

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

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

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

**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA**

**LIMITED TENDER ENQUIRY ONLY FOR OUR REGD./APPROVED VENDORS FOR  
THE ITEM/S MENTIONED BELOW**

**TENDER No. 081/SAL/PUR/ 2017-18**

(NOT TRANSFERABLE)

*By Speed post / Courier service/Downloaded from website*

BNM No.: / (S) 07.07.04/TE-081/2017-18	Last Date & Time for submission of Tender:	29/12/2017 upto 11.30 AM
Dated:01/12/2017	Tender opening Date & Time:	29/12/2017 at 11.30 AM
Cost of Tender form: NIL	Earnest Money Deposit (EMD) in Rs.20,000/-	

**Security Classification: Non-Security Item ( [Services](#) )**

**SUB: TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES  
FOR THE COMPANY VOF AT KOLKATA**

Tender No. 081/SAL/PUR/2017-18 dated 01/12/2017

This tender document contains: 51 Pages

The tender document is issued to:

**M/s. «Name»:**

Details of Contact person in BRBNMPL regarding this tender:

Name, -Shri. S. S. Kude Designation: - Asst. General Manager

**Address: BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

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

**RBNML (PO), Salboni - 721 132**

**Phone: 03227 - 280176 / 280317**

**Email: [sskude@brbnmpl.co.in](mailto:sskude@brbnmpl.co.in)**

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**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF  
AT KOLKATA****Contents**

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**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA****Section I: Notice Inviting Tender (NIT)****TENDER No. 081/SAL/PUR/ 2017-18**

(NOT TRANSFERABLE)

**SUB: TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA****Dear Sirs,**

The General Manager BRBNMPL, Salboni invites sealed tender from eligible and qualified tenderers in the enclosed formats under two-bid system (Techno-commercial bid and Price bid) for entering Annual Contract for **FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA** as per detailed scope of work as well as the terms and conditions stipulated hereunder:

Schedule No.	Brief Description of Goods / Services	Quantity (with unit)	Earnest Money (in Rs.)
1.	<b>FACILITY MANAGEMENT &amp; HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA</b>	<b>Contract for One Year which can be extendable for another Two more years.</b>	<b>Rs. 20, 000/-</b>

Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.)	<b>Two part Bid ( Techno-commercial bid and Price bid)</b>
Date of issue of tender documents	<b>01/12/2017</b>
Price of the Tender Document	<b>Nil</b>
Place of sale of tender documents	Administration Building, BRBNMPL, Salboni - 721 132
Closing date and time for receipt of tenders	<b>29/12/2017 at 11:30 hours</b>
Place of receipt of tenders	Administration Building, BRBNMPL, Salboni - 721 132
Time and date of opening of tenders	<b>29/12/2017 at 11:30 hours</b>

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<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>	Sri. S. S. Kude , AGM

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. Tenderer may also download the tender documents from the web site and submit its tender by utilizing the downloaded document, along with the required non-refundable fee if applicable.

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

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

6. The tender documents are not transferable.

Yours faithfully,

For & On behalf of BRBNMPL

**(S. S. Kude)**

**Asst. General Manager**

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**RBNML (PO), Salboni - 721 132**

**Phone: 03227 – 280176 /280317**

**Encls: As above**

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

1. **Scope of Work:** The Scope of work refers to list of requirement in Section VI.

2. **Qualification/Eligibility Criteria:**

Please refer - Section IX: **Qualification/Eligibility Criteria**

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 alongwith 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:** The period of contract shall be initially for a period of **01 (one) year** and may be extendable for further period of **02 (two) more years (but one year at a time)** on the same rates/charges, terms and conditions subject to satisfactory performance of the contractor. Failure to execute the assigned contract due to reason whatsoever will invite blacklisting from our Vendor List and forfeiture of Security Deposit. Final decision in this regard lies with BRBNMPL.

6. Please send your competitive bidding in sealed covers superscribed as “**Tender for FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA**” against **Tender No. 081/SAL/PUR/2017-18 dated 01/12/2017 to reach us on or before 11.30 Hrs. on 29/12/2017 with the following separate two sealed covers inside:**

A. The **First Sealed Cover**, superscribing ‘**Techno-Commercial Bid**’ should contain:

a) **Profile of Tenderer for Quality Control Requirements & Compliance Statement Section VIII is completely filled & signed along with supporting documents.**

i. All financial data should be certified by certified accountants e.g. Chartered Accountants (CA).

ii. All experience, past performance and “capacity/capability related/data” should be certified by the authorized signatory of the bidder firm and criteria submitted by bidder should be verified from the parties for whom work has

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been done and the documents pertaining to above to be submitted by bidder as a part of eligibility criteria.

- b) **Proforma (Section X: Tender Form)** is completely Filled & signed.
  - c) **Questionnaire (Section XII)** is completely Filled & signed.
  - d) Demand Draft/Banker's Cheque/FD of Rs. 20,000/- towards EMD is kept in cover
  - e) No information regarding price should be mentioned in this part.
- B. **Second Sealed Cover with filled Price-Bid (Section XI : Price Schedule), with detailed price break up/tax applicable, signed and superscribing as "PRICE BID" on the cover.**
- C. All the above-mentioned two sealed covers are put in a **Separate sealed cover** superscribing "**Tender for FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA against TE-00/SAL/PUR/2017-18, Due on 29/12/2017.**
7. **Receipt of Tender:** Sealed tender shall be addressed to 'The General Manager', Bharatiya Reserve Bank Note Mudran (P) Ltd; P.O. RBNM, Salboni, Dist. West Midnapore, Pin 721 132.
- a. The Tenderer/Bidder has the option of sending the tender by registered post or courier so as to reach us on or before the tender acceptance time **i.e. on or before 11.30 hrs. on 29/12/2017.** In case of bulky tender document, the same may be submitted to **Asst. General Manager (MMD)** in person on or before tender acceptance date & time. The part-I techno-commercial bid will be opened at **11.30 Hrs. on 29/12/2017** in the presence of available tenderers or their authorised representatives .On acceptance of Technical Bid, Price Bid of the technically qualified tenderers will be opened later, which will be informed accordingly.
  - b. Each page of Tender documents should be duly signed & seal affixed and submitted along with the Technical bid as a token of acceptance of tender conditions.
  - c. The risk of delay / loss in transmission of post/courier rests with the bidder/tenderer.
8. **E.M.D:** *An EMD of Rs. 20,000/- (Rupees Twenty Thousand only) is payable in the form of Demand Draft/Banker's Cheque/Fixed Deposit drawn in favour of Bharatiya Reserve Bank Note Mudran Pvt. Ltd., 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 Associate Banks of SBI or any other scheduled Commercial Bank in India, it should be payable at par at Midnapore.*
- a) **Please refer GIT Clause 18 under Section II.**
  - b) In case E.M.D is not submitted along with the tender (Techno-commercial bid), the offer will be liable for rejection. However, please note DGS&D / NSIC, New Delhi registered firms are exempted from submission of requisite EMD.
9. **Security Deposit:** Within twenty-one days after the issue of notification of award by BRBNMPL, the successful Tenderer shall furnish Security Deposit to

BRBNMPL for an amount equal to 10% of the annual Contract price, valid up to Sixty days after date of completion of all contractual obligations. [Please refer GCC Clause 6 under Section IV].

- (a) 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.

**10. Terms of Payments:**

**(i)** 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 normally by the end of every month 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. which ever is higher) with Consequential Statutory payment shall be reimbursed on submission of documentary evidence.

- (ii)** Contractor has to submit a latest copy of GST Return along with the Monthly bill/invoice, Declaration & Certificate of Input Tax Credit as per Annexure C1 & C2, failing which payment cannot be released.

*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.*

- 11. a) Input Tax Credit:** A declaration as given in Annexure C1 and C2 should be submitted along with offer regarding Input Tax Credit

**b) 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 Account in its name for making PF Contribution for its workmen.

- c) 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.

- d) **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.
- e) **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.
- f) **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
- g) **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 provisions of the Arbitration & Conciliation Act 1996 and any modification thereof shall be applicable. The award made in pursuance thereof shall be binding on the parties.
- h) **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.

**i) 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.



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- 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 West Bengal Co-operative Society Act and/or any other relevant Act(s) besides Contract Labour (Regulation & Abolition) Act and 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) 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.
- 5) You shall not allow any visitor to your working area without express approval of BRBNMPL.
- 6) 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.
- 7) The risk of delay / loss in transmission of post/courier rests with the bidder/tenderer.
- 8) Offers received after the closing time and date will not be considered.
- 9) Prices should be firm till completion of execution of order if not increased otherwise.
- 10) 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.
- 11) 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 or his nominee whose decision shall be final and binding. The cost of conciliation/arbitration, if any, shall be borne by you.
- 12) Proportionate amount from the monthly bill will be deducted for unsatisfactory performance of work at designated areas.
- 13) The Contractor shall ensure that all persons employed by him shall be efficient, skilled, honest and conversant with the nature of work.
- 14) 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.

- 15) 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.
- 16) 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.
- 17) 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 Workmen's Compensation Act, 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.
- 18) 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, etc. as applicable.
- 19) 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.
- 20) The Contractor shall issue name badges to all his employees, which the employees shall wear while on duty.
- 21) 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.
- 22) The Contractor shall obtain appropriate license ( if applicable) under the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules 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.
- 23) 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

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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.

- 24) 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.
- 25) The contractor employees should have impeccable integrity honesty & should be free of any vices. The Contractor shall be responsible for the conduct and behavior of his employees. If any employee of the Contractor is found misbehaving with the staff, guests the Contractor shall take necessary and appropriate action.
- 26) 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.
- 27) The Contractor shall not appoint any child labour.
- 28) 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.
- 29) 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.
- 30) The cleaning cost of detergent and the chemicals required for Clean of Environment Services shall be provided/reimbursed 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.
- 31) 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.
- 32) The Contractor will 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.
- 33) The Contractor shall give the services on all days during the period of contract as per the Company's requirement.
- 34) 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.

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- 35) 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 during the normal working hours. The work shall be carried out efficiently, in consonance and in conformity with the standards of neatness and hygienically maintained premises.
- 36) Parties who have been black listed /Debarred by BRBNMPL are not eligible for submission of this tender
- 37) 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.
- 38) If the tenderer is registered under DGS&D/ NSIC, they have to clearly mention and submit a copy of supporting documents. In absence of any such declaration, tenderer shall be considered as not registered under DGS&D/ NSIC.
- 39) 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.
- 40) Copies of documents related to GST & Income Tax PAN to be provided along with the Techno-commercial Bid.
- 41) No counter condition shall be accepted.

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

**4. Eligible Goods and Services**

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

**5. Tendering Expense**

The tenderer shall bear all costs and expenditure incurred and/ or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing the same. BRBNMPL will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conduct or outcome of the tendering process.

**B TENDER DOCUMENTS****6. Content of Tender Documents****6.1 The tender documents includes:**

1. Section I - Notice Inviting Tender (NIT)
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18. Section XVIII: Shipping Arrangements for Liner Cargoes
19. Section XIX: Proforma of Bills for Payments

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

**7. Amendments to Tender Documents**

- 7.1 At any time prior to the deadline for submission of tenders, BRBNMPL may, for any reason deemed fit by it, modify the tender documents by issuing suitable amendments) to it.
- 7.2 Such an amendment will be notified in writing by registered/ speed post or by fax / telex / e-mail, followed by copy of the same by suitable recorded post to all prospective tenderers, which have received the tender documents and will be binding on them.
- 7.3 In order to provide reasonable time to the prospective tenderers to take necessary action in preparing their tenders as per the amendment, BRBNMPL may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.

**8. Pre-Bid conference**

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

**9. Clarification of Tender Documents**

A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with BRBNMPL in writing or by fax ! e-mail! telex. BRBNMPL will respond in writing to such request provided the same is received by BRBNMPL not later

than twenty one days (unless otherwise specified in the SIT) prior to the prescribed date of submission of tender. Copies of the query and clarification shall be sent to all prospective bidders who have received the bidding documents.

## **C PREPARATION OF TENDERS**

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

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

- Tender Form and Price Schedule along with list of deviations (ref Clause 19.19.4) from the clauses of this SBD, if any.
- 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.
- Documents and relevant details to establish in accordance with GIT clause 17 that the goods and the allied services to be supplied by the tenderer conform to the requirement of the tender documents along with list of deviations if any (ref clause 17.17.3 of GIT).
- Earnest money furnished in accordance with GIT clause 18.18.1 alternatively, documentary evidence as per GIT clause 18.18.2 for claiming exemption from payment of earnest money. and
- Questionnaire as per Section XII.
- Manufacturer's Authorization Form (ref Section XIV, if applicable

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

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

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

### **11. Tender currencies**

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

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

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

### **12. Tender Prices**

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

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

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

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

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

- The price of the goods, quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including all taxes and duties like sales tax, VAT, custom duty, excise duty etc. already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc or on the previously imported goods of foreign origin quoted ex-showroom etc.
- Any sales or other taxes and any duties including excise duty, which will be payable on the goods in India if the contract is awarded.
- 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
- The price of incidental services, as and if mentioned in List of Requirements.

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

- 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,
- Wherever applicable, the amount of custom duty and import duty on the goods to be imported.
- 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
- The charges for incidental services, as and if mentioned in the List of Requirements.

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

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

### **12.8 Excise Duty:**

- If reimbursement of excise duty is intended as extra over the quoted prices, the supplier must specifically say so also indicating the rate, quantum and nature of the duty applicable. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of excise duty will be entertained after the opening of tenders.
- If a Tenderer chooses to quote a price inclusive of excise duty and also desires to be reimbursed for variation, if any, in the excise duty during the time of supply, the tenderer must clearly mention the same and also indicate the rate and quantum of excise duty included in its price. Failure to indicate all such details in clear terms may result in statutory variations being denied to the tenderer.
- Subject to sub clauses 12.8 (a) & (b) above, any change in excise duty upward/ downward as a result of any statutory variation in excise duty taking place within original Delivery Period shall be allowed to the extent of actual quantum of excise duty paid by the supplier. In case of downward revision in excise duty, the actual quantum of reduction of excise duty shall be reimbursed to BRBNMPL by the supplier. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the supplier.

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

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

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

- The tenderer should quote the exact percentage of VAT that they will

be charging extra.

- ii) While quoting the rates, tenderer should pass on (by way of reduction in prices) the set off/input tax credit that would become available to them by switching over to the system of VAT from the existing system of sales tax, duly stating the quantum of such credit per unit of the item quoted for.
- iii) The tenderer while quoting for tenders should give the following declaration:  
"We agree to pass on such additional set off/input tax credit as may become available in future in respect of all the inputs used in the manufacture of the final product on the date of supply under the VAT scheme by way of reduction in price and advise the purchaser accordingly."
- iv) The supplier while claiming the payment shall furnish the following certificate to the paying authorities: We hereby declare that additional set offs / input tax credit to the tune of Rs. .... has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- a) The complete name and address of the Indian Agent and its permanent income tax account number as allotted by the Indian Income Tax authority.
- b) The details of the services to be rendered by the agent for the subject requirement

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

- a) The principal manufacturer directly or one Indian agent on his behalf
- b) The foreign principal or any of its branch/ division
- c) Indian/ Foreign Agent on behalf of only one Principal.

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

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

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

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

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

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

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

**14.7** Documents for claiming ERV:

- i. A bill of ERV claim enclosing working sheet
- ii. Banker's Certificate/debit advice detailing F.E. paid and exchange rate
- iii. Copies of import order placed on supplier
- iv. Invoice of supplier for the relevant import order

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

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

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

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

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

- a) In case the tenderer offers to supply goods, which are manufactured by some other firm, the tenderer has been duly authorized by the goods manufacturer to quote for and supply the goods to BRBNMPL. The tenderer shall submit the manufacturer's authorization letter to this effect as per the standard form provided under Section XIV in this document.
- b) The tenderer has the required financial, technical and production capability necessary to perform the contract and, further, it meets the qualification criteria incorporated in the Section IX in these documents.

- c) In case the tenderer is not doing business in India, it is/ will be duly represented by an agent stationed in India fully equipped and able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast moving components and other obligations, if any, specified in the conditions of contract and/ or technical specifications.
- d) In case the tenderer is an Indian agent quoting on behalf of a foreign manufacturer, the Indian agent is already enlisted under the Compulsory Enlistment Scheme of Ministry of Finance, Govt. of India, operated through Directorate General of Supplies & Disposals (DGS&D), New Delhi.

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

- 17.1 The tenderer shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully conform to the goods and services specified by BRBNMPL in the tender documents. For this purpose the tenderer shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by BRBNMPL in the tender documents to establish technical responsiveness of the goods and services offered in its tender.
- 17.2 In case there is any variation and/ or deviation between the goods & services prescribed by BRBNMPL and that offered by the tenderer, the tenderer shall list out the same in a chart form without ambiguity along with justification, and provide the same along with its tender.
- 17.3 If a tenderer furnishes wrong and/ or misguiding data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to BRBNMPL in this regard.

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

- 18.1 Pursuant to GIT clause 10.1(d) the tenderer shall furnish along with its tender, earnest money for amount as shown in the List of Requirements. The earnest money is required to protect BRBNMPL against the risk of the Tenderers unwarranted conduct as amplified under sub-clause 23.23.2 below.
- 18.2 The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period with DGS&D or with National Small Industries Corporation, New Delhi all with BRBNMPL are exempted from payment of earnest money. In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details (with DGS&D or NSIC or BRBNMPL as the case may be).
- 18.3 The earnest money shall be denominated in Indian Rupees.
- 18.4 The earnest money shall be furnished in one of the following forms:
- Account Payee Demand Draft or
  - Fixed Deposit Receipt or
  - Banker's cheque or
  - Bank Guarantee, only in the case of Global Tender
- The demand draft, fixed deposit receipt or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of Account specified in the Clause 3 of NIT. In case of bank guarantee, the same is to be provided from/confirmed by any scheduled commercial bank in India as per the format specified under Section XIII in these documents.
- 18.5 The earnest money shall be valid for a period of forty five days beyond the validity period of the tender.
- 18.6 Unsuccessful tenderers' earnest monies will be returned to them without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful Tenderer's earnest money will be returned without any interest, after receipt of performance security from that tenderer.
- 18.7 Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the

tender in any respect within the period of validity of its tender. The successful tenderer's earnest money will be forfeited if it fails to furnish the required performance security within the specified period.

**19. Tender Validity**

- 19.1 If not mentioned otherwise in the SIT, the tenders shall remain valid for acceptance for a period of 90 days (Ninety days) in case of single bid tender system and 120 days in case of two-bid system after the date of tender opening prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- 19.2 In exceptional cases, the tenderers may be requested by BRBNMPL to extend the validity of their tenders upto a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax /email /telex /cable followed by surface mail. The tenderers, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD accordingly.
- 19.3 In case the day upto which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for BRBNMPL, the tender validity shall automatically be extended upto the next working day.
- 19.4 Compliance with the Clauses of this Tender Document: Tenderer must comply with all the clauses of this Tender Document. In case there are any deviations, these should be listed in a chart form without any ambiguity along with justification.

**20. Signing and Sealing of Tender**

- 20.1 An authenticated copy of the document which authorizes the signatory to commit on behalf of the firm shall accompany the offer. The individual signing the tender or any other documents connected therewith should clearly indicate his full name and designation and also specify whether he is signing,
- As Sole Proprietor of the concern or as attorney of the Sole Proprietor;
  - As Partner (s) of the firm;
  - as Director, Manager or Secretary in case the of Limited Company duly authorized by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.
- 20.2 The authorized signatory of the tenderer must sign the tender at appropriate places and initial the remaining pages of the tender.
- 20.3 The tenderers shall submit their tenders as per the instructions contained in G1T Clause
- 20.4 Unless otherwise mentioned in the SIT, a tenderer shall submit two copies of its tender marking them as "Original" and "Duplicate".
- 20.5 The original and other copies of the tender shall either be typed or written in indelible ink and the same shall be signed by the tenderer or by a person(s) who has been duly authorized to bind the tenderer to the contract. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the tender.
- 20.6 All the copies of the tender shall be duly signed at the appropriate places as indicated in the tender documents and all other pages of the tender including printed literature, if any shall be initialed by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the tenderer and, if there is any such correction; the same shall be initialed by the person(s) signing the tender.
- 20.7 The tenderer is to seal the original and each copy of the tender in separate envelopes, duly marking the same as "Original", "Duplicate" and so on and writing the address of BRBNMPL and the tender reference number on the envelopes. The sentence 'NOT TO BE OPENED' before (The tenderer is to put the date & time of tender opening) are to be written on these envelopes. The inner envelopes are then to be put in a bigger outer envelope, which will also be duly sealed, marked etc. as above. If the outer envelope is not sealed and marked properly as above, BRBNMPL will not assume any responsibility for its misplacement, premature opening, late opening etc.



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

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

## **D SUBMISSION OF TENDERS**

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

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

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

### **22. Late Tender**

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

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

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

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

## **E TENDER OPENING**

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

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

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

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

24.4 In the case of two bid system mentioned in clause 20.8 above, the technical bids are to be opened in the first instance, at the prescribed

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

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

### **25. Basic Principle**

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

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

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

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

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

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

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

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

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

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

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

28.4 If, as per the judgment of BRBNMPL, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered / speed post. If the tenderer does not agree to the observation of BRBNMPL, the tender is liable to be ignored.

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

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

**30. Clarification of Bids**

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

**31. Qualification / Eligibility Criteria**

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

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

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

**33. Schedule-wise Evaluation**

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

**34. Comparison on CIF Destination Basis**

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

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

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

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

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

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

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

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

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

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

**37. Cartel Formation / Pool Rates**

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

**38. Negotiations**

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

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

**39. Contacting BRBNMPL**

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

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

**G AWARD OF CONTRACT**

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

of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.

**41. Award Criteria**

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

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

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

**43. Parallel Contracts**

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

**44. Serious Misdemeanors**

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

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

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

**45. Notification of Award**

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

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

**46. Issue of Contract**

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

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

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

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

**48. Return of EMD**

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

**49. Publication of Tender Result**

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

**Part II: Additional General Instructions Applicable to Specific Types of Tenders:****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 not applicable.
- 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.
- 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 misdemeanor under clause 44 of the GIT and action, as appropriate, would be taken as per provision of that clause.

**50.3 Performance Security**

Value of Performance Security would be stipulated in the SIT. Performance Security shall, however, not be demanded again in the individual supply orders issued subsequently against rate contracts.

**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 fulfill 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 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.

**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** Commercial tax / terminal tax, Octroi, municipal tax or any other taxes / duties etc. whatever in force shall be payable extra by the purchaser as per rules applicable to BRBNMPL. Current and valid PAN and sales / commercial tax registration number 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 Sales Tax must submit copies of their Registration certificate of concerned authority 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 (Hi). 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 bank draft/pay order, drawn on any nationalized or recognized bank in favour of same officer 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 form of Bank draft drawn on any nationalized or recognized bank in favor of same authority as mentioned above. 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 / cut-up 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 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 meager 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  $\pm 5\%$  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:**

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

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

**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF  
AT KOLKATA****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.)

Sl. No.	GIT Clause No.	Topic	SIT Provision
1	4	Eligible Goods and Services (Origin of Goods)	No provision
2	8	Pre-bid Conference	Not applicable
3	9	Time Limit for receiving request for clarification of Tender Documents	No provision
4	11	Tender Currency	No provision (INR)
5	12.11	Applicability of Octroi and Local taxes	No provision
6	14	PVC Clause & Formula	Not applicable
7	19	Tender Validity	As specified (120 days)
8	20.4	Number of Copies of Tenders to be submitted	One
9	20.9	E-Procurement	Not applicable
10	35.2	Additional Factors for Evaluation of Offers	No Provision
11	43	Parallel Contracts	Not applicable
12	50	Tender For rate Contracts	Not applicable
13	51	PQB Tenders	Not applicable
14	52	Tenders involving Purchaser's and Pre-Production Samples	Not applicable
15	53	EOI Tenders	Not applicable
16	54	Tenders for Disposal of Scrap	Not applicable
17	55	Development / Indigenization Tenders	Not applicable

**Section IV: General Conditions of Contract (GCC)****Part I: General Conditions of Contract applicable to all types of Tenders**

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

**1.1 Definitions and Interpretation:**

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

- (xiv) The heading of these conditions shall not affect the interpretation or construction thereof.
- (xv) Terms and expression not herein defined shall have the meanings assigned to them in the Indian Sale of Goods Act, 1930 (as amended) or the Indian Contract Act, 1872 (as amended) or the General Clauses Act, 1897 (as amended) as the case may be.
- (xvi) PARTIES: The parties to the contract are the "Contractor" and the "Purchaser", as defined above;
- (xvii) "Tender" means quotation / bid received from a firm / supplier.
- (xviii) "Goods" means the articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant etc. which the supplier is required to supply to BRBNMPL under the contract. Other homologous terms are: Stores, Materials etc.
- (xix) "Services" means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of technical assistance, training, after sales service, maintenance service and other such obligations of the supplier covered under the contract.
- (xx) "Earnest Money Deposit" (EMD) means monetary guarantee to be furnished by a Tenderer along with its tender.
- (xxi) "Performance Security" means monetary guarantee to be furnished by the successful Tenderer for due performance of the contract placed on it. Performance Security is also known as Security Deposit or Performance Bank Guarantee.
- (xxii) "Consignee" means the person to whom the goods are required to be delivered as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of dispatch to another person as provided in the Contract then that "another" person is the consignee, also known as ultimate consignee.
- (xxiii) "Specification" or "Technical Specification" means the drawing / document/ standard that prescribes the requirement to which product or service has to conform.
- (xxiv) "Inspection" means activities such as measuring, examining, testing, analyzing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.  
"Day" means calendar day.

**1.2 Abbreviations:**

"AAEC"	means "Appreciable Adverse Effect on Competition" as per Competition Act
"BG"	means Bank Guarantee
"BL or B/L"	means Bill of Lading
"CD"	means Custom Duty
"CIF"	means Cost, Insurance and Freight Included
"CMD"	means Chairman and Managing Director
"CPSU"	means Central Public Sector Undertaking
"CST"	means Central Sales Tax
"DDO"	means Direct Demanding Officer in Rate Contracts
"DGS&D"	means Directorate General of Supplies and Disposals
"DP"	means Delivery Period
"ECS"	means Electronic clearing system
"ED"	means Excise Duty
EMD	means Earnest money deposit

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

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

**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA**

"EOI"	means Expression of Interest (Tendering System)
"ERV"	means Exchange rate variations
"FAS"	means Free alongside shipment
"FOB"	means Freight on Board
"FOR"	means Free on Rail
"GCC"	means General Conditions of Contract
GIT	means General Instructions to Tenderers
GST	means Goods and Services Tax which will replace Sales Tax
"H1, H2 etc"	means First Highest, Second Highest Offers etc in Disposal Tenders
Incoterms	means International Commercial Terms, 2000 (of ICC)
"L1, L2 etc"	means First or second Lowest Offer etc.
"LC"	means Letter of Credit
"LD or L/D"	means Liquidated Damages
"LSI"	means Large Scale Industry
"NIT"	means Notice Inviting Tenders.
"NSIC"	means National small industries corporation
"PQB"	means Pre qualification bidding
"PSU"	means Public Sector Undertaking
"PVC"	means Price variation clause
"RC"	means Rate contract
"RR or R/R"	means Railway Receipt
"SBD" or "T D"	means Standard Bid Document / Tender Document
"SCC"	means Special Conditions of Contract
"SIT"	means Special Instructions to Tenderers
"BRBNMPL"	means Bharatiya Reserve Bank Note Mudran Private Limited
"SSI"	means Small Scale Industry
"ST"	means Sales Tax
"VAT"	means Value Added Tax

**2. Application**

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

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

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

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

- Indian Contracts Act, 1872
- Sale of Goods Act, 1930
- Arbitration and Conciliation Act, 1996
- Competition Act, 2002 as amended by Competition (Amendment Act), 2007
- Contractor's Tender Submissions including Revised Offer

during Negotiations if any

- Conditions in other parts of the Tender Documents
- Correspondence including counter-offers if any; between the Contactor and BRBNMPL during the Tender Finalization
- Notification of award and Contract Documents
- Subsequent Amendments to the Contract

**3. Use of contract documents and information**

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

**3.2.** During the process of procurement of Security or Sensitive Machinery and Items, Tender Documents and the specifications/ drawings of such items would be issued only to Vendors having security clearance within the validity of such clearance and he shall maintain absolute secrecy and strictly control the number of copies and access to the documents and copies thereof, in addition to safeguards mentioned in sub-para above.

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

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

**4. Patent Rights**

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

**5. Country of Origin**

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

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

**6. Performance Bond/ Security**

**6.1.** Within twenty-one days after the issue of notification of award by BRBNMPL, the supplier shall furnish performance security to BRBNMPL for an amount equal to ten per cent of the total value



of the contract, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.

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

- a. Account Payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank in India, in favour of the same official of BRBNMPL as indicated in the clause 3 of NIT in reference to EMD.
  - b. Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in section XV of this document.
- 6.3. In the event of any loss due to supplier's failure to fulfill its obligations in terms of the contract, the amount of the performance security shall be payable to BRBNMPL to compensate BRBNMPL for the same.
- 6.4. In the event of any amendment issued to the contract, the supplier shall, within twenty-one days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.
- 6.5. Subject to GCC sub-clause 6.3 above, BRBNMPL will release the performance security without any interest to the supplier on completion of the supplier's all contractual obligations including the warranty obligations.

#### **7. Technical Specifications and Standards**

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

#### **8. Packing and Marking**

- 8.1. The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc. As and if necessary, the size, weights and volumes of the packing cases shall also take into consideration, the remoteness of the final destination of the goods and availability or otherwise of transport and handling facilities at all points during transit upto final destination as per the contract.
- 8.2. The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VII and VIII and in SCC under Section V. in case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.

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

Unless otherwise mentioned in the Technical Specification and Quality Control Requirements under Sections VII and VIII and in SCC under Section V, the supplier shall make separate packages for each consignee (in case there is more than one

consignee mentioned in the contract) and mark each package on three sides with the following with indelible paint of proper quality:

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

#### **9. Inspection and Quality Control**

- 9.1. BRBNMPL and / or its nominated representative(s) will, without any extra cost to BRBNMPL, inspect and/ or test the ordered goods and the related services to confirm their conformity to the contract specifications and other quality control details incorporated in the contract. BRBNMPL shall inform the supplier in advance, in writing, BRBNMPL's programme for such inspection and, also the identity of the officials to be deputed for this purpose.
- 9.2. The Technical Specification and Quality Control Requirements incorporated in the contract shall specify what inspections and tests are to be carried out and, also, where and how they are to be conducted. If such inspections and tests are conducted in the premises of the supplier or its subcontractor(s), all reasonable facilities and assistance, including access to relevant drawings, design details and production data, shall be furnished by the supplier to BRBNMPL's inspector at no charge to BRBNMPL.
- 9.3. If during such inspections and tests the contracted goods fail to conform to the required specifications and standards, BRBNMPL's inspector may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet the specifications and standards, as required, free of cost to BRBNMPL and resubmit the same to BRBNMPL's inspector for conducting the inspections and tests again.
- 9.4. In case the contract stipulates pre-despatch inspection of the ordered goods at suppliers' premises, the supplier shall put up the goods for such inspection to BRBNMPL's inspector well ahead of the contractual delivery period, so that BRBNMPL's inspector is able to complete the inspection within the contractual delivery period.
- 9.5. If the supplier tenders the goods to BRBNMPL's inspector for inspection at the last moment without providing reasonable time to the inspector for completing the inspection within the contractual delivery period, the inspector may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expense of the supplier. The fact that the goods have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to BRBNMPL under the terms & conditions of the contract.
- 9.6. BRBNMPL's contractual right to inspect, test and, if necessary, reject the goods after the goods' arrival at the final destination shall have no bearing of the fact that the goods have previously been inspected and cleared by BRBNMPL's inspector during pre-despatch inspection mentioned above.
- 9.7. Goods accepted by BRBNMPL and/ or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute BRBNMPL's right to reject the same later, if found deficient in terms of the warranty clause of the contract, as incorporated under GCC Clause.

#### **10. Terms of Delivery**

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

## **11. Transportation of Goods**

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

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

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

## **12. Insurance:**

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

12.2 In case of supply of domestic goods on CIF destination basis, the supplier shall be responsible till the entire stores contracted for arrive in good condition at destination. The transit risk in this respect shall be covered by the Supplier by getting the stores duly insured. The insurance cover shall be obtained by the Supplier in its own name and not in the name of BRBNMPL or its Consignee.

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

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

## **13. Spare parts**

13.1. If specified in the List of Requirements and in the resultant contract, the supplier shall supply / provide any or all of the

following materials, information etc. pertaining to spare parts manufactured and/ or supplied by the supplier:

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

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

## **14. Incidental services**

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

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

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

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

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

15.2. For Domestic Goods, including goods already imported by the supplier under its own arrangement Within 24 hours of despatch, the supplier shall notify BRBNMPL, consignee, and others concerned if mentioned in the contract, the complete

details of despatch and also supply the following documents to them by registered post / speed post (or as instructed in the contract):

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

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

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

## **16. Warranty**

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

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

**16.3.** In case of any claim arising out of this warranty, BRBNMPL shall promptly notify the same in writing to the supplier.

**16.4.** Upon receipt of such notice, the supplier shall, with all reasonable speed (or within the period, if specified in the SCC), repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over

the replaced parts/ goods after providing their replacements and no claim, whatsoever shall lie on BRBNMPL for such replaced parts/ goods thereafter.

**16.5.** In the event of any rectification of a defect or replacement of any defective goods during the warranty period, the warranty for the rectified/ replaced goods shall be extended to a further period of twelve months from the date such rectified / replaced goods starts functioning to the satisfaction of BRBNMPL.

**16.6.** If the supplier, having been notified, fails to rectify / replace the defect(s) within a reasonable period (or within the period, if specified in the SCC), BRBNMPL may proceed to take such remedial action(s) as deemed fit by BRBNMPL, at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which BRBNMPL may have against the supplier.

## **17. Assignment**

**17.1.** The Supplier shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with BRBNMPL's prior written permission.

## **18. Sub Contracts**

**18.1.** The Supplier shall notify BRBNMPL in writing of all sub contracts awarded under the contract if not already specified in its tender. Such notification, in its original tender or later, shall not relieve the Supplier from any of its liability or obligation under the terms and conditions of the contract.

**18.2.** Sub contract shall be only for bought out items and sub-assemblies.

**18.3.** Sub contracts shall also comply with the provisions of GCC Clause 5 ('Country of Origin').

## **19. Modification of contract**

**19.1.** Once a contract has been concluded, the terms and conditions thereof will generally not be varied. However if necessary, BRBNMPL may, by a written order given to the supplier at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:

- (a) Specifications, drawings, designs etc. where goods to be supplied under the contract are to be specially manufactured for BRBNMPL,
- (b) mode of packing,
- (c) incidental services to be provided by the supplier
- (d) mode of despatch,
- (e) place of delivery, and
- (f) any other area(s) of the contract, as felt necessary by BRBNMPL depending on the merits of the case.

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

views to BRBNMPL within twenty one days from the date of the supplier's receipt of BRBNMPL's amendment / modification of the contract.

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

## **20. Prices**

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

## **21. Taxes and Duties**

- 21.1.** Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to BRBNMPL.
- 21.2.** Further instruction, if any, shall be as provided in the SCC.

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

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

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

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

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

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

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

- 90% on receipt and acceptance of goods by the consignee at destination and on production of all required documents by the supplier

- 10% on successful installation and commissioning and acceptance by the consignee.

- 22.3. For Imported Goods:** Unless otherwise specified in SCC, payments are made through an irrevocable Letter of Credit {LC}.

- (a) Cases where Installation, Erection and Commissioning (if applicable) are not the responsibility of the Supplier – 100 % net FOB/FAS price is to be paid against invoice, shipping documents, inspection certificate (where applicable), manufacturers' test certificate, etc.

- (b) Cases where Installation, Erection and Commissioning are the responsibility of the Supplier – 80% to 90% net FOB/FAS price (as specified in the SCC) will be paid against invoice, inspection certificate (where applicable), shipping documents etc. and balance within 21-30 days of successful installation and commissioning at the consignee's premises and acceptance by the consignee.

- (c) Payment of Agency Commission against FOB/FAS Contract – Entire 100% agency commission is generally paid in Indian Rupees after all other payments have been made to the supplier in terms of the contract.

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

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

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

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

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

- Original Invoice
- Packing List
- Certificate of country of origin of the goods from seller's Chamber of Commerce.
- Certificate of pre-dispatch inspection by BRBNMPL's representative/ nominee
- Manufacturer's test certificate
- Performance/ Warrantee Bond
- Certificate of insurance
- 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
- Consignee's Certificate confirming receipt and acceptance of goods
- Dangerous Cargo Certificate, if any, in case of imported

goods.

k) Any other document specified.

**22.9.** While claiming reimbursement of duties, taxes etc. (like sales tax, excise duty, custom duty) from BRBNMPL, as and if permitted under the contract, the supplier shall also certify that, in case it gets any refund out of such taxes and duties from the concerned authorities at a later date, it (the supplier) shall refund to BRBNMPL, BRBNMPL's share out of such refund received by the supplier. The supplier shall also refund the applicable amount to BRBNMPL immediately on receiving the same from the concerned authorities.

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

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

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

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

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

**23.2.** Subject to the provision under 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, excise duty, sales tax or on account of any other tax or duty which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.
- c) But nevertheless, BRBNMPL shall be entitled to the benefit of any decrease in price on account of reduction in or remission of customs duty, excise duty, sales tax or any other duty or tax or levy or on account of any other grounds, which takes place after the expiry of the date of delivery stipulated in the contract.

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

### **24. Liquidated damages**

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

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

**25.1.** Whenever stores are required to be issued to the firm/contractor for fabrication or prototypes or sub-assemblies are issued for guidance in fabrication, these would be issued against

appropriate Bank Guarantee as specified in SCC. In addition to the Bank Guarantee, appropriate insurance may be asked if specified in the SCC.

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

#### **26. Termination for default**

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

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

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

#### **27. Termination for insolvency**

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

#### **28. Force Majeure**

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

- 28.2. Notwithstanding the provisions contained in GCC clauses 23, 24 and 26, the supplier shall not be liable for imposition of

any such sanction so long the delay and/ or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.

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

#### **29. Termination for convenience**

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

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

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

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

#### **30. Governing language**

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

#### **31. Notices**

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

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

#### **32. Code of Ethics**

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

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

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

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

**33. Resolution of disputes**

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

**33.2. Arbitration Clause:-** If both parties fail to reach such amicable settlement, then either party (the Purchaser or Seller) may within 21 days of such failure give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters which are in difference or of difference of which such written notice has been given and no other matter shall be referred to the arbitration in accordance with the conciliation and arbitration rules of International Chamber of Commerce [ICC]/United National Commission on International Trade

Law (UNCITRL) by three arbitrators appointed in accordance with the procedure set out in clause below. The arbitration proceeding shall be held in New Delhi and shall be conducted in English language. All documentation to be reviewed by the arbitrators and/ or submitted by the parties shall be written or translated into English. Venue of arbitration shall be New Delhi. The arbitrator or arbitrators appointed under this article shall have the power to extend time to make the award with the consent of the parties. Pending reference to arbitration the parties shall make all endeavours to complete the contract/work in all respects and all disputes, if any, will finally be settled in the arbitration.

**34. Applicable Law**

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

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

**35. Secrecy**

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

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

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

**Yours faithfully,**

(  
**Signature with date.**

**Seal**

**Name:**

**Section V: Special Conditions of Contract (SCC)**

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

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

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

S. No	GCC Clause No.	Topic	SCC Provision
1	8	Packing and Marking	No change
2	11	Transportation of Domestic Goods	Not applicable
3	12	Insurance	No change
4	14	Incidental Services	Not applicable
5	15	Distribution of Dispatch Documents for clearance / Receipt of Goods	No change
6	16	Warrantee Clause	Not applicable
7	19.3	Option Clause	Not applicable
8	20.1	Price Adjustment Clause	Not applicable
9	21.2	Taxes and Duties	No change
10	22	Terms and Mode of Payments	Monthly Payment
11	24	Quantum of LD	Not applicable
12	25	Bank Guarantee and Insurance for Material loaned to Contractor	Not applicable
13	33	Resolution of Disputes	No change
14	36	Disposal / Sale of Scrap by Tender	Not applicable



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**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF  
AT KOLKATA****Section VI: List of Requirements**

Schedule No.	Brief Description of Goods / Services	Quantity (with unit)	Earnest Money (in Rs.)
1.	<i>FACILITY MANAGEMENT &amp; HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA</i>	<b>Contract for One Year which can be extendable for another Two more years.</b>	Rs. 20, 000/-

**Required Delivery Schedule:**

Continuous Services on daily basis.

Round the clock one Person and one Additional Person during day time  
( Total- 3 persons).

## **Section VII: Technical Specifications**

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

The Contractor will have to provide 24 hours un-interrupted Maintenance and catering services in Visiting Officers Flats No N-209, N-210, N-211 & N -212 at RBI, Staff Quarters, Salt Lake Kolkata. The provisional requirements for executing the services are **three persons**. This may vary depending upon the requirement of the company, which will be intimated as and when required. The Contractor shall be responsible for all the furniture, linens, electrical equipment and other items of dead stock articles pertaining to the above flat. The same will be subjected to supervision/verification by BRBNMPL as and when required.

#### **(A) PROVISION FOR COOKING & CATERING:**

1. The Contractor shall provide the necessary consumables i.e tea/coffee premix, tea bags, mineral water, soft drinks & cooked food etc. on the instructions of the authorized personnel of the company. No expired material shall be provided at VOF. All the consumable material must have batch no. and manufacturing date with minimum shelf life of six months
2. The contractor shall supervise all the equipments and utensils in the pantry of the VOF/Guest House. The equipment' and utensils should be in working condition at all times. The contractor shall further take care of the equipment' for its proper functioning. The contractor shall depute manpower to supervise these equipment' and machines.
3. The pantry areas shall be kept neat, clean and well maintained by the contractor at all times at its own costs. Contractor will keep the pantry area in good working conditions and shall be responsible for preventive and regular maintenance of the utensils. Replacement/major repairs of the equipment' on account of normal wear and tear shall be the responsibility of the company. However, repairs occasioned by the negligence of contractor/its employees or any other person working under the direction of contractor or its employees/staff shall be the responsibility of the contractor at its own cost.
4. The Contractor shall provide the above said services at such times and in such manner as communicated by the Company from time to time

#### **QUALITY:**

1. The contractor shall always use good quality vegetables, fruit', ISI marked flour, pulses, rice, fresh non-vegetarian items, spices, cooking oils, tea, sweets etc and the same shall be arranged, purchased by the contractor at its own cost. The contractor shall always ensure that all material should be of good quality. The Company shall always have the right to inspect any /all provision, materials, eatables or foodstuff brought/served by the contractor and take samples thereof for inspection and analysis. The decision of the company with regard to the quality/purity of such provision, materials, eatables or foodstuff shall be final and binding on the contractor. If the company finds any adulteration in the said material/food/snacks

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or the same are found to be of poor/sub-standard quality, it may impose penalty . Contractor shall be liable to compensate the company for failure of the contractor on this count.

2. The quality and punctuality of /in rendering of the said services are the essence of the scope and the Contractor undertakes to abide by them at all times.

**(B) UP-KEEP & MAINTENANCE OF VOF FLATS:**

1. The walls, floors, dining hall, cooking platforms, toilets, bathrooms, windows with glass panes, fridges, ceiling fans and other electrical equipment' of the flats shall be properly maintained in a clean and hygienic condition on day to day basis by the contractor.
2. The linens/curtains shall be kept in clean condition. Linens should be changed twice in a week, whenever occupancy will exceed three days. Washing of curtains/linens shall be arranged by the contractor. Cost will be reimbursed by BRBNMPL at approved rates.
3. The Contractor shall arrange to get repaired/rectified the defects in the working of fridge/TV/Aquaguard or RO/Geyser/Micro-Oven by the Authorised Service Centers of the relative items or under AMC, if any, entered into by BRBNMPL. Contractor shall seek reimbursement for the expenses incurred in the regard duly supported by bills issued by Authorized Service providers or otherwise as the case may be.
4. Any damage to sanitary/plumbing, fittings, fixtures, linens etc should be informed to BRBNMPL immediately. The Contractor shall maintain all plumbing lines (including sanitary plumbing lines) and shall rectify any leakage/choking/damage in plumbing (including sanitary plumbing lines) of the flat immediately on detection/report so as to render the flat habitable for the occupants. Defective plumbing items should be replaced by the contractor by items of specifications, prescribed by BRBNMPL. The cost thereof shall be reimbursed by BRBNMPL, at prevailing market rates on submission of bill with 10% Service Charge. Any damage or loss of articles caused by negligence on the part of the contractor shall be recovered from the contractor at the prevailing market price. Further, BRBNMPL shall conduct suitable inspection of the flat to verify/check condition and standard of maintenance and upkeep of BRBNMPL's property.
5. The Contractor shall also be liable for any unauthorized use of the flat in any manner whatsoever and pay damages to BRBNMPL at the rate of Rs. 1500/-, besides such other action that may be considered appropriate by BRBNMPL may be taken.
6. The Contractor/ designated person shall receive guests on their arrival and provide them accommodation and other facilities/amenities as per BRBNMPL's instructions round the clock on all days, including Sundays and holidays.
7. The Contractor shall maintain a Visitor's Register in the format and manner prescribed by BRBNMPL. At the checkout of every occupant, items provided in the allotted flat should be checked and taken into stock by the contractor; items provided in the allotted flat should be checked and taken to stock by the contractor. Deficiencies, if any, should be brought to the notice of the concerned occupant by the contractor and recording the same in the prescribed register under the signature of the occupant.
8. The Contractor shall maintain all unoccupied rooms in a state of "Ready for Occupation" condition all the time.

**2. STATUTORY COMPLIANCES: -**

1. The contractor shall obtain all registrations/permissions/licenses etc., which are/may be required under any labor or other legislations for providing these services
2. It shall be the contractor's responsibility to ensure compliance of the Prevention of Food Adulteration Act and other laws, which are in force from time to time. The Contractor shall also be liable/responsible to comply with all the Central and State Government Rules and Regulations with regard to supply of food items and maintenance of hygienic conditions in the pantry of the Guest House. The Contractor indemnifies and shall always keep the Company indemnified against all losses, damages, claims and actions taken against the Company by any Authority/Office in this regard.
3. The Contractor undertakes to comply with the applicable provision of all welfare legislations and more particularly with the Contract Labour (Regulation and Abolition) Act 1970, if applicable, for carrying out the purpose of this Agreement. The Contractor shall further observe and comply with all Government Laws concerning pay all sums of money to such stall as may be required to be paid under such laws. It is expressly understood that, the Contractor is fully responsible to ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirements of Law.
4. The Contractor shall at all times indemnify and keep indemnified the company against any/all claims of /by its employees including but not restricted to the claims under the Workmen's Compensation Act 1923, Payment of Wages Act, Payment of Bonus Act, Minimum Wages Act, Employees Provident Fund Act & Miscellaneous Provisions Act, Payment of Gratuity Act, Employees State Insurance Act or any Act(s) or statutory modifications thereof or otherwise for or in respect of an of any claim for damage or compensation payable in consequence of any accident or injury sustained by any worker or other personnel of the contractor or in any other laws or rules made there under, by any person, whether in the employment of the contractor or not, who provided or provides the said services.
5. The Contractor shall give an undertaking by the 20<sup>th</sup> of the preceding month in favor of the company that, he has complied with all the statutory obligations.
6. The contractor should provide suitable relievers to give weekly off to the employees.
7. The persons deployed, should not be CHILD LABOR, within the meaning of "Child Labour" (Prohibition and Regulation) Act 1986.
8. 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) and one pair of shoes 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

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**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF  
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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.

**Section VIII: Quality Control Requirements / Declaration by  
Tenderer**

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

**Subject: Tender Enquiry No.081/SAL/PUR/2017-18 dated 01/12/2017**

**Profile of Tenderer**

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

**1. Our Company's Profile.**

a) Name of the firm with registered Office address:

Telephone No. :

Fax No. :

E-mail Address :

Mobile No :

b) 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.)*

j) 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). :

d) Goods & Service Tax No. (GSTN):

e) Income Tax P.A.N. No. :

f) EPF code number:

g) ESI code Registration number:

h) Professional Tax Regd. No.

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.

j) Bankers and their address along with type of Account & Account No. :

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k) Annual Report (Profit &amp; Loss A/c &amp; Balance Sheet ) for last 3 years ending 31/03/2017

Financial Year	Turn over	Profit/Loss	Net Worth
2014-15			
2015-16			
2016-17			

l) Details of Earnest Money Deposit(EMD):

(Please enclose copies of documents pertaining to the Sl. No. 1(b) to 1(k) of the above as proof)

2. A list of similar type works done by us during the last five years is enclosed along with documentary evidences.

3. Payment terms as per the tender condition are accepted:

4. Security Deposit/ Performance Bond, as per tender conditions (Please refer GCC Clause 6 under Section IV) is accepted:

5. We confirm that on being successful in the tender we would execute the order for *FACILITY MANAGEMENT & HOUSEKEEPING SERVICES* exactly as per the details specification and scope of work mentioned in this tender.

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

Thanking you,

Yours faithfully,

(Signature with date)

Seal

Name of the Firm

*Note: (i) 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.*

*(ii) Tenderer shall sign and stamp on each page of specification as a proof of acceptance. Additionally wherever in the specification values, data is called for the same shall be provided/specified in offer. Blanket statement such as “we confirm to this specification” is not acceptable*

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,

( )  
Name  
Signature

Seal

Date:

### **Blacklisting**

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

Yours faithfully,

( )  
Name  
Signature

Seal

Date:



**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.
- 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 31.03.2017 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 (if applicable). 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 five years ending 30/09/2017, shall be either of the following :-

Two similar completed works each costing not less than the amount equal to 5 Lakh.

Or

One similar completed works costing not less than the amount equal to 7 Lakh.

**Note:** *"Similar works means Experience in Facility management including House Keeping. "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 31.03.2017 should be more than **Rs. 3 Lakh.**
- ii) Balance Sheet and Profit & Loss Account for the last three years ending 31<sup>st</sup> March 2017 duly certified by a Chartered Accountant must be furnished alongwith the Technical-bid.
- iii) Bidder Firms should not have suffered any financial loss for more than one year during the last three years.
- iv) The net worth of the firm should not have eroded by more than 30% in the last three years.

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**Section X: Tender Form**

**To**

**Date: .....**

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE 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.081/SAL/PUR/2017-18 dated 01/12/2017.**

1. We, the undersigned have examined the above-mentioned tender enquiry document, including amendment no. -----, date \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to Operation and Maintenance of Utility Equipments and related work at Press Areas as well as Township & other Allied Areas" (description of goods and services) in conformity with your above referred document, as shown in the price schedule(s), attached herewith and made part of this tender.
2. If our tender is accepted, we undertake to supply the goods/services and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.
3. The price schedule(s), attached herewith [Section XI] is submitted.
4. We further confirm that, if our tender is accepted, we shall provide you with Security Deposit which is 10% of the total value of the tendered item as mentioned in terms of tender conditions above.
5. I confirm that if successful, I shall supply the required manpower for the activity of Maintenance of Facility Management & Housekeeping Services at VOF , Kolkata . I understand that if I do not execute the contract as per terms and conditions of the tender as well as the Work Order, BRBNMPL reserves the right to initiate action as per extent rules shall be taken including cancellation of order and forfeiture of Security Deposit/Performance Security.
6. We confirm that the quoted prices will remain firm and there would not be any price escalation during the contract period.
7. We also confirm that we abide by all the tender conditions and we do not have any counter conditions.
8. We agree to keep our tender valid for acceptance for a period upto as required in the above Section V – Special Conditions of Contract, 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.
9. 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.....

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**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA****Section XI: Price Schedule****Proforma of Price Bid for "FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA"**

From &lt;&lt;Name&gt;&gt;

Date:

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

Dear Sir,

**Sub: Price Bid for " FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA"****Ref: Your Tender No. 081/SAL/PUR/2017-18, dated 01/12/2017**

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	Annual Amount
A		(Rs.)*
1.	FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA  (Inclusive of all charges & statutory payments)	

Note:\*(Detail Break up of charges to be quoted in TABLE 2 Pg, No.44)

*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.*

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

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

**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA****Detailed Break up for Sl. No. A (1) for FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA****(Should be attached with Price Bid)****TABLE-2:**

Sl No.	Description	No. of manpower	Amount in (Rs.) per Person per day	Amount in (Rs.) per month (for 26 days)
1	Supervisor (Semi Skilled)	1	(**)	
2	Unskilled	2	(**)	
3	<b>Sub-total</b>	3		
4	EPF (including EDLI ) @ 13.15% on SL. No.3			
5	ESI @ 4.75% on SL.No.3			
6	BONUS @ 8.33% on SL. No.3			
7	i) Uniform (2 Set)/Year [#] , (ii) Shoes (1 Pair)/Year [#] (Fixed)			
8	Contractors Profit including Administrative Expenses etc. (Fixed)			
9	<b>Sub-total ( 3+4+5+6+7 +8)</b>			
10	<b>Goods &amp; Service Tax, GST [@-----%]</b>			
11	<b>TOTAL: (Inclusive of all statutory charges, taxes etc.) per month</b>			
12	<b>ANNUAL AMOUNT for 3 manpower (12 X Sl. No. 11 )</b>			

*Note: \*\* (a) The Rate should be quoted considering the present minimum wage rate for unskilled & semi-skilled category of workmen as applicable on the tender opening date. Any applicable due increase thereafter on those accounts (as fixed by Central or State Government whichever is higher) with consequential statutory payments will be re-imbursed separately against submission of documentary evidence.*

*(b) [#] The Contractor has to compulsorily provide proper Uniform (2 sets) & Shoes (1 pair) within 30days 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,

( )

Name :

**Seal**

Signature with date.

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

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

**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF  
AT KOLKATA****Section XII: Questionnaire****[Supplier/Tenderer shall fill the following format and submit along with Technical Bid.]**

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 and of goods and services offered:	
2	Offer is valid for acceptance upto	<b>120 Days from the date of opening of tender</b>
3.	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. Also submit copy of GST registration certificate as allotted by the Commercial Tax Authority of the concerned State)	
4.	Status:	
4 a	Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and/ or the National Small Industries Corporation (NSIC), New Delhi, and/ or the present BRBNMPL and/ or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.	
4 b	Are you currently registered under the Indian Companies Act, 1956 or any other similar Act? (Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.)	
5.	Please indicate name & full address of your Banker(s) and fill up the enclosed Bank Mandate	
6.	Please state whether business dealings with you currently stand suspended/ banned by any Ministry / Deptt. of Government of India or by any State Govt.	
7.	Whether Technical & Financial Bid is kept in two separate sealed cover with clear superscription on the envelope and these two covers are put in a big cover marking Tender details?	
8.	Whether required EMD & cost of tender documents is submitted along with the technical bid.	
9.	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.	

.....

(Signature with date)

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

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

**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF  
AT KOLKATA**

**Annexure-B**

(Authorization form for encashment of Fixed Deposit)

**(To be submitted to M/s Bharatiya Reserve Bank Note Mudran Pvt. Ltd. Salboni in  
Original)**

To  
The Branch Manager

-----  
-----  
-----

Dear Sir,

Sub: Authorization for Encashment of Fixed Deposit

Ref: Fixed Deposit Receipt No....., Dated:.....for Rs. ....  
as EMD.

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

Thanking you,  
Yours faithfully,

.....

(Authorized signature with stamp)

Name :  
Designation :  
Contact No.

Date :  
Place :

Cc : Branch Manager of the issuing bank – For information and necessary action.

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

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

**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF  
AT KOLKATA**

Form No. E-5

Appendix – VIII

**NATIONAL ELECTRONIC FUND TRANSFER**

Model Mandate Form

(customer's option to receive payments through Credit Clearing Mechanism)

Name of the Scheme and the periodicity of payment

No.

1	Customer's Name		
2	Particulars of Bank account		
	A	Name of the Bank	
	B	Name of the branch	
		Address	
		Telephone No	
		Whether Bank branch is NEFT enabled	
	C	Code number of the bank and branch appearing on the MICR Cheque issued by the bank	
	D	Type of the account (SB, Current or Cash Credit)	
	E	Ledger and Ledger Folio number	
	F	Account number (as appearing on the Cheque book)	
	G	RTGS / IFSC Code No.	
	(In lieu of the bank certificate to be obtained as under, please attach a blank canceled cheque or photocopy of a cheque or front page of your Savings bank passbook 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. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.**

(.....)

Date:

Signature of the Investor / Customer

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

Bank's Stamp

Date:

(.....)

Signature of the authorized official of the Bank

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

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

**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF  
AT KOLKATA****GST Registration Declaration**

With reference to above please find attached herewith the information on GST registration,

Name of Entity (Firm)	
Address Line 1	
Address Line 2	
PIN Code	
State	
Type of Entity	
PAN	
CIN No.	
Place of Supply	
Trade Type	
Provisional GST ID	
GST ARN No.	

Final registration certificate will be updated after implementation of GST as per law.

Thanking you,

Yours faithfully,

.....

(Authorized signature with stamp)

Name :

Designation :

Contact No.

Date :

Place :



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

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

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

**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF  
AT KOLKATA**

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

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

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

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

**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF  
AT KOLKATA**

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

**Seal**

Name:

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

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

**TENDER FOR FACILITY MANAGEMENT & HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA****Checklist for Tenderers**

<b>Please ensure that</b>	
1	<p>Proforma for Techno-commercial Bid is to be kept in <b>First Sealed Cover</b>, superscribing 'TECHNO-COMMERCIAL BID' on the cover after confirming:</p> <ul style="list-style-type: none"> <li>a) <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>b) All financial data should be certified by certified accountants e.g. Chartered Accountants (CA).</li> <li>c) All experience, past performance and "capacity/capability related/data" should be certified by the authorized signatory of the bidder firm [Refer: <b>Section IX</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) Demand Draft/Banker's cheque /FD of Rs. <b>20,000/-</b> towards EMD is kept in cover.</li> </ul>
2	<p>Proforma of Price bid (Price Break-up) (<b>Section XI: Price Schedule</b>) is filled, with detailed price break up/ tax applicable, signed and is kept in <b>Second Sealed Cover</b> superscribing "PRICE BID" on the cover.</p>
3.	<p>All the above-mentioned two sealed covers are put in a <b>Separate sealed cover</b> superscribing "Tender for FACILITY MANAGEMENT &amp; HOUSEKEEPING SERVICES FOR THE COMPANY VOF AT KOLKATA" against <b>TE-081/SAL/PUR/2017-18, Due on 29/12/2017."</b></p>
4	<p>All Correspondences should be addressed to:</p> <p><b>The General Manager, Bharatiya Reserve Bank Note Mudran (P) Ltd, PO: RBNML, Salboni - 721 132 Dist: Midnapore (West) West Bengal</b></p>

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