

**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

INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02 Nos. of

Double Head Sheet Counting Machines

**INTERNATIONAL COMPETITIVE BIDDING [I.C.B]**

**GLOBAL TENDER**

Global Tender No: GT/001/SAL/PUR/2016-17 dated 03/02/2017

For

**Supply, Installation, Commissioning & Testing of 02 Nos. of Double  
Head Sheet Counting Machines for BRBNMPL, Salboni Press**

**TWO PART TENDER DOCUMENTS (TECHNICAL BID + COMMERCIAL BID)**

Issued By:

**The General Manager**

**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD.**

**RBNMPL (PO) , Salboni, Dist- Midnapore (West)**

**West Bengal, Pin 721132**

**INDIA**

**Telephone: +91-3227-280212/213**

**Fax: +91-3227- 280222/744**

**EMail: [salbonipress@brbnmpl.co.in](mailto:salbonipress@brbnmpl.co.in)**

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

This tender document consists of 65 pages including this page.

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INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02

Nos. of Double Head Sheet Counting Machines

Covering Letter

BNM No: /

Dated: 03/02/2017

To

Date .....

M/s.....

.....

.....

Dear Sir,

**Global Tender Number: (Tender No. GT/001/SAL/PUR//2016-17, dated 03/02/2017)**

**Sub: Invitation of Two part bid (TECHNO-COMMERCIAL BID + PRICE BID) for Supply, Installation, Commissioning & Testing of 02 Nos. of Double Head Sheet Counting Machines for BRBNMPL Salboni Press**

**Background:**

Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) is a wholly owned subsidiary of Reserve Bank of India having two currency printing presses one at Mysore, Karnataka & the other at Salboni, West Bengal, India.

The General Manager, Bharatiya Reserve Bank Note Mudran Pvt. Ltd., Salboni (BRBNMPL) invites quote in bid document (Two Part) from eligible, resourceful suppliers for **Supply, Installation, commissioning & Testing of 02 Nos. of Double Head Sheet Counting Machines**, at BRBNMPL, Salboni, West Bengal, India.

Detailed item list is mentioned in NIT.

Manufacturers / manufacturers under license or their authorized dealers who are exclusively appointed by the principal manufacturer to represent them in the country shall be eligible to apply or to take part in the bid. One manufacturer can authorize only one dealer. There can be only one bid from

a) The principal manufacturer directly or

b) Any of its branch / division or

c) Authorised Distributor / Dealer

Principal / manufacturer shall meet the Qualification criteria (Section IX).

**Details of preparation and sending of bid documents.**

The suppliers shall send their firm and binding quotation in Two parts. It may be noted that the bid document is split into two parts as mentioned below:

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02

Nos. of Double Head Sheet Counting Machines

**a) Techno-Commercial Bid (Part I)**

**b) Financial / Price Bid (Part II)**

**Techno-Commercial Bid (Part I):**

The Techno-Commercial bid to be sealed in separate envelope super scribing as "Techno-Commercial Bids (Part I) for Supply, Installation, commissioning & Testing of **02 Nos. of Double Head Sheet Counting Machines.**

Following documents shall be enclosed in the Techno-Commercial Bid:

1. Compliance to be provided as per Eligibility Criteria (Section IX) of Standard Bidding Document.
2. EMD as per clause 18 GIT of Standard Bidding Document and Section VI
3. Section VIII- Quality Control requirements /Declaration by Tenderer
4. Duly signed tender document for having read all the contents except Section XI (Price Schedule). Price indication in Part-I Techno-commercial bid is liable for rejection.

**Financial / Price Bid (Part II):**

**The Financial / Price Bid to be sealed in separate envelope super scribing as "Financial / Price Bid (Part II) for Supply, Installation, commissioning & Testing of 02 Nos. of Double Head Sheet Counting Machines for BRBNMPL Salboni.**

Following documents shall be enclosed in the **Price Bid** -

1. Section XI (Price Schedule) - **Financial / Price Bid** to exactly as per the format specified in the Section XI of the Standard Bidding Document.
2. Other relevant documents if any, as in SBD.

Sealed Technical Bid (Part I) and sealed Price Bid (Part II) should be put in separate single envelope (third cover) and should be sealed separately duly super scribing as "**Tender (GT/001/SAL/PUR/2016-17) for Supply, Installation, commissioning & Testing of 02 Nos. of Double Head Sheet Counting Machines.**

The above sealed tender shall be sent by registered post or courier to the under mentioned address with a marking on the top of the cover as "Tender (GT/001 /SAL/PUR/2016-17) for Supply, Installation, commissioning & Testing of 02 Nos. of Double Head Sheet Counting Machines.

**The General Manager**

**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD.**

**RBNMPL (PO) , Salboni, Dist- Midnapore (West)**

**West Bengal ,Pin 721132**

**INDIA**

**Telephone: +91-3227-280212/213**

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**EMAIL: [salbonipress@brbnmpl.co.in](mailto:salbonipress@brbnmpl.co.in)**

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02

Nos. of Double Head Sheet Counting Machines

**QUALIFYING CRITERIA**

Selection of the bidders is based on the following criteria -

1. Short listing of bidders shall be based on satisfactory fulfilment of requirements mentioned in qualification / eligibility Criteria (Section IX – SBD) (Technical Bid I) and compliance to the specifications as mentioned in Section VII.
2. Commercial offers (Part II) submitted in format as in Section XI for the individual item from the bidders for which they are technically qualified only will be considered for opening & evaluation.

**IMPORTANT DATES:**

The quotation should reach us on or before **11.30 hrs on. 17/03/2017**. The technical bid (Part I) shall be opened on the same day (i.e. on date of opening of Technical bid) at 1130 hrs. The bids shall be opened in the presence of the intending bidders who wish to present at the time and date of opening.

**PREBID MEETING:**

If found necessary, a pre-bid conference may be arranged by BRBNMPL with prior intimation to interested tenderers for clarification/ amendment to Technical specifications/ techno-commercial conditions in two bid tender.

For and on behalf of  
Bharatiya Reserve Bank Note Mudran Pvt. Ltd,

(S.Ravikumar)  
Deputy General Manager

Note: Information provided in the covering letter is to provide clarity to the bidders. However for all purposes the provisions provided in the SBD shall prevail.

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INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02

Nos. of Double Head Sheet Counting Machines

**INTERNATIONAL COMPETITIVE BIDDING (ICB)**

**STANDARD BIDDING DOCUMENT (SBD)**

**(Procurement of Goods)**

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

RBNML (PO), Salboni -721 132,

West Midnapore (Dist.), West Bengal, INDIA

Tel. No. +91 3227 280212/213, Fax: +91-3227-280744; +91- 3227-280222

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

**NOT TRANSFERABLE**

**Security classification : Non-Security**

**Tender Document for Supply, Installation, Commissioning & Testing of 02**

**Nos. of Double Head Sheet Counting Machines for BRBNMPL, Salboni**

**Tender No. GT/001/SAL/PUR/ 2016-17 dated 03/02/2017**

The tender document is sold to/downloaded by [Name of bidder]:

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

Address \_\_\_\_\_

Details of Contact person in BRBNMPL regarding this tender:

**Name:** Shri. S.S.Kude  
Shri. R.Balaji

**Designation:** Asst. General Manager  
Manager

***Address:***

*The General Manager,*

*Bharatiya Reserve Bank*

*Note Mudran Private Limited*

*Salboni, Dist- Midnapore (West)*

*Pin- 721 132, West Bengal (State)*

*INDIA*

**Phone No. +91-3227-280212/213**

**Fax:+91-3227-280744; +91- 3227-280222**

**Email:salbonipress@brbnmpl.co.in**

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INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines

## Section I: Notice Inviting Tender (NIT)

**Tender No.GT/001/SAL/PUR/2016-17 dated 03/02/2017**

1. Sealed tenders are invited from eligible and qualified tenderers meeting Eligibility Criteria (Section IX) for supply of following goods :

Sl No.	Item Description	Qty in Nos.	Earnest Money (in INR)
1	<b>Supply, Installation, Commissioning &amp; Testing of Double Head Sheet Counting Machines</b> [As per detailed specifications and scope of work attached in Section - VII]	02	2,40,000/-

Prospective bidders may apply for any of the item/s it is intending to bid for. Quantities mentioned are only provisional and may undergo change. For the purpose of evaluation and placement of order, each item will be processed separately.

Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.	<b>Two Bid System</b> <b>(Techno-Commercial bid &amp; Price bid)</b>
Date of Sale of tender documents	<b>From 03/02/2017 onwards</b>
Price of the Tender Document (Non-Refundable)	<b>Indian Rupees. Rs. 2000/-</b>

Place of sale of tender documents	Purchase Section, Bharatiya Reserve Bank Note Mudran Private Limited, RBNML (PO), Salboni -721 132, West Midnapore (Dist.), West Bengal, India (OR) Can be downloaded from our website <a href="http://www.brbnmpl.co.in">www.brbnmpl.co.in</a> , in which case Price of tender document should be enclosed along with your offer.
Closing date and time for receipt of tenders	<b>17/03/2017 up to 11.30 hrs.</b>

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines

Place of receipt of tenders	Administrative Building, Bharatiya Reserve Bank Note Mudran Private Limited, RBNML (PO), Salboni -721 132,
Time and date of opening of technical bids	<b>17/03/2017 up to 11.30 hrs.</b>
Place of opening of technical bids	Administrative Building, Bharatiya Reserve Bank Note Mudran Private Limited, RBNML (PO), Salboni -721 132, West Midnapore (Dist.) West Bengal , INDIA
Nominated Person / Designation to Receive Bulky Tender (Clause 21.1 of GIT)	Deputy General Manager/ Assistant General Manager (MMD), Bharatiya Reserve Bank Note Mudran Private Limited, RBNML (PO), Salboni -721 132, West Midnapore (Dist.), West Bengal ,

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in) for further details.
3. Tender documents may be purchased by hand on payment of non-refundable fee of **Rs. 2000/- (Indian Rupees Two Thousand only)** per set in the form of account payee Demand Draft drawn on a scheduled commercial bank in India , in favour of **Bharatiya Reserve Bank Note Mudran Pvt. Ltd., Salboni** payable at Midnapore /Kolkata.
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.1500/- within India and Rs. 5000/- for international air-mail**. The tenderer is required to submit a separate DD for tender document fee and postage charges along with his request for tender documents . The request should reach us within the date of sale of tender documents. Any request after the due date will not be entertained . Any delay in receipt of tender documents will not entitle any tenderers for extension of submission dates and BRBNMPL will not be responsible for any such delays.
5. Tenderer may also download the tender documents from the web site [www.brbnmpl.co.in](http://www.brbnmpl.co.in) 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.



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Nos. of Double Head Sheet Counting Machines

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. BRBNMPL is not responsible for any postal delay and quotation shall not be accepted after due date and time. Further, bidders must satisfy themselves about all the details required to be filled in the tender before quoting. Ignorance in this regard at later stage will not be entertained. All the pages of Bid documents as at Annexures, basic information and other supporting documents shall be duly stamped and signed & submitted by the bidder as a token of having read and accepted all terms and conditions.

9. The BRBNMPL reserves the right to accept/reject/cancel any or all tenders without assigning any reason thereof. The BRBNMPL is not bound to accept the lowest bidder or any tender or assign any reason for non- acceptance. Mere qualifying as Lowest Bidder in terms of price may not qualify for issue of Supply/work order. The BRBNMPL also reserves the right to accept the tender in whole or part. Incomplete tender or tenders not submitted in accordance with the directions issued shall be liable for rejection.

10. The tender documents are not transferable.

Yours faithfully,  
For & on behalf of BRBNMPL,

(S.Ravikumar)

Deputy General Manager

Bharatiya Reserve Bank Note Mudran Private Limited

RBNMPL (PO), Salboni, Dist- Midnapore (West); Pin- 721 132, West Bengal, INDIA

Telephone: +91-3227-280176

Fax: +91-3227- 280222/744

Email: sravikumar@brbnmpl.co.in

**Address for mailing of sealed Tender documents:**

**The General Manager,**

**Bharatiya Reserve Bank Note Mudran Private Limited**

**Salboni, Dist- Midnapore (West)**

**Pin- 721 132, West Bengal (State), INDIA**



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INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines**CONTENTS OF THIS TENDER ENQUIRY**

Section I	Notice Inviting Tender (NIT)	<b>Enclosed</b>
Section II	General Instructions for Tenderer (GIT)	To be downloaded from website: <a href="http://www.brbnmpl.co.in">www.brbnmpl.co.in</a> under 'Downloads' Section.
Section III	Special Instructions to Tenderers (SIT)	<b>Enclosed</b>
Section IV	General Conditions of Contract (GCC)	To be downloaded from website: <a href="http://www.brbnmpl.co.in">www.brbnmpl.co.in</a> under 'Downloads' Section.
Section V	Special Conditions of Contract (SCC)	<b>Enclosed</b>
Section VI	List of Requirements	<b>Enclosed</b>
Section VII	Technical Specifications	<b>Enclosed</b>
Section VIII	Quality Control Requirements/Compliance Statement by Tenderer	<b>Enclosed</b>
Section IX	Qualification/Eligibility Criteria	<b>Enclosed</b>
Section X	Tender form	<b>Enclosed</b>
Section XI	Price Schedule (Price Bid)	<b>Enclosed</b>
Section XII	Questionnaire	<b>Enclosed</b>
Section XIII	Bank Guarantee Form for EMD	<b>Enclosed</b>
Section XIV	Manufacturer's Authorization Form	To be downloaded from website: <a href="http://www.brbnmpl.co.in">www.brbnmpl.co.in</a> under 'Downloads' Section.
Section XV	Bank Guarantee Form for Performance Security	
Section XVI	Contract Form	
Section XVII	Letter of Authority for attending a Bid Opening	
Section XVIII	Shipping arrangements for Linear Cargoes	
Section XIX	Proforma of bills for payment	
Section XX	Pre-Contract Integrity Pact	<b>Enclosed</b>
	Checklist for Tenderers	<b>Enclosed</b>

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02

Nos. of Double Head Sheet Counting Machines

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

1. **E.M.D:** The EMD amount of **Rs.2,40,000/- (Rupee two lakh forty thousand)** is payable in the form of Account payee Demand Draft/Banker's Cheque/Fixed Deposit /Bank Guarantee . The demand draft or banker's cheque drawn on a scheduled commercial bank in India, in favour of Bharatiya Reserve Bank Note Mudran Pvt. Ltd., Salboni payable at Midnapore /Kolkata. 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 in Section XIII in these documents. **(Please refer GIT Clause 18 under Section II)**
  - a. 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, registered firms are exempted from submission of requisite EMD.
2. **Sample:** No sample needs to be submitted along with the bid. (Please refer Section VI, List of requirements)
3. **Delivery Period:** Within 3 Months after the date of supply order for domestic items & 3 Months after the date of opening the LC for imported items.
4. Please send your competitive bidding in sealed covers superscribed as **"Tender for Supply, Installation, Commissioning & Testing of 02 Nos. of Double Head Sheet Counting Machines"** against **Tender Enquiry No. GT/001/SAL/PUR/2016-17 dated 03/02/2017 to reach us on or before 11.30Hrs on 17/03/2017** with the following TWO **separate sealed covers inside:**
  - a. The **First sealed cover** super scribed as **Techno-commercial bid** (part I) **against Tender Enquiry No. GT/001/SAL/PUR/2016-17 dated 03/02/2017** should contain all the Technical details offered by the tenderer including Section VIII - Quality Control Requirements/Compliance statement by Tenderer, documents in support of Qualification/Eligibility criteria(Section IX), Section X: Tender Form, Section XII: Questionnaire, Section XIV: Manufacturer's authorization form (if applicable), Section VI: Letter of Authority for attending a Bid Opening, brochure and product details, drawings, etc., of the item being offered , EMD amount and any other technical aspects which tenderer would like to mention . **No information regarding price should be mentioned in this part.**
  - b. The **second sealed cover** super scribed as **PRICE BID** (part II) **against Tender Enquiry No. GT/001/SAL/PUR/2016-17 dated 03/02/2017** should contain only **Section XI - Price Schedule'** exactly as per proforma duly filled and signed.
  - c. BIDS submitted not in accordance with above guidelines will be liable to be rejected.
  - d. The Techno-commercial part (part I) tenders will be opened at **11.30 Hrs on 17/03/2017** in the presence of available tenderers or their authorized representatives. In the second stage, the financial bids of only the technically acceptable offers shall be opened for further scrutiny and evaluation. The date of opening of Price bids will be intimated to qualified bidders. Other financial bids would be returned unopened to the respective bidders under Registered AD/ Reliable Courier or any other mode with proof of delivery. **(Please refer GIT clause 24 under Section II)**

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INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02

Nos. of Double Head Sheet Counting Machines

**5. Payment Terms:**

The Following Payment terms are applicable to this tender (ref: GCC clause No.22)

**A. For Indigenous/domestic Supplier :-**

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

- i. 90% of total contract value will be released on receipt and acceptance of goods by the consignee at destination and on production of all required documents by the supplier
- ii. 10% of total contract value will be released on successful installation and commissioning and acceptance by the consignee.

**B. Foreign Supplier :-**

22.3 (b) : 90% of total contract value will be paid through irrevocable Letter of Credit against invoice, inspection certificate (where applicable), shipping documents etc. and balance 10% after successful installation and commissioning at the consignee's premises and acceptance by the consignee.

**Important documents which the supplier needs to furnish while claiming payment**

**are:-**

- (i) Clean on Bill of lading/ Airway bill or any other dispatch document , issued by government agency or any agency duly authorised by the concerned ministry/department . Complete set of clean Bill of lading / Airway bill must show that the complete goods have been actually shipped on board.
  - (ii) Signed invoices in sets of quadruplicate stipulating specification reference for item indicating cost and quantity.
  - (iii) Certificate of Country of Origin of the goods issued by seller's Chamber of Commerce.
  - (iv) Copies of packing list in triplicate stipulating individual items, quantity, and weight and dimension details of each packing case.
  - (v) Inspection Certificate. If inspection certificate has been waived, then Quality Test Certificate.
  - (vi) Manufacturer's Test Certificate
  - (vii) Certificate of Insurance
  - (viii) Consignee's Certificate confirming receipt and acceptance of goods
  - (ix) Dangerous Cargo Certificate, if any , in case of imported goods.
  - (x) Any other document specified.
- (c) Bank charges.
- (i) All bank charges for opening of Letter of Credit in respect of PURCHASER's bankers shall be borne by PURCHASER and those charged by SELLER's bankers shall be borne by the SELLER.
  - (ii) The charges of extension of Letter of Credit or any confirmation if attributable to SELLER shall be paid by SELLER and not by the PURCHASER.
  - (iii) The negotiating bank of the SELLER should give 5 clear working days (in India) notice to the Letter of Credit opening bank and the PURCHASER regarding the value and date of payment.

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02

Nos. of Double Head Sheet Counting Machines

6. **Warranty** : 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 eighteen months from the date of receipt at the supplier's premises for domestic goods (including goods already imported by the supplier under its own arrangement) or for twenty one 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. (Please refer GCC, Section IV, Clause 16).
7. **Security Deposit/Performance Bond:** Within twenty-one days after the issue of notification of award by BRBNMPL, the supplier shall furnish Security Deposit to BRBNMPL for an amount equal to 10% of the total value of the contract, valid up to Sixty days after date of completion of all contractual obligations, including the warranty obligation. **(Please refer GCC Clause 6 under Section IV.)**  
In case of Bank Guarantee, the validity of the BG should be up to Sixty days after the date of completion of all contractual obligations.
8. **Liquidated Damages:** If the supplier fails to deliver any or all of the goods within the time frame (s) [delivery schedule] incorporated in the contract, BRBNMPL shall, under the contract deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed goods for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of 10% of the delayed good's contract price. **[Please refer GCC Clause 24 under Section IV].**
9. **Waybill:** Waybill for transportation of goods will be issued for outside the state suppliers on a separate request.
10. Parties who have been black listed /debarred by BRBNMPL or any PSU or any Government Departments are not eligible for submission of this tender.
11. BRBNMPL does not pledge itself to accept the lowest or any tender and reserves to itself the right of accepting/rejecting the whole or any part of the tender or portion of the quantity tendered without assigning any reason thereof.
12. If the tenderer is registered under DGS&D/NSIC, New Delhi they have to clearly mention and submit a copy of supporting documents. In absence of any such declaration, tenderer shall be considered as not registered under DGS&D/NSIC, New Delhi.
13. *No counter conditions shall be accepted.*

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INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02 Nos. of

Double Head Sheet Counting Machines

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

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

#### **A PREAMBLE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

such cost, expenditure etc regardless of the conduct or outcome of the tendering process.

#### **B TENDER DOCUMENTS**

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

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

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

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

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

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

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

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

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

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

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

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

#### **C PREPARATION OF TENDERS**

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

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

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

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

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

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

**11. Tender currencies**

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

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

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

**12. Tender Prices**

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

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

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

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

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

- a) The price of the goods, quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including all taxes and duties like sales tax, VAT, custom duty, excise duty etc. already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc or on the previously imported goods of foreign origin quoted ex-showroom etc.

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

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

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

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

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

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

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

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

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

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

**12.8 Excise Duty:**

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

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

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

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

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

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

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

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

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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.



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c) In case the tenderer is not doing business in India, it is/ will be duly represented by an agent stationed in India fully equipped and able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast moving components and other obligations, if any, specified in the conditions of contract and/ or technical specifications.

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

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

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

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

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

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

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

18.2 The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period with DGS&D or with National Small Industries Corporation, New Delhi 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:

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

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

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

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

18.7 Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the

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

**19. Tender Validity**

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

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

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

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

**20. Signing and Sealing of Tender**

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

(a) As Sole Proprietor of the concern or as attorney of the Sole Proprietor;

(b) As Partner (s) of the firm;

(c) as Director, Manager or Secretary in case the of Limited Company duly authorized by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

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

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

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

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

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

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

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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.

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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 registered / speed post and, if the tenderer does not accept BRBNMPL's observation, that tender will be liable to be ignored.

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

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

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

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

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

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

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

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

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

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

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

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

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

b) In the case of goods of foreign origin offered from abroad, customs duty and other similar import duties/ taxes, which will be

contractually payable (to the tenderer) on the goods if the contract is awarded on the tenderer.

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

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

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

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

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

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

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

Cartel formation or quotation of Pool/ Co-ordinated rates, leading to 'Appreciable Adverse Effect on Competition' (AAEC) as identified in Competition Act, 20012, as amended by Competition (Amendment) Act, 20017, would be considered as a serious misdemeanor and would be dealt accordingly as per Clause 44 below.

### **38. Negotiations**

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

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

### **39. Contacting BRBNMPL**

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

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

### **G AWARD OF CONTRACT**

40. BRBNMPL's Right to Accept any Tender and to Reject any or All Tenders BRBNMPL reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to

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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 / unenforceable 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, 20012.
- 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

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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 safe 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

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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,

( )  
Signature with date.

Name:

Seal

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines**Section III:****Special Instructions to Tenderers (SIT)**

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

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

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

SI. No.	GIT Clause No.	Topic	SIT Provision
1	2	Submission of tenders in Hindi or English	To be submitted in English only
2	4	Eligible Goods and Services (Origin of Goods)	Any country is acceptable.
3	6.1	Section XX : Pre Contract Integrity pact	Applicable
4	8	Pre-bid Conference	Applicable.
5	9	Time Limit for receiving request for clarification of Tender Documents	BRBNMPL will respond in writing to such request provided the same is received by BRBNMPL not later than 10 days prior to the prescribed last date of submission of tender.
6	11	Tender Currency	Foreign bidders may quote in their respective foreign currencies. Domestic bidders are required to quote in Indian Rupees only. (For details please refer Price schedule format Section XI).
7	12.11	Applicability of Octroi and Local taxes	No change



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8	14	PVC Clause & Formula	Not applicable
9	19	Tender Validity	No change i.e. 120 days from date of opening of tender. Supplement with the following :- In case, if any bidder is not agreeable for extension of tender validity as mentioned in the clause, then purchaser at its discretion may ask all the bidders to submit revised Price bid.
10	20.4	Number of Copies of Tenders to be submitted	One Copy
11	20.9	E-Procurement	Not applicable
12	35.2	Additional Factors for Evaluation of Offers	During technical evaluation, BRBNMPL, at its discretion if found required may depute its representative to verify the correctness of bidder's claim with regard to the technical feasibility of the equipment.
13	34	Comparison on CIF Destination basis	Supplement with the following price bid evaluation: <b>In case of indigenous offer</b> , the prices quoted shall be compared on a total price basis (FOR BRBNMPL, SALBONI), including all taxes, duties, packing and forwarding charges, freight, insurance, etc. as per the price schedule. <b>In case of imports</b> , the tenderer will be required to quote on FOB as well as CIF basis. The CIF price will be multiplied by the exchange rate between Indian Rupees and the quoted Foreign Currency, prevailing on the date of opening of the price bid. The applicable rate will be "BC selling rate" of State Bank of India. CIF value will be thus converted in to Indian Currency. Customs duties on assessable value (approximate 30%) will be added for comparison to determine L1. However customs duty at actuals will be paid. (Assessable value = CIF Value +1% of CIF value as landing charges.) Clearing and forwarding charges as per the following details will be added :- (i) Agency charges of 0.03% of CIF value +12.36% service tax on agency charges will be added towards local agency charges. (ii) Transportation charges of Rs. 8,000/- will be added towards local transportation cost from port of discharge to final destination. The above charges will be taken into consideration to arrive at the total price of the tendered item. In case if freight and insurance charges are not provided . 20% of the FOB value will be loaded for arriving at freight charges and 1.125% of the FOB value will be loaded for arriving at insurance charges. For comparison of import offer with the indigenous offer, total price of indigenous offer, shall be compared with the total price of import offer(converted at the exchange rate prevailing on the date of Opening of Price bid).

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			The tenders received and accepted will be evaluated to ascertain the best and lowest evaluated tender in the interest of the purchaser, for the complete supply under the technical specifications and documents.
14	40	Purchaser's right to accept tender	Applicable
15	43	Parallel Contracts	Not applicable
16	50	Tender For rate Contracts	Not applicable
17	51	PQB Tenders	Not applicable
18	52	Tenders involving Purchaser's and Pre-Production Samples	Not applicable
19	53	EOI Tenders	Not applicable
20	54	Tenders for Disposal of Scrap	Not applicable
21	55	Development / Indigenization Tenders	Not applicable

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02 Nos. of DoubleHead Sheet Counting Machines**Section IV: General Conditions of Contract (GCC)****Part I: General Conditions of Contract applicable to all types of Tenders**

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

**1.1 Definitions and Interpretation:**

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

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

**1.2 Abbreviations:**

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

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"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, 2010 (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
"SS I"	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, 2012 as amended by Competition (Amendment Act), 2017
- 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:

- 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.
- 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.

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- 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:
- contract number and date
  - brief description of goods including quantity
  - packing list reference number
  - country of origin of goods
  - consignee's name and full address and
  - 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 deputied 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:**

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

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- 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:
- Specifications, drawings, designs etc. where goods to be supplied under the contract are to be specially manufactured for BRBNMPL,
  - mode of packing,
  - incidental services to be provided by the supplier
  - mode of despatch,
  - place of delivery, and
  - 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 1001% 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 1001% 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:
- 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
  - 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 – 1001 % 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 1001% 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:
- a) Original Invoice  
b) Packing List  
c) Certificate of country of origin of the goods from seller's Chamber of Commerce.  
d) Certificate of pre-dispatch inspection by BRBNMPL's representative/ nominee  
e) Manufacturer's test certificate  
f) Performance/ Warrantee Bond  
g) Certificate of insurance  
h) Clean on Bill of lading/ Airway bill/ Rail receipt or any other dispatch document, issued by a government agency (like postal department) or an agency duly authorized by the concerned ministry/ department  
i) Consignee's Certificate confirming receipt and acceptance of goods  
j) Dangerous Cargo Certificate, if any, in case of imported goods.  
k) Any other document specified.
- 22.9.** While claiming reimbursement of duties, taxes etc. (like sales tax, excise duty, custom duty) from BRBNMPL, as and if permitted under the contract, the supplier shall also certify that, in case it gets any refund out of such taxes and duties from the concerned authorities at a later date, it (the supplier) shall refund to BRBNMPL, BRBNMPL's share out of such refund received by the supplier. The supplier shall also refund the applicable amount to BRBNMPL immediately on receiving the same from the concerned authorities.
- 22.10.** In case where the supplier is not in a position to submit its bill for the balance payment for want of receipted copies of Inspection Note from the consignee and the consignee has not complained about the non-receipt, shortage, or defects in the

supplies made, balance amount will be paid by the paying authority without consignee's receipt certificate after three months from the date of the preceding part payment for the goods in question, subject to the following conditions:

- (a) The supplier will make good any defect or deficiency that the consignee (s) may report within six months from the date of despatch of goods.
- (b) Delay in supplies, if any, has been regularized.
- (c) The contract price where it is subject to variation has been finalized.
- (d) The supplier furnishes the following undertakings:  
"I/We, \_\_\_\_\_ certify that It We have not received back the Inspection Note duly 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 GGG clause 28, any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following sanctions besides any administrative action:
- 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

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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:

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

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- 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,**
- ( ) **Seal**
- Signature with date.**
- Name:**

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

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

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

S. No	GCC Clause No.	Topic	SCC Provision
1	8	Packing and Marking	No change
2	11	Transportation of Domestic Goods	No change
3	12	Insurance	No change
4	14	Incidental Services	To furnish a list of important spares along with the rates for subsequent procurement within a period of one year.
5	15	Distribution of Dispatch Documents for clearance / Receipt of Goods	No change
6	16	Warrantee Clause	No change
7	19.3	Option Clause	Applicable
8	20.1	Price Adjustment Clause	Not applicable
9	21.2	Taxes and Duties	Customs duties shall be paid by purchaser. All statutory taxes shall be deducted from the payments of the supplier/ contractor on installation, erection, commissioning, testing, Training etc., as applicable under Indian tax law.
12	22, 22.1, 22.2, 22.3, 22.4, 22.6	Terms and Mode of Payments	<ul style="list-style-type: none"> <li>➤ Clause 22.1-Not applicable.</li> <li>➤ Clause 22.2.1 - Not applicable.</li> <li>➤ Clause 22.2.2 - Not applicable.</li> <li>➤ Clause 22.2.3 (a) - Not applicable.</li> <li>➤ Clause 22.2.3 (b) - applicable (for domestic supplier)</li> <li>➤ Clause 22.3 (a) Not applicable.</li> <li>➤ Clause 22.3 (b) : applicable for foreign supplier</li> </ul> Please refer Sr.No.5 of page 11- important points at a glance
11	24	Quantum of LD	No change
15	30.1	Governing Language	English only
12	25	Bank Guarantee and Insurance for Material loaned to Contractor	No change.
13	33	Resolution of Disputes	No change
14	36	Disposal / Sale of Scrap by Tender	Not applicable

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Sl No.	Item Description	Qty	Earnest Money (in INR)
1	<b>Supply, Installation, Commissioning &amp; Testing of Double Head Sheet Counting Machines</b>  [As per detailed specifications attached in Section - VII]	02 Nos.	2,40,000/-

**General Requirements applicable****Bidders shall comply to all the requirements mentioned below:**

1. Power Compliance: 220 V, 50 Hz for Single phase & 415 V, 50 Hz for three phase. Voltage variation and frequency tolerance required for the system shall be indicated.
2. Bidder shall certify that the equipment is suitable to carry out the test on banknote paper / Bank Note/ Other materials as the case may be as per the applicable ISO standard or its equivalent for testing. Bidder shall comply with this requirement as specified in the Technical Specification.
3. Bidder shall produce a "Specification compliance certificate" for the equipment he is bidding for. Bidder shall also produce valid "certificate" from accredited third party agency of international repute to this effect.
4. Equipment must be quoted with all the accessories required to operate the system.
5. Full detailed specifications duly supported with pamphlets, detailed literatures shall be enclosed with the technical bid.
6. Reference list of customers to whom similar equipment has been supplied should be enclosed. Credential certificate from the Customer on the satisfactory functioning of the system shall be enclosed.

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7. The address / contact details of the office / authorized dealers who will be responsible for after sales, service / maintenance shall be clearly mentioned.
8. The manufacturer shall produce service guarantee for a period of 10 years.
9. Calibration certificate for the equipment shall be provided by OEM or third party certifying agency.
10. Scope of Supply for all Items shall include
  - i) Equipment
  - ii) Installation , Commissioning & Testing including conducting FAT
  - iii) Training at BRBNMPL Salboni during commissioning
  - iv) Incidental services
  - v) Dedicated Software with license if any;
  - vi) Dedicated interfaces or hardware if any
  - vii) Accessories required for sample preparation
  - vii) other accessories considered necessary to make the proposal self-contained and complete for installation, commissioning & testing

And the Price quoted in price Bid for the equipment should be inclusive of all such services/ accessories. Cost break-up showing itemised costs shall be included in the scope of supply must be indicated in the Financial Bid in Section XI - Price Schedule. No price details should be given or hinted in the Technical Bid.

11. Installation & Commissioning requirements shall be clearly spelt in the technical bid.
12. BRBNMPL reserves the right to accept or reject any or all the tenders as a whole or part without assigning any reason to bidders thereof.

1. **Delivery Period:** 3 Months after the date of supply order for domestic items & 3 Months after the date of opening the LC for imported items.

2. **Terms of Delivery, Destination and preferred mode of Transportation**

The stores will have to be supplied as specified in the contract/ supply order from the date of placement of order.

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(i) For overseas supplier

Destination Port/ Airport: KOLKATA, INDIA

Ultimate Consignee: THE GENERAL MANAGER, BRBNMPL, SALBONI-721132.

Delivery : Normally on FOB basis.

Customs duty, Freight, Insurance & Clearing agent's charges shall be borne by BRBNMPL.

(ii) The indigenous supplier shall deliver the stores ordered at :-

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

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

**RBNML (PO), Salboni, West Midnapore (Dist.)**

**West Bengal - 721132**

Delivery: FOR BRBNMPL , Salboni . Unloading charges if any, at our site shall be borne by us.

Mode of Transportation: As desired by the bidders which should be in safe and secured manner.

(c) Foreign nationals desirous of attending tender opening should forward their bio-data/passport, visa details along with the bids.

(d) All the copies of tenders shall be complete in all respects with all their attachments/enclosures duly numbered.

(e) The total cost inclusive of all elements as cited above on FOB and on FOR BRBNMPL, SALBONI, basis, as the case may be should be indicated clearly both in words and figures in the price bid.

(f) Price bid should be submitted as per format in Section XI-Price schedule. Rate quoted should be on firm price basis. Vague offers like "duties as applicable" shall not be considered.

**(g) LICENSES AND PERMITS:**

Wherever applicable, the successful bidder shall ensure himself and also satisfy the General Manager, BRBNMPL, Salboni that the successful bidder possesses the legal licence/ permit to use a particular product/ process/ design/ patent. The successful bidder shall be held responsible for all the civil/ criminal and tortuous consequences arising from any claim from any third party in this regard.

**(h) FALL CLAUSE:**

The price quoted for stores to be supplied against this tender by the prospective seller shall in no event exceed the lowest price at which the seller sells the said store of identical specification to any other party. A declaration/ certificate to this effect will have to be furnished along with the Price Bid.



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Nos. of Double Head Sheet Counting Machines

**(i) RISK PURCHASE:**

(a) If the supplier after submission of tender and due acceptance of the same, i.e. after placement of Notification of award of contract fails to abide by the terms and conditions of these tender documents, or fails to supply the deliverables as per delivery schedule given or at any time repudiates the contract, the purchaser shall have the right to:

(i) Forfeiture of the EMD and

(ii) Invoke the Security-cum-Performance Guarantee if deposited by the supplier and procure stores from other agencies at the "risk and cost" of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier along with other incidental charges, including custom duty, excise duty, taxes, insurance, freight etc.

(b) For all the purpose the Notification of award of contract will be considered acceptance of tender and formal contract pending signing of agreement. Supplier has to abide by all the terms and conditions of tender.

(c) In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed on to the supplier.

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**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

INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines**Section VII: Technical Specifications & Scope of work****Tender Enquiry No.GT/001/SAL/PUR/2016-17 dated 03/02/2017****SPECIFICATIONS OF SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02****Nos. of Double Head Sheet Counting Machines**

<b><u>Sl no.</u></b>	<b><u>Item Description</u></b>	<b><u>Remarks</u></b>
<b><u>1</u></b>	TECHNICAL SPECIFICATIONS	Please refer Section VIII : Quality control requirement & Declaration by Tenderer.
<b><u>2</u></b>	Other Desirable Technical Attributes for Double Head Counting machine	

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INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines**Section VIII****Subject: Tender Enquiry No.GT/001/SAL/PUR/2016-17 dated 03/02/2017**

[Supplier shall fill the following format and submit along with technical bid]

**Quality Control Requirements & Declaration by Tenderer****A. Quality Control Requirements**

Successful Bidder has to prove that the equipment is fully complying with the technical specification of the equipment mentioned as in Section VII.

**B. Declaration by Tenderer****COMPLIANCE STATEMENT OF TECHNICAL SPECIFICATIONS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02 Nos. OF DOUBLE HEAD SHEET COUNTING MACHINES**

SI No.	Parameters	Required Specifications	Offered (Yes/No)	Deviation, if any.
1.	<b>No. of Counting Heads</b>	2 with 6 segmented disc		
2.	<b>Counting Method</b>	Rotary disc type counting from top		
3.	<b>Max. Machine Capacity to count</b>	1000 sheets		
4.	<b>M/c counting speed</b>	1000 sheets within 7 seconds and adjustable		
5.	<b>Paper thickness</b>	70-140 GSM		
6.	<b>Max. Sheet size (Twin Head system)</b>	900mm x 1000mm		
7.	<b>Min. Sheet size (Twin Head system)</b>	80 mm x 420mm		
8.	<b>Max. height of paper stack</b>	20 - 200 mm		
9.	<b>Figure of Count Checking</b>	At 1 - 9999 sheets by option.		

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines

10.	<b>Marking Device</b>	Stamp Unit to mark in the side face of reams. <b>(External stamper to stamp from inside)</b>		
11.	<b>RS 232 Interfaces</b>	Compatible with External PC with specification i3, 2 GB Ram, Windows 7 and above.		
12.	<b>Memory stick</b>	Data transfer to PC through USB port. Date - Time - Ream No. counting result.		
13.	<b>Real Touch Screen color</b>	Error analysis on screen Counting operation sequence on screen		
	<b>Memory Input/Output</b>	Capacity to store 5000 ream report (1 ream = 500 sheets)		
14.	<b>Air flow table</b>	Air flow table to be provided for ease of paper movement for counting.		
15.	<b>Automatic Size adjustment</b>	Automatic size adjustment with size display for setting of Paper size		
16.	<b>Signal lamps</b>	Correct / Incorrect Counting Machine, Standby Machine Errors.		
17.	<b>M/c Dimensions</b>	Approx. 1990mmL X 1300mmW X 2000mmH (including of table extension option towards right side of the table)		
18.	<b>Height of table from floor level</b>	800mm to 900mm(Adjustable)		
19.	<b>Electrical Supply</b>	230V; 50Hz. 1 Phase AC supply		

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines

<b>Other Desirable Technical Attributes for Double Head Counting machine:</b>			
<b>Sl no.</b>	<b>Attributes / Features</b>	<b>Offered (Yes/No)</b>	<b>Deviations, if any.</b>
1	Machine operation shall be automatic i.e. the counting of sheets will start automatically and immediately on placement of sheets. Provision for manual startup of counting operation with the manual intervention is to be provided.		
	Sheet clamp should lift only on completion of counting operation. When incorrect counting is observed clamps will not lift and will open only on manual intervention.		
2	Right and left counting operations comparison must be made in operational modes. Counted figures of the right and left when differs, SECURITY indication and alarm must be displayed. The counters should get reset automatically after completion of operation.		
3	During counting operation when one head operation due to malfunction stops provision must be made to stop the counting of the other head as well. Counter must get automatically reset to start position.		
4	Counting machines must be provided with filters for Dust separation and dust collection system to collect the paper dust. Each counting head must have a separate filter.		
5	Compressed air supply of each counting head should preferably be controlled independently. Compressed air controller for each unit to be provided with display unit in the control panel for ease of operation.		
6	Main switch must be provided with EMERGENCY OFF function		
7	All instruction & Operating/Maintenance manuals shall be supplied in ENGLISH language.		
8	Provision to activate one counting head while switch off the other counting head must also be incorporated in the system.		
9	The machine must be equipped with AIR Flow Table.		
10	After each counting, cycle counter must get reset automatically before the start of next cycle.		
11	Machine must have stamping device for identifying the counted reams. Unit must be optional to be operated on need basis.		

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines

12	RS 232 Interfaces to be provided for data transfer to PC- e.g., operator, Date, Time, Ream Number & Counting results etc.		
13	Memory stick to be provided for data transfer to PC- e.g., operator Date, Time, Ream Number & Counting results etc.		
14	Screen for error analysis on screen and counting operation sequence on screen.		
15	Machine must have inbuilt security mechanism which will ensure accident free working on the machine.		
16	Machine should provide the complete counting data ream wise along with total count in a shift indicating real time results of each activity in chronological order, which should be able to be printed for records and reference.		
17	The counting head should be accessible from the front as well as from the rear door for easy maintenance.		
18	The machine should be provided with separate doors for maintenance of Counting Head, Vacuum & Pneumatic System and for Control Cabinet respectively.		

Upon satisfactory completion of Supply, installation and commissioning, BRBNMPL, Salboni shall issue Acceptance certificate for the machine within two weeks.

Yours faithfully,

( )

Name

Signature with date

**Seal**

## **Section IX – Qualification/ Eligibility Criteria**

Bidder to furnish stipulated documents in support of fulfillment of qualifying criteria. Non- submission or incomplete submission of documents may lead to rejection of offer.

### **1. Eligibility**

Manufacturers/manufacturers under licence or their authorised dealers who are exclusively appointed by the principal manufacturer to represent them in the country shall be eligible to apply or to take part in the bid, One manufacturer can authorize only one dealer. There can be only one bid from

- a. The principal / Manufacturer directly or
- b. Any of its branch or division or
- c. Retailer / sub-dealer

Principal / Manufacturer shall meet the qualifying criteria. Retailer / sub-dealer shall furnish necessary details of his business eg., Legal Valid Entity: The Bidders shall necessarily be a legally valid entity. A proof for supporting the legal validity of the Bidder shall be submitted.

### **2. Experience and Past Performance:**

- a) The Bidder firm should have manufactured, supplied/ installed and commissioned **at least one similar equipment/s**, during the last five years ending 31.12.2016.
- b) The Bidder firm should submit consignee **satisfactory performance certificate** from prominent clients in India/Abroad for supplying similar equipment for testing.

### **3. Financial standing:**

1. Average annual turnover of the Bidder firm during last **three years** ending 31.03.2016 should be more than Rs.36,00,000/- [or its equivalent in foreign currency]
2. Bidder firm should not have suffered any financial loss for more than **one year** during the last three years ending 31.03.2016.
3. The net worth of the firm should not have eroded by more than 30% in any **one year** in the last three years ending 31.03.2016.

**Requirements:**

- i. All experience, past performance and capacity/capability related data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder shall be verified from the parties for whom work has been done.
- ii. Copies of the Customer satisfaction reports shall be enclosed.
- iii. All financial standing data should be certified by certified accountant's e.g.  
Chartered Accountants (CA) in India and Certified Public Accountant/Chartered Accountants of other countries.
- iv. The bidders to enclose certified audited balance sheets, financial statements, P/ L accounts for the last three preceding years.
- v. Bidder shall provide a **"Specification Compliance Certificate"** for the tendered specifications of the equipment it is intending to bid for.
- vii. BRBNMPL, at its discretion shall Inspect the equipment model, bidder has quoted, to verify the correctness of such certificate with respect to tendered technical specifications.



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

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INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02

Nos. of Double Head Sheet Counting Machines

**Important instructions to bidders:**

- A. The intending bidders shall submit all technical details, product catalogues, specifications of the proposed equipment offered etc for evaluation.. Intending bidder shall submit the feedback report from the existing customers.
- B. Financial bids shall be opened only from those who qualify in the Technical Bids and who are assessed as competent to supply the equipment.
- C. The bidders shall give a declaration that they have not been blacklisted or debarred for dealing by Government of India or any Government in the past.
- D. The documents in support of qualification criteria need to be submitted along with the bid document duly signed by authorized representative of the applicant.
- E. BRBNMPL reserves the right to reject any or all the applications without assigning any reason thereof. Tenders can be rejected on national security ground.
- F. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder may be verified from the parties for whom work has been done.
- G. The bidder should also confirm specifically that:
  - i) Applicant is competent and legally authorized to submit and /or to enter into a legally binding contract.
  - ii) Applicant will absolve the purchaser against any infringement of patent right and other contract provision.
  - iii) The tenderer shall enclose a confidentiality statement duly signed and stamped as below.

“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 maintenance secrecy, exclusivity and confidentiality of the high security currency printing environment of BRBNMPL.
  - iv) The firm should give a declaration that they have not been blacklisted /debarred by BRBNMPL/Government of India in the past 5 years ending as on date

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INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02

Nos. of Double Head Sheet Counting Machines

**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 maintenance secrecy, exclusivity and confidentiality of the high security currency printing environment of BRBNMPL.

Yours faithfully,

( )

Seal

Name

Signature with date

**DECLARATION**

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

Yours faithfully,

( )

Seal

Name

Signature with date

**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

INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines**ELIGIBILITY CRITERIA****[To be submitted along with Technical bid]**

S.No	TENDER REQUISITES	To be filled-in by the bidders compulsorily	Details of supporting documents Page No. or Annexure No. of the tender document to be mentioned where the documentary evidence has been furnished
1.	<b>Company profile/Status</b> Private Limited Co./Proprietorship/Partnership		
2.	<b>VAT/ CST Regn. Details</b>		
3.	<b>PAN/IT</b>		
4.	<b>Banker's details</b>		
5.	<b>EMD [as per amount detailed above]</b>	<b>DD No.</b> Dtd.: <b>Drawee Bank:</b>	
6.	In case of NSIC registered firms, the details of registration no. with validity to be mentioned	NSIC Rgd. Cert. No. Valid till.	
7.	In case of BG for EMD is submitted	BG No. Valid till:	
8.	<b>Qualification/ Eligibility Criteria</b>		
a	Manufacturers/manufacturers under licence or their authorised dealers who are exclusively appointed by the principal manufacturer to represent them in the country shall be eligible to apply or to take part in the bid, One manufacturer can authorise only one dealer. There can be only one bid from a. The principal / Manufacturer directly or b. Any of its branch or division or c. Retailer / sub-dealer Principal / Manufacturer shall meet the qualifying criteria. Retailer / sub-dealer shall furnish necessary details of his business eg., Legal Valid Entity: The Bidders shall necessarily be a legally valid entity. A proof for supporting the legal validity of the Bidder shall be submitted.		The valid credentials pertaining to eligibility to be submitted as per Section-IX Qualification/ Eligibility Criteria to be enclosed.  <b>Mention Page No. .... of Annexure.....</b>

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

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines

	<p><b>Experience and Past Performance:</b></p> <p>a) The Bidder firm should have manufactured, supplied/ installed and commissioned at least one similar equipment/s, during the last five years ending 31.12.2016.</p> <p>b) The Bidder firm should Submit consignee satisfactory performance certificate from prominent clients in India/Abroad for supplying similar equipment for testing.</p>		<p>The valid credentials pertaining to <b>Experience and Past Performance</b> to be submitted as per Section-IX Qualification/ Eligibility Criteria to be enclosed.</p> <p><b>Mention Page No. .... of Annexure.....</b></p>
<b>b</b>	<p>Average Annual Turnover:</p> <p>Average annual turnover of the Bidder firm during last three years ending 31.03.2016 should be more than Rs.36,00,000/- [or its equivalent in foreign currency].</p>		<p>Copies of last three years duly audited Annual report (Balance Sheet and Profit &amp; Loss Account) ending 31st March 2016 to be submitted.</p> <p><b>Page No./ Nos.:.....</b></p>
<b>b(i)</b>	2013-14		
<b>b(ii)</b>	2014-15		
<b>b(iii)</b>	2015-16		
<b>c</b>	<p>Bidder Firm should not have suffered any financial loss for more than one year during the last three years ending 31st March 2016. The company should have generated profits and should have positive net worth in these years.</p>	<p>Mention net worth for</p> <p>2013-14</p> <p>2014-15</p> <p>2015-16</p>	
<b>d</b>	<p>The net worth of the firm should not have eroded by more than 30% in any one year during the last three years ending 31st March 2016. All financial standing data should be certified by certified accountants e.g. Chartered Accountants (CA) in India and Certified Public Accounts</p>		
<b>e</b>	<p>The firm should give a declaration that they have not been blacklisted/ debarred by BRBNMPL/PSU/Govt. of India in the past 5 years ending as on date</p>		<p>Declaration to be enclosed as per Annexure</p>
<b>f</b>	<p>The tenderer should be registered in INDIA under State VAT Act / Central Sales Tax Act / also to be registered under Central Excise Act (if applicable).</p>		
<b>g</b>	<p>Submission of confidentiality statement duly submitted or not</p>		<p>Confidentiality Certificate to be enclosed as per Annexure</p>
<b>h</b>	<p>Tender Documents to be Signed and submitted (including GIT/GCC)</p>		
<b>i</b>	<p>Whether accepting all tender conditions including Quality Control Requirements</p>		

For &amp; on behalf of

**(Signature with date)****Name:****Designation:**

**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

INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02

Nos. of Double Head Sheet Counting Machines

**Section X: Tender Form**

[To be submitted alongwith the Tender]

To

Date .....

**THE GENERAL MANAGER**

**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED**

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

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

Ref: Your Tender document No.GT/001/SAL/PUR/2016-17 dated **03/02/2017**

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 supply and deliver...**“SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02 Nos. of Double Head Sheet Counting Machines”** (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 IX] 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. This amount shall act as a performance guarantee and shall be returned after expiry of the guarantee/warranty period of the delivered items [supply].
5. I confirm that if successful, I shall **“SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02 Nos. of Double Head Sheet Counting Machines”** exactly as per your technical specifications. I understand that if I do not supply the right material if order is placed, it shall be rejected and BRBNMPL reserves the right to initiate action as per extent rules shall be taken including cancellation of order and forfeiture of Security Deposit.
6. I declare that I have understood the specification of the item and I shall supply item of the exact specification only.
7. We confirm that the quoted prices will remain firm and there would not be any price escalation during the supply period.
8. We also confirm that we abide by all the tender conditions and we do not have any counter conditions.
9. 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.
10. 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

Seal of the firm

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

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INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines**Section XI: Price Schedule**

[To be submitted in a separate sealed cover along with the Tender]

**a. SUMMARY OF PRICE SCHEDULE (FOR FOREIGN BIDDERS ONLY)**

From:

Date:

M/s. ....

.....

.....

To

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

Dear Sir,

**Sub: Price Bid for "SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02 Nos. of Double Head Sheet Counting Machines"**

**Ref: Your Tender Enquiry No. GT/001/ SAL/PUR/ 2016-17, dated 03/02/2017**

**(Shall be given separately in sealed cover for each Item in case the bidder is applying for supply of multiple Items)**

**IN CASE OF FOREIGN SUPPLIERS -**

SL. No	Description	Qty	Unit Rate	Total Price
1)	Double Head Sheet Counting Machines (as per specification mentioned Section VII To be quoted on FOB price by indicating the place of Airport loading.	02 Nos.		
2)	Installation, Commissioning & Testing charges	02 Nos.		
3)	Freight charges from Airport of loading to discharge airport.			
4)	Insurance Charges from Airport of Loading to discharge airport.			
5)	Total price (In figures) (Total of 1+2+3+4)			
6)	Total price ( In words):			

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines

Important: Foreign suppliers should quote the prices in respective foreign currencies. The exchange rate provided by State Bank of India, for bank currency selling price on the date of opening of price bids will be considered to determine the exchange rate. In case of any bank holiday, the previous day's price will be considered.

Note:

The following factors will be loaded while arriving at the total landing cost FOR BRBNMPL, Salboni press -

1. Customs duties on assessable value as indicated in the annexed list will be added for comparison to determine L1. However actual Customs duty at actuals will be considered. Assessable Value = CIF value + 1% of CIF value as landing charges).
2. Clearing and forwarding charges as per the following details will be added -
  - (i) Agency charges of 0.03% of CIF value + 14 % service tax on agency charges will be added towards local agency charges.
  - (ii) Transportation charges of Rs. 8000/- will be added towards local transportation cost from port of discharge to final destination.
  - (iii) 14% service tax on installation and commissioning and training charges will be added towards service tax.
3. In case if freight and insurance charges are not provided, 20% of the FOB value will be loaded for arriving at freight charges and 1.125% of the FOB value will be loaded for arriving at insurance charges.
4. In case if the foreign supplier desires to quote the price in Indian Rupees inclusive of all expenses FOR DESTINATION i.e FOR BRBNMPL SALBONI PRESS, it may be noted that the entire system has to be imported through his representative office in India and the entire responsibility of import and supply lies with the representative office in India. In case the foreign supplier becomes L1, then the entire payment shall be released in Indian Rupees only to the Indian Representative Office.
5. Tax deduction at source shall be made on charges pertaining to erection, installation, commissioning and training charges.
6. Details of training to be provided to be specified - Place of training; BRBNMPL, Salboni, No. of employees [ at least 10 persons], Hours of training, Training material etc.
7. In case of foreign suppliers, service tax as applicable shall be paid by purchaser for erection, installation, commissioning and training charges.

**Signature of Supplier with Name of the Firm:**

**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

INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines

[To be submitted in a separate sealed cover along with the Tender (Price Bid)]

**B) SUMMARY OF PRICE SCHEDULE (FOR INDIAN BIDDERS ONLY)**

From:

M/s. ....

.....

To

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

Date:

Dear Sir,

**Sub: Price Bid for "SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02 Nos. OF DOUBLE HEAD SHEET COUNTING MACHINES"****Ref: Your Tender Enquiry No. GT/001 / SAL/PUR/ 2016-17, dated 03/02/2017**

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

**IN CASE OF INDIAN SUPPLIERS -**

Important Note: The final price shall be all inclusive price FOR BRBNMPL,Salboni press which has to be quoted in Indian Rupees strictly in the below format only. The price shall be inclusive of all duties and taxes, freight, insurance, clearing and forwarding charges, service tax, octroi etc.

SL. No	Description	Qty with unit Rs	Basic Price/ Unit Rs.	P & F Rs.	Excise Duty@ _% Rs.	CST/ VAT@...% / Service TAX @_% Rs.	Freight, Insurance, Other Charges If any, Rs.	Total Rate Per unit (F.O.R BRBNMPL, Salboni) Rs.	Total Price for Total Qty. (F.O.R BRBNMPL Stores, Salboni) Rs.
		A	B	C	D	E	F	G = Sum of B to F	H = G * A
1)	Double Head Sheet Counting Machines (As per the specification mentioned in Section VII)	02 Nos.							
2)	Installation ,commissioning & Testing charges	02 Nos.							
Grand Total (1 + 2)									
Grand total price in words:Rs. ....									

Signature of Supplier with name of the Firm:

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

INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02

Nos. of Double Head Sheet Counting Machines

**Common information points for both Foreign and Indian Suppliers:**

- 1) Applicable tax deduction at source will be made for installation, commissioning and Training charges and a TDS certificate will be issued.
- 2) Price with condition(s) shall be liable to be rejected.
- 3) Price should be quoted strictly as per the above format.
- 4) Prices should be all inclusive.
- 5) 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.

**We confirm that there would not be any price escalation during the supply period. We also confirm that we will abide by all the tender terms and conditions bearing no. GT/001 / SAL/PUR/ 2016-17, dated 03/02/2017, for SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02 Nos. OF DOUBLE HEAD SHEET COUNTING MACHINES and we don't have any counter conditions.**

(Authorized signatory with name  
and date)

Office Seal/Stamp

**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

INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines**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 VAT/CST registration certificate as allotted by the Commercial Tax Authority of the concerned State)	
4.	<b>Status:</b>	
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):	
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 (if any) 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)

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines**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 Mysore / 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 tenderer(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 finalisation of the said tender/conclusion of supply or fulfilment of all contractual obligation under the said PO and that it shall continue to be enforceable till the said

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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 : \_\_\_\_\_ Bank  
Corporate Seal of the 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 finalised should be referred in the BG.

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**Section XIV: Manufacturers Authorization Form**

Please refer our website [www.brbnmpl.co.in](http://www.brbnmpl.co.in), under "Downloads"

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

Please refer our website [www.brbnmpl.co.in](http://www.brbnmpl.co.in), under "Downloads"

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**Section XVI: Contract Form**

Please refer our website [www.brbnmpl.co.in](http://www.brbnmpl.co.in), under "Downloads"

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

(Refer to clause 24.2 of GIT)

Please refer our website [www.brbnmpl.co.in](http://www.brbnmpl.co.in), under "Downloads"

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**Section XVIII: Shipping Arrangements for Liner Cargoes**

Please refer our website [www.brbnmpl.co.in](http://www.brbnmpl.co.in), under "Downloads"

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**Section XIX : Proforma of Bills for Payments**

Please refer our website [www.brbnmpl.co.in](http://www.brbnmpl.co.in), under "Downloads"

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

**General**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on .....day of the month of ..... 2017 between on one hand, BRBNMPL through...**SRI.S.Ravikumar, Deputy General Manager**, Site Office, Salboni on behalf of the Managing Director hereinafter called the "BUYER" which expression shall mean and include unless the context otherwise requires his successors in office and assigns of the First Part and.....represented by..... hereinafter called the BIDDER / SELLER which expression shall mean and include unless the context otherwise requires his successors and permitted assigns of the Second Part. WHEREAS the BUYER propose to procure **DOUBLE HEAD SHEET COUNTING MACHINES** - through Tender Enquiry No. GT-001/SAL/PUR/2016-17 DATED 03/02/2017 for BRBNMPL SALBONI-- and the BIDDER / SELLER is willing to offer / has offered to supply **DOUBLE HEAD SHEET COUNTING MACHINES --**,

and

WHEREAS the BIDDER is a private company / public company / Government undertaking partnership / registered export agency constituted in accordance with the relevant law in the matter and the BUYER is a Company wholly owned by Reserve Bank of India on behalf of its Managing Director.

NOW THEREFORE

To avoid all forms of corruption by following a system that is fair, transparent free from any influence / prejudiced dealings prior to, during and subsequent to currency of the contract to be entered into with a view to enabling the BUYER to obtain the desired said stores / equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement and Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption in any form by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

**Definitions:**

In pursuance of the above Pact, for the purpose of this provision, the Buyer defines the relevant terms set forth therein as under:

- 1) "Contract" means the contract entered into between the Buyer and Bidder (or Tenderer) / Contractor for the execution of work mentioned in the preamble above.
- 2) "Contractor" means the bidder or tenderer whose tender (bid) has been accepted by the Buyer or Company whose tender (bid) has been accepted and shall be deemed to include his/its/their successors, representatives, heirs, executors and administrators unless excluded by the Contract.
- 3) "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;

In order to achieve these goals, the Buyer proposes to appoint one or more External Independent Monitor/s who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

- 4) "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Buyer designed to establish bid prices at artificial, noncompetitive levels; and

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- 5) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution;
- 6) "External Independent Monitor" means a person, hereinafter referred to as EIM, appointed, in accordance with Section 9 below, to verify compliance with this agreement.
- 7) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Buyer and includes collusive practices among Bidders (Prior to or after bid submission) designed to establish bid prices at artificial, non competitive levels and to deprive the Buyer of the benefits of free and open competition;
- 8) "Party" means a signatory to this agreement.
- 9) "Purchaser or Buyer" means Bharatiya Reserve Bank Note Mudran Private Limited, incorporated under the Companies Act 1956, having their registered Office at Bangalore 5600129 and includes their successors.
- 10) "Bidder or Tenderer" means the person, firm or company submitting a tender (bid) against the invitation to Tender (bid) and includes his/its/their staff, consultants, parent and associate and subsidiary companies, agents, consortium and joint venture partners, sub-contractors and suppliers, heirs, executors, administrators, representatives, successors.

**1. Commitments of the Buyer**

1. The BUYER commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - 1.1 The BUYER undertakes that no official of the BUYER connected directly or indirectly with the contract will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process bid evaluation, contracting or implementation process related to the contract.
  - 1.2 The BUYER will during the pre-contract stage treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
  - 1.3 All the officials of the BUYERS will report to the Director (Technical)/Director (Operations) / General Manager of any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings or any other action as deemed fit including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER, the proceedings under the contract would not be stalled.

**2. Commitments of BIDDERS**

- 2.1 The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular, commit itself to the following:
  - 2.1.1 The BIDDER will not offer directly or through intermediaries any bribe, gift consideration, reward, favour, any material or immaterial benefit, other advantage, commission, fees brokerage or inducement to any official of the BUYER connected directly or indirectly with the bidding process or to any person, organization or third party related to a contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of

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the contract.

- 2.1.2 The BIDDER further undertakes that it has not given, offered, promised to give directly or indirectly any bribe, gift, consideration, reward, favour any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with buyer.
- 2.1.3 BIDDERS of foreign origin shall disclose the name and address of the Agents / representatives in India, if any. Similarly, the bidders of Indian nationality shall furnish the name and address of the foreign principals, if any.
- 2.1.4 BIDDERS shall disclose the payments to be made by them to agents / brokers or any other intermediary in connection with this bid / contract.
- 2.1.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer / integrator / authorized Government sponsored export entity of the stores and has not engaged any individual or firm or company whether Indian or foreign to intercede facilitate or in any way to recommend to the BUYER or any of its functionaries, whether official or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual firm or company in respect of any such intercession, facilitation or recommendation.
- 2.1.6 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract shall disclose any payment he has made is commented to or intends to make to officials of the BUYER or their family members agents brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 2.1.7 The BIDDER will not collude with other parties interested in the contract to impair the transparency fairness and progress of the bidding process, bid evaluation contracting and implementation of the contract.
- 2.1.8 The BIDDER will not accept any advantage in exchange for any corrupt practice unfair means and illegal activities.
- 2.1.9 The BIDDER shall not use improperly for purposes of competition or personal gain, or pass on to others any information provided by the BUYER as part of the business relationship regarding plans, technical proposals and business details including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 2.1.10 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 2.1.11 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 2.1.12 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER either directly or indirectly is a relative of any serving / ex-employees of the officers of the BUYER or alternatively if any relative of any serving / ex-employees of the officers of the BUYER has financial interest / stake in the BIDDER's firm, the same shall be disclosed by the BIDDER at the time of filing of tender.
- The term relative for this purpose would be as defined in Section 6 of the Companies Act, 1956.
- 2.1.13 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings of transaction directly or indirectly with any employee of the BUYER.



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**3. Disqualification from tender process and exclusion from future contracts.**

- 3.1 If the Bidder, before contract award has committed a transgression through a violation of Section 2 or in any other form such as to put his reliability or credibility as Bidder into question, the Buyer is entitled to disqualify the Bidder from the tender process or to terminate the contract, if already signed, for such reason.
- 3.2 If the Bidder / Contractor has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Buyer is entitled also to exclude the Bidder / Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder and the amount of the damage. The exclusion will be imposed for a minimum of 1 year and maximum of 3 years.
- 3.3 A transgression is considered to have occurred if the Buyer after due consideration of the available evidence, concludes that no reasonable doubt is possible.
- 3.4 The Bidder/ Contractor accepts and undertakes to respect and uphold the Buyer's absolute right to resort to and impose such exclusion after giving opportunity of hearing to the bidder. This undertaking is given freely and after obtaining independent legal advice.
- 3.5 If the Bidder / Contractor can prove that he has restored / recouped the damage caused by him and has installed a suitable corruption prevention system, the Buyer may revoke the exclusion prematurely, provided such systems has been audited by an independent agency.

**4. Compensation for Damages**

- 4.1 If the Buyer has disqualified the Bidder from the tender process prior to the award according to Section 3, the Buyer is entitled to demand and recover from the Bidder liquidated damages equivalent to Earnest Money Deposit / Bid Security.
- 4.2 If the Buyer has terminated the contract according to Section 3 or if the Buyer is entitled to terminate the contract according to Section 3, the Buyer shall be entitled to demand and recover from the Contractor liquidated damages equivalent to Security Deposit / Performance Bank Guarantee.

**5. Previous Transgression**

- 5.1. The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country confirming to anti-corruption approach in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.
- 5.2. The BIDDER agrees that if it makes incorrect statement on this subject BIDDER can be disqualified from the tender process or the contract already awarded, can be terminated for such reason.

**6. Earnest Money (Security Deposit)**

- 6.1 While submitting commercial bid, the BIDDER shall deposit an amount 2% of the total value of the contract as Earnest Money / Security Deposit, with the BUYER through any of the following instruments:

Bank Draft or a Pay Order in favour of Bharatiya Reserve Bank Note Mudran Private Limited. A confirmed guarantee by an Indian Nationalised Bank promising payment of the guaranteed sum to the BUYER or demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.

Any other mode or through any other instrument (as specified in the tender document).

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6.2 The Earnest Money shall be valid for 45 days beyond the final tender validity period. Security Deposit shall be valid for 60 days after complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER and after completion of warranty period.

6.3 In case of successful BIDDER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same by assigning reason for imposing sanction to violation of this Pact.

6.4 No interest shall be payable by the BUYER to the BIDDER on Earnest Money / Security Deposit for the period of its currency.

**7. Sanctions for Violations**

7.1 Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the BUYER to take all or any one of the following actions wherever recurred.

- i) To immediately call off the pre-contract negotiations after assigning any reason. However, the proceedings with the other BIDDER(s) would continue.
- ii) The Earnest Money Deposit (in pre-contract stage) and / or Security Deposit / Performance Bond (after the contract is signed) shall stand forfeited either fully or partially as decided by the BUYER and the BUYER shall assign reason therefore.
- iii) To immediately cancel the contract if already signed, without giving any compensation to the BIDDER.
- iv) To recover all sums already paid by the BUYER and in case an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- v) To encash the advance bank guarantee and performance bond / warranty bond if furnished by the BIDDER in order to recover payments already made by the BUYER along with interest.
- vi) To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation / rescission and the BUYER shall be entitled to deduct the amount so payable from the money due to the BIDDER.
- vii) To debar the BIDDER from participating in future bidding processes of the buyer for a minimum period of 5 years, which may be further extended at the discretion of the BUYER.
- viii) To recover all sums paid in violation of this Pact by BIDDER(s) any middlemen or agent or broker with a view to securing the contract.
- ix) Any letter of credit, including revolving Letter of Credit, opened by buyer, shall be rendered infructuous from the date of advice of violation by buyer.
- x) Forfeiture of Performance Bond in case of a decision by the BUYER to seek for the forfeiture for imposing sanction for violation of this Pact.

7.2 The BUYER will be entitled to take all or any of the actions mentioned at para 7.1 (i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) of an offence as defined in Chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

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7.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent Monitor (s) appointed for the purposes of this Pact.

**8. Fall Clause**

8.1. The bidder undertakes that it has not supplied/is not supplying similar product /systems or sub-systems at a lower price than that offered in the present bid in respect of any other customer in India, Ministry /Department of the Government of India or PSU and if it is found at any stage that similar products/systems or such systems was supplied by the Bidder to any of these entities at a lower price then that very price with due allowance for elapsed time would be applicable to the present case and the difference in the cost would be refunded by the Bidder to the Buyer if the contract has already been concluded.

**9. External Independent Monitor-**

**Name: V.SANTHANA RAMAN, E-mail: v.santhanaraman@gmail.com**

9.1 The BUYER appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

9.2 The Monitor is not subject to instructions by the representatives of the parties and performs his functions, neutrally and independently. He reports to the Chairperson of the Board of the Buyer.

9.3 The Contractor accepts that the Monitor has the right to access without restriction to all Tender/Contract documentation of the Buyer including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to tender/contract documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder / Contractor / Subcontractor with confidentiality, provided that this clause is subject to the general confidentiality clause.

9.4 The Buyer will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Buyer and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

9.5 As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Buyer and request the Management to discontinue or heal the violation, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, Independent External Monitor shall give an opportunity to the bidder/contractor to present its case before making its recommendations to the management of the buyer.

9.6 The Monitor will submit a written report to the Chairperson of the Board of the Buyer within 8 to 10 weeks from the date of reference or intimation to him by the 'Buyer' and, should the occasion arise, submit proposals for correcting problematic situations.

9.7 Monitor shall be entitled to compensation on the same terms as being extended to / provided to Outside Expert Committee members / Chairman as prevailing with Buyer.

9.8 If the Monitor has reported to the Chairperson of the Board a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India, IPC/PC Act and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.

9.9 The word 'Monitor' would include both singular and plural.

**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

INTERNATIONAL COMPETITIVE BIDDING

TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02

Nos. of Double Head Sheet Counting Machines

**10. Facilitation of Investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Book of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

**11. Law and Place of Jurisdiction**

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

**12. Other Legal Actions**

12.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

12.2 Changes and supplements as well as termination notices need to be made in writing.

12.3 If the Contractor is a partnership or a consortium this agreement must be signed by all partners or consortium members.

**13. Validity**

13.1 The validity of this Integrity Pact shall be from the date of its signing and valid for 60 days after complete conclusion of the contractual obligations to the complete satisfaction of both the BUYER and the BIDDER and after completion of warranty period. In case the BIDDER is unsuccessful this Integrity Pact shall expire after conclusion of the tender. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairman of the buyer.

13.2 Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case the parties will strive to come to an agreement to their original intentions.

14. The parties hereby sign this integrity pact at \_\_\_\_ on \_\_\_\_\_.

BUYER

BIDDER

Name of the BRBNMPL Officer

“Authorised signatory of the Bidder”

Designation

Witness

Witness

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

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TENDER DOCUMENTS FOR SUPPLY, INSTALLATION, COMMISSIONING & TESTING OF 02Nos. of Double Head Sheet Counting Machines**Checklist for Tenderers**

<b>Check List for Tenderers</b>	
<b>Please ensure that</b>	
1	Proforma for Techno-commercial Bid is to be kept in <b>First Sealed Cover</b> , superscribing <b>‘TECHNO-COMMERCIAL BID for T.E.No.GT/001/SALPUR/2016-17 - Double Head sheet counting machine’</b> on the cover after confirming: <ul style="list-style-type: none"><li>a) Proforma for <b>Techno-commercial Bid (Section IX: Tender Form)</b> is completely Filled &amp; signed.</li><li>b) Supporting documents to be kept for fulfilling the <b>“qualification/eligibility Criteria”</b> is must. [Refer: <b>Section VIII</b>].</li><li>c) Questionnaire for <b>Techno-commercial Bid (Section XI)</b> is completely Filled &amp; signed.</li><li>d) Demand Draft of <b>Rs. 2000/-</b>, towards <b>Cost of tender form if downloaded from website</b> is kept in cover.</li><li>e) Demand Draft/Banker’s cheque /FD of Rs.,<b>2,40,000/-</b> towards EMD is kept in cover.</li><li>f) All the section from I to X, XII to XX duly filled, signed by authorized signatory and stamped.</li><li>g) No price schedule to be mentioned in techno-commercial bid.</li></ul>
2	Proforma of Price bid (Price Break-up) ( <b>Section X: Price Schedule</b> ) is filled, with detailed price break up/tax applicable, signed and is kept in <b>Second Sealed Cover</b> superscribing <b>“PRICE BID for T.E.No.GT/001/SALPUR/2016-17 Double Head sheet counting machine”</b> on the cover.
3.	All the above-mentioned two sealed covers are put in a <b>Separate sealed cover</b> superscribing <b>“Tender for Supply, Installation, Commissioning &amp; Testing of 02 Nos. of Double Head Sheet Counting Machines”</b> against <b>Global Tender No. GT/001 /SAL/PUR/2016-17 dated 03/02/2017, Due on 17/03/2017.”</b>
4	All Correspondences should be addressed to: <b>The General Manager,</b> <b>Bharatiya Reserve Bank Note Mudran (P) Ltd,</b> <b>PO: RBNML,</b> <b>Salboni – 721 132</b> <b>Dist: Midnapore (West)</b> <b>West Bengal</b>