

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

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

**TENDER DOCUMENT FOR PROVIDING PERIPHERAL SECURITY & ALLIED SERVICES AT TOWNSHIP AREAS, BRBNMPL, SALBONI  
T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022****LIMITED TENDER ENQUIRY FOR THE ITEM/S MENTIONED BELOW****TENDER ENQUIRY No.018/SAL/PUR/2022-23****(Procurement of Goods)****Not Transferable**Website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in)Email: [salbonipress@brbnmpl.co.in](mailto:salbonipress@brbnmpl.co.in)

SAL/FF/PUR/F/01/08

**By Speed Post / Courier Service**

BNM No.: / (S) 07.07.04/TE-018/2022-23	Last Date & Time for submission of tender:	<b>09/09/2022 up to 11.30 AM</b>
Dated: 18/08/2022	Tender Opening Date & Time:	<b>09/09/2022 at 11.45 AM</b>
<b>Cost of Tender form: NIL</b> (As per DGR guideline)	<b>Earnest Money Deposit (EMD): NIL (As per DGR guideline)</b> (Bidders are required to submit Bid security declaration as per Annexure: E)	

**Security Classification: Security (Services)****TENDER DOCUMENT FOR PROVIDING PERIPHERAL SECURITY & ALLIED SERVICES AT TOWNSHIP AREAS,  
BRBNMPL, SALBONI, WEST MEDINIPUR**

This tender document contains 53 pages

The tender document is sold to:

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

Address \_\_\_\_\_

Details of Contact person in BRBNMPL regarding this tender:

Name: Shri P. K. Biswal, Designation: Deputy General Manager - MMD

**Address:****The Sr. General Manager,  
Bharatiya Reserve Bank Note Mudran (P) Limited  
Salboni, Dist- Midnapore (West)  
Pin- 721 132, West Bengal  
Phone No. 03227-280176 & 280317  
Email: [salbonipress@brbnmpl.co.in](mailto:salbonipress@brbnmpl.co.in)**

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T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022****List of Contents**

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Section VII	Technical Specifications & Compliance statement	Enclosed
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Section XII	Questionnaire	Enclosed
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Section XIV	Manufacturer's Authorization Form	To be downloaded from website: www.brbnmpl.co.in under 'Downloads' Section.
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Section XVI	Contract Form	
Section XVII	Letter of Authority for attending Bid Opening	
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Annexure - B	Blacklisting and Confidentiality Statement	Enclosed
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Annexure -G	<b>Declaration Regarding Restrictions on Procurement from a Bidder of a Country which shares a Land Border with India</b>	<b>Not applicable</b>
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Annexure - 2	Conditions For Conditions For Start-Up Companies	<b>Not applicable</b>
Annexure - 3	Salient features of revised 'Public Procurement (Preference to Make in India) Order, 2017	<b>Not applicable</b>
Annexure - 4	Procedure to be adopted when the Bidder Qualifies as both MSE and Class-I Local Supplier	<b>Not applicable</b>
Annexure - 5	Declaration & Undertaking by Micro & Small Scale Enterprises / Start-up Companies / Entities seeking purchase preference under Make In India Policy / Women entrepreneurs / Registration with TReDS /GeM	<b>Not applicable</b>
Annexure - 6	P.B.G. FORMAT ISSUED BY Holding Company	<b>Not applicable</b>
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-	Check List	Enclosed

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T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022**SAL/FF/PUR/F/01/08****LIMITED TENDER ENQUIRY (LTE)****Section I: Notice Inviting Tender (NIT)****Bharatiya Reserve Bank Note Mudran (P) Limited****Salboni, Dist- Midnapore (West)****Pin- 721 132, West Bengal****Phone No. 03227-280176 & 280317; Fax: 03227-280744; 03227-280222****Website: [www.brbnmpl.co.in](http://www.brbnmpl.co.in) Email: [salbonipress@brbnmpl.co.in](mailto:salbonipress@brbnmpl.co.in)****Tender No. 018/SAL/PUR/2022-23****DATE: 18/08/2022**

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

Schedule No.	Brief Description of Goods / Services	Quantity [with unit]	Earnest Money Deposit
1.	<b>Providing Peripheral Security &amp; Allied Services at Township Areas, BRBNMPL, Salboni, West Midnapore.</b>	1. Security Supervisor= 3 Persons 2. Security Guard= 30 Persons (without arms)	<b>NIL</b> (As per DGR guideline) (However, bidders are required to submit Bid security declaration as per Annexure: E)

Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.)	<b>Two Bid System</b> (Part-I Techno-commercial bid and Part-II Financial/Price Bid)
Date of Sale of tender documents	<b>From 18/08/2022 to 08/09/2022 during office hours</b>
Price of the Tender Document	<b>NIL ( As per DGR guideline)</b>
Place of sale of tender documents	Purchase Section, Bharatiya Reserve Bank Note Mudran (P) Limited, Note Mudran Nagar, Salboni 721132 (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>09/09/2022 at 11.30 hours</b>
Place of receipt of tenders	Administrative Building, Bharatiya Reserve Bank Note Mudran (P) Limited, Note Mudran Nagar, Salboni 721132.
Time and date of opening of tenders	<b>09/09/2022 at 11.45 hours</b>
Place of opening of tenders	Administrative Building, Bharatiya Reserve Bank Note Mudran (P) Limited, Note Mudran Nagar, Salboni 721132.
Nominated Persons / Designation to Receive Bulky Tender (Clause 21.1 of GIT)	Dy. General Manager (MMD)/Asst. General Manager (MMD) Bharatiya Reserve Bank Note Mudran (P) Limited, Note Mudran Nagar, Salboni 721132.

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

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3. Tender documents may be purchased on payment of non-refundable fee of **Rs. 'NIL'** per set through: -

- a) Account Payee Demand Draft / Banker's cheque drawn from any branch of SBI in India, in favour of Bharatiya Reserve Bank Note Mudran (P) Limited, payable at State Bank of India, Note Press Branch (Branch Code No: 3558), Salboni, P.O.-R.B.N.M.L., PIN-721132, Dist-West Midnapore, West Bengal. If drawn from any branch of SBI in India. If drawn from any other scheduled Commercial Bank in India, it should be payable at Midnapore.
- b) Online Bank Transfer (Proof of online transfer should be submitted along with the Techno-Commercial Bid (Part - I)) through NEFT/RTGS can be made at the following BRBNMPL account maintained with Salboni Note Press Branch of State Bank of India: -

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

- c) Other Electronic Modes of Payment as per UPI id and QR code given below.
- (i) Other Electronic mode of payment such as Debit Card powered by RuPay,
- (ii) Unified Payments Interface (UPI) (BHIM-UPI), Unified Payments Interface Quick Response Code (UPI QR Code) (BHIM-UPI QR Code)



**Note: In case of (b) and (c) mode of payments, bidders are requested to send proof of the same, after completion of transaction, to the contact email given in the tender by giving reference of the Tender number, Name of company/firm and mobile number.**

4. If requested, the tender documents will be mailed by registered post / speed post to the domestic tenderers and by international courier to the foreign tenderers, for which extra expenditure per set will be Rs.500/- for domestic post and Rs.5000/- for international courier. The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 3 above.
5. **Tenderer may also download the tender documents from the web site** and submit its bid by utilizing the downloaded document. Tenderer must not make any changes to the contents of the tender document except for filling the required information.
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 on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.
7. In the event of any of the above mentioned dates being declared as a holiday / closed day for the purchase organization, the tenders will be sold / received / opened on the next working day at the appointed time.
8. The tender documents are not transferable.

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9. Eligible bidder shall be selected as per the eligibility criteria mentioned in Section IX of the tender and Contract will be awarded to **Overall Lowest (L1) quoted bidder**. As per DGR Guidelines, in case all the DGR sponsored agencies quote the same rate, Contract should be awarded to the senior most sponsored agency.
10. BRBNMPL reserves the right to Cancel the tendering Process / Reject all Bids / Re-tender without assigning any reason thereof. BRBNMPL also reserves the right to accept the Bid in whole or in part. Incomplete Bid documents submitted not in accordance with the directions issued shall be liable for rejection.
11. Tenderer shall note that the tender document is kept same for all schedules, if more than one schedule is specified, for administrative convenience. BRBNMPL reserves the right to conclude contract for each schedule independently as per the response and qualification.
12. **Guidelines for filling two-part tender:**
  - (a) **Part I:** First sealed cover should contain the required Bid Security Declaration form as per Annexure – E, technical offer (catalogue/brochure/specifications etc.), tender document including corrigendum pages (if any); supportive documents related to eligibility criteria, tax related documents etc. along with ALL annexures of this tender **except Section XI (Price Schedule)**. All the pages included as Tender Document should be legible, neatly numbered and signed by authorized person with official seal of the Firm as acceptance of the terms and conditions. Offers with Counter Conditions are liable for rejections. This first sealed cover should be clearly super-scribed with **“Part I - Technical Bid - Tender Enquiry No. 018/SAL/PUR/2022-23 for “Providing Peripheral Security & Allied Services at Township Areas, BRBNMPL, Salboni”, as per Section VI: List of requirement”**. Bid containing any price indication in the Technical Bid will be summarily rejected.
  - (b) **Part II:** Second sealed cover should contain only **Section XI (Price Schedule)** (duly sealed and signed). Format provided in the tender document for price schedule should be followed and any other format will be liable for rejection. This second sealed cover should be clearly super-scribed with **“Part II - Price Bid - Tender Enquiry No. 018/SAL/PUR/2022-23 for “Providing Peripheral Security & Allied Services at Township Areas, BRBNMPL, Salboni”, as per Section VI: List of requirement”**.
  - (c) The above mentioned sealed covers (Part I & II) should be put in another big cover, sealed and super-scribed as **“Tender Enquiry No. 018/SAL/PUR/2022-23 for “Providing Peripheral Security & Allied Services at Township Areas, BRBNMPL, Salboni”, as per Section VI: List of requirement”** with due date of opening as **09/09/2022** and should be addressed to ‘The Sr. General Manager, BRBNMPL, Note Mudran Nagar, Salboni-721132.
13. **Price:**
  - i) Prices/Rates should be quoted **only** in the **“Section-XI (Price Schedule)”** in the manner as given therein. Rates/offer given in any other manner will not be accepted. Prices shall be quoted in Indian Rupees only.
  - ii) Rate should include Minimum Wages (as per latest DGR guideline), ESI, EPF, uniform, taxes and any other charges including cost of compliances under statutes (all inclusive), administration charges like supervision, profits, etc. **[Please refer - Section V: Specific Terms and Conditions]**
14. **EMD:** Not applicable for this tender. However, the bidders are required to submit “Bid Security declaration” in the Company’s letterhead as per Annexure ‘E’.
15. **Security Deposit (SD)/Performance Security:** Performance security is to be submitted in bidding currency i.e. INR for an amount equal to 10% of one month wage bill within 21 days of notification of award of contract in the form of DD / Bank Guarantee, valid up to sixty days after the date of completion of all contractual obligations. Security Deposit shall be returned without any interest after successful completion of contractual obligations. In case of any breach of contract by the supplier the SD will be forfeited. **[Please refer GCC Clause 6 under Section IV].**
16. **Bank charges:** Bank charges on DD, Online Bank Transfer through RTGS/NEFT or Other Electronic Modes of Payment towards Tender form, EMD and performance security to be borne by the bidder/supplier only.
17. **Scope of Work:** Please refer - Section VI: List of Requirements.

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18. The tenderer shall satisfy BRBNMPL that they are competent and authorized to submit tender and/or to enter into a legally binding contract with the BRBNMPL.
19. Submission of authentic documents in time is the prime responsibility of the bidder. In case of ambiguity or incomplete documents pertaining to bid submitted, bidders may be given only one opportunity with a fixed deadline after bid opening to provide complete and unambiguous documents in support of meeting Pre-Qualification Criteria. In case the bidder fails to submit any document or submits incomplete documents within the given time, bidder's tender will be rejected.
20. BRBNMPL reserves the right to complete the evaluation based on the details furnished with the bid without seeking any additional information. BRBNMPL reserves the right to accept or reject or cancel the lowest or any other Tender Offer without assigning any reason thereof.
21. A Tender is also liable for rejection in the following circumstances:
  - **"Bid Security Declaration"** in Company Letterhead as per Annexure – E in lieu of EMD.
  - Does not fulfil minimum pre-qualification criteria as per the Tender Documents.
  - Submits the tender late i.e. after due date and time
  - Unsolicited tenders.
  - Stipulates the validity period less than what is stated in the Tender Documents
  - Stipulates his own conditions and does not agree to withdraw the deviations, rendering his bid unacceptable
  - Does not disclose the full names and addresses of all his partners or Directors as applicable wherever called for in the tender.
  - Does not submit bid in the prescribed format making it impossible to evaluate the bid.
  - Indulges in tampering of tender documents.
  - Does not conform to any tender condition which stipulates non-conformance of tender conditions as rejection criteria.
  - Bidders who have been black listed /debarred by BRBNMPL or any PSU or any Government Departments and stands black listed /debarred as on tender opening date are not eligible to participate in this tender.
22. Self-certified copies (with seal of firm) of this **Tender document, corrigendum, if any** along with other **documents mentioned in the tender** are to be submitted along with the Bid.
23. No counter conditions shall be accepted.
24. **Bidders to write Page Nos. on each page of the tender documents submitted.**
25. Offers submitted not in line with the above guidelines shall be liable for rejection.
26. If any clarification is required, bidders are advised to send their request in writing to the contact details mentioned at Page 1 of this tender so as to reach **at least 14 days prior** to date of opening of the tender.

Yours faithfully,

For & on behalf of BRBNMPL

Deputy General Manager (MMD)

BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD.,

(Wholly owned Subsidiary of Reserve Bank of India)

RBNML (PO), Salboni - 721 132

Phone: 03227 – 280317/280176

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

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

#### **A PREAMBLE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **B TENDER DOCUMENTS**

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

###### **6.1 The tender document includes: -**

1. Section I: Notice Inviting Tender (NIT)

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

Part I: General Instructions applicable to all types of tenders

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

3. Section III: Special Instructions to Tenderers (SIT)

4. Section IV: General Conditions of Contract (GCC)

5. Section V: Special Conditions of Contract (SCC)

6. Section VI: List of Requirements

7. Section VII: Technical Specifications

8. Section VIII: Quality Control Requirements

9. Section IX: Qualification / Eligibility Criteria

10. Section X: Tender Form

11. Section XI: Price Schedule

12. Section XII: Questionnaire

13. Section XIII: Bank Guarantee Form for EMD

14. Section XIV: Manufacturer's Authorization Form

15. Section XV: Bank Guarantee Form for Performance Security

16. Section XVI: Contract Form

17. Section XVII: Letter of Authority for attending a Bid Opening

18. Section XVIII: Shipping Arrangements for Liner Cargoes

A: In respect of CFR, CIF, Turnkey/F.O.R. contracts for import

B: In respect of FOB/FAS contracts for import

19. Section XIX: Proforma of Bills for Payments

20. Section XX: Proforma for Pre Contract Integrity Pact

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

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

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

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

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

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

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

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

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

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

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

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

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a. Tender Form and Price Schedule along with list of deviations (ref Clause 19.4) from the clauses of this SBD, if any.

b. Documentary evidence, as necessary in terms of GIT clauses 3 and 16 establishing that the tenderer is eligible to submit the tender and, also, qualified to perform the contract if its tender is accepted.

c. Documents and relevant details to establish in accordance with GIT clause 17 that the goods and the allied services to be supplied by the tenderer conform to the requirement of the tender documents along with list of deviations if any (ref clause 17.3 of GIT).

d. Earnest money furnished in accordance with GIT clause 18.18.1 alternatively, documentary evidence as per GIT clause 18.2 for claiming exemption from payment of earnest money. and

e. Questionnaire as per Section XII.

f. Manufacturer's Authorization Form (ref Section XIV, if applicable)

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

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

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

## **11. Tender currencies**

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

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

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

## **12. Tender Prices**

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

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

12.3 The quoted prices for goods offered from within India (goods manufactured in India or goods of foreign origin already located in India) and that for goods of foreign origin offered from abroad are to be indicated separately in the applicable Price Schedules attached under Section XI.

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

12.5 For goods offered from within India (goods manufactured in India or goods of foreign origin already located in India), the prices in the corresponding price schedule shall be entered separately in the following manner:

a) The price of the goods, quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including Goods and services Tax, Customs duty or any other similar duties and taxes already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc. or on the previously imported goods of foreign origin quoted ex-showroom etc.

b) Goods and Services Tax, which will be payable on the goods in India if the contract is awarded.

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

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

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

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

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

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

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

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

For goods offered from within India (goods manufactured in India or goods of foreign origin already located in India), if the Tenderer desires to ask for Goods and services Tax, Customs duty or any other similar duties and taxes to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.

## **12.8 Goods and Services Tax**

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

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

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

## **12.9 Goods and Services Tax...contd...**

If a tenderer asks for GST to be paid extra, the rate and nature of such taxes applicable should be shown separately. Such taxes will be paid as per the rate at which it is liable to be assessed or has

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actually been assessed provided the transaction of sale is legally liable to such taxes and is payable as per the terms of the contract.

## **12.10 Goods and Services Tax...contd...**

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

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

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

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

iv) The supplier while claiming the payment shall furnish the following certificate to the paying authorities:

"We hereby declare that additional input tax credit to the tune of Rs..... has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted."

## **12.11 Duties, taxes and other levies of Local bodies**

Unless otherwise stated in the SIT, the goods supplied against contracts placed by BRBNMPL are not exempted from levy of duties, taxes and other Levies of local bodies. In such cases, the supplier should make the payment to avoid delay in supplies and forward the receipt of the same to the purchasing department for reimbursement and, also, for further necessary action.

In cases where exemption is available, suppliers should obtain the exemption certificate from the purchasing department to avoid payment of such levies and taxes.

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

BRBNMPL is not liable for any claim from the supplier on account of fresh imposition and / or increase (including statutory increase) of Customs duty, Goods and Services Tax or any other similar duties and taxes on raw materials and/or components used directly in the manufacture of the contracted goods taking place during the pendency of the contract, unless such liability is specifically agreed to in terms of the contract.

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

Above mentioned Taxes and Duties are not leviable on imported goods (goods of foreign origin offered from abroad) and hence would not be reimbursed.

## **12.14 Customs Duty:**

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

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

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

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

**12.14.4** The need for indication of all such price components by the tenderers, as required in this clause (viz., GIT clause 12) is for the purpose of comparison of the tenders by BRBNMPL and will no

way restrict BRBNMPL's right to award the contract on the selected tenderer on any of the terms offered.

## **13. Authorized Dealer/Distributor/Representative**

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

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

## **Note**

(i) In a tender, either the Principal manufacturer/OEM or its authorized dealer/ distributor/ representative can bid but both cannot bid simultaneously in the same tender.

(ii) In case the bidder is an authorized Dealer/Distributor/Representative, except in case of Commercially-Off-the-Shelf (COTS) items, then

(a) the bidder should have been associated as authorised dealer/ distributor/representative of the same or other Principal Manufacturer/OEM for same set of services as in present bid (supply, installation, satisfactorily commissioning, after sales service as the case may be) for same or similar 'Product' for past three years ending on 31st March (or any other year ending followed in relevant country) of the previous financial year; and

(b) the principal manufacturer/OEM should furnish a legally enforceable tender-specific authorisation in the prescribed form (Section XIV of SBD) assuring full guarantee and warranty obligations as per the general and special conditions of contract and to abide by other tender terms and conditions. The letter of authorisation should be signed by a person competent and having the power of attorney to legally bind the manufacturer; and

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

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

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

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

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

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

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

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

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

14.7 Documents for claiming ERV:

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

## **15. Alternative Tenders**

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

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

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

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

- a) In case the tenderer offers to supply goods, which are manufactured by some other firm, the tenderer has been duly authorized by the goods manufacturer to quote for and supply the goods to BRBNMPL. The tenderer shall submit the Manufacturer's Authorization Letter to this effect as per the standard form provided under Section XIV in this document.
- b) The tenderer has the required financial, technical and production capability necessary to perform the contract and, further, it meets the qualification criteria incorporated in the Section IX in these documents.
- c) In case the tenderer is not doing business in India, it is / will be duly represented by an authorized Dealer/Distributor/Representative stationed in India fully equipped and able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast moving components and other obligations, if any, specified in the conditions of contract and/or technical specifications.

## **17. Documents establishing Goods' Conformity to Tender document**

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

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

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

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

18.1 Pursuant to GIT clause 10.1(d) the tenderer shall furnish along with its tender, earnest money for amount as shown in the List of Requirements.

The earnest money is required to protect BRBNMPL against the risk of the Tenderer's unwarranted conduct as amplified under sub-clause 23.23.2 below.

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

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

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

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

- a) Account Payee Demand Draft from any scheduled commercial bank in India or
- b) Banker's cheque from any scheduled commercial bank in India or
- c) Online Bank Transfer (Proof of online transfer to be submitted)
- d) Other Electronic Modes of Payment
  - ☒ Debit Card powered by RuPay
  - ☒ Unified Payments Interface (UPI) (BHIM-UPI)
  - ☒ Unified Payments Interface Quick Response Code (UPI QR Code) (BHIM-UPI QR Code)
- e) Bank Guarantee issued/confirmed by any scheduled commercial bank in India in the proforma given in Section XIII of SBD in case the amount is more than Rs.5 lakh and in case of foreign bidders in GTE/ICB tenders (in equivalent foreign exchange amount)

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

18.6 Unsuccessful tenderers' earnest monies will be returned to them without any interest whatsoever within 15 days of determination of the tenderers as unsuccessful after opening of Price Bid.

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

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

## **19. Tender Validity**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **D SUBMISSION OF TENDERS**

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

21.1 Unless otherwise specified, the tenderers are to deposit the tenders in the tender box kept for this purpose at a place as indicated in para 1 of NIT. In case of bulky tender, which cannot be put into tender box, the same shall be submitted by the tenderer by hand to the designated officers of

BRBNMPL, as indicated in clause 1 of NIT. The officer receiving the tender will give the tenderer an official receipt duly signed with date and time.

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

### **22. Late Tender**

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

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

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

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

## **E TENDER OPENING**

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

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

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

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

24.4 In the case of two bid system mentioned in clause 20.8 above, the technical bids are to be opened in the first instance, at the prescribed time and date. These bids shall be scrutinized and evaluated by the competent committee / authority with reference

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **Responsive Tenders**

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

- a) In the case of goods offered from within India (goods manufactured in India or goods of foreign origin already located in India), Goods and Services Tax or any other similar duties and taxes, which will be contractually payable (to the tenderer), on the goods if a contract is awarded on the tenderer; and
- b) In the case of goods of foreign origin offered from abroad, customs duty and other similar import duties/taxes, which will be

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

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

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

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

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

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

36.2 The above mentioned determination will, inter-alia, take into account the tenderer's financial, technical and production capabilities for satisfying all the requirements of BRBNMPL as incorporated in the tender document.

Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the tenderer in its tender as well as such other allied information as deemed appropriate by BRBNMPL.

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

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

## **38. Negotiations**

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

(i) Where the procurement is done on nomination basis (PAC and STE without PAC);

(ii) Procurement is from a single or limited sources of supply;

(iii) Procurements where there is suspicion of cartel formation.

## **39. Contacting BRBNMPL**

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

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

## **G AWARD OF CONTRACT**

**40. BRBNMPL's Right to Accept any Tender and to Reject any or all Tenders**

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

## **41. Award Criteria**

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

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

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

## **43. Parallel Contracts**

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

## **44. Serious Misdemeanours**

44.1. Following would be considered serious misdemeanours:

i. Submission of misleading / false / fraudulent information/ documents by the bidder in their bid

ii. Submission of fraudulent / un-encashable Financial Instruments stipulated under Tender or Contract Condition.

iii. Violation of Code of Ethics laid down in Clause 32 of the GCC.

iv. Cartel formation or quotation of Pool / coordinated rates leading to "Appreciable Adverse Effect on Competition" (AAEC) as identified under the Competition Act, 2002.

v. Deliberate attempts to pass off inferior goods or short quantities.

vi. Violation of Fall Clause by Rate Contract holding Firms.

vii. Attempts to influence BRBNMPL's Decisions on scrutiny, comparison, evaluation and award of Tender.

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

## **45. Notification of Award**

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

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

## **46. Issue of Contract**

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

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

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

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

## **48. Return of EMD**

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

## **49. Publication of Tender Result**

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

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

### **50. Rate Contract Tenders**

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

- i. Earnest Money Deposit (EMD) is to be furnished by unregistered bidders only.
- ii. In the Schedule of Requirement, no commitment of quantity is mentioned; only the anticipated requirement is mentioned without any commitment.
- iii. BRBNMPL reserves the right to conclude more than one rate contract for the same item.
- iv. Unless otherwise specified in SIT, the currency of a Rate Contract would normally be for one year.
- v. During the currency of the Rate Contract, BRBNMPL may withdraw the rate contract by serving suitable notice. The prescribed notice period is generally thirty days.
- vi. During the currency of the Rate Contract, BRBNMPL would have the option to renegotiate the price with the rate contract holders.
- vii. During the currency of the Rate Contract, in case of emergency, BRBNMPL may purchase the same item through ad hoc contract with a new supplier.
- viii. Usually, the terms of delivery in rate contracts are FOR dispatching station.
- ix. Supply orders, incorporating definite quantity of goods to be supplied along with all other required conditions following the rate contract terms, will be issued by nominated Direct Demanding Officers (DDO) for obtaining supplies through the rate contract.
- x. BRBNMPL is entitled to place supply orders up to the last day of the validity of the rate contract and, though supplies against such supply orders will be affected beyond the validity period of the rate contract, all such supply will be guided by the terms & conditions of the rate contract.
- xi. The rate contract will be guided by "Fall Clause" as described below.

### **50.2 Fall Clause**

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

### **50.3 Performance Security**

Depending on the anticipated overall drawal against a rate contract and, also, anticipated number of parallel rate contracts to

be issued for an item, the procuring entity shall consider obtaining Performance Security @ 5% (Five percent) of the value of supply order in the supply orders issued against rate contracts on the rate contract holder.

### **50.4 Renewal of Rate Contracts**

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

### **51. Prequalification Bidding**

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

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

### **52. Tenders involving Samples**

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

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

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

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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 a part of the scrap material or of the lot offered for sale lying at the premises or were joined or attached to the material offered for sale.

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

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

## **54.3 Submission of Offer**

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

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

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

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

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

**54.3.6** All arrangement for lifting and transportation of scrap material, including manpower, crane, transport vehicle and trolley etc., if required shall be made by the purchaser concerned only

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and the BRBNMPL shall not provide or help in providing any such arrangements and the rate quoted by the purchaser must include such and all incidental charges.

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

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

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

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

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

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

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

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

### **55. Development and Indigenization Tenders:**

**55.1** Already developed firm 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 meagre and complex technology is involved, or quantity of the equipment / spares is limited/small/uneconomic if distributed between two vendors, the entire order could be placed upon the L1 vendor only.

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

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

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

**Yours faithfully,**

(  
**Signature with date.**  
**Name:**

**Seal**

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

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

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

<b>SL. No.</b>	<b>GIT Clause No.</b>	<b>Topic</b>	<b>SIT Provision</b>
1	2	Language of Tender	To be submitted in <b>English</b> only.
2	3	Eligible Tenderers	Applicable. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. The Competent Authority for registration will be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).
3	4	Eligible Goods & Services (Origin of Goods).	Applicable. In addition, A bidder is permitted to procure raw material, components, subassemblies etc. from the vendors from countries which share a land border with India. Such vendors will not be required to be registered with the Competent Authority as it is not regarded as "sub-contracting". However, in case a bidder has proposed to supply finished goods procured directly / indirectly from the vendors from the countries sharing land border with India, such vendor will be required to be registered with the Competent Authority. The Competent Authority for registration will be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).
4	8	Pre-bid Conference	Not applicable
5	9,10	Time Limit for receiving request for clarification of Tender Documents, Documents Comprising the Tender,	No Change Request for clarification should reach 14 days prior to tender Opening date.
6	11.2	Tender Currency	<b>Indian Rupees only.</b>

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7	12.8	GST	<p>(i) Wherever applicable bidder shall quote the exact Tax percentage F.O.R. Salboni (West Bengal). Supplier shall be <b>solely responsible</b> for correctness of the HSN Code of item to be supplied and its applicable rate. Any differential amount in taxes and duties including the consequential penalty amount, if any, due incorrect HSN Code will be borne by Supplier. BRBNMPL will not be responsible for any ambiguities arising for incorrect HSN Code and its applicable rate. Supplier shall be solely responsible for any Legal Complicacy arising due to this.</p> <p>(ii) Bidder(s) needs to ensure that <b>GST registration will be "Active"</b> on the date of bid opening, it's evaluation and throughout the tenure of contract. Failing of which will lead to termination of contract and action as deemed fit as per terms of tender and also if any payment due to the contractor/supplier against Bills/Performance Security etc. will be kept on hold till the time bidder/contractor/service provider furnishes the GST clearance certificate issued by the appropriate authority to BRBNMPL.</p>
8	12.11	Applicability of Octroi and Local taxes	No change, only firm price to be quoted.
9	18	EMD	<b>Not applicable for this tender.</b> However, the bidders are required to submit "Bid Security declaration" in the Company's letterhead as per Annexure 'E'.
10	19	Tender Validity	<b>120 days</b>
11	20	Signing and Sealing of Tender 20.4. Number of Copies of Tenders to be submitted 20.9: E procurement:	<p>No Change.</p> <p><b>20.4 No. of copies- One</b></p> <p>20.9 E procurement: Not permitted</p>
12	24.4	Opening of Tenders	Price bids of only those bidders who qualify in the Techno-Commercial Bid (Part-I) will be opened.
13	31	Qualification / Eligibility Criteria	<p>This is a special tender limited to the bidder of Security Agencies Sponsored by DGR.</p> <p><b><u>Relaxations, exemptions and other conditions for Central Purchase Organization (CPO), Micro and Small Enterprises (MSEs) Order 2012 for MSEs &amp; Start-ups; Public Procurement (Preference to Make India) Order 2017 is not applicable for this tender.</u></b></p>
14	33	Schedule-wise Evaluation.	<b>The Tender will be finalised on the basis of lowest (L1) bidder &amp; as per other terms &amp; conditions of the tender.</b> As per DGR Guidelines, in case all the DGR sponsored agencies quote the same rate, Contract should be awarded to the senior most sponsored agency.

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15	35.2, 35.3	Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders	As specified. Prospective bidders should meet our tender conditions as well as the proposed services/ material should meet our required Specifications at Section VII.
16	42	Variation of Quantities at the Time of Award	NOT APPLICABLE
17	43	Parallel Contract	NOT APPLICABLE
18	50	Rate Contract Tenders	NOT APPLICABLE
19	51	PQB Tenders	NOT APPLICABLE
20	52.2	Purchaser's Samples	NOT APPLICABLE
21	52.3	Pre-Production Samples:	NOT APPLICABLE
22	54	Tenders for Disposal of Scrap	NOT APPLICABLE
23	55	Development and Indigenization Tenders	NOT APPLICABLE

( )

**Signature with Seal of the bidder & date.**

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

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

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

#### **1.1 Definitions and Interpretation:**

(i) "Contract" means the letter or memorandum communicating to the Contractor the acceptance of this tender and includes "Intimation of Award" of his tender; "Contract" includes Bid Invitation, Instructions to Tenderers, Tender, Acceptance of Tender, General Conditions of Contract, Schedule of Requirements, particulars and the other conditions specified in the acceptance of tender and includes a repeat order which has been accepted or acted upon by the Contractor and a formal agreement, if executed;

(ii) "Contractor" or "Supplier" means the individual or the firm supplying the goods and services. The term includes his employees, successors, authorized dealers/representatives, stockists and distributors. Other homologous terms are: Vendor, Firm, Manufacturer, OEM etc.;

(iii) "Drawing" means the drawing or drawings specified in or annexed to the Specifications;

(iv) "Government" means the Central Government or a State Government as the case may be;

(v) The "Inspecting Officer" means the person, or organisation specified in the contract for the purpose of inspection of stores of work under the contract and includes his / their authorised representative;

(vi) "Purchase Officer" means the officer signing the acceptance of tender and includes any officer who has authority to execute the relevant contract on behalf of the Purchaser;

(vii) The "Purchaser" means BRBNMPL - the organization purchasing goods and services as incorporated in the documents;

(viii) "Signed" includes stamped, except in the case of an acceptance of tender or any amendment thereof;

(ix) "Test" means such test as is prescribed by the particulars or considered necessary by the Inspecting Officer whether performed or made by the Inspecting Officer or any agency acting under the direction of the Inspecting Officer;

(x) The delivery of the stores shall be deemed to take place on delivery of the stores in accordance with the terms of the contract, after approval by the Inspecting Officer if so provided in the contract:

a. The consignee at his premises; or

b. Where so provided, the interim consignee at his premises; or

c. A carrier or other person named in the contract for the purpose of transmission to the consignee; or

d. The consignee at the destination station in case of contract stipulating for delivery of stores at destination station.

(xi) "Writing" or "Written" includes matter either in whole or in part, in manuscript, typewritten, lithographed,

cyclostyled, photographed or printed under or over signature or seal, as the case may be.

(xii) Words in the singular include the plural and vice-versa.

(xiii) Words importing the masculine gender shall be taken to include the feminine gender and words importing persons shall include any company or association or body of individuals, whether incorporated or not.

(xiv) The heading of these conditions shall not affect the interpretation or construction thereof.

(xv) Terms and expression not herein defined shall have the meanings assigned to them in the Indian Sale of Goods Act, 1930 (as amended) or the Indian Contract Act, 1872 (as amended) or the General Clauses Act, 1897 (as amended) as the case may be.

(xvi) PARTIES: The parties to the contract are the "Contractor" and the "Purchaser", as defined above;

(xvii) "Tender" means quotation / bid received from a firm / supplier.

(xviii) "Goods" means the articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant etc. which the supplier is required to supply to BRBNMPL under the contract. Other homologous terms are: Stores, Materials etc.

(xix) "Services" means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of technical assistance, training, after sales service, maintenance service and other such obligations of the supplier covered under the contract.

(xx) "Earnest Money Deposit" (EMD) means monetary guarantee to be furnished by a Tenderer along with its tender.

(xxi) "Performance Security" means monetary guarantee to be furnished by the successful Tenderer for due performance of the contract placed on it. Performance Security is also known as Security Deposit or Performance Bank Guarantee.

(xxii) "Consignee" means the person to whom the goods are required to be delivered as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of dispatch to another person as provided in the Contract then that "another" person is the consignee, also known as ultimate consignee.

(xxiii) "Specification" or "Technical Specification" means the drawing/ document/standard that prescribes the requirement to which product or service has to conform.

(xxiv) "Inspection" means activities such as measuring, examining, testing, analysing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.

(xxv) "Day" means calendar day.

#### **1.2 Abbreviations:**

"AAEC"	means "Appreciable Adverse Effect on Competition" as per Competition Act
"BG"	means Bank Guarantee
"BL or B/L"	means Bill of Lading
"CD"	means Custom Duty

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"CIF"	means Cost, Insurance and Freight Included
"CMD"	means Chairman and Managing Director
"CPSU"	means Central Public Sector Undertaking
"DDO"	means Direct Demanding Officer in Rate Contracts
"DGS&D"	means Directorate General of Supplies and Disposals
"DP"	means Delivery Period
"ECS"	means Electronic clearing system
"EMD"	means Earnest money deposit
"EOI"	means Expression of Interest (Tendering System)
"ERV"	means Exchange rate variations
"FAS"	means Free alongside shipment
"FOB"	means Freight on Board
"FOR"	means Free on Rail
"GCC"	means General Conditions of Contract
"GIT"	means General Instructions to Tenderers
"GST"	means Goods and Services Tax
"H1, H2 etc."	means First Highest, Second Highest Offers etc. in Disposal Tenders
"Incoterms"	means International Commercial Terms, 2000 (of ICC)
"L1, L2 etc."	means First or second Lowest Offer etc.
"LC"	means Letter of Credit
"LD or L/D"	means Liquidated Damages
"LSI"	means Large Scale Industry
"NIT"	means Notice Inviting Tenders
"NSIC"	means National small industries corporation
"PQB"	means Pre-qualification bidding
"PSU"	means Public Sector Undertaking
"PVC"	means Price variation clause
"RC"	means Rate contract
"RR or R/R"	means Railway Receipt
"SBD" or "TD"	means Standard Bid Document / Tender Document
"SCC"	means Special Conditions of Contract
"SIT"	means Special Instructions to Tenderers
"BRBNMPL"	means Bharatiya Reserve Bank Note Mudran Private Limited
"SSI"	means Small Scale Industry

## 2. Application

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

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

**2.3 Other Laws and Conditions that will govern the Contract:** Besides GCC and SCC following conditions and Laws will also be applicable and would be considered as part of the contract:

i. Indian Contracts Act, 1872

ii. Sale of Goods Act, 1930

iii. Arbitration and Conciliation Act, 1996 read with the Arbitration and Conciliation (Amendment) Act, 2015

iv. Competition Act, 2002 as amended by Competition (Amendment Act), 2007

v. Contractor's Tender Submissions including Revised Offer during Negotiations if any

vi. Conditions in other parts of the Tender Documents

vii. Correspondence including counter-offers if any; between the Contactor and BRBNMPL during the Tender Finalization

viii. Notification of award and Contract Documents

ix. Subsequent Amendments to the Contract

## 3. Use of contract documents and information

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

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

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

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

## 4. Patent Rights

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

## 5. Country of Origin

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

**5.2** The word "origin" incorporated in this clause means the place from where the goods are mined, cultivated,

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grown, manufactured, produced or processed or from where the services are arranged.

### **6. Performance Bond / Security**

**6.1** Within twenty-one days after the issue of notification of award by BRBNMPL, the supplier shall furnish performance security to BRBNMPL for an amount equal to ten per cent of the total value of the contract, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.

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

a. Account Payee Demand Draft drawn on any scheduled commercial bank in India, in favour of Bharatiya Reserve Bank Note Mudran Private Limited as indicated in the clause 3 of NIT in reference to EMD.

b. Bank Guarantee issued/confirmed by any scheduled commercial bank in India, in the prescribed form as provided in section XV of this document.

**6.3** In the event of any loss due to supplier's failure to fulfil its obligations in terms of the contract, the amount of the performance security shall be payable to BRBNMPL to compensate BRBNMPL for the same.

**6.4** In the event of any amendment issued to the contract, the supplier shall, within twenty-one days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

**6.5** Subject to GCC sub-clause 6.3 above, BRBNMPL will release the performance security without any interest to the supplier on completion of the supplier's all contractual obligations including the warranty obligations.

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

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

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

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

**8.2** The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VII and VIII and in SCC under Section V. in case the packing requirements are amended

due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.

### **8.3 Packing instructions:**

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

- a) Contract number and date
- b) Brief description of goods including quantity
- c) Packing list reference number
- d) Country of origin of goods
- e) Consignee's name and full address and
- f) Supplier's name and address

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

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

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

**9.3** If during such inspections and tests the contracted goods fail to conform to the required specifications and standards, BRBNMPL's inspector may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet the specifications and standards, as required, free of cost to BRBNMPL and resubmit the same to BRBNMPL's inspector for conducting the inspections and tests again.

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

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

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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 transhipments without the express / prior written consent of BRBNMPL.

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

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

## **12. Insurance:**

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

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

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

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

## **13. Spare parts**

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

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

b) In case the production of the spare parts is discontinued: i. sufficient advance notice to BRBNMPL before such discontinuation to provide adequate time to BRBNMPL to purchase the required spare parts etc., and

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

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

## **14. Incidental services**

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

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

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

c) Installation and commissioning of the goods

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

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

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

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

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

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

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

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

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

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

## **16. Warranty**

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

**16.2** This warranty shall remain valid for twelve months after the goods or any portion thereof as the case may be, have been delivered to the final destination and installed and commissioned at the final destination and accepted by BRBNMPL in terms of the contract or for fifteen months from the date of despatch from the supplier's premises for domestic goods (including goods already imported by the

supplier under its own arrangement) or for eighteen months after the date of shipment from the port of loading in the source country for imported goods offered from abroad, whichever is earlier, unless specified otherwise in the SCC.

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

**16.4** Upon receipt of such notice, the supplier shall, with all reasonable speed (or within the period, if specified in the SCC), repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts / goods after providing their replacements and no claim, whatsoever shall lie on BRBNMPL for such replaced parts/ goods thereafter.

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

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

## **17. Assignment**

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

## **18. Sub Contracts**

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

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

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

## **19. Modification of contract**

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

- (a) Specifications, drawings, designs etc. where goods to be supplied under the contract are to be specially manufactured for BRBNMPL,
- (b) Mode of packing,
- (c) Incidental services to be provided by the supplier
- (d) Mode of despatch,
- (e) Place of delivery, and

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(f) Any other area(s) of the contract, as felt necessary by BRBNMPL depending on the merits of the case.

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

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

## 20. Prices

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

## 21. Taxes and Duties

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

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

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

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

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

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

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

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

(a) For a contract with terms of delivery as FOR dispatching station

i. 60% on proof of dispatch along with other specified documents

ii. 30% on receipt of the goods at site by the consignee (Stores section) and balance

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

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

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

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

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

(a) Cases where Installation, Erection and Commissioning (if applicable)

**are not the responsibility of the Supplier** - 90% net FOB/FAS/CFR/CIF/CIP price is to be paid against invoice, shipping documents, inspection certificate (wherever applicable), manufacturers' test certificate, etc. and balance 10% on receipt of goods and after its suitability is ascertained by the consignee (User department).

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

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

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

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

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

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

a) Original Invoice

b) Packing List

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

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

e) Manufacturer's test certificate

f) Performance / Warrantee Bond

g) Certificate of insurance

h) Clean on Bill of lading / Airway bill / Rail receipt or any other dispatch document, issued by a government agency

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(like postal department) or an agency duly authorized by the concerned ministry / department

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

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

k) Any other document specified.

**22.9** While claiming reimbursement of duties, taxes Goods and Services Tax, Customs duty and any other similar duties and taxes from BRBNMPL, as and if permitted under the contract, the supplier shall also certify that, in case it gets any refund out of such taxes and duties from the concerned authorities at a later date, it (the supplier) shall refund to BRBNMPL. The supplier shall also refund the applicable amount to BRBNMPL immediately on receiving the same from the concerned authorities.

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

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

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

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

(d) The supplier furnishes the following undertakings:

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

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

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

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

a) Imposition of liquidated damages,

b) Forfeiture of its performance security and

c) Termination of the contract for default.

**23.3** If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of

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

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

a) BRBNMPL shall recover from the supplier, under the provisions of the clause 24 of the General Conditions of Contract, liquidated damages on the goods and services, which the Supplier has failed to deliver within the delivery period stipulated in the contract

b) That no increase in price on account of any ground, whatsoever, including any stipulation in the contract for increase in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, Goods and Services Tax or on account of any other duties and taxes which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.

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

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

### **24. Liquidated damages**

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

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incorporated under GCC sub-clause 23.4 above shall also apply.

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

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

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

## **26. Termination for default**

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

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

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

## **27. Termination for insolvency**

**27.1** In the event the supplier becomes bankrupt or otherwise insolvent or loses substantially the technical or financial capability (based on which he was selected for award of contract) or liquidation proceedings are commenced against it by a third party or by own volition, BRBNMPL reserves the right to terminate the contract, at any time, by serving written notice to the supplier, without any adverse consequence to BRBNMPL and without being liable to pay any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect any rights of action or remedies which have accrued or will accrue prior to termination or thereafter to BRBNMPL.

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

be earmarked and be delivered to BRBNMPL before the start of the bankruptcy or insolvency process.

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

## **27.4 Escrow Arrangement**

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

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

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

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

## **28. Force Majeure**

**28.1** In the event of any unforeseen event directly interfering with the supply of stores arising during the currency of the contract, such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Contractor shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Unless otherwise directed by BRBNMPL in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all

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reasonable alternative means for performance not prevented by the Force Majeure event. If the force majeure condition(s) mentioned above be in force for a period of 90 days or more at any time, either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days' notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other, save and except those which had occurred under any other clause of this contract prior to such termination.

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

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

## **29. Termination for convenience**

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

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

- a. to get any portion of the balance completed and delivered at the contract terms, conditions and prices; and
- / or
- b. to cancel the remaining portion of the goods and services and compensate the supplier by paying an agreed amount for the cost incurred by the supplier towards the remaining portion of the goods and services.

## **30. Governing language**

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

## **31. Notices**

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

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

## **32. Code of Ethics**

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

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

(e) A particular violation of ethics may span more than one of above-mentioned unethical practices.

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

- (a) A proposal for award will be rejected if it is determined that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.
- (b) A contract will be cancelled if it is determined at any time that BRBNMPL representatives / officials have directly or indirectly, engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of that contract.
- (c) In case any individual staff is found responsible, suitable disciplinary proceedings should be initiated against such staff under the applicable government conduct rules. The existing provisions under the Indian law including the instructions of Central Vigilance Commission should be followed in this regard.
- (d) Firms or individuals shall be banned / blacklisted after following due process, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a BRBNMPL contract, if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a BRBNMPL contract.
- (e) Bidders have to sign an Integrity Pact in tenders meeting the criteria of threshold value / nature of procurement. Integrity Pact format shall be included in the Bid Document as Section XX. Each page of such Integrity pact proforma would be duly signed by Purchaser's competent signatory. All pages of the Integrity Pact will have to be duly signed by the same signatory who is duly

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authorized to sign the bid and to make binding commitments on behalf of his company and to be submitted along with the technical bid. Any bid not accompanied by Integrity Pact duly signed by the bidder shall be considered to be a non-responsive bid and shall be rejected straightway.

### **33. Resolution of disputes**

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

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

### **34. Applicable Law**

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

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

### **35. Secrecy**

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

**35.2.** Any information obtained in the course of the execution of the contract by the Contractor, his servants or agents or any person so employed, as to any matter whatsoever, which would or might be directly or indirectly,

of use to any enemy of India, must be treated secret and shall not at any time be communicated to any person.

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

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

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

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

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

#### **36.2 Payment and Default**

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

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

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

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

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

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

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

**36.3.1** The Title of goods or material sold shall not be deemed to have been passed to the Purchaser / Bidder

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until and unless the full and final payment has been made by the purchaser, in accordance with the contract to the BRBNMPL and the authorized Officer has issued the Delivery Order in favour of the purchaser.

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

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

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

**36.3.4** No delivery of or materials sold shall be given on Sundays, Gazetted holidays and other shall holidays observed by BRBNMPL. The delivery of the goods or material shall be effected from the premises concerned only during its normal working hours. In order to complete the delivery within the working hours all loading must cease half an hour before the normal closing time of the concerned premises. The decision of the BRBNMPL with regard to the working hour shall be final and binding on the purchaser. Purchaser will not be allowed to lift the Scrap Material from more than one location at a time.

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

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

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

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

**36.3.9** If contractor fails to lift sold scrap within the specified period, penalty shall be levied at the rate of 0.5% per day of the value of un-removed Scrap. Moreover, the material shall remain at the purchaser's risk until removal thereof. Further BRBNMPL will be entitled to charge the ground rent as stated in relevant Para of SCC, for the area in which the materials sold are kept or stored – which would be recovered by the

BRBNMPL from the Purchaser before removal of the material and in the event of default in payment thereof, the BRBNMPL at may its discretion shall be entitled to order the re-sale of such materials and forfeit the Security deposit or sale amount or both, paid by the purchaser.

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

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

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

**Yours faithfully,**

( )

**Seal**

**Signature with date.**

**Name:**

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

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

**TENDER DOCUMENT FOR PROVIDING PERIPHERAL SECURITY & ALLIED SERVICES AT TOWNSHIP AREAS, BRBNMPL, SALBONI****T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022****Section V: Special Conditions of Contract (SCC)**

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

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

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

Sl. No	GCC Clause No.	Topic	SCC Provision
1	1 to 4	Definitions; Interpretation and Abbreviations, Application, Use of contract documents and information, Patent Rights,	No Change
2	5	Country of Origin	Applicable. In addition, a bidder is permitted to procure raw material, components, subassemblies etc. from the vendors from countries which share a land border with India. Such vendors will not be required to be registered with the Competent Authority as it is not regarded as "sub-contracting" However, in case a bidder has proposed to supply finished goods procured directly / indirectly from the vendors from the countries sharing land border with India, such vendor will be required to be registered with the Competent Authority. The Competent Authority for registration will be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).
3	6	Performance Security	<b>No Relaxation for bidder of any Stature.</b> Performance security is to be submitted for an amount equal to 10% of one month wage bill within 21 days of notification of award of contract in the form of DD / Bank Guarantee, valid up to sixty days after the date of completion of all contractual obligations. Also, refer Clause No. 15 of NIT.
4	7 to 15	Technical Specifications and Standards, Packing and Marking, Inspection and Quality Control, Terms of Delivery, Transportation of Goods, Insurance, Spare parts, Incidental services, Distribution of Dispatch Documents for Clearance/ Receipt of Goods	No Change <b>14.Incidental services: Not Applicable</b>
5	16.2,16.4	Warranty Clause	<b>Warranty:</b> Not Applicable
6	18	Sub-Contracts	The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority. The Competent Authority for registration will be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).

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7	19, 19.3	Modification of Contract,	No change. <b>Option Clause is Applicable</b>
8	20.1	Price Adjustment Clause	Not applicable
9	21.2	Taxes and Duties	No change Any change in Statutory Charges and Taxes, as applicable & if clearly indicated in the quote will be paid on claim and submission of documentary proof
10	22, 22.1, 22.2, 22.3, 22.4, 22.6	Terms and Mode of Payments	No change. Also refer Section I: NIT clause 19.
11	24.1	Quantum of LD	Not applicable
12	25.1	Bank Guarantee and Insurance for Material loaned to Contractor	No Change
13	32	Code of Ethics,	<b>32.1: Integrity Pact (IP): Not Applicable</b>
14	33,33.1,33.2	Resolution of Disputes	No change Arbitration proceedings will be held at <b>Kolkata</b> and venue of arbitration will be Kolkata.
15	36	Disposal / Sale of Scrap by Tender	Not applicable

**SPECIFIC TERMS AND CONDITIONS.****1. Contract Price:**

- i) Prices/Rates should be quoted **only** in the “**Section-XI (Price Schedule)**” in the manner as given therein. Rates/offer given in any other manner will not be accepted. Prices shall be quoted in Indian Rupees only.
- ii) Rate should include Minimum Wages (as per latest DGR guideline), ESI, EPF, uniform, taxes and any other charges including cost of compliances under statutes (all inclusive), administration charges like supervision, profits, etc.
- iii) No escalation on any account shall be allowed during the currency of the contract. However, any revision in the DGR guidelines/Minimum Wages for the workers will be considered for additional payment, on receipt of request from the contractor with documentary proof in this regard. Only components of Basic, DA, ESI, and PF will be considered for revision of wages. Hike or Reduction in Service tax (GST) will be considered for revision of contract price, as per actuals.
- iv) BRBNMPL shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- v) The agency/contractor shall specifically take note that if any DGR/DRZ (E) empaneled Security Agency quotes less than the minimum wages to become L1, that Security Agencies may not be awarded security contract. There is no liberty with the Security Agency to quote less than the minimum wages required to be paid to Guards/Supervisor. Security Agencies are advised to adhere to the minimum wages structure issued by DGR to avoid inconvenience of Premature Termination of Contract /Disempanelment of Security Agency by DGR.

**2. Terms of Payments:**

- i) BRBNMPL shall make payment to the Agency against the bill submitted by them for satisfactory performance of the services at the end of every month. TDS – IT, GST or any other statutory deduction, as applicable will be deducted from the bill as per the prevailing statutory rules. Deduction shall also be made for not providing any service under the scope and/or for any default proportionate to the cost as per the break-up of the cost provided by the contractor. Monthly bill should be submitted by 3<sup>rd</sup> of the subsequent month and bill will be settled normally within 7 days (i.e. by 10<sup>th</sup> of every month) subject to provision to satisfactory service by the Agency. Latest copy of GST returns to be submitted along with monthly bill.

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- ii) The Contractor, being the employer in relation to persons engaged/employed by it to provide the services under this arrangement shall alone be responsible and liable to pay wages/salaries to such persons which in any case will not be less than the minimum wages as fixed or prescribed for the category of workers employed by it from time to time or by the State Government and/or any authority constituted by or under any law.
- iii) The Contractor will have to produce the register of wages or the register of wages-cum-muster roll of the preceding month along with the bill for verification to the nominated Official of Company. The contractor shall ensure that payment to his employees is made in the presence of an authorized representative of the company.
- iv) The Contractor shall give an undertaking in favour of the Company that he has complied with all his statutory obligations of previous month during submission of bill.
- v) Uniform should be provided to guards and supervisors so that they can attain duty with full attire. The colour should be different from BRBNMPL employee's uniform.

**3. PERIOD OF CONTRACT:**

The period of contract shall be **for a period of 02 years.** Failure to execute the assigned contract due to reason whatsoever will invite blacklisting from our Vendor List and forfeiture of Security Deposit & BRBNMPL reserves the right to terminate the contract. However, The Sr. General Manager, BRBNMPL, Salboni reserves the right to cancel / discontinue this order at any point of time, without assigning any reason thereof.

4. **Finalisation of Tender:** *Tender Enquiry shall be finalized on **Overall (L1) bidder** quoted price basis and as per Tender Terms & conditions for the above mentioned items.* As per DGR Guidelines, in case all the DGR sponsored agencies quote the same rate, Contract should be awarded to the senior most sponsored agency. Under mentioned procedure will be followed for issue of Work Order.

- a) Notification of Award of Contract (NOA) / Letter of Intent (LOI) will be issued by BRBNMPL, Salboni to successful bidder (s).
- b) Successful Bidder (s) shall execute an Agreement with BRBNMPL in Non-Judicial Stamp Paper at BRBNMPL, Salboni.

5. **Coordinating Authority:** The Deputy General Manager (Administration) or the Officer (Assistant General Manager /Manager/Deputy Manager/Assistant Manager) authorised by him shall be the coordinating officer.

**6. RESPONSIBILITIES OF THE CONTRACTOR:**

**i) REPORTING TIME AND PLACE:**

- a) The personnel of the Contractor shall provide the requisite services on an 8 hour-working shift for 7 days a week or as the Company may require from time to time. Such personnel shall be stationed at the designated sites as decided by the Company and shall report to the authorized Official (s) of the Company during such working hours till the expiry of this agreement and shall perform their duties with full sincerity and dedication on the terms and conditions mentioned of the agreement to be made with the contractor.
- b) The services rendered by the contractor under the agreement shall be under close supervision, co-ordination and guidance of the authorized Official of the Company. The contractor shall frame appropriate procedure for taking immediate action as may be advised by the company from time to time.
- c) The contractor shall decide the modus operandi as to engage men and machines by it for rendering proper and efficient services and to conform to its prescribed standards of hygiene.

**ii) DISCIPLINE:**

- a) The personnel of the contractor shall always be tidily dressed in the uniform to be supplied by the contractor at its own cost. The pattern of uniform to be supplied by the contractor will be of a different pattern than as given by the Company to its employees. Further, the contractor shall issue identity cards, on its own name and trading style, to its personnel deputed for rendering the said services, which at Company's option, and would be subject to verification at any time. The company may refuse the entry into its premises to any personnel of the contractor not bearing such identity card or not being tidily dressed.

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- b) No personnel of the contractor shall leave the designated premises where they have been deployed without the permission of the company.
- c) The company shall always have the right and liberty to do surprise inspection at its sites.
- d) The services to be rendered by the contractor under the Agreement will be under close supervision, co-ordination and guidance of the company. The contractor shall frame appropriate procedure for taking immediate action as may be advised by the Company from time to time.
- e) Under the Agreement it is to be understood between the parties hereto i.e. Company and Contractor that the Contractor alone shall have the right to take disciplinary action against any person(s) engaged / employed by it, while no right whatsoever shall vest in any such person(s) to raise any dispute and / or claim whatsoever against the company. The Company shall under no circumstances be deemed or treated as the employer in respect of any person(s) engaged/employed by the contractor for any purpose, whatsoever, nor would the Company be liable for any claim(s) whatsoever, of any such person(s).

### **8. TERMINATION OF CONTRACT:**

- a) The contract can be terminated by either party viz. BRBNMPL & Agency, by giving minimum three months' notice period at any point of time. *However, the Company shall give only suitable notice to the Contractor for cancelation of the contract in whole or in part for its convenience, inter-alia, indicating the date with effect from which the termination is to become effective when there is a major default in compliance of the terms and conditions of the agreement or the contractor failed to comply with its statutory obligation.* Otherwise, the contract such executed after finalisation of the Security Agency, would come to an end as at the midnight of expiry date as per the terms of contract. They shall settle in the event of termination of agreement for any reason, all accounts within seven days of such termination and shall inform BRBNMPL with documentary evidences in this regard. In the event of the Security Agency declining, neglecting or failing to settle the account within such period, an account certified by any of the officers authorised by BRBNMPL having settled the accounts shall be absolutely final and conclusive for all purposes.
- b) If the contractor commits breach of any covenant or any clause of the agreement, the company may send a written notice to the contractor to rectify such breach within the time limit specified in such notice. In the event the contractor fails to rectify such breach within the stipulated time, the agreement shall forthwith stand terminated and the contractor shall be liable to company for losses or damages on account of such breach.
- c) If the contractor becomes insolvent, ceases its operations, dissolves, files for bankruptcy or bankruptcy protection, appoints receivers, or enters into an arrangement for the benefit of credits, the company shall have the right to immediately terminate the Agreement.
- d) The Agreement is executed on the basis of the current management structure of the contractor. Henceforth, any assignment of the agreement, in part or whole, to any third party without the prior written consent of the company shall be a ground for termination of the Agreement forthwith.

### **9. STATUTORY COMPLIANCES:**

- (a) The Contractor should submit documents related to DGR empanelment, Licence from State Police under Private Security Agencies (Regulation) Act, 2005.
- (b) The Contractor shall obtain all registration(s)/permission(s)/license(s) etc. which are/may be required under any labour or other legislation(s) for providing the services under the Agreement.
- (c) The Contractor shall obtain appropriate license under the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules as amended up to date and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of this Agreement.
- (d) It shall be the Contractor's responsibility to ensure compliance of all the Central and State Government Rules and Regulations with regard to the provisions of the services under the Agreement. The contractor shall indemnify and shall always keep the Company indemnified against all losses, damages, claims actions taken against company by any Authority/Office in this regard.
- (e) The Contractor shall undertake to comply with the applicable provisions of all welfare legislations and more particularly with the Contract Labour (Regulation and Abolition) Act, 1970 for carrying out the

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purpose of the Agreement. The contractor shall further observe and comply with all Government laws concerning employment of staff employed by the contractor and shall duly pay all sums of money to such staff as may be required to be paid under such laws. It is expressly understood that the contractor is fully responsible to ascertain and understand the applicability of various Acts, and take necessary action to comply with the requirements of law.

**10. INDEMNIFICATION:**

- a) The Contractor shall at its own expense make good any loss or damage suffered by the Company as a result of the acts of commission or omission, negligently or otherwise of its personnel while providing the said services at any of the premises of the company or otherwise.
- b) The Contractor shall at all times indemnify and keep indemnified the Company against any claim on account of disability/death of any of its personnel caused while providing the security services within/outside the site or other premises of the company which may be made under the Workmen's Compensation Act, 1923 or any other Acts or any other Statutory Modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any working or other personnel of the contractor or in respect of any claim, damage or compensation under labour laws or other laws or rules made there under by any person whether in the employment of the contractor or not, who provided or provides the services at the site or any other premises of the company as provided hereinbefore.
- c) The Contractor shall at all times indemnify and keep indemnified the Company against any claim by any third party for any injury, damage to the property or person of the third party or for any other claims whatsoever for any acts of commission or omission of its employees or personnel during the hours of providing the services at the company's premises or before and after that.
- d) That, if at any time, during the operation of the Agreement thereafter the Company is made liable in any manner whatsoever by any order, direction or otherwise of any Court, Authority or Tribunal, to pay any amounts whatsoever in respect of or to any of the present or ex-personnel of the contractor or to any third party in any event not restricted but including as mentioned in sub-clauses (a), (b) and (c) hereinabove, the contractor shall immediately pay to the company all such amounts and costs also and in all such cases/events the opinion of the company shall be final and binding upon the contractor. The company shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/or from any pending bills of the contractor.

**11. LIABILITIES AND REMEDIES:** In the event of failure of the Contractor to provide the services or part thereof as mentioned in the Agreement for any reasons whatsoever, the company shall be entitled to procure services from other sources and the contractor shall be liable to pay forthwith to the company the difference of payments made to such other sources, besides damages at double the rate of payment.

**12. LOSSES SUFFERED BY THE CONTRACTOR:** The Contractor shall not claim any damages, costs, charges, expenses, liabilities arising out of performance/non-performance of services, which it may suffer or otherwise incur by reason of any act/omission, negligence, default or error in judgment on part of itself and/or its personnel in rendering or non-rendering the services under the Agreement.

**13. ASSIGNMENT OF AGREEMENT:** The Agreement is executed on the basis of the current management structure of the Contractor. Henceforth, any assignment of the agreement, in part or whole, to any third party without the prior written consent of the company shall be a ground for termination of the Agreement forthwith.

**14. COMPOSITION AND ADDRESS OF CONTRACTOR:**

- a) The Contractor shall furnish to the Company all the relevant papers regarding its constitution, names and addresses of the management and other key personnel of the Contractor and proof of its registration with the concerned Government Authorities required for running such a business of the contractor.
- b) That the Contractor shall always inform the Company in writing about any change in its address or the names and address of its key personnel. Further, the Contractor shall not change its ownership without prior approval of the company.

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**15. CONFIDENTIALITY:** It is understood between the parties hereto that during the course of business relationship, the contractor may have access to confidential information of the Company and it undertakes that it shall not, without Company's prior written consent, disclose, provide or make available any confidential information in any form to any person or entity or make use of such information. This clause shall survive the period of 5 years from the date of expiry of the Agreement or earlier termination thereof.

**16. WAIVER:**

At any time any indulgence or concession granted by the Company shall not alter or invalidate the Agreement nor constitute the waiver of any of the provisions hereof after such time, indulgence or concession shall have been granted. Further, the failure of the company to enforce any time, any of the provisions of the Agreement or to exercise any option which is herein provided for requiring at any time the performance by the contractor of any of the provisions hereof, shall in no way be construed to be a waiver of such provisions of the Agreement nor in any way affect the validity of the Agreement or any part thereof or the right of the Company to enforce the same in part or in the entirety of it. Waiver, if any, has to be in writing.

**17. FORCE MAJEURE:** Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including acts of God, civil commotion, strikes, acts of terrorism, labour disputes and Governmental or public authorities' demands or requirements.

**18. Arbitration & Jurisdiction:**

In case of any dispute or difference between the parties arising out of the Contract and agreement executed there upon, the matter shall be referred to the sole arbitrator to be selected by The Sr. General Manager, BRBNMPL whose decision shall be binding on both the parties. The arbitration to be conducted in accordance with the provisions of the Arbitration and Constitution Act, 1996 and Rules made there under for the time being in force.

Legal dispute if any, arising out of contract and agreement executed thereon shall be subject to and will be referred to the Court of competent jurisdiction situated within limits of district Paschim Midnapore.

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

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Schedule No.	Brief Description of Goods / Services	Quantity [with unit]	Earnest Money Deposit
1.	<b>Providing Peripheral Security &amp; Allied Services at Township Areas, BRBNMPL, Salboni, West Midnapore.</b>	3. Security Supervisor= 3 Persons 4. Security Guard= 30 Persons (without arms)	<b>NIL</b> (As per DGR guideline) (However, bidders are required to submit Bid security declaration as per Annexure: E)

**General Scope of Service:****I. Profile of the Company**

- Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL) is an ISO 9001-2015 and 14001-2015 certified Company, which has been established by Reserve Bank of India (RBI) as its wholly owned subsidiary and has been registered as a Private Limited Company under the Companies Act 1956 (Amendment -2013), with its registered and Corporate Office situated at Bengaluru. The Company manages 02 Presses, one at Mysuru in Karnataka and the other at Salboni in West Bengal. Both the presses have installed the latest "State of the Art" Technology in Bank Note printing. Both the Presses are equipped with sophisticated Security Surveillance Systems.
- The Salboni Press is located about 40 Kms away from Kharagpur towards Bishnupur, having beneficiaries of about 1000 employees, a unit of Central Industrial Security Force (CISF) comprising of about 500 officials and 40 Kendriya Vidyalaya Staff. All the officials are provided with residential accommodation to stay with their family and bonafide dependents. So, altogether as many as 3500 residents are ordinarily residing in the Township in a well secured and safe environment.
- The authorised representative/s of the tenderer may inspect the work site and understand the scope of work before quoting the rates on any working day between 8.00 AM to 6 P.M. from ---/08/2022. (Date of issue of tender) till Previous day of closing date of the tender. Any negligence shall not be considered later.

**II. Scope of the Peripheral Security Service:**

- The successful tenderer (herein referred to as Contractor) will have to provide 24 hours uninterrupted peripheral security & allied services in our township, Note Mudran Nagar, Salboni, West Midnapore 721132. **The provisional requirement for executing the security services are a) Supervisors =3 persons; b) Security Guards (without arms) = 30 Persons.** However, this may vary depending upon the requirement of the Company, which will be intimated as and when required. The security guards/supervisors shall be responsible for safety and security of properties of BRBNM (P) L in the township including buildings, quarters, utilities, equipment, machinery etc. Further, the security guards/supervisors should ensure that no unauthorized person/s or vehicle/s or material/s is/are entering /roaming in the township and should also ensure that no damage/loss is happening to the properties of the company/employees/residents. Damages/loss due to non-compliance of proper security services will be borne by the Agency. The deployment of security personnel within the township shall be decided by BRBNMPL.
- Notwithstanding the terms & conditions/instructions of the Directorate General Resettlement (DGR), New Delhi, the contract shall be governed purely by an agreement to be made between BRBNMPL (herein referred to as the Company) Salboni and the successful tenderer (herein referred to as Contractor).
- The successful tenderer (herein referred to as Contractor) shall operate and provide security personnel to the Company at its various sites/locations on 7 days a week from 00.00hrs to 24.00 hrs. (24 x 7 bases) round the clock.
- The regularity of the performance of the service will be the essence of the agreement to be made with the contractor and shall form a central factor of the agreement. The Contractor shall take all possible steps to ensure to maintain its performance as determined by the Company from time to time. The contractor will

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have the responsibility to supervise the functioning of the guards. He shall submit a quarterly report to the Company or at intervals to be decided by the Company in this regard. The management of BRBNMPL will have the right to call the contractor to visit the site and apprise them as and when required.

- e) The contractor shall ensure that antecedents of guards are verified on a periodic basis as prescribed by the Company from the police authorities concerned.
- f) To ensure round the clock Security & Allied services, BRBNMPL will provide the staff quarters within the township premises on leased and licence fees basis and such licence fees & electricity charges will be decided by BRBNMPL. For this, a separate Licence agreement has to be executed into by and between the Agency and BRBNMPL. Security staffs are accommodated in "B"/"C" type quarters with the lease and licence fee plus electricity charges at actuals. Family accommodation is provided in "B" type Qtr. and bachelor /single accommodation on sharing basis is provided in "B/C" type Qtr. However, HRA will be paid as per DGR guideline for the Security Guard /Supervisor who will not avail the said residential accommodation.
- g) Being a high security organization the contractor will have to seek written permission of the Company before appointing or removing any guard from its premises so as not to jeopardise the security services abruptly. However, Company will not be responsible for the conduct of the guards deployed in any manner and the contractor will be the employer of guards for all purposes.
- h) The assessment to be made by the Company regarding the quality and efficiency of the services and as to how many personnel of various descriptions are required to provide/give the required quality of security services at any given place, premises or part thereof, shall be final and acceptable by and binding upon the contractor and the services shall be provided accordingly.
- i) If the Company notices that the personnel of the contractor has/have been negligent, careless in rendering the said services, the same shall be communicated immediately to the contractor who will devise corrective steps immediately to avoid recurrence of such incidents and report to the Company its action plan.
- j) The contractor shall provide the security services at the designated premises by deploying its well-trained and experienced personnel in such numbers as mentioned above. If any of the personnel of the contractor indulge in theft, negligence or any illegal/irregular activities, misconduct, the contractor will take appropriate action against its erring personnel and intimate accordingly to the Company.
- k) The contractor shall keep liaison with the Company Official / CISF / Police / Local Authorities and CISF Fire wing in order to get timely assistance from them in case of emergency.
- l) The contractor will have to follow strictly and abide by all the extant rules and procedures of Company and CISF.

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**Section VII: Technical Specifications****COMPLIANCE STATEMENT FOR PROVIDING PERIPHERAL SECURITY & ALLIED SERVICES AT TOWNSHIP AREAS, BRBNMPL, SALBONI, WEST MEDINIPUR****A. TECHNICAL :**

Sl. No.	Parameters	Minimum requirement as per tender	Offered (Yes/No)	Deviation, if any.
1	Requirements of BRBNMPL	<b>Providing Peripheral Security &amp; Allied Services at Township Areas, BRBNMPL, Salboni, West Midnapore. ( As per section VI)</b>	Yes	
2	<b>Regarding experience, Capabilities and past performance to the extent required</b>	a. The Security Agency must have Certificate and registration under Shops & Establishment act. b. License to engage in the business of Private Security Agency obtained from State Police under Private Security Agencies Regulation Act 2005 (PSARA). c. The Security Agency must have Certificate of PF Registration d. The Security Agency must have Certificate of ESI Registration e. The Security Agency must have Certificate of GST registration f. The Security Agency must have PAN Card g. The Security Agency must have Ink signed copy of the sponsorship letter h. The Security Agency must have valid Empanelment certificate issued by Directorate General of Resettlement (DGR) on the date of sponsorship ( with photograph and signature of Proprietor / Directors) i. Undertaking of the Firm confirming the availability of the adequate manpower of requisite qualification and experience for deployment at BRBNMPL, Salboni.	Yes	

( )  
Signature with Seal & date

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

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

**TENDER DOCUMENT FOR PROVIDING PERIPHERAL SECURITY & ALLIED SERVICES AT TOWNSHIP AREAS, BRBNMPL, SALBONI****T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022****B. COMMERCIAL**

Sl. No.	Parameters	Required Specifications	Offered (Yes/No)	Deviation, if any.
1	Scope of Work & Peripheral Security & Allied Services requirements	As mentioned in Section VI & VII of the tender.	Yes agreed	
2	Tender terms & conditions	We have gone through entire tender document thoroughly including GIT (Section II – General Instructions to Tenderer), GCC (Section IV – GENERAL CONDITIONS OF CONTRACT) <b>and confirm that we don't have counter conditions.</b> We also understand that offer with counter conditions is liable for rejection.	YES	
3	Payment terms	Payment terms as mentioned in the tender	Yes agreed	
4	Validity of offer	Validity of offer <b>120 days</b> from date of opening of tender.		
5	Certificates	All relevant certificates enclosed	Yes	
6	Specific terms and conditions of the contract	As per the specific terms and conditions mentioned in Section V of the tender.	Yes agreed	
7	Price Bid	Price bid submitted exactly as per the prescribed format with no conditions /counter conditions.	YES	
8	Performance Security	Performance Security Clause as mentioned in tender	ACCEPTED	
9	We understand that for any false declaration and submission of any untrue documents in the tender, our offer will be liable for rejection /cancellation of order/subjected to appropriate actions as per tender Terms & Conditions.		ACCEPTED	
10	Execution of contract	We confirm that on being successful in the tender we would execute the order for <b>Providing Peripheral Security &amp; Allied Services at Township Areas, BRBNMPL, Salboni, West Midnapore</b> exactly as per the details specification and scope of work mentioned in this tender.	ACCEPTED	
11	We will abide by all the safety and security norms of BRBNMPL.		ACCEPTED	
12	We have not made any changes to the contents of the downloaded tender document except for filling the required information.		ACCEPTED	

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**T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022**

**Profile of Security Agency**

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

1. Our company's profile.

a) Name of the firm with registered Office address:

(Indicate the Detail postal

Address for correspondence)

Telephone No. :

Fax No. :

E-mail Address :

Mobile No :

b) Status of the firm: Proprietor / Partnership / Regd. Company / Co-op. Society

c) Goods & Service Tax No.:

d) Income Tax P.A.N. No.

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

f) PF No.

g) ESIC No.

h) Shop & Establishment Regn. No.

a) DGR Enplanement No.

b) PSARA License No.

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

2. List of our valuable customers. A list of similar and other works done by us in the past 3 years is enclosed along with documentary evidences.

3. We confirm that on being successful in the tender we would execute the work of Security services at your office, Salboni exactly as per the details and scope of work mentioned in this tender.

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

Thanking you,

Yours faithfully,

Signature with date.

Name of the Firm

Seal

**Note:** Bid without Copies of documents in support of eligibility criteria etc. as mentioned in tender, Compliance Statement – Copy of in-complete set of tender documents duly signed with seal affixed, is liable to be rejected.

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**T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022**

**Section VIII: Quality Control Requirements**

As mentioned in the Specification & Scope of work in Section VI & VII of this tender.

( )

Name

Seal

Signature with date

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

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

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T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022

**Section IX: Qualification/ Eligibility Criteria**

**Item Category – Security Service as per DGR Guidelines only**

- I. The Tenderer/Bidder shall submit the self-attested copies of the following documents along with the tender documents:
- a) Certificate and registration under Shops & Establishment act.
  - b) License to engage in the business of Private Security Agency obtained from State Police under Private Security Agencies (Regulation) Act 2005.
  - c) Certificate of PF Registration
  - d) Certificate of ESI Registration
  - e) Certificate of Service tax (GST) registration
  - f) PAN Card
  - g) Ink signed copy of the sponsorship letter
  - h) Valid Empanelment certificate issued by Directorate General of Resettlement (DGR) on the date of sponsorship( with photograph and signature of Proprietor / Directors)
  - i) Undertaking of the Firm confirming the availability of the adequate manpower of requisite qualification and experience for deployment at BRBNMPL, Salboni.
- II. **Other requirements:**
- a) The tenderer shall enclose a declaration regarding their **blacklisting / debarment, if any,** by BRBNMPL/Government of India/PSU in the past 5 years and “**Confidentiality statement**” duly signed and stamped as per **Annexure-B**.
  - b) “**GST Registration details**” as per **Annexure-C**.
  - c) “**NEFT Mandate form**” as per **Annexure-D** or NEFT details with copy of cancelled Cheque. [Existing vendors can submit the Xerox copy of earlier submitted document which shall include the signature of bank authorities].
  - d) **Bid Security Declaration** as per **Annexure- E**.
  - e) The contractor should have valid PAN, GST registration copies and to be submitted the same.
  - f) **Filled in** Section VII: Compliance statement – Technical and Commercial.
  - g) **Filled in** Section XII: Questionnaire.
  - h) *An authenticated copy of the document which authorizes the signatory to commit on behalf of the firm shall accompany the offer as per clause No. 20.1 of GIT.*
  - i) **All the pages of the tender should be signed and seal should be affixed for accepting the terms and conditions.**

**Note: Documentary proof for the above qualifying criterion should be submitted along with your offer duly signed by authorized signatory of your company.** Non-submission or incomplete submission of documents may lead to rejection of offer.

We \_\_\_\_\_ (name of the company) have submitted the required documents in support of the **Section IX: Qualification/ Eligibility Criteria** as mentioned above.

(Authorised Signatory of the bidder firm with date & seal)

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

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**TENDER DOCUMENT FOR PROVIDING PERIPHERAL SECURITY & ALLIED SERVICES AT TOWNSHIP AREAS, BRBNMPL, SALBONI  
T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022**

**Section X: Tender Form**

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

Date .....

To

Bharatiya Reserve Bank Note Mudran (P) Limited  
Salboni, Dist- Midnapore (West)  
Pin- 721 132,  
West Bengal

**Ref: Tender No. 018/SAL/PUR/2022-23 dated 18/08/2022 for PROVIDING PERIPHERAL SECURITY & ALLIED SERVICES AT TOWNSHIP AREAS, BRBNMPL, SALBONI, WEST MEDINIPUR.**

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver ..... (description of goods and services) in conformity with your above referred document for the sum **as submitted in the financial bid**, attached herewith and made part of this tender.

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

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_

Duly authorized to sign tender for and on behalf of

.....  
(Authorized Signatory of the bidder firm with date)

(Name and designation)

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

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

**TENDER DOCUMENT FOR PROVIDING PERIPHERAL SECURITY & ALLIED SERVICES AT TOWNSHIP AREAS, BRBNMPL, SALBONI****T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022****Section XI: Price Schedule****PROFORMA OF PRICE BID FOR PROVIDING PERIPHERAL SECURITY & ALLIED SERVICES AT TOWNSHIP AREA, BRBNMPL, SALBONI, WEST MIDNAPORE**

From

Date:

M/s. «Name»

To

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

Dear Sir,

**SUB: PRICE BID FOR PROVIDING PERIPHERAL SECURITY & ALLIED SERVICES AT TOWNSHIP AREA, BRBNMPL, SALBONI, WEST MIDNAPORE****Ref.: Your Tender Enquiry No. 018/SAL/PUR/2022-23, Dated 18/08/2022**

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

<b>Sl. No</b>	<b>Particulars of Service</b>	<b>Security Guard (without arms)</b>	<b>Security Supervisor</b>
1.a.	Basic Wages including VDA (As per latest DGR Wage structure) [Please refer note]		
b.	Medical Exp. /ESI (@ 3.25% of Basic plus VDA)		
c.	EPF (@ 12% of Basic plus VDA)		
d.	Employees Deposit Linked Insurance (@ 0.50% of Basic plus VDA)		
e.	Administrative Charges (EPF & EDLI) (@ 0.50 % of Basic plus VDA)		
f.	House Rent Allowance (HRA) (@ 8% of Basic plus VDA or Rs.1800/- whichever is higher) [Please refer note]		
g.	ESI on HRA (@3.25% of HRA)		
h.	Bonus (@ 8.33% per Month of Basic plus VDA ) [Please refer note]		
i.	Uniform Outfit Allowance (@ 5% on Basic plus VDA)		
j.	Uniform Washing Allowance (@ 3% on Basic plus VDA)		
k.	<b>Sub Total (Sum of a to j)</b>		
l.	Relieving Charges 1/6 <sup>th</sup> of Total of serial (k)		
m.	<b>Total Cost per Head per Day (Sum of k to l)</b>		
n.	Service Charges [ @ ----% of serial (m)]		
o.	<b>Sum Total (Sum of [m] and [n])</b>		
p.	<b>Total Price in a Month [O ] x 26 days per Head</b>		
q.	<b>Total Price in a Year [O ] x 12 months per Head</b>		
r.	<b>Total Price in a Year for 30 Unarmed Guard and 03 Supervisor</b>		
s.	<b>Sub Total Price in a Year for both category</b>		
t.	<b>GST ( as per prevailing rate ) @ .....% of Sum Total</b>		
u.	<b>GRAND Total Cost in a Year (including all charges)</b>		
<b>Grand Total Price in words Rupees ..... Only</b>			

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T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022**

**Note:**

- i) *The Basic plus VDA shall be quoted as per the latest guidelines of DGR [Wage structure for Area 'C' as notified by DGR vide notification w.e.f 01<sup>st</sup> April 2022], below which quoted price will not be accepted. Any increase in the rate of minimum wages (as fixed by DGR) with consequential statutory benefits time to time will be re-imbursed separately against claim with documentary evidence of actual payment.*
- ii) *Wages are subject to amendments as and when promulgated from time to time.*
- iii) *Bonus is @8.33% per Month of basic plus VDA.*
- iv) *Security Guard is allowed a day of rest after a continuous period of six days work every week. Moreover, when a security guard works for more than 48 hours in a week he is entitled wages on overtime rates i.e. double the ordinary rates wages.*
- v) *BRBNMPL will provide the staff quarters within the township premises on leased and license fees basis. HRA will be paid as per DGR guideline to the Security Guard /Supervisor who will not avail the said residential accommodation. For details please see Scope of Work.*

Yours faithfully,

( )  
Signature with date.

Seal

Name:

**Note:**

1. *Tender Enquiry shall be finalized on **Overall (L1) bidder** quoted price basis and as per Tender Terms & conditions for the above mentioned items. As per DGR Guidelines, in case all the DGR sponsored agencies quote the same rate, Contract should be awarded to the senior most sponsored agency.*
2. *Price should be quoted exactly as per the format given above. Multiple rates for single item, would lead to rejection of offer.*
3. *Price bids with conditions /Counter conditions are liable for rejection.*
4. *Bidders are required to quote the price within 2 decimal places. Price quoted with more than 2 decimal places will be rounded off to 2 decimal places for evaluation.*
5. ***Bidders mentioning the price quoted for offered item/s in any place other than Price - Bid (PART-II) are liable for rejection of their bid.***
6. ***Bidders are advised to sign on all the pages of the Price Bid.***
7. *We confirm that, the price quoted will be valid till the completion of entire quantity and also confirm that, the rates quoted is inclusive of taxes as applicable and will remain firm & binding, no escalation on above on any account shall be admissible during the currency period of contract except for changes in statutory payments, for which documentary proof should be attached for claiming escalation, if any.*

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The Tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question / issue do not apply to a tenderer, the same should be answered with the remark "not applicable". Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

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

Sl. No.	Query	Bidder's Response
1.	Brief description of goods and services offered:	
2.	Name and address of the firm Telephone No. E-mail:	
3	Name & designation of the person who has been authorised to sign the tender documents on behalf of the bidder firm:  Contact Telephone number: Mobile No. E-mail:	
4.	Nature of the Firm: (Proprietorship/Partnership/Ltd. Company/Co-op. Society)	
5.	Offer is valid for acceptance up to	<b>120 Days from the date of opening of tender</b>
6.	Your GSTIN (Copy of registration to be enclosed):	
7.	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.)	
8.	Please state whether business dealings with you currently stand suspended/ banned by any Ministry / Dept. of Government of India or by any State Govt.. or by PSU.	YES / NO
9	Status: <b>MSE's-2012 /Class-I Local Supplier MII-2017</b> The Bidder has to up front declare the status clearly under which category is the bidder opts to claim the Purchase Preference Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.	
10	Are you registered with central Purchase Organisation (CPO)?	
11	Status:	
a	Are you currently registered with the Central Purchase Organization, and/or as a Micro and Small Enterprise (MSE) as defined in MSEs Order 2012 issued by Ministry of Micro, Small and Medium Enterprises (MSME), and/or as a Start-up as recognised by Department for Promotion of Industry and Internal Trade (DPIIT) and/or the present BRBNMPL and/or the Directorate of Industries of the concerned State Government for the goods quoted?	YES / NO
b	If, <b>YES</b> indicate the <b>date up to which you are registered</b> with <b>Registration Number</b> (Copy of registration to be enclosed)	

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c	If, <b>YES</b> whether there is any <b>monetary limit</b> imposed on your registration	
d	Are you currently registered under the Indian Companies Act, 2013 or any other similar Act? Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.	YES / NO
12.	Please indicate name & full address of your Banker(s) and enclose Bank Mandate Form:	
13.	Whether the price Bid is signed and submitted as part II kept in sealed cover with clear superscription on the envelope marking Tender details?	Yes/No
14.	Whether required Bid security declaration in place of EMD is submitted along with the technical bid.	Yes/No
15.	Whether all sections and pages of technical bid accepted, signed, numbered and submitted as Part I	Yes/No
16.	We _____ name of the company confirm that we abide by all the terms & conditions of this tender and we don't have any counter conditions.	ACCEPTED
17.	Necessary supporting documents/credentials fulfilling the criteria of the respective provisions of GOI policies under MSE-2012 / MII-2017 / Start-up, if eligible and if applicable, as per terms and condition of the Tender have been submitted along with the tender (Technical Bid).	YES/NO
18.	Further, I/We also understand that if I/We do not fall under any of the Categories mentioned above, my/our Bid/Tender will be evaluated by BRBNMPL in the normal/usual manner without granting any benefits/exemptions under Government Policies as indicated above	YES/NO

(Authorized Signatory of the bidder firm with date)

Name of Authorised Signatory: .....

Designation: .....

Address: .....

.....

Duly authorized to sign tender for and on behalf of

M/s .....

Stamp of the tendering firm

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

\*\*\*\*\*

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**Annexure-B**

**To Whomsoever It May Concern**

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

This is to inform that we, M/s. \_\_\_\_\_, had been blacklisted / debarred by \_\_\_\_\_ from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) in the past 5 years. We further confirm that we do not stand blacklisted/debarred as on the date of tender opening.

*[Please strikeout whichever statement is not applicable]*

Dated this \_\_\_\_\_ day of \_\_\_\_\_

.....  
(Authorized Signatory of the bidder firm with date)

Name of Authorized Signatory: .....

Designation: .....

**Confidentiality Statement**

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_

.....  
(Authorized Signatory of the bidder firm with date)

Name of Authorized Signatory: .....

Designation: .....

**(Seal)**

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

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T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022

**Annexure-C****GST Registration details**

<b>GSTIN / UIN</b>	
<b>PAN</b>	
<b>NAME OF THE SUPPLIER (as per PAN / Legal Name of Business)</b>	
<b>TRADE NAME (as per GST certificate)</b>	
<b>ADDRESS</b>	
<b>STATE</b>	
<b>COUNTRY</b>	
<b>PINCODE</b>	
<b>Constitution of Business</b>	
<b>Taxpayer Type</b>	(i) REGULAR (ii) COMPOSITION (iii) CONSUMER (iv) UNREGISTERED
<b>PARTY TYPE</b>	(i) DEEMED EXPORT (ii) SEZ (iii) NOT APPLICABLE (N.A)
<b>Is an e-COMMERCE OPERATOR (YES / NO)</b>	YES / NO

ITEM DESCRIPTION	HSN / SAC CODE	SGST / CGST / IGST / UTGST	RATE OF GST %

(Authorised Signatory of the bidder firm with date)

(Seal)

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T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022****Annexure-D****NATIONAL ELECTRONIC FUND TRANSFER (NEFT)****Model Mandate Form**

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

Name of the Scheme and the periodicity of payment

No.

1	Investor / Customer's Name	
2	Particulars of Bank account	
	A	Name of the Bank
	B	Name of the branch
		Address
		Telephone No
		Whether Bank branch is NEFT enabled
	C	Code number of the bank and branch appearing on the MICR Cheque issued by the bank
	D	Type of the account (SB, Current or Cash Credit)
	E	Ledger and Ledger Folio number
	F	<b>Account number</b> (as appearing on the Cheque book)
	G	<b>RTGS / IFSC Code No.</b>
	(In lieu of the bank certificate to be obtained as under, please attach a blank cancelled cheque or photocopy of a cheque or front page of your Savings bank passbook issued by your bank for verification of the above particulars)	
3	Date of effect	

**I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.**

(.....)

Signature of the Customer

Date:

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

Bank's Stamp

Date:

(.....)

Signature of the authorized official of the Bank

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**T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022**

**ANNEXURE-E**

**(To be submitted on the Bidder's Company's Letterhead)**

**BID SECURITY DECLARATION IN LIEU OF EARNEST MONEY DEPOSIT**

To,

The Sr. General Manager

BRBNMPL, SALBONI.

**Sub:** Submission of Bid Security Declaration in Lieu of Earnest Money Deposit against Tender no. ....for .....

Dear Sir,

1. I/We have downloaded / obtained the tender document for the above mentioned "Tender/Work" from the BRBNMPL Portal.

2. I/We understand that according to terms and conditions of this tender, bid must be supported by a bid security, which may be in the form of Bid Security Declaration.

3. I/We hereby undertake that if in case I/We withdraw or modify my/our Bid during the period of validity or if I/We are awarded the contract and I/We fail to sign the contract (NoA / LoI / P.O. / W.O. / Agreement etc.) or to submit a performance security before the deadline defined in the request for bids document then I/We will be suspended for the period of 1 (ONE) year from being eligible to submit Bids to BRBNMPL, Salboni.

4. I/We understand that this Bid Security Declaration shall cease to be valid under the following circumstances:

- i. I am/we are declared ineligible/ unsuccessful or
- ii. I am/ We are declared as successful bidder and I/we have furnished the Performance Security and Signed the Contract within the stipulated time.

Place: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Designation: \_\_\_\_\_

Authorized Signatories

Seal

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

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TENDER DOCUMENT FOR PROVIDING PERIPHERAL SECURITY & ALLIED SERVICES AT TOWNSHIP AREAS, BRBNMPL, SALBONI  
T.E No. 018/SAL/PUR/2022-23 dated 18/08/2022**Checklist for Tenderers**

<b>Check List for Tenderers</b>	
<b>Please ensure that</b>	
1	<p>The <b>First sealed cover</b> (Part I) should contain :-</p> <ol style="list-style-type: none"> <li>All the pages of tender document duly sealed/signed.</li> <li>Signed copies of <b>Section II - GIT &amp; Section IV GCC</b></li> <li>Proforma of <b>(Section X: Tender Form)</b> is completely Filled &amp; signed.</li> <li><b>Section VII</b>-Compliance statement for Technical Specifications to be signed, stamped and submitted.</li> <li><b>Section VIII</b> – Quality Control Requirements to be filled &amp; signed.</li> <li>Documents in support of Qualification/Eligibility criteria <b>(Section IX) &amp; Section XII: Questionnaire.</b></li> <li>NEFT mandate form, Input Tax Credit Declaration to be duly, filled, signed, sealed &amp; submitted.</li> <li>Bid security declaration as per Annexure – E</li> <li>Copies of Professional Tax, GST, PAN No. etc. to be submitted.</li> <li>Price Indication in this Part-I is liable for rejection.</li> </ol>
2	<p>The <b>Second sealed cover</b> should contain: -</p> <p><b>Price bid as per Section – XI, Price schedule</b> to be submitted in a second sealed cover superscribed as <b>TE-018/SAL/PUR/2022-23 dated 18/08/2022, Tender for Providing Peripheral Security &amp; Allied Services at Township Area, BRBNMPL, Salboni.</b></p>
3.	<p>All the above-mentioned two sealed covers are put in a superscribed “<b>Tender for Providing Peripheral Security &amp; Allied Services at Township Area, BRBNMPL, Salboni.</b>” against <b>TE-018/SAL/PUR/2022-23, dated 18/08/2022, Due on 09/09/2022</b> and submitted.</p> <p><i>(Note: Tenderer should clearly mention their Name, Address and Contact Nos. on this Sealed Cover.)</i></p>
4	<p>All Correspondences should be addressed to:</p> <p><b>The Sr. General Manager, Bharatiya Reserve Bank Note Mudran (P) Ltd, PO: RBNML, Salboni – 721 132 Dist: Midnapore (West) West Bengal</b></p>

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