, we, as the guarantors hereby extend our guarantee and undertake to indemnify you on behalf of the Bidder and the Holding Company, without any demur, cavil or argument up to a sum of \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) upon your first written demand declaring the Bidder to be in default under the Contract.

This unconditional Guarantee shall come into full force and effect on the date of execution of the Contract or the date of issue of work order, whichever is earlier.

This Guarantee shall apply and be supplemental to the Contract as amended, modified or varied by you and the Bidder from time to time. The Holding Company hereby authorizes the Bidder to agree to any such amendment, modification or variation, the due performance and compliance with which the Bidder is guaranteed herein. The Holding Company's obligations and liabilities under this Guarantee shall not be discharged by any allowance of time or other indulgence whatsoever.

We hereby unconditionally and irrevocably undertake to pay you a sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Only), upon receipt of your written demand, without you having to substantiate or prove your demand. We further agree that such demand shall be final and binding on us notwithstanding any dispute or suit or other legal proceedings including arbitration pending before any court, tribunal or arbitrator.

This unconditional and irrevocable Guarantee shall remain in full force and effect until all of the Bidder's duties, obligations (including warranty obligations) and liabilities under the contract have been discharged, of which you will be the sole judge and for a further period of 90 (Ninety) days thereafter or 90 (Ninety) days from the date of earlier termination of the Contract 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)

\_\_\_\_\_ (Designation)

Seal and Address of the Bank

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

*(Wholly owned subsidiary of Reserve Bank of India)*

RBNM P.O. Salboni, Dist. Midnapore (W), West Bengal, Pin Code 721132

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**Section X: Tender Form**

**[Supplier/Tenderer shall fill the following format and submit along with Technical Bid.]**

Date .....

To

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

**(Wholly owned Subsidiary of Reserve Bank of India)**

**Note Mudran Nagar, Salboni, Midnapore (West)**

**West Bengal PIN - 721 132**

**Ref: Your Tender document No.017/SAL/PUR/2020-21 dated 21/09/2020**

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 as **mentioned in financial bid**, 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

.....

\*\*\*\*\*

**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LIMITED***(Wholly owned subsidiary of Reserve Bank of India)*

RBNM P.O. Salboni, Dist. Midnapore (W), West Bengal, Pin Code 721132

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M/s. «Name»

Date:

To  
The General Manager/OIC  
BRBNMPL,  
P.O.RBNML, Salboni – 721 132.

Dear Sir,

**Sub: Price Bid for Operation and Maintenance of Utility Equipments Including Housekeeping, Sanitation and other related works at Press Areas as well as Township & other Allied Areas****Ref: Your Tender Enquiry No. 017/ SAL/PUR/ 2020-21 dated 21/09/2020**

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

**TABLE-1**

Sl.No.	Description of the Work	Unit	Rate
<b>A</b>			
<b>1.</b>	<b>Operation and Maintenance of Utility Equipments including Housekeeping, Sanitation and Other related works at Press Areas as well as Township &amp; other Allied Areas of BRBNMPL Salboni (Inclusive of all charges &amp; statutory payments)</b> <b>(As per Technical Specifications &amp; Scope of Work in Section-VII)</b>	<b>Man Day</b>	<b>(Rate to be quoted in TABLE 2 ( Page No. 73 )</b>

*The quoted rate should invariably state the Minimum wages payable as on date of bid as well as the consequential statutory benefits. [Applicable for Sl. No. A (1) above]. Any increase in the rate of minimum wages of labour (as fixed by Central or State Government whichever is higher) with consequential statutory payments shall be reimbursed on submission of documentary evidence.***Note: \* Detail Break up of charges as per enclosed list may please be furnished for Operation and Maintenance of Utility Equipments, Housekeeping, Sanitation, etc., and related works at Press Areas as well as Township & other Allied Areas.**

Thanking you,

Yours faithfully,

( )  
Name

Seal

Signature with date.

**Note:**

- Price should be quoted exactly as per the format given above.
- Price bids with conditions / Counter conditions are liable for rejection.

**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LIMITED***(Wholly owned subsidiary of Reserve Bank of India)*

RBNM P.O. Salboni, Dist. Midnapore (W), West Bengal, Pin Code 721132

**T.E. No. 017/SAL/PUR/2020-21 - TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF UTILITY EQUIPMENTS, HOUSEKEEPING, SANITATION, ETC. AND RELATED WORKS AT PRESS AREAS AS WELL AS TOWNSHIP & OTHER ALLIED AREAS****Detailed Break up for Sl. No. A (1) for Operation and Maintenance of Utility Equipments including Housekeeping, Sanitation and Other related works at Press Areas as well as Township & other Allied Areas Of BRBNMPL, Salboni**

(Should be attached with Price Bid)

**TABLE-2:**

Sl No.	Description	No. of manpower (A)	Amount in (Rs.) per Person per day (B)	No. of working days per year (26x12) (C)	TOTAL PER YEAR (AXBXC) Rs.
1	Supervisor (Skilled)	1	(**)	312	
2	Semi-skilled	54	(**)	312	
3	Sub-total	55		Sub Total	
4	EPF (including EDLI ) @ 13% on SL. No.3				
5	ESI @ 3.25% on SL.No.3				
6	BONUS @ 8.33% on SL. No.3				
7	i) Uniform (2 Set)/Year [#] , (ii) Shoes (1 Pair)/Year [#] (iii) PPEs like gloves, masks etc. <b>(Fixed)</b>				
8	Contractors Profit including Administrative Expenses, etc. <b>(Fixed)</b>				
9	Total ( 3+4+5+6+7 +8)				
10	Goods & Service Tax, GST [@-----%]				
11	Grand TOTAL per annum: (Inclusive of all statutory charges, taxes etc.)				

Note: \*\* (a) The Rate should be quoted considering the present minimum wage rate for skilled & semi-skilled category of workmen as applicable on the tender opening date. Any applicable due increase in Minimum Wages thereafter (as fixed by Central or State Government whichever is higher) with consequential statutory payments like EPF, ESI, Bonus etc. will be reimbursed separately against submission of documentary evidence.

(b) [#] The Contractor has to compulsorily provide proper Uniform (2 sets), Shoes (1 pair) & PPEs like gloves, masks etc. within 30 days of issue of Work Order. In case of non-compliance, BRBNMPL reserves the right to impose suitable penalty and provide the same. The cost incurred shall be deducted from the bill along with the penalty. The colour shade of the uniform should be totally different the approved uniform of the Company employees.

Thanking you,

Yours faithfully,

( )

Seal

Name :

Signature with date.

**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LIMITED***(Wholly owned subsidiary of Reserve Bank of India)*

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The Tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question / issue do not apply to a tenderer, the same should be answered with the remark "not applicable".

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

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

Sl. No.	Query	Bidder's Response
1.	Brief description of goods and services offered:	
2.	Name and Address of the Firm: (for Correspondence & Name of contact person with email Id, Phone and Mobile No.)	
3.	Nature of the Firm: (Proprietorship/Partnership/Ltd. Company/Co-op. Society)	
4.	Offer is valid for acceptance upto	<b>120 Days from the date of opening of tender</b>
5.	Your Permanent Income Tax A/c No. as allotted by the Income Tax Authority of Government of India: (Please attach certified copy of your latest / current Income Tax clearance certificate issued by the above authority.)	
6.	Your GSTIN (Copy of registration to be enclosed):	
7.	Status:	
a	Are you currently registered with the Central Purchase Organization, and/or as a Micro and Small Enterprise (MSE) as defined in MSEs Order 2012 issued by Ministry of Micro, Small and Medium Enterprises (MSME), and/or as a Startup as recognised by Department for Promotion of Industry and Internal Trade (DPIIT) and/or the present BRBNMPL and/or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.	
b	Are you currently registered under the Indian Companies Act, 2013 or any other similar Act? Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.	
8.	Please indicate name & full address of your Banker(s) and enclose Bank Mandate Form:	

**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LIMITED***(Wholly owned subsidiary of Reserve Bank of India)*

RBNM P.O. Salboni, Dist. Midnapore (W), West Bengal, Pin Code 721132

**T.E. No. 017/SAL/PUR/2020-21 - TENDER DOCUMENT FOR OPERATION AND MAINTENANCE OF UTILITY EQUIPMENTS, HOUSEKEEPING, SANITATION, ETC. AND RELATED WORKS AT PRESS AREAS AS WELL AS TOWNSHIP & OTHER ALLIED AREAS**

9.	Please state whether business dealings with you currently stand suspended/ banned by any Ministry / Dept. of Government of India or by any State Govt..	
10.	Whether the price Bid is signed and submitted as part II kept in sealed cover with clear superscription on the envelope marking Tender details?	Yes/No
11.	Cost of tender form submitted? (if applicable)	Yes/No
11.	Whether required EMD is submitted along with the technical bid.	Yes/No
12.	Whether all sections and pages of technical bid accepted, signed and submitted as Part I	Yes/No
13.	We _____ name of the company confirm that we abide by all the terms & conditions of this tender and we don't have any counter conditions.	ACCEPTED

(Signature with date)

(Authorized sign on behalf of the tenderer)

Full name:

Designation:

Address:

\*\*\*\*\*  
\_\_\_\_\_

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**SECTION XX: PRE-CONTRACT INTEGRITY PACT**

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

**INTEGRITY PACT**

Between

**Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL)** hereinafter referred to as **"The Principal"**

and

..... Hereinafter referred to as **"The bidder/ Contractor:**

**Preamble**

The Principal intends to award, under laid down organisational procedures, contract/s for **"Operation and Maintenance of Utility Equipments, Housekeeping, Sanitation, etc., and related works at Press Areas as well as Township & other Allied Areas)"**

The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and / or Contractor(s).

In order to achieve these goals, Independent External Monitors (IEMs), appointed by the Principal will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 - Commitments of the Principal**

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

- a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

**Section 2 - Commitments of the Bidder(s)/Contractor(s)**

(1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.

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- a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The Bidder(s) / Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
  - c. The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. Bidders are required to submit a self-declaration that they are not engaging any agent for participation in the bidding/ procurement process.
  - e. Bidder(s) / Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter
- (2) The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

**Section 3 – Disqualification from tender process and exclusion from future contracts**

If the Bidder(s) / Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) / Contractor(s) from the tender process or take action as per clause 6.5 (Ban and Blacklisting) of procurement manual of BRBNMPL.

**Section 4 – Compensation for Damages**

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the contractor liquidated damage of the Contract value of the amount equivalent to Performance Bank Guarantee.

### **Section 5 – Previous transgression**

- (1) The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country confirming to anticorruption approach in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on the subject, he can be disqualified from the tender process or action can be taken as per clause 6.5 (Ban and Blacklisting) of procurement manual of BRBNMPL.

### **Section 6 – Equal treatment of all Bidders/Contractors/Subcontractors**

- (1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
- (3) The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

### **Section 7 – Criminal charges against violating Bidder(s)/Contractor(s)/Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

### **Section 8 – Independent External Monitor**

Name of the IEM: Shri V.V. R. Sastry

E-mail: [sastryvvr@gmail.com](mailto:sastryvvr@gmail.com)

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him/her to treat the information and documents of the Bidders/Contractors as confidential. He / she reports to the Chairman, BRBNMPL.
- (3) The Bidder(s) / Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

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- (4) The Monitor is under Contractual obligation to treat the information and documents of the Bidder(s) / Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, BRBNMPL and recuse himself / herself from that case.
- (5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (7) The monitor will submit a written report to the Chairman, BRBNMPL within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
- (8) If the Monitor has reported to the Chairman, BRBNMPL, a substantiated suspicion of an offence under relevant IPC / PC Act, and Chairman BRBNMPL has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word '**Monitor**' would include both singular and plural.

#### **Section 9 – Pact Duration**

The Pact begins when both parties have legally signed it. It expires from the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Chairman of BRBNMPL.

#### **Section 10 – Other provisions**

- (1) This agreement is subject to Indian Law Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Bengaluru.
- (2) Changes and supplements as well as termination notice need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

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- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

\_\_\_\_\_  
(For & On behalf of the Principal)

(Office Seal)

\_\_\_\_\_  
(For & On behalf of Bidder/ Contractor)

(Office Seal)

Place :  
Date :

Place:  
Date:

Witness 1:  
(Name & Address)

Witness 1:  
(Name & Address)

Witness 2:  
(Name & Address)

Witness 2:  
(Name & Address)

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(Tenderer may duly fill this form & get it certified by your Bank authorities & submit it along with tender document. This is one time affair only.)

**NATIONAL ELECTRONIC FUND TRANSFER MANDATE FORM****Model Mandate Form**

1. Customers Name	
Customers Complete Address	
Customers Telephone & Fax No.	
Customers E-mail Address	
<b>2 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 Authorised official of the Bank.

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**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

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**Section XVI: Contract Form**

(Address of BRBNMPL's office issuing the contract)

Contract No ..... dated

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

1. Name & address of the Supplier: .....

2. BRBNMPL's Tender document No. .... dated ..... and subsequent Amendment No. .... dated ..... (if any), issued by BRBNMPL

3. Supplier's Tender No. .... dated ..... and subsequent communication(s) No. .... dated ..... (If any), exchanged between the supplier and BRBNMPL in connection with this tender

4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:

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

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

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

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

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

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

Total value (in figure) (In words)

(ii) Delivery schedule

(iii) Details of Performance Security

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(iv) Quality Control

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

(v) Destination and despatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority

.....

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

For and on behalf of

Received and accepted this contract

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

For and on behalf of

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

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

(Refer to clause 24.2 of GIT)

The General Manager

Unit Address

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

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

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

Note:

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

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(Refer Clause 22.6 of GCC)

[Name and Address of the Firm]

PAN : .....

CIN : XXXXXXXXXX (as per Company law)

[Regd. Office address] (as per Company law)

[Address of place of business under GST]

GSTIN of the respective place of business: .....

Bill No..... Dated.....

Purchase order No..... Dated.....

[Name and address of the consignee]

Place of supply: name of the city, name of the state

Sl. No.	Authority for purchase	Description of Stores	HSN/ SAC	Number or quantity	Taxable value	Rate/ Price	Taxable value
TOTAL							

1. Applicable CGST, SGST, IGST and UTGST Amount
2. Freight (if applicable)
3. Packing and Forwarding charges (if applicable)
4. Others (Please specify),
5. PVC Amount (with Calculation sheet enclosed)
6. (-) deduction/Discount
7. Net amount payable (in words Rs.)

Dispatch detail RR No./other proof of dispatch..... Dated..... (enclosed)

Inspection Certificate No..... Dated..... (enclosed)

Income Tax Clearance Certificate No..... Dated..... (enclosed)

GST Registration certificate..... (enclosed)

(If it is already being collected, the same may be ignored)

Place and Date

Received Rs (Rupees)

hereby certify that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Signature and Stamp of Supplier

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- |   |   |
|---|---|
| 1 | <p>The <b>First sealed</b> cover should contain (SUPERSCRIBING PART-I Techno-commercial bid for Tender No.017/SAL/PUR/2020-20 for <b><u>“Operation and Maintenance of Utility Equipments including Housekeeping, Sanitation and other related works at Press Areas as well as Township &amp; other Allied Areas)”</u></b></p> <ul style="list-style-type: none"> <li>a) All Section including NIT, GIT, SIT, GCC, SCC as token of acceptance of Tender Conditions</li> <li>b) <b>Section VIII: Profile of Tenderer for Quality Control Requirements &amp; Compliance Statement is completely filled and signed)</b> along with supporting documents.</li> <li>c) <b>Credentials pertaining to Section IX: Qualifications/Eligibility Criteria</b></li> <li>d) Proforma (<b>Section X: Tender Form</b>) is completely Filled &amp; signed.</li> <li>e) Questionnaire (<b>Section XII</b>) is completely Filled &amp; signed.</li> <li>f) EMD in the form of Demand Draft/Banker’s cheque of Rs. <b>2,90,000/-</b> towards EMD and Rs. <b>1,500/-</b> towards Cost of Tender form (if purchased from BRBNMPL) are kept in cover.</li> <li>g) <b>Annexure – E and Annexure – F</b>, as applicable and as mentioned in our tender</li> <li>h) Section XX: Pre-contract Integrity Pact to be filled, signed and sealed.</li> <li>i) NEFT mandate form as given in the tender.</li> </ul> |
| 2 | <p>The <b>Second sealed</b> cover should contain superscribing (Part-II Price Bid for <b>Tender No.017/SAL/PUR/2020-21</b> for <b><u>“Operation and Maintenance of Utility Equipments including Housekeeping, Sanitation and other related works at Press Areas as well as Township &amp; other Allied Areas)”</u></b></p> <p><b>Price bid as per Section - XI – Price schedule</b>, to be filled, stamped and signed.</p>  |
| 3 | <p>The above <b>two sealed covers</b> should be kept in a separate envelope super scribing <b>Tender for “Operation and Maintenance of Utility Equipments including , Housekeeping, Sanitation and other related works at Press Areas as well as Township &amp; other Allied Areas)”</b> against <b>TE-017/SAL/PUR/2020-21 dated 21/09/2020</b>.</p> <p><b>Due on 20/10/2020</b> and submitted.</p> <p>[ Tenderer should clearly mention their Name, Address and Contact Nos. on this Sealed Cover. ]</p>   |
| 4 | <p>All Correspondences should be addressed to:</p> <p><b>The General Manager,<br/>Bharatiya Reserve Bank Note Mudran (P) Ltd,<br/>PO: RBNML,<br/>Salboni – 721 132<br/>Dist: Midnapore (West)<br/>West Bengal</b></p>   |

**Note:** The printout of this tender document should be taken on both sides of A4 size paper only.

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