

**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD  
NOTE MUDRAN NAGAR  
MYSURU -570003**

Phone: 0821 – 2582905, 2582915, 2582925, 2582935, 2582945

Fax: 0821 – 2582099, E-Mail: [mysorepress@brbnmpl.co.in](mailto:mysorepress@brbnmpl.co.in)

Website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in)

**Not Transferable**

**Security Classification: Non-Security**

**TENDER DOCUMENT FOR “OPERATION AND MAINTENANCE OF UTILITY  
EQUIPMENTS (HOUSE KEEPING) AT BRBNMPL, MYSURU”**

Tender No: **110 /MYS/MAINT (U)/2016-17 dated 21/01/2017**

This tender document contains 35 pages

The tender document is sold to:

M/s. \_\_\_\_\_

Address \_\_\_\_\_

Details of Contact person in BRBNMPL regarding this tender:

Name: S.M. PAWALE,

Designation: ASST. GENERAL MANAGER

**Address: As above**

**Phone: 0821 – 2469050, Fax: 0821-2582885**

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

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

**Tender No: 110/MYS/MAINT (U)/2016-17**

**Date: 21/01/2017**

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

| Schedule No. | Brief Description of Goods / Services   | Quantity (with unit) | Earnest Money (in Rs.)                                 | Remarks |
|--------------|---|----------------------|--|---------|
| 1            | <b>“Operation and Maintenance of Utility Equipments (House Keeping) at BRBNMPL, Mysuru”</b> | 01 Lot               | ₹ 1,90,000/-<br>(Rupees One Lakh Ninety Thousand Only) |         |

|  |   |
|--|---|
| Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc. | <b>Two Bid</b>                                    |
| Date of Sale of tender documents   | From 21/01/2017 to 21/02/2017 during office hours |
| Price of the Tender Document   | Rs. 500.00  |
| Price of sale of tender documents  | Rs. 500.00  |
| Closing date and time for receipt of tenders   | 14:30 Hrs. on 22/02/2017                          |
| Place of receipt of tenders  | Admin Building, BRBNMPL, Mysuru                   |
| Time and date of opening of tenders  | 15:00 Hrs. on 22/02/2017                          |
| Place of opening of tenders  | Admin Building, BRBNMPL, Mysuru                   |
| Nominated Person / Designation to Receive Bulky Tender (Clause 21.21.1 of GIT)                                   | Shri. Sanjay H Barde, Manager (PP)                |

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.
3. Tender documents may be purchased on payment of non-refundable fee of Rs.500.00 (Rupees five hundred only) per set in the form of account payee demand draft/ cashier's cheque / certified cheque, drawn on a scheduled commercial bank in India, in favour of BRBNMPL, Mysuru, payable at Mysuru.
4. If requested, the tender documents will be mailed by registered post/ speed post to the domestic tenderers and by international air-mail to the foreign tenderers, for which extra expenditure per set will be Rs. 100.00 ( Rupees hundred only) for domestic post. The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.
5. Tenderer may also download the tender documents from the web site and submit its tender by

utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above.

6. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.
7. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organisation, the tenders will be sold / received / opened on the next working day at the appointed time.
8. The sealed tender offer superscribed as **Tender for “Operation and Maintenance of Utility Equipments (Housekeeping) at BRBNMPL, Mysuru” against Tender No. 110 / MYS / MAINT (U)/2016-17, dated 21/01/2017**” should be addressed to **“The General Manager”, BRBNMPL, Note Mudran Nagar, Mysuru - 570003** so as to reach us on or before **14.30 Hrs. on 22/02/2017. Tender Offers not super scribed as above are liable for rejection.**
  - a. Copy of each page of Tender documents should be duly signed & seal affixed and submitted along with the Techno-commercial bid as a token of acceptance of tender conditions.
  - b. The first cover should contain i) **DD for Rs.500/-** towards cost of tender document ii) **EMD amount of Rs.1,90,000/-** as detailed in clause 18 of General instruction to Tenderer (GIT) and super scribed as **“Tender fee / EMD against Tender No: 110/MYS/MAINT(U)/2016 - 17 dated 21/01/2017”**.
  - c. The second sealed cover should have signed tender documents, along with Techno-commercial bid as per Section XII and super scribed as **“Technical bid against Tender No. 110/MYS/MAINT(U)/2016 -17, dated 21/01/2017”**.
  - d. The third cover should have price bid as per Section X and XI with superscription **“Price BID – Tender No. 110/MYS/MAINT(U)/2016 -17, dated 21/01/2017.**
  - e. The above three covers should be put in Final cover, sealed and properly super scribed as **“Operation and Maintenance of Utility Equipments (Housekeeping) at BRBNMPL, Mysuru” against Tender No. 110/MYS/MAINT(U)/2016 -17, dated 21/01/2017**”. On opening of Main sealed envelope, in case envelope containing Tender fee and EMD is not found OR price bid is found in open condition by tender opening committee, the other envelops shall not be opened and tender shall be rejected summarily.
  - f. The tender offer may be sent by Regd. Post/ Courier. Parties desirous of handing over Tender Offer by hand should drop the Tender Cover in the Tender Box kept in the Administration Building ground floor, after recording the offer details in the register kept on the tender box.
9. The tender documents are not transferable.

For and on behalf of BRBNMPL, Mysuru

(H.V. Neerajakshappa)  
Dy. General Manager

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

This Section-II shall be downloaded from website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in) under the section 'Downloads' and signed & stamped and submitted along with the **Technical bid** as acceptance of terms & conditions. (*Offer without the copies of Section-II shall liable for rejection*)

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

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

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

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

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

|    |                              |   |                               |
|----|------------------------------|---|-------------------------------|
| 12 | 24                           | Opening of tenders<br>Note: Please read the guidelines for filling up two part bid tender as mentioned in Page 5 above which is described in detail w.r.to clause 24.4  | No Change                     |
| 13 | 25                           | Basic Principle   | No Change                     |
| 14 | 26,27,28, 29,30,31, 32,33,34 | Preliminary Scrutiny of Tenders, Minor Infirmary / Irregularity / Non-Conformity, Discrepancy in Prices, Discrepancy between original and copies of Tender, Clarification of Bids, Qualification / Eligibility Criteria, Conversion of tender currencies to Indian Rupees, Schedule-wise Evaluation, Comparison on CIF Destination Basis.   | No Change                     |
| 15 | 35 to 49                     | Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders, Tenderer's capability to perform the contract, Tenderer's capability to perform the contract, Cartel Formation / Pool Rates, Negotiations, Contacting BRBNMPL, AWARD OF CONTRACT, Award Criteria, Variation of Quantities at the Time of Award, Parallel Contracts, Serious Misdemeanors, Notification of Award, Issue of Contract, Non-receipt of Performance Security and Contract by BRBNMPL, Return of EMD, Publication of Tender Result. | No Change                     |
| 16 | 50 to 55                     | Rate Contract Tenders, PQB Tenders, Tenders involving Purchaser's and Pre-Production Samples, EOI Tenders, tenders for Disposal of Scrap, Development / Indigenization Tenders  | Not applicable to this tender |

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

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

This Section-IV shall be downloaded from website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in) under the section 'Downloads' and signed & stamped and submitted along with the **Technical Bid** as acceptance of terms & conditions. (*Offer without the copies of Section-IV shall liable for rejection*)



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

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

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

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

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

- 1) **Pre-Bid Visit:** The bidders shall visit the Plant premises and shall have clear understanding about our plant, scope of work, volume of work, requirement of skill levels of workforce etc. and any doubt/clarification may be cleared/done before submitting their offers. Any claim of ignorance about the system or responsibility shall not be entertained in later stage.
- 2) **Estimated Value:** The estimated value for this work is ₹ 95.00 lakhs approximately (Rupees Ninety Five Lakhs Only).
- 3) **Contract Price:** The contract price should be based on the scope of work, number of equipment to be maintained, manpower, skill levels required and shall include minimum wages, ESIC payment, PF payment, **Bonus payment (Compulsorily the contractor shall pay Bonus to their employees every year minimum @ 8.33% on their annual wages i.e. on (Basic + DA)), leave with wages, National & Festival holidays, Gratuity, canteen allowance/food allowance @ Rs.25/- per day for 26 days in a month & overtime wages if any, service tax & all other charges including appropriate insurance charges, overheads for the work as mentioned in the Scope of work (Section VII). The bidders shall take in to account all the above mentioned factors before submitting their offers.**
- 4) **Price Variation:** The price should be firm for the contract period and there shall be no variation/escalation on any account except regarding service tax. No claim in respect of sales tax, or other tax duty or levy shall be entertained separately in addition to the quoted rate. Any upward/downward revision in service tax shall be considered at actual, subject to production of documentary evidence. Rate of Service tax included in the Price should be specified. Rate of the wages should not be less than minimum wages as prescribed by Govt. of India and contractor shall consider subsequent revision in such wages while arriving their price. If the quoted rate is less than the prevailing minimum wages, the price bid will be rejected. **However, any revision in the minimum Wages for the workers will be considered for additional payment, on receipt of request from the contractor with documentary proof in this regards. Only component of basic DA, ESIC and EPF will be considered for revision of wages. Hike or Reduction in Service tax will be considered for revision of contract price, as per actuals.**
- 5) **Time schedule:** Initially, the Contract for O & M Utility Equipment (Housekeeping) shall be awarded for a period of one year. It is renewable annually on the basis of performance for another two years. The whole contract or part of contract can be terminated at any time at the discretion of the BRBNMPL with three month's notice without assigning any reason.
- 6) **Payment:**
  - a) Payment shall be made on monthly basis only on satisfactory compliance of all the tender/work order/agreements conditions stipulated and performance of the job satisfactorily. The successful Tenders shall raise monthly bill in the 1<sup>st</sup> week of succeeding month for releasing payment after fulfilling all the necessary statutory requirement. The bill should be submitted along with the copy of Attendance register, Wages register, valid ESI & PF Challans supported by statement (ECRs) for having paid/remitted the contributions and also produce the original records along with the bill Certifying Authorities for verification and return. If the monthly bill is held up due to any reasons of non-fulfilment of contract terms, the contractor must disburse the wages on or before 7<sup>th</sup> of every month to his labourers through his own sources.
  - b) In case wages for the employed labourers are not disburse 7<sup>th</sup> of every month, the LD clause as per Sl. No. 8 will attract to impose and also BG will be revoke/ in cash for the payments of dues of the labourers.
  - c) The Payment against uniform, shoes & bonus will be released on succeeding month on submission of documentary evidence. The contractor should pay the Bonus payment as per the provisions of payment of Bonus Act, 1965 annually during the month of April/May to his labourers. However, the contract period is completing in between of the financial year, the Contractor has to make the payment within one month from the date of completion of the Contract and submit the documentary proof (in Form C) for releasing the payment.
  - d) Proportionate amount from the bill shall be deducted if the contractor fails to comply with

any of the responsibilities under the work order/contract. Such amounts shall be decided by BRBNMPL and shall be binding on the contractor.

- e) **Final Bill:** The final bill shall be submitted by the Bidder within 2 (two) months from the date of completion of the works. The final bill submitted by the Bidder shall be processed for payment only after due compliance of pending statutory compliance if any and receipt of No claim certificate and handing over the site in a tidy and clean condition to the BRBNMPL.
- 7) **Performance Security:** Performance Bank Guarantee/ Security Deposit for 10% of the Annual Contract Value shall be furnished by the Contractor which shall be valid for minimum of 90 days after the completion of the contract period.
- 8) **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 will 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.

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

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

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

- 9) **Statutory Deductions:** Statutory deductions such as WCT, ST, VAT, Income Tax etc. as applicable shall be effected while making payment.
- 10) **Performance Evaluation:** A Confidential performance Evaluation of the overall performance shall be done by the dealing official(s) on periodical basis & continuation of the contract shall be primarily depending upon their performance. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated without any notice and security deposit will be forfeited & the contractor will be blacklisted. However, the contract can be terminated at any time at the discretion of BRBNMPL with three months' notice.
- 11) **Statutory requirements:** The successful Contractor should comply with all statutory provisions as applicable such as but not limited to:
- a) The contractor shall have to observe/ fulfill and comply with all the statutory requirements and obligation as per the provisions of law/Rules i.e. the Factories Act 1948, Karnataka Factories Rule 1969, Employee's Compensation Act 1923, Employers Liability Act 1938, Contract Labour ( R & A) Act 1970 and Central Rules 1971, Industrial Dispute Act 1947, Maternity

Benefit Act 1961, Minimum Wages Act 1948, Payment of Wages Act 1936, Employee's Provident Funds & Misc. Provisions and Schemes 1952, and Employee's State Insurance Act 1948, Payment of Bonus Act 1965, Payment of Gratuity Act 1972, Karnataka Industrial (National & Festival Holidays) Act 1963, etc., including any enactment made by the Governments or modification thereof or any other law/s relating thereto and rules framed there under from time to time.

- b) The Contractor should comply with the rules and other statutory obligations with regard to payment of employees' wages not less than the minimum wages notified by Govt. of India under the Minimum Wages Act 1948 and rules made there under, health, welfare and safety measures, hours of work, leave and other benefits as required under Factories Act 1948 and rules and also other applicable statutory Acts and Rules made thereunder. The Contractor has to maintain all the required registers, records, document as stipulated under various applicable Labour Laws and its compliance, will be deemed to be part of the contract and submit the same to the Competent Authorities and also to the Company Officials as and when called for verification. The contractor shall be registered with the concerned statutory authorities like P.F & ESI, Service Tax as provided in various legislations and shall be directly responsible to the authorities thereunder for compliance of the provisions.
- c) The Labourers to be engaged/ deployed should not be less than 18 year of age as per the provisions of Factories Act 1948. They should be in sound health.
- d) The Tenderer/ Contractor should extend National & Festival Holiday to his labourers as per the Provisions of Karnataka Industrial (National & Festival Holidays) Act 1963.
- e) The Tender/Contractor should extend leave with wages to his/their Labourers as per the Provisions of *Factories Act 1948*.
- f) The Contractor must have a valid PROVIDENT FUND CODE & ESI CODE and copy of same shall be submitted along with the tender. Copy of Registration Certificates issued under EPF and MP Act, 1952, Karnataka Shops and Establishments Act 1961 and ESI Act, 1948 along with originals for verification.
- g) Rate of Minimum wages should not be less than minimum wages (BRBNMPL, Mysuru falls in 'B' Class cities) as notified by Govt. of India from time to time and contractor shall ensure that wages are not less than minimum wages at any point of time during the complete period of contract. If the quoted price is less than the prevailing minimum wages, the price bid will be rejected.
- h) The Tenders who engages more than 20 Labourers shall obtain required Labour Licence from the Asst. Labour Commissioner (Central) immediately.
- i) The Tenders should submit commencement and completion of work notice, half yearly, annual returns, Accident Reports and other applicable reports to the various Authorities as required under Contract Labour (R&A) Act, Factories Act, EPF Act, ESI Act, and other applicable laws from time to time.
- j) The Contractor/Agency shall indemnify the Company from any claims/liability due to any breach of the statutory requirements from him/them. The Company as a principle Employer shall enforce the provisions of the Acts.
- k) It shall be sole responsibility of the contractor to ensure safety of all his workers.
- l) Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the contractor. The Contractor shall conform to all Labour Laws and shall remain solely responsible for the obligation under the relevant statutory provisions. The contractors should properly maintain all necessary first aid kits in the sub-station and ensure that all its employees are adequately trained in administering first aid in case of emergencies.
- m) BRBNMPL will not accept any responsibility for any loss or damage to any property or personal belonging effect to Contactor's employee.
- n) The CONTRACTOR shall keep BRBNMPL, its servants or agents indemnified against claims, actions or proceedings brought or instituted against BRBNMPL, its servants or agents

by any of his employees or any other third party employed by the Contractor in connection with relating to, or arising out of the performance of the services under the Contract.

- o) The Contractor has to obtain “Workmen Compensation Insurance Policy” to his all Labourers engaged for the said job and same has to be submitted before commencement of work. The CONTRACTOR shall indemnify BRBNMPL against any liability for any accident, death or injury to BRBNMPL’s servants or agents or against any loss of or damage to any property belonging to BRBNMPL, its servants or agents which shall arise out of the performance of the services under this Agreement and against all costs, claims, demands and damages involved therewith.
- p) The CONTRACTOR shall pay and indemnify BRBNMPL against liability in respect of any fees or charges (including any rates and taxes but not including service tax) legally demandable under any Act of Parliament, or State Legislature instrument, rule or order or any regulation or Bye-law or any local authority in
- 12) Uniform:** The Contractor has to compulsorily provide proper Uniform (2 sets/ year) & Shoes (1 pair / year) 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 so 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 and the colour of uniform should be approved by BRBNMPL. The Contractor should also provide all the Safety Appliances to the Labourers.
- 13) Supervision:** The Contractor or his supervisor should be present at the work spot and supervise during shifts in all working days. The Contractor should take and observe all the required formalities like deployment of his labourers, maintaining of attendance as directed by the Authorised persons of BRBNMPL. Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the Contractor and shall confine to all the labour Laws and shall remain solely responsible for the obligation under the relevant statutory provisions.
- 14) Penalties:** In case the Tenderer fails to execute the work as per the Terms and Conditions and instructions, The Management is reserves the rights to levy Penalty as mentioned below:
- a) In case the Tenderer not carried out the work as per the Terms and Conditions of the work order, not complied with the statutory requirement and its obligations, abandons/discontinue the contract within the validity of the contract period, the BRBNMPL Management reserves the rights to get the remaining work/uncompleted work done through any other agencies and the loss or extra expenditure suffered in such event shall be debited to Tenderers’ account in addition to forfeiting the Security Deposit.
- b) In case of default or breach of Contract Terms & Conditions, the Security Deposit is liable for forfeiture.
- c) Un-satisfactory performance of the Contract may also lead to black listing of the Tenderer.
- d) If the Wages are not disbursed to the Contract Labourers on or before 7<sup>th</sup> of every month (or on the previous day in case 7<sup>th</sup> happens to be Sunday or Holiday) a penalty of Rs.500/- per day lump sum would be levied to the Tenderer.
- 15) Quantum of work:** Quantum of work/Areas to be cleaned (under scope of work 1(a) of Section-VII) and Quantities mentioned in the schedule of items (A. List of Equipments), Section-VII are as per the present status & requirement and may vary during the currency of contract. Any such variance will be accounted and extra payment on this account will not be entertained during the currency of contract.
- 16) Incompletion/Discontinuation of work:** If the work is not completed in all aspects or delayed beyond reasonable time or contractor discontinues the work abruptly, then BRBNMPL reserves the rights to get the remaining work/uncompleted work done through any other agencies at the

risk and cost of the contractor. In such cases, the pending claims and Security Deposit of the contractor shall be forfeited.

- 17) Recovery & Rectification of work:** In case contractor fails to attend the same as per defect liability period clause above within a week from the date of intimation, it shall be got rectified by through another agency & money spent thus shall be recovered from the contractor.
- 18) Accommodation:** On specific request from the Contractor, BRBNMPL may provide quarters/space for Site Office purpose as per availability and allotment norms/rules in force for allotment, at a prescribed rent & other charges like Electricity etc., fixed by the Company. In this event, the contractor must always be in a position that whenever any directive for vacating the said premise is issued, he shall, without raising any objection, peacefully vacate the same.
- 19) Adequacy of Contractor's Staff:** It is understood that the service activities are to be performed with utmost diligence and expediency so as to maintain the highest standards of O & M services. To achieve this, Contractor shall strictly maintain adequate level of staff with prescribed skill levels (Section-VII, Schedule of items – C) at site at all times. In case mechanized services are provided by the contractor, the Equipments shall be well maintained and kept in good condition for all time.
- 20) Inspection by BRBNMPL:** BRBNMPL's representative shall inspect Contractor's work at each stage, and shall either accept or reject the same. The rejected work shall be rectified by Contractor, entirely at his own cost and to the entire satisfaction of BRBNMPL.
- 21) Restricted Area:** Contractor shall fully recognize that the site shall be a restricted area and that all works and movement within it shall be subjected to the BRBNMPLs direction and control.
- 22) Hazardous Area:** The work area in and around the Operating Units shall be considered a hazardous area. Contractor shall fully familiarize himself and abide by with the safety rules / regulations and fulfillment of ISO standards.
- 23) Labour:** Contractor shall be responsible for the engagement, employment, transport, working and living conditions of personnel and in respect of all matters connected therewith including their safety. Contractor shall at all times during the continuance of this Agreement conform in all respects to and carry out all obligations imposed on it by the provisions and requirements of the Employees Provident Fund (Miscellaneous Provision) Act, 1952, Payment of Gratuity Act, 1972, Employment State Insurance Act, 1948, Maternity Benefit Act, 1961, Minimum Wages Act 1948, prescribed by Ministry of labour & employment, office of the Chief labour Commissioner. Equal Remuneration Act, 1976, Payment of Wages Act, 1936, Payment of Bonus Act, 1965, Contract Labour (Regulation and Abolition) Act, 1971 Factory Act 1948, Employees Compensation act 1923, I.D. Act 1947, National & Festival Holidays 1963, etc. and any applicable law in the country where any of the services are performed or regulations issued including without limitation all laws, regulations and requirements of Government of India.

All the proposed staff / personnel shall possess high standard of Integrity, have no affiliation with any political parties or trade unions. This has to be followed during the entire contract period.

Contractor shall at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst its employees and for the preservation of peace and protection of persons and property in the neighborhood of the site against the same.

Upon the outbreak of any strike or labour dispute involving any of Contractor's personnel engaged on the services, Contractor shall forthwith give details thereof to BRBNMPL. If any dispute arises between the contract labour/labour/employees and Contractor agency, the BRBNMPL will not be responsible in any manner. The Contractor shall not stop or cause stoppage of work on account of strike or other agitation during the period of contract. The Contractor agrees that it shall be liable for all consequences for the delay caused or loss /

damages suffered by the BRBNMPL due to the stoppage / strike by the Contractor. BRBNMPL shall recover the cost incurred due to this from the Contractor's running account bills.

Contractor shall within twenty four (24) hours of any occurrence of any accident at or about the site or in connection with the execution of the services or any injury, loss or damage to any personnel or to property of Contractor, BRBNMPL or of a third party, report such occurrence to the competent authority whenever such a report is required by law.

BRBNMPL shall be at liberty to object to and require Contractor to remove forthwith from the site any person employed by Contractor in or about execution or performance of services who in the opinion of BRBNMPL has committed a misconduct or whose employment is otherwise considered to be undesirable. Contractor without the written permission of BRBNMPL shall not again employ such person upon services at any circumstances.

**24) Safety & Security Measures:**

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

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

- e) On award of the contract the contractor shall sign the Non-disclosure format and abide with that.
- f) Any worker of the contractor, if found by the Company as unsuitable or having doubtful integrity, shall be removed from the premises at the risk and cost of the contractor. The contractor shall vouch guarantee for the integrity of its workers.

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

**26) Legal jurisdiction:** The court of Mysuru (Karnataka State) only shall have jurisdiction to deal with and decide any legal matter of dispute whatsoever arising out of any work order placed by us.

### Section VI: List of Requirements

| Schedule No. | Brief description of goods and services (Related specifications etc. are in Section-VII)    | Accounting unit | Quantity | Amount of Earnest Money |
|--------------|---|-----------------|----------|-------------------------|
| 1.           | <b>“Operation and Maintenance of Utility Equipments (House Keeping) at BRBNMPL, Mysuru”</b> | Nos             | 01       | ₹ 1,90,000/-            |

Required Delivery Schedule: Continuous services on daily basis

Required Terms of Delivery: F.O.R, BRBNMPL, Mysuru



## **Section VII: Technical Specifications**

### **“OPERATION AND MAINTENANCE OF UTILITY EQUIPMENTS (HOUSE KEEPING) AT BRBNMPL, MYSURU”**

#### **I. SCOPE OF WORK:**

##### **Scope of Work**

##### **1. Operation & Maintenance of Utility Equipments (Housekeeping) includes**

- a) To carry out Operation and Maintenance of floor cleaning Utility Equipment as per the cleaning schedule given by BRBNMPL. The approximate floor area shall be (i) Main press- 64000 Sq mtr (ii) Administrative Building – 2400 Sq mtr. In addition to this, cleaning of Canteen, Crèche, watch towers, Main gate entrance, Fire Station and collection of briquettes at Kusters and BPS, Cleaning Railway Wagon, Shifting of all wastes from press to designated places also included under this scope.
- b) To ensure the shop floor and other areas are dust and dirt free by using utility machines like walk behind type Scrubber cum Drier, Ride on type Scrubber cum drier, Vacuum cleaners, Pressure washing and all manual cleaning equipment etc.
- c) To collect and transport the waste materials and rubbish from the above places to the designated places in main press by using material handling Equipment.
- d) To maintain the Utility Equipment provided for the said purpose and keeping them in good operational condition.
- e) To assist drawing of chemicals, loading and cleaning of Machines etc. at WS RTP section.
- f) To assist for machining and grinding operations etc. at workshop section.
- g) To perform any other related activities as and when assigned by BRBNMPL.

##### **Exclusions:**

- 1) All required Utility Equipment shall be provided by BRBNMPL
- 2) All consumables related to this work shall be provided by BRBNMPL
- 3) Spares and Consumables to maintain the Utility Equipment shall be provided by BRBNMPL.

**Note: Contractor shall extend his assistance to the OEM or any other agency for attending repairs of Utility Equipment.**

##### **2. Consumables and Spare parts:**

The contractor shall inform well in advance about the requirement of spares and consumables to avoid delays in arranging the same. Consumables and spare parts will be supplied by BRBNMPL. The defective parts shall be returned to Maintenance Division.

If any component fails due to operational mistake or negligence of contractor employee, the entire repair/replacement charges will be borne by the contractor or the same will be deducted from monthly bill. Decision of BRBNMPL in this regard will be final.

### **3. Manpower Deployment:**

- a) The contractor shall deploy manpower and strictly comply with number of supervisors & technicians and experiences in respective fields as per Schedule of Items, (C) Manpower deployment under Section-VII.
- b) The Contractor shall ensure to depute female Contractor staff for sanitation work for the areas used by lady employees.
- c) The contractor shall ensure that all his supervisors/technicians/employees are capable of operating Utility and other related Equipment.
- d) The contractor shall deploy required manpower in shifts as per the need of BRBNMPL and number of people to be deployed in shifts will be decided in consultation with BRBNMPL.

### **5. Maintenance of Records:**

The contractor shall be responsible for maintaining records of work executed including, fault rectification, consumables and spares used etc. Contractor also shall be maintaining of daily and periodic maintenance schedules in approved formats. Contractor required to maintain/update regularly all the documents related to EQMS (ISO: 9001-2008 & ISO 14001).

### **6. Responsibility against damage caused:**

The Contractor shall be responsible for any damage caused to the existing system due to lack of knowledge, wrong operation, mishandling, intentional act by contractor employee and the Contractor has to pay entire amount/charges for repair/replacement.

### **7. Co-ordinating Authority:**

The Asst. General Manager (Maintenance) or the officer (Manager/Dy. Manager/ Asst. Manager) authorized shall be the Coordinating officer. The Contractor has to report to such authority and perform the work in close coordination with such authority.

### **8. Duties and Responsibilities:**

- (a) The work shall be carried out on daily basis on all working days at any point of time on any day basis. The normal working hours of the plant is 0830hrs to 1700hrs with 30 min. rest interval. The contractor shall depute his employees half an hour early and their working hours will be 0800 hrs. To 1700 hrs. These timings are subject to change flexible as per the requirement of BRBNMPL. The contractor has to deploy manpower on rotation basis for every two months.
- (b) Contractor shall employ personnel to handle the utility equipment and maintain them so as to keep them in suitable condition and provide a dust free environment in the company complex.
- (c) The utility equipment provided shall always remain the property of the BRBNMPL and contractor have to indemnify the company for any loss or damage to the machines due to negligence handling or misuse by contractors employee.
- (d) Contractor shall ensure that operating procedures and instruction given by the equipment manufacturers/suppliers are strictly followed.
- (e) Contractor shall carryout repair work involving external agencies like motor rewinding, welding, machining and grinding etc. as and when required. Payment shall be made extra provided such repair work was done with concurrence of BRBNMPL officials either verbal or written.
- (f) Contractor shall maintain/update regularly all the documents related to EQMS(ISO:9001-2008 & ISO:14001)

### **9. 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.

## II. SCHEDULE OF ITEMS

### (A) List of equipments

| Sl.No. | Item description                                   | Quantity in numbers |
|--------|--|---------------------|
| 01     | Mopping Machine Eureka Forbes, Make- Nilfisk CA450 | 10                  |
| 02     | Mopping machine, Roots make RE 43                  | 05                  |
| 03     | Vacuum Cleaner - Roots                             | 12                  |
| 04     | Mopping Machine, Roots make                        | 03                  |
| 05     | Mopping Machine-Ride on type, Inventa make         | 02                  |

### (B) Preventive /Scheduled Maintenance:

The Contractor shall carryout preventive/schedule maintenance (Daily/weekly/monthly) of all the Utility Equipment mentioned in the list of Equipment (A) as per manufacturer's checklist. The spares and consumables required for the same will be provided by BRBNMPL.

### (C) Manpower Deployment:

| Sl. No | Designation               |  |                                    |            | Total No of persons | Remarks  |
|--------|---------------------------|--|------------------------------------|------------|---------------------|--|
|        |                           | Skill level  | Educational qualification          | Experience |                     |  |
| 1      | Supervisor                | Highly Skilled with Knowledge of machine maintenance and management skills | Diploma in Mechanical / Electrical | 3 years    | 01                  | Experience in Operation and maintenance of Utility Equipment (Housekeeping). |
| 2      | Fitter/ Machinist/ Turner | Skilled  | ITI Fitter / Machinist/ Turner     | 2 Years    | 07                  | Experience in respective field   |
| 3      | Operator / Sweeper        | Semi Skilled   | Nil                                | Nil        | 38                  | Out of 38, two nos should be female staff                                    |

#### Note:

- The candidates with previous experience in respective field and have good track record shall be employed by contractor. BRBNMPL shall scrutinize the experience of the people and have the right to reject the candidate, if they found not suitable.
- The manpower shown above is indicative and minimum requirement.
- The contractor should ensure that all his supervisors / technicians are capable of handling the works related to Operation and maintenance of Utility Equipment ( Housekeeping)
- In case of any change of employee, the same should be intimated to BRBNMPL and the photo pass of these personnel are to be returned to our security section immediately.
- The contractor shall deploy the manpower in general shift and shall deploy in shifts also on need basis.
- On award of work order the contractor shall submit the bio-data of all the personnel deployed and complete all security formalities laid down by BRBNMPL

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

1. The Contractor shall carry out operation and maintenance of all the equipment listed in schedule equipment (Section-VII).
2. The Contractor shall carry out maintenance works as per the schedule and checklist provided by BRBNMPL from time to time during the currency of the contract.
3. Any defect in quality of workmanship shall be corrected to the satisfaction of BRBNMPL.
4. The contractor shall depute the manpower strictly as per (C) Manpower deployment under the head schedule of items under Section-VII.

## Section IX: Qualification/ Eligibility Criteria

### I. Financial Soundness:

- a) Average Annual turnover of the bidder during last three years ending 31/03/2016 should be more than ₹ 28.50 lakhs and it should be reflected in audited financial report for the said period otherwise should be certified by Chartered Accountant.
- b) Bidders should not have suffered any financial loss for more than one year during last three years ending 31/03/2016.
- c) The net worth of the firm should not have eroded by more than 30% in the last year ending 31/03/2016.

**Note: The above details should be submitted as per the format given under Section-XII, 2(a) - Financial Soundness and with endorsement of Chartered Account.**

### II. Experience:

Contractor shall have experience in successfully completed similar works during last seven years ending 30/06/2016, shall be either of the following,

Three similar completed works costing not less than the amount equal to ₹ 38.00 lakhs.

Or

Two similar completed works costing not less than the amount equal to ₹ 47.50 lakhs.

Or

One similar completed work costing not less than the amount equal to ₹ 75.00 lakhs.

**Note: 1. Similar works means “Operation and Maintenance of Utility Equipments (Housekeeping)” or Experience in Facility Management including Housekeeping.**

**2. The contractor rated for unsatisfactory performance by BRBNMPL during last three years will not be eligible to participate in this tender and any offers from such contractors will be rejected.**

### III. The firm should give a following declaration that they have not been blacklisted / debarred for dealing by BRBNMPL / Government of India in the past 5 years,

*This is to confirm that we M/s. \_\_\_\_\_ have not been blacklisted / debarred by BRBNMPL/Government of India in the past 5 years.*

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

*(Seal & signature with date)*

*(Name and designation)*

*Duly authorized to sign tender for and on behalf of*

**IV. The tenderer shall enclosed a confidentiality statement duly signed and stamped as below:**

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”. We shall also undertake to maintenance secrecy, exclusivity and confidentiality of the high security currency printing environment of BRBNMPL.*

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

*(Seal & signature with date)*

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

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

**DECLARATION**

*It is declared that I \_\_\_\_\_ Proprietor/Owner/  
Director/ Authorized Signatory of M/s  
\_\_\_\_\_ at  
\_\_\_\_\_ (address) on behalf of the  
participating firm am competent and legally authorized to submit the tender and / or to  
enter into legally binding contract with BRBNMPL.*

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

*(Seal & signature with date)*

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

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

Date .....

To  
The General Manager  
BRBNMPL,  
Note Mudran Nagar,  
Mysuru – 570 003

Ref: Your Tender Document No. .... dated .....

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

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

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

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

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

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

(Signature with date)

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

.....

## Section XI: Price Schedule

From

To  
The General Manager  
BRBNMPL,  
Mysuru -570 003

**Sub: Price Bid for Operation and maintenance of Utility Equipment (Housekeeping) at BRBNMPL, Mysuru.**

**Reference:** Your Tender No. 110/MYS/ MAINT (U)/2016-17 dated 21/01/2017.

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

| Sl. No    | Category  | No. of man day /manpower per day | Unit rate | Amount per year |
|-----------|---|----------------------------------|-----------|-----------------|
| <b>1</b>  | Supervisor<br>((Basic +DA) / day)   | 01                               |           |                 |
| <b>2</b>  | Fitter/Machinist/Turner (Skilled)<br>((Basic +DA) / day)  | 07                               |           |                 |
| <b>3</b>  | Operator/Sweeper (Semi-skilled)<br>((Basic +DA) / day)  | 38                               |           |                 |
| <b>4</b>  | <b>Sub-Total</b>  | <b>46</b>                        |           |                 |
| <b>5</b>  | ESI & PF contributions @ 18.11 % on Sl. No. '4'   |                                  |           |                 |
| <b>6</b>  | Bonus-(Minimum 8.33%) as per provisions of payment of Bonus Act on SL No. '4'   |                                  |           |                 |
| <b>7</b>  | Uniform Charges (2 pair dress + 1 pair safety shoes) per year   |                                  |           |                 |
| <b>8</b>  | Administrative costs (including all over heads and any other compliance of statutory requirement/payment, police verification, safety gadgets, tools etc.) in Rs. |                                  |           |                 |
| <b>9</b>  | Service charges (____ % ) on total wages as shown in SL No.'4'  |                                  |           |                 |
| <b>10</b> | <b>Sub total</b>  |                                  |           |                 |
| <b>11</b> | Service tax @ ____%, SBC @ 0.5% & KKC @ 0.5% on SL No. '10'   |                                  |           |                 |
| <b>13</b> | <b>Total</b>  |                                  |           |                 |
| <b>14</b> | <b>Grand Total (Total Sl. No. 13 x 3 years)</b>   |                                  |           |                 |



|  |   |
|--|---|
|  | <b>Grand total in amount in words Rupees .....</b><br>..... |
|--|---|

Note:

- i) Price with counter condition(s) shall be liable for rejection.
- ii) Price should be quoted exactly as per the format.
- iii) Conditional discount/ rebate etc. shall not be considered. In case, discount is offered that should be adjusted in the price and net price should be quoted.
- iv) L1 will be decided on the grand total price quoted for all the three years (Price for first year + price for second year + price for third year)
- v) Any revision in the minimum Wages for the workers will be considered for additional payment, on receipt of request from the contractor with documentary proof in this regards. Only component of basic DA, ESIC and EPF will be considered for revision of wages. Hike or Reduction in Service tax will be considered for revision of contract price, as per actuals.
- vi) Contractor must read **Section-V (SCC) Sl. No. 3: Contract Price** before arriving administrative cost, as all the allowances paid by the existing contractor must be paid by the bidder to their employees as per the statutory requirement.

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

Thanking you,  
Yours faithfully,

**Seal**

( )  
Name & Signature with date

## Section XII –TECHICAL BID/QUESTIONNAIRE

From,  
Company Name,  
BRBNMPL Vendor Registration No:  
Address

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

Dear Sir,

**Sub: Technical bid “Operation and Maintenance of Utility Equipments (Housekeeping), at BRBNMPL Mysuru”.**

**Reference:** Your Tender No. 110/MYS/ MAINT (U)/2016-17 dated 21/01/2017

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

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

2. Documents in support of eligibility criteria :

**a) Financial Soundness:**

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

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

**b) Experience.**

| Sl. No | Company Name | Work order No. & Date | Details of work | Order Value | Date of completion |
|--------|--------------|-----------------------|-----------------|-------------|--------------------|
| 1      |              |                       |                 |             |                    |
| 2      |              |                       |                 |             |                    |
| 3      |              |                       |                 |             |                    |
| 4      |              |                       |                 |             |                    |
| 5      |              |                       |                 |             |                    |

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

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

Thanking you,  
Yours faithfully,

**Seal**

( )  
Name  
Signature with date

Note: Copies of applicable Documents are attached herewith.

**QUESTIONNAIRE/ CHECK LIST/ COMPLINACE STATEMENT  
(To be submitted along with Technical Bid)**

| <b>Sl. No.</b> | <b>Description</b>  | <b>Enclosed</b> | <b>Remarks</b>   |
|----------------|---|-----------------|--|
| 1.             | DD for Rs.500.00 as Tender fee  | Yes/No          |  |
| 2.             | DD for Rs. 1,90,000/- as EMD  | Yes/No          |  |
| 3.             | Tender Document Section I to Section XVII duly sealed and signed  | Yes/No          | Please download the Section II & IV of tender document from <a href="http://www.brbnmpl.co.in">www.brbnmpl.co.in</a> and seal and sign it. |
| 4.             | Section IX dully comply and dully filled and signed   | Yes/No          |  |
| 5.             | Technical Bid –Section XII (Duly filled)  | Yes/No          |  |
| 6.             | Purchase order /Work order copy or completion certificate as proof of experience  | Yes/No          |  |
| 7.             | Chartered Accountant certificate /PL statements certified by chartered Account as proof for Financial Soundness (shall highlight Turnover, Net worth and Profit). | Yes/No          |  |
| 8.             | Certificate confirming ‘Not blacklisted’ by Govt. Departments /BRBNMPL  | Yes/No          |  |
| 9.             | PAN Card copy   | Yes/No          |  |
| 10.            | Copy of Tax (VAT/CST/SERVICE TAX/WCT) registration certificate  | Yes/No          |  |
| 11.            | EMD & Tender Fee in one sealed cover  | Yes/No          |  |
| 12.            | Technical Bid in one sealed cover   | Yes/No          |  |
| 13.            | Price Bid in one sealed cover   | Yes/No          |  |
| 14.            | All the three sealed covers ( Sl. No- 11,12, &13) in one sealed cover   | Yes/No          |  |

**Seal**

( )  
Name  
Signature with date

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

B.G. No. \_\_\_\_\_

Date \_\_\_\_\_

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

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

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

Date:

Corporate Seal of the Bank

\_\_\_\_\_ Bank

By its constitutional Attorney

Signature of duly

Authorised person

On behalf of the bank

With seal & signature code

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

## Section XIV: Manufacturer's Authorization Form

To

.....

.....

(Name and address of BRBNMPL)

Dear Sirs,

Ref.: Your Tender document No ..... dated .....

We, ..... who are proven and reputable manufacturers of ..... (name and description of the goods offered in the tender) having factories at ..... hereby ..... authorise Messrs (name and address of the agent) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. (name and address of the above agent) is authorized to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We also hereby extend our full warranty, as applicable as per clause 16 of the General Conditions of Contract read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this tender document.

Yours faithfully,

.....

.....

[Signature with date, name and designation]

For and on behalf of Messrs

(Name & address of the manufacturers]

Note: This letter of authorization should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer

**SECTION XV: Bank Guarantee Form for Performance Security**

\_\_\_\_\_ [Insert Bank’s Name, and Address of Issuing Branch or Office)

Beneficiary \_\_\_\_\_ [Insert Name and Address of BRBNMPL]

Date: -----

Performance Guarantee No.: -----

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

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

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

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

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

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

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

(Signature of the authorized officer of the Bank)

Name and designation of the officer

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

Name and designation of the officer

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



## Section XVI: Contract Form

(Address of BRBNMPL's office issuing the contract)

Contract No.: ..... dated

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

1. Name & address of the Supplier: .....
2. BRBNMPL's Tender document No. .... dated ..... and subsequent Amendment No. .... dated ..... (if any), issued by BRBNMPL
3. Supplier's Tender No. .... dated ..... and subsequent communication(s) No..... dated ..... (If any), exchanged between the supplier and BRBNMPL in connection with this tender
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:

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

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

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

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

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

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

Total value (in figure)                      (In words)

(ii) Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

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

(v) Destination and despatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority

.....

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

For and on behalf of

Received and accepted this contract

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

For and on behalf of

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

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

The General Manager

Unit Address

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

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

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

Note:

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