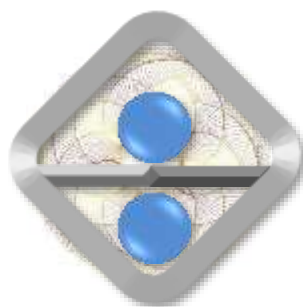


This notice is being published only as an abundant precaution and is not an open invitation to quote in tender, participation in this Tender is by Invitation only and is Limited to the selected BRBNMPL's registered bidders for item, who have been sent this tender by Post / Courier. Unsolicited offers are liable to be ignored

## **LIMITED TENDER**

भारतीय रिजर्व बैंक नोट मुद्रण प्राईवेट लिमिटेड  
नैगमिक कार्यालय, बेंगलूरु

**BHARATIYA RESERVE BANK  
NOTE MUDRAN PRIVATE LIMITED  
CORPORATE OFFICE, BENGALURU**



**Tender Document for Engagement of Consultant / Architect for  
Comprehensive Interior Design Consultancy Services for Office  
Space Re-designing and Renovation work of BRBNMPL,  
Corporate Office, Bengaluru**

**निविदा सं. 004/CO/LT/2023-24 दिनांक June 12, 2023**

**TENDER No: 004/CO/LT/2023-24 dated June 12, 2023**

बंद होने की तिथि और निविदा अप्राप्ति का समय/ <b><i>Closing Date &amp; Time for receipt of Tender</i></b>	14:30 Hrs on July 05, 2023
दस्ती निविदा प्राप्ति की जगह / <b><i>Place of receipt of tender by Hand</i></b>	बीआरबीएनएमपीएल, बेंगलूरु BRBNMPL, Bangalore
निविदा खोलने की तिथि और समय / <b><i>Time &amp; Date of Opening of Tender</i></b>	15:00 Hrs on July 05, 2023
निविदा खोलने की जगह/ <b><i>Place of Opening of Tenders</i></b>	बीआरबीएनएमपीएल, बेंगलूरु BRBNMPL, Bangalore

भारतीय रिजर्व बैंक नोट मुद्रण (प्रा.) लिमिटेड, बेंगलूर  
**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD**  
**BANGALORE -560029**

दूरभाष / Phone: 080-66602000, 66602033

फैक्स / Fax: 080 – 66602039, ई-मेल / E-Mail: [cobangalore@brbnmpl.co.in](mailto:cobangalore@brbnmpl.co.in)

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

अहस्तांतरणीय / **Not Transferable**

**Security Classification: Non-Security**

**Tender Document for Engagement of Consultant / Architect for Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru**

निविदा सं. 004/CO/LT/2023-24 दिनांक June 12, 2023  
**TENDER No: 004/CO/LT/2023-24 dated June 12, 2023**

This document contains **72** pages

The tender document is sold to:

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

Details of Contact person in BRBNMPL regarding this tender:

नाम / Name : एम. के. नरसिम्हा / M. K. Narasimha  
पदनाम / Designation : उप महाप्रबंधक / Deputy General Manager

पता /Address:

भारतीय रिजर्व बैंक नोट मुद्रण प्राइवेट लिमिटेड  
Bharatiya Reserve Bank Note Mudran Private Limited,  
पंजीकृत एवं नैगमिक कार्यालय /Regd. & Corporate Office,  
न./No. 3 & 4, 1ला स्टेज, 1ला फेज /1<sup>st</sup> Stage, 1<sup>st</sup> Phase,  
बीटीएम लेआउट , जल भवन के पास /BTM Layout, Near Jal Bhavan,  
बनेर्घट्टा रोड /Bannerghatta Road,  
बेंगलूर /Bengaluru - 560029

ई-मेल/Email: [mknarasimha@brbnmpl.co.in](mailto:mknarasimha@brbnmpl.co.in)

दूरभाष / Phone: 080 – 66602000, 66602033, Fax: 080-66602039

### जांच बिन्दु / CHECK LIST

(कृपया यह जांच सूची भरकर तकनीकी बीड के साथ दें / Please fill this check list and attach with technical bid)

Sl. No.	Description	Enclosed	Remarks
1	DD for ₹ 500/- as Tender fee If purchased from BRBNMPL Office; NIL, If downloaded from Website.	Yes/No	
2	EMD for ₹ 29,000/- as per GIT Clause 18	Yes/No	
3	Tender Document Section I to Section XVII duly signed and sealed	Yes/No	
4	Technical Bid (Duly filled)	Yes/No	
5	Confidentiality Statement & Declaration Not blacklisted by Govt. Departments /BRBNMPL – Annexure-E	Yes/No	
6	IT returns for the FY 2019-20 (AY 2020-21), FY 2020-21 (AY 2021-22) and FY 2021-22 (AY 2022-23) and CA certified turnover as per the format enclosed at Annexure A – Proforma for financial certificate.	Yes/No	
7	NATIONAL ELECTRONIC FUND TRANSFER– Annexure-B	Yes/No	
8	PAN Card copy	Yes/No	
9	Copy of GST registration certificate	Yes/No	
10	Work Experience Certificates (Work Order / Purchase Order) / Certification copy as proof of experience	Yes/No	
11	Copy of credentials ascertaining membership of the Indian Institute of Architect OR Indian Council of Architecture		
12	EMD & Tender Fee in one sealed cover ( <b>Duly-filled NEFT Mandate Form as in Annexure-B should compulsorily be submitted along with EMD</b> )	Yes/No	
13	Technical Bid in one sealed cover	Yes/No	
14	Price Bid (Section XI) in separate sealed cover	Yes/No	
15	All the three sealed covers (Sl. No-12, 13 & 14) in one sealed cover	Yes/No	

**Seal and Signature**

## CONTENTS OF THIS TENDER ENQUIRY: (In SBD Format)

Tender / Section Reference	Tender Clause Description	Remarks
Section I	Notice Inviting Tender (NIT)	Enclosed
Section II	General Instructions for Tenderer (GIT)	Enclosed
Section III	Special Instructions to Tenderers (SIT)	Enclosed
Section IV	General Conditions of Contract (GCC)	Enclosed
Section V	Special Conditions of Contract (SCC)	Enclosed
Section VI	List of Requirements	Enclosed
Section VII	Technical Specification	Enclosed
Section VIII	Quality Control Requirements/Compliance Statement by Tenderer	Enclosed
Section IX	Qualification/Eligibility Criteria	Enclosed
Section X	Tender form	Enclosed
Section XI	Price Schedule (Price Bid)	Enclosed
Section XII	Questionnaire /Checklist	Enclosed
Section XIII	Bank Guarantee Form for EMD	Not Applicable to this tender
Section XIV	Manufacturer 's Authorization Form	Not applicable to this tender
Section XV	Bank Guarantee Form for Performance Security / SD	Enclosed
Section XVI	Contract Form	Enclosed
Section XVII	Letter of Authority for attending a Bid Opening	Enclosed
Section XVIII	Shipping arrangement for liner cargo	Not applicable to this tender
Section XIX	Proforma of Bills for Payments	Enclosed
Section XX	Pre contract Integrity Pact	Not applicable to this tender
Annexure - A	Performa of Financial Turnover Certificate	Enclosed
Annexure - B	NEFT – Model Mandate Form	Enclosed
Annexure - C	Bid Security Declaration in Lieu of Earnest Money Deposit	Enclosed
Annexure - D	Undertaking to fulfil the Security Deposit	Enclosed
Annexure – E	Confidentiality Statement and Declaration	Enclosed
Annexure – F	Non-Disclosure Undertaking	Enclosed

भारतीय रिजर्व बैंक नोट मुद्रण (प्रा.) लिमिटेड, बेंगलूर  
**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD**  
**BANGALORE -560029**

दूरभाष / Phone: 080-66602000, 66602033

फैक्स / Fax: 080 – 66602039, ई-मेल / E-Mail: [cobangalore@brbnmpl.co.in](mailto:cobangalore@brbnmpl.co.in)

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

भाग / SECTION- I: निविदा आमंत्रण की सूचना / NOTICE INVITING TENDER (NIT)

दिनांक / Dated: June 12, 2023

M/s.

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निविदा सं. 004/CO/LT/2023-24 दिनांक June 12, 2023  
**TENDER No: 004/CO/LT/2023-24 dated June 12, 2023**

**Sub:** Tender Document for Engagement of Consultant / Architect for Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru

Madam / Dear Sir,

Sealed tenders in TWO parts (Part-I - Technical and Part-II Commercial (Price) bid) are invited for **“Engagement of Consultant / Architect for Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru”**.

The project is estimated at ₹ 2,45,00,000/- (Rupees Two Crore Forty Five Lakh) only including GST @18%.

Sl. No.	Brief Description of Goods / Services	Quantity (Unit)	Earnest Money Deposit
01	Engagement of Consultant / Architect for Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru.  As per Scope of work mentioned at List of Requirement – Section-VI	As per BOQ	<b>₹ 29,000/-</b> (Rupees Twenty Nine Thousand Only) (Exempted for MSEs & Startup bidders but need to submit Bid Security Declaration form as per Annexure-C)

Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.	Two Part – Limited Tender
Date of Sale of tender documents	From June 12, 2023 to July 04, 2023 during office hours
Price of the Tender Document	₹ 500/- If purchased from BRBNMPL Office; NIL, If downloaded from Website.
Closing date and time for receipt of tenders	<b>14:30 hrs. on July 05, 2023</b>
Place of receipt of tenders	Tender Box placed at Ground Floor

	पंजीकृत एवं नैगमिक कार्यालय / Regd. & Corporate Office, BRBNMPL
Time and date of opening of tenders	<b>15:00 hrs. on July 05, 2023</b>
Place of opening of tenders	पंजीकृत एवं नैगमिक कार्यालय / Regd. & Corporate Office, BRBNMPL
Nominated Person / Designation to Receive Bulky Tender (Clause 21.1 of GIT)	एम. के. नरसिम्हा / M. K. Narasimha उप महाप्रबंधक / Deputy General Manager

- Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website <https://www.brbnmpl.co.in> for further details.
- Cost of Tender Form: Cost of Tender Form is ₹ 500/-. Tender Documents can be purchased from our office up to one day before the last date of submission of the tender up to 18.00 hrs during working hours against payment of ₹ 500/- by Demand Draft /Pay Order/Banker's Cheque in favour of BRBNMPL, Bengaluru on any scheduled bank payable at Bengaluru. The tender document can also be downloaded from our website ([www.brbnmpl.co.in](http://www.brbnmpl.co.in)) in which case the cost of the tender form shall be NIL.
- Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.
- 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.
- The tender documents are not transferable.

बीआरबीएनएमपीएल हेतु तथा की ओर से / For and on behalf of BRBNMPL,

एम. के. नरसिम्हा / M. K. Narasimha  
उप महाप्रबंधक / Deputy General Manager

**बोलीदाताओं के ध्यानार्थ निविदा की महत्वपूर्ण शर्तों पर एक नज़र**  
**IMPORTANT TENDER CONDITIONS AT A GLANCE FOR ATTENTION OF BIDDERS**

Sl. No.	Description	Details
i	Tender No.	Tender No: 004/CO/LT/2023-24
ii	Tender Date	June 12, 2023
iii	Name of the Work	Engagement of Consultant / Architect for Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru
iv	Estimated Total Project Cost	<b>₹ 2,45,00,000/- (Rupees Two Crore Forty Five Lakh) only including GST @18%</b>
V	Earnest Money deposit	<b>₹ 29,000/-</b> (Rupees Twenty Nine Thousand Only) Refer GIT Clause 18 In case E.M.D is not submitted along with the tender (Technical Bid), the offer will be liable for rejection. However, please note MSEs & Startup bidders are exempted from submission of requisite EMD. Such Tenderer shall submit copy of supporting documents.
Vi	Cost of Tender Form	a) If purchased from BRBNMPL Office: ₹ 500/- (Rupees Five Hundred Only) (Non Refundable) in the form of DD favoring Bharatiya Reserve Bank Note Mudran Pvt. Ltd, Bengaluru Payable at Bengaluru b) If downloaded from BRBNMPL Website: NIL (No payment required towards cost of tender form)
vii	Last date of sale of tender forms	<b>July 04, 2023</b> i.e. One day before the last date of submission and closing of tenders up to 18.00 Hrs. (Incasse holiday falls on that day, it shall be last working day)
viii	Last date of submission/ closing of the tenders	<b>14. 30 hrs. on July 05, 2023</b>
ix	Nominated Person / Designation to Receive Bulky Tender (Clause 21. 21. 1 of GIT)	एम. के. नरसिम्हा / M. K. Narasimha उप महाप्रबंधक / Deputy General Manager
x	Date of opening of Technical bid	<b>15. 00 hrs. on July 05, 2023</b>
xi	Date of opening of price bid	Shall be communicated to the eligible technically qualified bidders.
xii	Validity of tender	120 days from the date of opening of the tender.
xiii	Tenure / Validity of Contract	2 Years from the date of Issue of Notification of Award.
xiv	Defects liability period	12 (Twelve) months from the date of completion of work/service.
xv	Period of submitting the final bill by Architect / Consultant / Interior Designer	Maximum period of two months from the date of completion of work.

xvi	Terms of contract and specifications	As per schedule.
xvii	Performance Security deposit/Bond	From every Professional Bill, BRBNMPL shall retain an amount equal to 5% of the Bill Value which may be released after 60 days of successful and satisfactory completion of the Entire Project.
xviii	Release of Security Deposit/ RM	After successful and satisfactory completion of the Entire Project including all contractual obligations.
xix	Payment Terms	Payment shall be made as per payment milestone on satisfactory completion of the work and compliance of all the tender conditions stipulated and submission of bills along with latest copy of GST certificate. Statutory deductions shall be made at source as per rule. All payments to the Bidder shall normally be made by Electronics clearing facility.

- Please send your competitive bidding in **sealed cover super scribed** as **“Engagement of Consultant / Architect for Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru”** against **Tender Enquiry No. 004/CO/LT/2023-24 dated June 12, 2023** to reach us on or before **14.30 hrs on July 05, 2023 at BRBNMPL, Bengaluru** with the following separate sealed covers inside:
  - The First sealed cover super scribed as **TECHNICAL BID** (part I) against Tender Enquiry No. **004/CO/LT/2023-24 dated June 12, 2023**, should contain all the Technical details offered by the tenderer including Section VIII – Quality Control Requirements/Compliance statement by Tenderer, documents in support of Qualification/Eligibility criteria (Section IX), Section X: Tender Form, Section XII: Questionnaire, Section XIV: Manufacturer’s authorization form (if applicable), etc., EMD amount and cost of tender paper. No information regarding price should be mentioned in this part. **If the price is mentioned in this part, then the tender will be summarily rejected.**
  - The second sealed cover super scribed as **PRICE BID** (part II) against Tender Enquiry No.: **004/CO/LT/2023-24 dated June 12, 2023**, should contain only Section XI – Price Schedule exactly as per Proforma duly filled and signed.
  - BIDS submitted not in accordance with above guidelines will be liable to be rejected.
  - If the sealed tenders are sent by post or courier service, the tenderers shall ensure that the tenders are posted or dispatched sufficiently early so that the tenders are received by the BRBNMPL within the stipulated date and time. BRBNMPL will not be responsible for any delay in post or courier. If the tenders are to be delivered in person at the above address, the sealed tenders shall be deposited before the stipulated date and time, at the aforesaid office. BRBNMPL shall not accept responsibility for late receipt of tenders if delivered in person or sent by post or courier service.
- The Technical part (part I) tenders will be opened at 15.00 hrs on July 05, 2023 in the presence of available tenderers or their authorized representatives. In the second stage, the financial bids of only the technically acceptable offers shall be opened for further scrutiny and evaluation. The date of opening of Price bids will be intimated to qualified bidders. Other financial bids would be returned unopened to the respective bidders under Registered AD/ Reliable Courier or any other mode with proof of delivery.
- Clarification of Bidders:** For any clarification bidder may contact on any working day during working hours before submission of tender paper. Bidders are advised to visit the site with prior information to understand the actual scope of work. Authorisation paper must be displayed for any person visiting on behalf of Bidder. Once tender is submitted, it



will be implied that the Bidder has fully understood the detail specifications, site condition and scopes of work. After quoting ignorance regarding these will not be entertained.

4. Liquidated Damages: If the supplier fails to deliver any or all of the goods within the time frame (s) [delivery schedule] incorporated in the contract, BRBNMPL shall, under the contract deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed goods [value of quality for which delivery is delayed] for each week of delay or part thereof until actual delivery, subject to a maximum deduction of 10%. [Please refer GCC Clause 24 under Section IV].
5. Notification of Award: BRBNMPL issue Notification of award / LOI to the successful bidder who qualify and become lowest bidder by post or by fax/email (to be confirmed by post) that its tender for Captioned Subject, has been accepted, briefly indicating therein the essential details of work and corresponding prices accepted. The successful tenderer/bidder shall complete the work within the specified time as given in the Notification of Award. Successful Bidder should return back the duplicate copy of Notification of Award duly signed and stamped in each page as acceptance.
6. Contract Agreement: A formal agreement has to be executed between the Architect / Consultant / Interior Designer and BRBNMPL on ₹ 200/-Non-judicial stamp paper purchased by the Architect / Consultant / Interior Designer within two weeks of receipt of Security Deposit/Performance Bond (SD is equal to 5% of final contract price) as per the format given in SECTION-XVI. In case, Architect / Consultant / Interior Designer fails to complete the formalities for execution of agreement, Work Order shall be cancelled. In such case, EMD / SD of the Architect / Consultant / Interior Designer shall be forfeited and BRBNMPL may initiate appropriate action as deemed fit
7. Parties who are black listed /debarred by BRBNMPL or any PSU or any Government Departments are not eligible for submission of this tender.
8. If the tenderer is registered under NSIC / MSE they have to clearly mention and submit a copy of supporting documents. In absence of any such declaration, tenderer shall be considered as not registered under MSE. Tenderer registered with NSIC/MSE are eligible for exemption of only EMD. As regarding SD, the tenderer who are registered with NSIC/MSE should submit an undertaking for payment of SD in case they become L1 firm in bid process and this undertaking letter should be attached to the Technical Bid-Part-I.
9. Sub-contract: Sub-contracting in any form before and after placement of the Notification of Award / work order will not be allowed. In case the Architect / Consultant / Interior Designer is found engaging sub-contractor, the contract is liable for terminated forthwith and forfeiture of Security Deposit.
10. Copies of Certificates / Documents related to company profile like GST Registration, PAN and Professional Tax Registration Certificate etc., to be provided along with the Technical Bid-Part-I.
11. Other Instructions:
  - a. A tenderer should quote the tender in figures as well as in words. The Rates and total amounts should be rounded off to nearest percentage (%) value. In case of discrepancy between the rates in words and figures the rate quoted by the tender in words shall be taken as correct.
  - b. The tender document should be signed on each page by the tenderer or his duly authorized representative.
  - c. Any discrepancies, omissions, ambiguities or conflicts in or among contract documents or any doubt as to their meaning should be called to the attention of The Deputy General Manager: 080 – 66602000, 66602033 within three (3) days of issue of tender. Where information sought is not clearly indicated or specified, the company will issue a clarifying bulletin to all tenderers, which will become part of the contract. Any oral instructions will not form any part of contract.

- d. The use of whitener / eraser in this tender is prohibited. If any correction becomes of necessary, the same should be done by striking off originally written rates & figures etc. and then rewritten should be done under initials of person filling the tender.
12. No counter conditions shall be accepted.
13. All terms & conditions of this NIQ shall be treated as part & parcel of the contract.
14. Rights of company:
- a. BRBNMPL does not pledge itself to accept the lowest or any tender and reserves to itself the right of accepting/rejecting the whole or any part of the tender or portion of the quantity tendered without assigning any reason thereof.
  - b. If the successful bidder refuses to accept the work order or take up the job or leave the job half way after opening the quotation and becoming lowest party, BRBNMPL reserve the right to terminate the contract and forfeit the EMD / Security Deposit and no correspondence will be entertained and decision of the BRBNMPL will be final. In such case Company reserve the right to take necessary action as deemed fit against the successful bidder and assign another agency for completion of the leftover job and the additional cost incurred thus shall be recovered from the original agency.
15. **Indemnity:** The Architect / Consultant / Interior Designer shall indemnify the Employer from and against all actions, suits claims and demands brought or made against the Employer in respect of any matter or thing done or omitted to be done by the Architect / Consultant / Interior Designer or any of his Sub-Contractor(s) or nominated Sub-Contractor(s) or their employees or workmen in the execution of or in connection with the Works of this Contract and against any loss or damage to the Employer in consequence of any action or suit being brought against the Architect / Consultant / Interior Designer or any of his Sub-Contractor(s) or nominated Sub-Contractor(s) or their employees or workmen for anything done or omitted to be done in the execution of the Works under this Contract.
16. **Termination:** If the Architect / Consultant / Interior Designer shall be adjudged bankrupt or if he should make a general assignment for the benefit of his creditors, or if a receiver shall be appointed on account of his insolvency, or if he should persistently or repeatedly refuse to carry out the work diligently, or if he should persistently disregard laws or ordinances or instructions of the Employer, or if he should be guilty of a Violation of breach of any provision of the Contract, or if he has abandoned the Contract, or if he has failed to commence the works, or if he has suspended the Works, then the Employer/Employer on the basis that sufficient cause exists to justify such action, may without prejudice to any other right or remedy and after giving the Architect / Consultant / Interior Designer seven days' notice in writing, terminate the employment of the Architect / Consultant / Interior Designer. In such case the Architect / Consultant / Interior Designer shall not be entitled to receive any further payment until the work is completed.
17. **Resolution of Disputes / Arbitration:** If any dispute arises after the issue of LOI /Work Order and during the execution of the project which is not resolved within 30 days of their arising, they shall be referred to a sole arbitrator to be appointed by the Managing Director of BRBNMPL. The governing law in this regard will be The Arbitration and Conciliation Act, 1996 of India. The court of Bengaluru (Karnataka State) only shall have jurisdiction to deal with and decide any legal matter of dispute whatsoever arising out of any LOI/ Work order placed by us.

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

## **Section II: General Conditions of Tenderers (GIT)**

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

#### **A PREAMBLE**

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

- 1.1 Definitions and abbreviations, which have been used in these documents, shall have the meanings as indicated in GCC.
- 1.2 For sake of convenience, whole of this Standard Bidding Document (including all sections) is written in reference to Procurement of Goods Tenders. However this SBD would be utilized for all types of Tenders e.g. EOI, PQB, Rate Contract, Tenders involving Samples, Sale / Disposal of Scrap Material and Development / indigenization etc, Procurement of Services etc. Therefore the construction of all clauses are to be interpreted in the context of particular type of tender beyond the letter of the clause, read with the additional clauses for the specific type of tenders in Part II GIT/ GCC.
- 1.3 These tender documents have been issued for the requirements mentioned in Section - VI - "List of Requirements", which also indicates, inter-alia, the required delivery schedule and terms & place (i.e. destination) of delivery.
- 1.4 This section (Section II - "General Instruction to Tenderers" - GIT) provides the relevant information as well as instructions to assist the prospective tenderers in preparation and submission of tenders. It also includes the mode and procedure to be adopted for receipt and opening as well as scrutiny and evaluation of tenders and subsequent placement of contract. With this limited objective, GIT is not intended to be complete by itself and the rest of this document - SIT, GCC and SCC in particular may also be thoroughly studied before filling up the Tender Document. There would be certain topics covered in GIT/SIT as well as in GCC/ SCC from different perspectives. In case of any conflict between these, provisions of GCC/ SCC would prevail.
- 1.5 The tenderers shall also read the Special Instructions to Tenderers (SIT) related to this purchase, as contained in Section III of these documents and follow the same accordingly. Whenever there is a conflict between the GIT and the SIT, the provisions contained in the SIT shall prevail over those in the GIT.

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

The tender submitted by the tenderer and all subsequent correspondence and documents relating to the tender exchanged

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

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

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

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

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

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

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

#### **B TENDER DOCUMENTS**

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

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

1. Section I - Notice Inviting Tender (NIT)
2. Section II - General Instructions to Tenderers (GIT)
3. Section III - Special Instructions to Tenderers (SIT)
4. Section IV -General Conditions of Contract (GCC)
5. Section V - Special Conditions of Contract (SCC)
6. Section VI - List of Requirements
7. Section VII - Technical Specifications
8. Section VIII - Quality Control Requirements
9. Section IX — Qualification/ Eligibility Criteria
10. Section X - Tender Form
11. Section XI - Price Schedule
12. Section XII - Questionnaire
13. Section XIII - Bank Guarantee Form

for EMD

14. Section XIV - Manufacturer's Authorization Form
15. Section XV - Bank Guarantee Form for Performance Security
16. Section XVI - Contract Form
17. Section XVI I: Letter of Authority for attending a Bid Opening
18. Section XVIII: Shipping Arrangements for Liner Cargoes
19. Section XIX: Proforma of Bills for Payments

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

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

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

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

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

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

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

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

A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with BRBNMPL in writing or by fax ! e-mail!

telex. BRBNMPL will respond in writing to such request provided the same is received by BRBNMPL not later than twenty one days (unless otherwise specified in the SIT) prior to the prescribed date of submission of tender. Copies of the query and clarification shall be sent to all prospective bidders who have received the bidding documents.

### **C PREPARATION OF TENDERS**

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

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

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

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

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

#### **11. Tender currencies**

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

11.2 Where the tender condition specifies acceptance of quotations in different currencies, then, for domestic goods, prices shall be quoted in Indian rupees only and for imported goods, prices shall be quoted either in Indian rupees or in the currency stipulated in the SIT, mentioning, inter-alia, the exchange rate adopted for converting foreign currency into Indian Rupees. As regards price(s) for allied

services, if any required with the goods, the same shall be quoted in Indian Rupees if such services are to be performed / undertaken in India. Commission for Indian Agent, if any and if payable shall be indicated in the space provided for in the price schedule and quoted in Indian Rupees only,

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

## **12. Tender Prices**

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

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

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

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

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

- a) The price of the goods, quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including all taxes and duties like sales tax, VAT, custom duty, excise duty etc. already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc or on the previously imported goods of foreign origin quoted ex-showroom etc.
- b) Any sales or other taxes and any duties including excise duty, which will be payable on the goods in India if the contract is awarded.
- c) Charges towards inland transportation, insurance and other local costs incidental to delivery of the goods to their final

destination as specified in the List of Requirements and

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

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

- a) The price of goods quoted FAS / FOB port of shipment, CIF port of entry in India or CIF specified place of destination in India as indicated in the List of Requirements,
- b) Wherever applicable, the amount of custom duty and import duty on the goods to be imported.
- c) The charges for inland transportation, insurance and other local costs incidental to delivery of the goods from the port of entry in India to their final destination, as specified in the List of Requirements. and
- d) The charges for incidental services, as and if mentioned in the List of Requirements.

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

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

## **12.8 Excise Duty:**

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

All such adjustments shall include all relief's, exemptions, rebates, concession etc. if any obtained by the supplier.

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

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

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

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

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

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

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

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

BRBNMPL is not liable for any claim from the supplier on account of fresh imposition and / or increase (including statutory

increase) of excise duty, custom duty, sales tax etc. on raw materials and/or components used directly in the manufacture of the contracted goods taking place during the pendency of the contract, unless such liability is specifically agreed to in terms of the contract.

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

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

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

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

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

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

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

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

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

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

- a) The complete name and address of the Indian Agent and its permanent income tax account number as allotted by the Indian Income Tax authority.
- b) The details of the services to be rendered by the agent for the subject requirement  
One manufacturer can authorize only one agent/ dealer. Also one agent cannot represent more than one supplier or quote on their behalf in a particular tender

enquiry. Such quote is likely to be rejected. There can be only one bid from

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

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

- 14.1 Unless otherwise specified in the SIT, prices quoted by the tenderer shall remain firm and fixed during the currency of the contract and not subject to variation on any account.
- 14.2 In case the tender documents require offers on variable price basis, the price quoted by the tenderers will be subject to adjustment during original Delivery Period to take care of the changes in the cost of labour and material components in accordance with the price variation formula to be specified in the SIT. If a tenderer submits firm price quotation against the requirement of variable price quotation, that tender will be prima-facie acceptable and considered further, taking price variation asked for by the tenderer as zero.
- 14.3 However, as regards taxes and duties, if any, chargeable on the goods and payable, the conditions stipulated in GIT clause 12 will apply for both firm price tender and variable price tender.
- 14.4 Subject to provisions of Clause 11 above, where prices are quoted in foreign currencies, involving imports - Foreign Exchange Rate Variation (ERV) would be borne by the Purchaser within the original Delivery Period. The offer of the Tenderer should indicate import content and the currency used for calculating import content.
- 14.5 Base Exchange rate of each major currency used for calculating FE content of the contract should be indicated. The base date of ERV would be contract date and variation on the base date can be given up to the midpoint manufacture, unless firm has already indicated the time schedule within which material will be imported by the firm.
- 14.6 In case delivery period is refixed/ extended, ERV will not be admissible, if this is due to default of the supplier.
- 14.7 Documents for claiming ERV:
  - i. A bill of ERV claim enclosing working sheet
  - ii. Banker's Certificate/debit advice detailing F.E. paid and exchange rate
  - iii. Copies of import order placed on supplier
  - iv. Invoice of supplier for the relevant import order

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

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

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

- 16.1 Pursuant to GIT clause 10, the tenderer shall furnish, as part of its tender, relevant details and documents establishing its eligibility to quote and its qualifications to perform the contract if its tender is accepted.
- 16.2 The documentary evidence needed to establish the tenderer's qualifications shall 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 agent stationed in India fully equipped and able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast moving components and other obligations, if any, specified in the conditions of contract and/ or technical specifications.
  - d) In case the tenderer is an Indian agent quoting on behalf of a foreign manufacturer, the Indian agent is already enlisted under the Compulsory Enlistment Scheme of Ministry of Finance, Govt. of India, operated through Directorate General of Supplies & Disposals (DGS&D), New Delhi.

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

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

tender documents to establish technical responsiveness of the goods and services offered in its tender.

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

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

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

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

18.2 The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period with DGS&D or with National Small Industries Corporation, New Delhi are exempted from payment of earnest money. In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details (with DGS&D or NSIC as the case may be).

18.3 The earnest money shall be denominated in Indian Rupees.

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

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

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

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

18.6 Unsuccessful tenderers' earnest monies will be returned to them without any interest, after expiry of the tender validity period, but not later than thirty

days after conclusion of the resultant contract. Successful Tenderer's earnest money will be returned without any interest, after receipt of performance security from that tenderer.

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

#### **19. Tender Validity**

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

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

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

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

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

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

- (a) As Sole Proprietor of the concern or as attorney of the Sole Proprietor;
- (b) As Partner (s) of the firm;



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

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

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

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

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

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

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

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

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

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

## **D SUBMISSION OF TENDERS**

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

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

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

### **22. Late Tender**

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

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

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

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

## **E TENDER OPENING**

## **24. Opening of Tenders**

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

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

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

24.4 In the case of two bid system mentioned in clause 20.8 above, the technical bids are to be opened in the first instance, at the prescribed time and date. These bids shall be scrutinized and evaluated by the competent committee / authority with reference to parameters prescribed in the tender document. Thereafter, in the second stage, the financial bids of only the technically acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation. Other financial bids would be returned unopened to the respective bidders under Registered AD/ Reliable Courier or any other mode with proof of delivery.

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

#### **25. Basic Principle**

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

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

26.1 The tenders will first be scrutinized to determine whether they are complete and meet the essential and important

requirements, conditions etc. as prescribed in the tender document. The tenders, that do not meet the basic requirements, are liable to be treated as unresponsive and ignored.

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

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

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

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

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

28.1 If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless BRBNMPL feels that the tenderer

has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.

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

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

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

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

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

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

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

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

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

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

In case the tender document permits the tenderers to quote their prices in different currencies, all such quoted prices of the responsive tenderers will be converted to a single currency viz., Indian Rupees for the purpose of equitable comparison and evaluation, as per the B.C. selling exchange

rates established by the State Bank of India for similar transactions, as on the date of tender opening.

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

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

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

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

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

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

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

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

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

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

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

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

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

**37. Cartel Formation / Pool Rates**

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

**38. Negotiations**

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

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

formation.

**39. Contacting BRBNMPL**

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

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

**G AWARD OF CONTRACT**

**40.** BRBNMPL's Right to Accept any Tender and to Reject any or All Tenders BRBNMPL reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.

**41. Award Criteria**

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

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

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

**43. Parallel Contracts**

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

**44. Serious Misdemeanors**

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

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

- vi. Violation of Fall Clause by Rate Contract holding Firms.
- vii. Attempts to influence BRBNMPL's Decisions on scrutiny, comparison, evaluation and award of Tender.

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

#### **45. Notification of Award**

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

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

#### **46. Issue of Contract**

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

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

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

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

#### **48. Return of EMD**

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

18.6.

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

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

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

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

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

- i. Earnest Money Deposit (EMD) is not applicable.
- ii. In the Schedule of Requirement, no commitment of quantity is mentioned; only the anticipated requirement is mentioned without any commitment.
- iii. BRBNMPL reserves the right to conclude more than one rate contract for the same item.
- iv. Unless otherwise specified in SIT, the currency of a Rate Contract would normally be for one year.
- v. During the currency of the Rate Contract, BRBNMPL may withdraw the rate contract by serving suitable notice. The prescribed notice period is generally thirty days.
- vi. During the currency of the Rate Contract, BRBNMPL would have the option to renegotiate the price with the rate contract holders.
- vii. During the currency of the Rate Contract, in case of emergency, BRBNMPL may purchase the same item through ad hoc contract with a new supplier.
- viii. Usually, the terms of delivery in rate contracts are for dispatching station.
- ix. Supply orders, incorporating definite quantity of goods to be supplied along with all other required conditions following the rate contract terms, will be issued by nominated Direct Demanding Officers (DDO) for obtaining supplies through the rate contract.
- x. BRBNMPL is entitled to place supply orders up to the last day of the validity of the rate contract and, though supplies against such supply orders will be affected beyond the validity period of the rate contract, all such supply will be guided by the terms & conditions of the rate contract.
- xi. The rate contract will be guided by "Fall Clause" as described below.

#### **50.2 Fall Clause**

If the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods, following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the

currency of the rate contract, the rate contract price will be automatically reduced with effect from that date for all the subsequent supplies under the rate contract and the rate contract amended accordingly. Any violation of the fall clause would be considered a serious misdemeanor under clause 44 of the GIT and action, as appropriate, would be taken as per provision of that clause.

### **50.3 Performance Security**

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

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

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

### **51. Prequalification Bidding**

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

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

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

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

**52.2** Purchaser's Samples: If indicated in the SIT, A Purchaser's sample may be displayed to indicate required

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

**52.3** Pre-Production Samples: If stipulated in SIT, successful contractor would be required to submit a Pre-Production sample(s) to the Inspecting Officer/ or the nominated authority mentioned in the contract within the time specified therein. If the Contractor is unable to do so, he must apply immediately to the Office issuing the acceptance of tender for extension of time stating the reasons for the delay. If the Purchaser is satisfied that a reasonable ground for an extension of time exists, he may allow such additional time as he considers to be justified (and his decision shall be final) with or without alteration in the delivery period stipulated in the contract and on such conditions as he deems fit. In the event of the failure of the Contractor to deliver the pre-production sample by the date specified in the acceptance of tender or any other date to which the time may be extended as aforesaid by the Purchaser or of the rejection of the sample, the Purchaser shall be entitled to cancel the contract and, if so desired, purchase or authorize the purchase of the stores at the risk and cost of the Contractor (unless specified otherwise in the SIT). In such an event, in case of Security Items where urgency develops due to such delays, BRBNMPL reserves its right to procure not more than one year's requirement against this "Risk & Cost" tender from existing pre-qualified and security cleared firms. Bulk production and supply will only be allowed if this sample(s) pass the Tests laid down in the Section VIII "Quality Control Requirements" in the SBD.

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

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

performance can be declared satisfactory.

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

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

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

- i. Registration of Vendors for Supply of particular Stores or certain categories of Stores.
- ii. Development of new items or Indigenization of Imported stores

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

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

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

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

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

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

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

suppliers who meet the minimum requirement, as specified, will be short listed.

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

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

### **54. Tenders for Disposal of Scrap**

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

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

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

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

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

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

**54.2.5** BRBNMPL shall have the right to remove certain items which it feels were not intended for sale but were inadvertently

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

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

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

**54.3 Submission of Offer:**

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

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

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

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

**54.3.5** Commercial tax / terminal tax, Octroi, municipal tax or any other taxes / duties etc. whatever in force shall be payable extra by the purchaser as per rules applicable to BRBNMPL. Current and valid PAN and sales / commercial tax registration number wherever applicable must be provided in the Bid of the Tenderer.

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

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

**54.3.7** Registered dealers who are exempted from payment of Sales Tax must submit copies of their Registration certificate of concerned authority and shall be required to submit necessary form duly completed in all respect to BRBNMPL or its representatives before obtaining delivery order, duly signed by the partner of the firm or the person authorized to do so.

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

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

**54.4.1** The successful tenderer, herein after referred to as purchasers, shall have to submit security deposit (SD) @ 10% of the total sale value of the contract within 5 working days of issue of the sale contract (excluding the date of issue of sale contract). The SD shall be deposited in the form of bank draft/pay order, drawn on any nationalized or recognized bank in favour of same officer as mentioned in clause 3 of NIT in connection with EMD.

**54.4.2** The purchaser has to pay balance payment within 20 days from the date of notification of acceptance, which is to be issued by BRBNMPL or his authorized representative, in form of Bank draft drawn on any nationalized or recognized bank in favor of same authority as mentioned above. In case of any, default to deposit balance payment, BRBNMPL reserves right to terminate the contract and forfeit the security deposit.

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

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



undertaking.

**54.5.2** If stipulated in SIT delivery would be given only in dismantled / cut-up condition.

**55. Development and Indigenization Tenders:**

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

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

**55.3** If specified in SIT, The Tenderers may quote separately for

- i. Price / rate for bulk supply of item in development / indigenization supplies and
- ii. Separately, cost of development including cost of pre-production samples. Firms would be paid only for the number of samples specified in the Tender. If he has to manufacture more samples due to failure of earlier one, he would not be paid for it.

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

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

**55.6** The ratio of splitting of the supply order

between various development agencies / firms in cases of parallel development, including criteria thereof, would be specified in the SIT.

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

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

**55.9** Quantity for Development Commitment

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

**55.10** Period of Development Commitment

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

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

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

1. Compliance of Security Norms:

- a) Bharatiya Reserve Bank Note Mudran Pvt. Limited, Bengaluru is a security organization. Hence the bidder shall have to abide by the prevailing security Norms. Any of the bidder's employee deployed at site found by the Company as having doubtful integrity, shall be removed from the premises at the risk and cost.
- b) The bidder shall provide security provisions to check infiltration, and safeguard of the works till the complete work is handed over. Nothing, extra shall be paid to the bidder by the BRBNMPL on this account.

2. Safety & Security Measures: BRBNMPL is a security organization and hence the contractor has to abide by the security rules of the Company. The contractor has to ensure the character and antecedent of the persons deployed. The contractor must be in a position to produce such documents whenever he is asked to do so. Details shall be furnished as per format when called for.

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

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

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail. (Clauses of GIT listed below include a possibility for variation in their provisions through SIT.

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

SI. No.	GIT Clause No.	Topic	SIT Provision
1	1, 2, 3, 4, 5, 6, 7	PREAMBLE-Introduction, Language of Tender, Eligible Tenderers, Eligible Goods and Services (Origin of Goods), Tendering Expense, TENDER DOCUMENTS, Amendments to Tender Documents	No Change
2	8	Pre bid Conference	Not Applicable
3	9	Time Limit for receiving request for clarification of Tender Documents	No Change
4	10, 11, 12, 13, 14, 15	Documents Comprising the Tender, Tender Currencies, Tender Prices, Indian Agent, PVC Clause & Formula, Alternative tenders	No Change
5	16, 17	Documents Establishing Tenderer's Eligibility and Qualifications Documents establishing Good's Conformity to Tender document	No Change
6	18	EMD	<b>₹ 29,000/- (Rupees Twenty Nine Thousand Only)</b> (Exempted for MSEs & Startup bidders but need to submit Bid Security Declaration form as per Annexure-C)
7	19	Tender Validity	120 days from date of opening of tender.
8	20	Number of Copies of Tenders to be submitted	<b>One</b>
9	21, 22 23, 24, 25	Submission of Tenders, Late Tender, Alteration and Withdrawal of Tender, Opening of tenders, Basic Principle	No Change
10	33	Schedule-wise Evaluation	The tender will be decided on Overall L1 basis.

11	35. 2	Additional Factors for Evaluation of Offers	Supplement with the following: Prospective bidders should meet our Eligibility Criteria of the tender and the successful bidder will be finalised on Overall L1 basis.
12	43	Parallel Contracts	Not Applicable
13	50. 1, 50. 3	Tender For rate Contracts	Not applicable
14	51. 1, 51. 2	PQB Tenders	Not Applicable
15	52. 1, 52. 3, 52. 5	Tenders involving Purchaser's & Pre - Production Samples	Not applicable
16	53. 4, 53. 5, 53. 7	EOI Tenders	Not applicable
17	54. 3. 1, 54. 5. 2	Tenders for Disposal of Scrap	Not applicable
18	55. 2, 55. 3, 55. 7, 55. 8	Development/Indigenization Tenders	Not applicable
19	Clarification of Bidders:	For any clarification bidder may contact this office on any working day during working hours before submission of tender paper. Bidders are advised to visit the site with prior information to understand the actual scope of work and prevailing site conditions. Authorization paper must be displayed for any person visiting on behalf of bidder. Once tender is submitted, it will be implied that the bidder has fully understood the detail specifications, site condition and scopes of work. After quoting ignorance regarding these will not be entertained.	
20	Sub-contract	Sub-contracting in any form before and after placement of the work order will not be allowed. In case the Architect / Consultant / Interior Designer is found engaging sub-contractor, the contract is liable for termination forthwith and forfeit the Security Deposit	
21	Clarification of Bids	During evaluation and comparison of bids, purchaser may, at its discretion ask the bidder for clarification of its bid. The clarification should be received within the specified date from the bidder. 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.	
22	Discrepancy in Prices	a) 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 and the quantity), the unit price shall prevail and the total price shall be corrected accordingly, unless client 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 shall be corrected accordingly. b) 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 shall be corrected, and c) If, as per the judgment of client, 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 the client, the tender is liable for rejection.	

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

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

(For complete details refer our website [www.brbnmpl.co.in](http://www.brbnmpl.co.in) under downloads)

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

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

#### 1.1 Definitions and Interpretation:

- (i) "Contract" means the letter or memorandum communicating to the Contractor the acceptance of this tender and includes "Intimation of Award" of his tender; "Contract" includes and Bid Invitation, Instructions to Tenderers, Tender, Acceptance of Tender, General Conditions of Contract, Schedule of Requirements, particulars and the other conditions specified in the acceptance of tender and includes a repeat order which has been accepted or acted upon by the Contractor and a formal agreement, if executed;
- (ii) "Contractor" or "Supplier" means the individual or the firm supplying the goods and services. The term includes his employees, agents, successors, authorized dealers, stockists and distributors. Other homologous terms are: Vendor, Firm, Manufacturer, OEM etc.;
- (iii) "Drawing" means the drawing or drawings specified in or annexed to the Specifications;
- (iv) "Government" means the Central Government or a State Government as the case may be;
- (v) The "Inspecting Officer" means the person, or organisation specified in the contract for the purpose of inspection of stores of work under the contract and includes his / their authorised representative;
- (vi) "Purchase Officer" means the officer signing the acceptance of tender and includes any officer who has authority to execute the relevant contract on behalf of the Purchaser;
- (vii) The "Purchaser" means BRBNMPL — the organization purchasing goods and services as incorporated in the documents;
- (viii) "Signed" includes stamped, except in the case of an acceptance of tender or any amendment thereof;
- (ix) "Test" means such test as is prescribed by the particulars or considered necessary by the Inspecting Officer whether performed or made by the Inspecting Officer or any agency acting under the direction of the Inspecting Officer;
- (x) The delivery of the stores shall be deemed to take place on delivery of the stores in

accordance with the terms of the contract, after approval by the Inspecting Officer if so provided in the contract —

- a. The consignee at his premises; or
- b. Where so provided, the interim consignee at his premises; or
- c. A carrier or other person named in the contract for the purpose of transmission to the consignee; or
- d. The consignee at the destination station in case of contract stipulating for delivery of stores at destination station.
- (xi) "Writing" or "Written" includes matter either in whole or in part, in manuscript, typewritten, lithographed, cyclostyled, photographed or printed under or over signature or seal, as the case may be.
- (xii) Words in the singular include the plural and vice-versa.
- (xiii) Words importing the masculine gender shall be taken to include the feminine gender and words importing persons shall include any company or association or body of individuals, whether incorporated or not.
- (xiv) The heading of these conditions shall not affect the interpretation or construction thereof.
- (xv) Terms and expression not herein defined shall have the meanings assigned to them in the Indian Sale of Goods Act, 1930 (as amended) or the Indian Contract Act, 1872 (as amended) or the General Clauses Act, 1897 (as amended) as the case may be.
- (xvi) PARTIES: The parties to the contract are the "Contractor" and the "Purchaser", as defined above;
- (xvii) "Tender" means quotation / bid received from a firm / supplier.
- (xviii) "Goods" means the articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant etc. which the supplier is required to supply to BRBNMPL under the contract. Other homologous terms are: Stores, Materials etc.
- (xix) "Services" means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of technical assistance, training, after sales service, maintenance service and other such obligations of the supplier covered under the contract.
- (xx) "Earnest Money Deposit" (EMD) means monetary guarantee to be furnished by a Tenderer along with its tender.

- (xxi) "Performance Security" means monetary guarantee to be furnished by the successful Tenderer for due performance of the contract placed on it. Performance Security is also known as Security Deposit or Performance Bank Guarantee.
- (xxii) "Consignee" means the person to whom the goods are required to be delivered as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of dispatch to another person as provided in the Contract then that "another" person is the consignee, also known as ultimate consignee.
- (xxiii) "Specification" or "Technical Specification" means the drawing / document/ standard that prescribes the requirement to which product or service has to conform.
- (xxiv) "Inspection" means activities such as measuring, examining, testing, analyzing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.
- (xxv) "Day" means calendar day.

## 1.2 Abbreviations:

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

## 2. Application

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

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

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

Besides GCC and SCC following conditions and Laws will also be

applicable and would be considered as part of the contract:

- i. Indian Contracts Act, 1872
- ii. Sale of Goods Act, 1930
- iii. Arbitration and Conciliation Act, 1996
- 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 Contractor and BRBNMPL during the Tender Finalization
- viii. Notification of award and Contract Documents
- ix. Subsequent Amendments to the Contract

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

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

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

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

**3.4.** Except the contract issued to the supplier, each and every other document mentioned in GCC sub-clause 3.1 above

shall remain the property of BRBNMPL and, if advised by BRBNMPL, all copies of all such documents shall be returned to BRBNMPL on completion of the supplier's performance and obligations under this contract.

### **4. Patent Rights**

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

### **5. Country of Origin**

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

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

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

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

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

- a. Account Payee Demand Draft or Fixed Deposit Receipt drawn on any commercial bank in India, in favour of the same official of BRBNMPL as indicated in the clause 3 of NIT in reference to EMD.
- b. Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in section XV of this document.

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

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

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

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

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

## **8. Packing and Marking**

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

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

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

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

following with indelible paint of proper quality:

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

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

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

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

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

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

**9.5.** If the supplier tenders the goods to BRBNMPL's inspector for inspection at the last moment without providing reasonable time to the inspector for completing the inspection within the contractual delivery period, the inspector may carry out the

inspection and complete the formality beyond the contractual delivery period at the risk and expense of the supplier. The fact that the goods have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to BRBNMPL under the terms & conditions of the contract.

**9.6.** BRBNMPL's contractual right to inspect, test and, if necessary, reject the goods after the goods' arrival at the final destination shall have no bearing of the fact that the goods have previously been inspected and cleared by BRBNMPL's inspector during pre-despatch inspection mentioned above.

**9.7.** Goods accepted by BRBNMPL and/ or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute BRBNMPL's right to reject the same later, if found deficient in terms of the warranty clause of the contract, as incorporated under GCC Clause.

## **10. Terms of Delivery**

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

## **11. Transportation of Goods**

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

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

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

## **12. Insurance:**

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

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

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

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

## **13. Spare parts**

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

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



specifications of the spare parts, as and if requested by BRBNMPL.

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

**14. Incidental services**

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

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

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

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

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

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

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

- (c) Insurance certificate;
- (d) Railway receipt / Consignment note;
- (e) Manufacturer's guarantee certificate and in-house inspection certificate;
- (f) Inspection certificate issued by BRBNMPL's inspector
- (g) Expected date of arrival of goods at destination and
- (h) Any other document(s), as and if specifically mentioned in the contract.

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

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

**16. Warranty**

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

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

abroad, whichever is earlier, unless specified otherwise in the SCC.

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

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

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

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

#### **17. Assignment**

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

#### **18. Sub Contracts**

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

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

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

#### **19. Modification of contract**

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

modifications within the general scope of contract in any one or more of the following:

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

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

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

#### **20. Prices**

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

#### **21. Taxes and Duties**

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

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

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

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

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

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

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

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

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

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

ii. 30% on receipt of the goods at site by the consignee and balance

iii 10% on successful installation and commissioning and acceptance by the user department

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

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

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

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

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

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

by the consignee.

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

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

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

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

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

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

a) Original Invoice

b) Packing List

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

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

e) Manufacturer's test certificate

f) Performance/ Warrantee Bond

g) Certificate of insurance

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

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

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

k) Any other document specified.

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

BRBNMPL immediately on receiving the same from the concerned authorities.

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

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

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

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

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

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

- a) imposition of liquidated damages,
- b) forfeiture of its performance security and
- c) Termination of the contract for default.

**23.3.** If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform BRBNMPL

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

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

- a) BRBNMPL shall recover from the supplier, under the provisions of the clause 24 of the General Conditions of Contract, liquidated damages on the goods and services, which the Supplier has failed to deliver within the delivery period stipulated in the contract
- b) That no increase in price on account of any ground, whatsoever, including any stipulation in the contract for increase in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, excise duty, sales tax or on account of any other tax or duty which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.
- c) But nevertheless, BRBNMPL shall be entitled to the benefit of any decrease in price on account of reduction in or remission of customs duty, excise duty, sales tax or any other duty or tax or levy or on account of any other grounds, which takes place after the expiry of the date of delivery stipulated in the contract.

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

**24. Liquidated damages**

**24.1.** Subject to GCC clause 28, if the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract,

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

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

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

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

**26. Termination for default**

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

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

**26.3.** Unless otherwise instructed by BRBNMPL, the supplier shall continue to

perform the contract to the extent not terminated.

**27. Termination for insolvency**

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

**28. Force Majeure**

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

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

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

**29. Termination for convenience**

**29.1.** BRBNMPL reserves the right to terminate the contract, in whole or In part for its (BRBNMPL's) convenience, by serving written notice on the supplier at any time

during the currency of the contract. The notice shall specify that the termination is for the convenience of BRBNMPL. The notice shall also indicate inter-alia, the extent to which the supplier's performance under the contract is terminated, and the date with effect from which such termination will become effective.

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

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

### **30. Governing language**

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

### **31. Notices**

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

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

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

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

- (a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract

execution;

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

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

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

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

**33.1.** If dispute or difference of any kind shall arise between BRBNMPL and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual

consultation within twenty one days of its occurrence, then, unless otherwise provided in the SCC, either BRBNMPL or the supplier may seek recourse to settlement of disputes through arbitration as per The Arbitration and conciliation Act 1996 as per following clause.

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

#### **34. Applicable Law**

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

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

#### **35. Secrecy**

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

**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 Demand Draft /Pay order issued by any scheduled commercial bank and drawn in favor of the Account 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 Contact**

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

**भाग /Section V: संविदा की विशेष शर्तें / Special Conditions of Contract (SCC)**

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

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

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

<b>Sl. No</b>	<b>GCC Clause No.</b>	<b>Topic</b>	<b>SCC Provision</b>
1.	1 to 5	Definitions; Interpretation and Abbreviations, Application, Use of contract documents and information, Patent Rights, Country of Origin	No change
3.	6	Performance Bond / Security Deposit	Performance Bond/ Security Deposit shall be 5% on the contract value. From every Professional Bill, BRBNMPL shall retain an amount equal to 5% of the Bill Value which may be released after 60 days of successful and satisfactory completion of the Entire Project.
4.	7 to 15	Technical Specifications and Standards, Packing and Marking, Inspection and Quality Control, Terms of Delivery, Transportation of Goods, Insurance, Spare parts, Distribution of Dispatch Documents for Clearance/ Receipt of Goods	No change
5.	16	Warrantee Clause	No change
6.	18	Sub-contracts	Refer Note – ‘A’ of SIT – (pg 35-36)
5	19, 19.3	Option Clause	Not applicable
6	20.1	Price Adjustment Clause	No Change
7	21.2	Taxes and Duties	No Change
8	22	Terms and Mode of Payment	Applicable as per Sec VI: List of Requirements
9	23 to 32	Delay in the supplier's performance, Liquidated damages, Custody and Return of BRBNMPL's Materials/ Equipment/ Documents loaned to Bidder, Termination for default, Termination for insolvency, Force Majeure, Termination for convenience, Governing language, Notices, Code of Ethics	As specified at Section VI: List of Requirements
10	33.1	Resolution of Disputes	Clause 33.2 Place of arbitration proceeding shall be Bengaluru.
11	34-35	Applicable Law, Secrecy	No change
12	36, 36.3.2, 36.3.9	Disposal / Sale of Scrap by Tender	Not applicable

**Section VI – List of Requirements**  
**Tender Enquiry No: 004/CO/LT/2023-24 dated June 12, 2023**

**Tender Notice for Engagement of Consultant / Architect for Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru**

Sl. No.	Brief Description of Goods / Services	Quantity (Unit)	Earnest Money Deposit
01	Engagement of Consultant / Architect for Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru.  As per Scope of work mentioned at List of Requirement – Section-VI	As per BOQ	<b>₹ 29,000/-</b> (Rupees Twenty Nine Thousand Only) (Exempted for MSEs & Startup bidders but need to submit Bid Security Declaration form as per Annexure-C)

- 2.** The work shall be carried out the following address:

Bharatiya Reserve Bank Note Mudran (P) Limited,  
Corporate Office  
No. 3 & 4, 1st Stage, 1st Phase,  
BTM Layout, Bannerghatta Road,  
Bengaluru – 560029  
GST No. : 229AAACB8111E1Z1

- 3. Pre-Bid Visit:** The bidder must visit the site / office site at her / his own cost, responsibility & risk and obtain for himself all the information which may be necessary for the purpose of making a tender and for entering into a contract and must inspect the site of the work and acquaint himself with all scope of work, volume of work, local conditions, means of access to the work, nature of the work and all matters appertaining thereof.
- 4.** Each of the tender documents should be signed by the person or persons submitting the tender in token of his/their acquainted himself/themselves with the General Conditions of Contract, Specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not signed may be rejected.
- 5.** The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract. Otherwise the tender may be rejected.
- 6. Consultant's Responsibility:** The consultant shall provide everything necessary for the proper execution of the works in a phased manner according to the intent and meaning of the schedule of quantities and specifications taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from. If the consultant finds any discrepancy in the schedule of quantities and specifications, he shall immediately and in writing refer the same to BRBNMPL who shall decide which is to be followed.

**7. Payment Terms:**

- a. The terms of payments would be as follows:

- i. The Interim Bills may be submitted within 30 (Thirty) working days from the date of completion of each stage of work in all respect, as per requirement and satisfaction of BRBNMPL authority.
  - ii. Bill should have PAN, GST printed over the bill.
  - iii. Payment will be done as indicated in 'Milestones, Deliverables & Stages of Payment'.
  - iv. The Final bill should be submitted within two months from the date of completion of entire work.
- b. Remuneration and Payment:
- i. Consultancy fees for the above-mentioned scope of work would be the lowest quote in terms of percentage of the total Project cost arrived at based on total value of works executed as per work order terms.
  - ii. Account of each visit should be maintained. Prior intimation and communication of site visit to be made for accounting purpose.
  - iii. Total cost of the project for arriving out the fees payable to the Consultant will be calculated as given below and will be paid as per schedule given at 'Retainer'.
    1. For stages 1 & 2 shall be as per approved estimated cost.
    2. For stages 3 to 7 shall be as per Work Order value placed on the Contractor &
    3. For stage 8 shall be as per certified bill value.
- c. Payment Structure shall as given below.

**Milestones, Deliverables & Stages of Payment:**

Stage no.	Description of item	Deliverables	% Payment	Cumulative % payment
1.	a On signing of the contract agreement b i. Review and assessment of the existing features / facilities in the building ii. Gap Assessment iii. Preparation and presentation of Conceptual Thematic designs of the office building with all utilities iv. On approval of the concept & proposed facilities / elements in the building	within 30 days after issue of Work order	15%	15%

2.	<p>a Planning, Design, Engineering, Estimation, Preparation of BOQ for</p> <ul style="list-style-type: none"> <li>a. Architectural / Interior / Structural Design services,</li> <li>b. Civil &amp; Mechanical, Electrical and Plumbing (MEP) works,</li> <li>c. Furnishings, Furniture &amp; Fixtures including Workstations &amp; Loose Furniture,</li> <li>d. Landscape, Horticulture &amp; Hardscaping works</li> <li>e. Signage, Branding, Graffiti &amp; Murals</li> <li>f. Sanitary and Plumbing works, Drainage &amp; Sewerage works,</li> <li>g. Internal and External finishes,</li> <li>h. Integrated Building Management System (IBMS) – (Fire Fighting, Alarms &amp; Detection, Electronics / CCTV, Structural Cabling for Networking, PA System)</li> <li>i. Energy Conservation Systems, LED &amp; Light saving sensors,</li> <li>j. Utility Management</li> <li>k. Rain-water harvesting system,</li> <li>l. Provision of Central Air Conditioning, if required, etc.</li> </ul> <p>b Submission of tenderable documents including BOQ with proper sub heads of the works, tenderable drawings, specifications, schedule of quantities and estimated cost as per market rate and recent KPWD/CPWD Schedule of rates/ as per detailed analysis as per market Rates, including cost estimates etc. Tender should also contain GCC, Special conditions of the contract and Vendor list for bought out materials / brand of materials to be used for construction.</p> <p>Assist BRBNMPL in finalization of tender.</p>	within 45 days after completing activity (1)(b)	20%	35%
3.	On Completion of 25% of the work at site, in terms of the cost of the project.	---	10%	45%
4.	On Completion of 50% of the work at site, in terms of the cost of the project.	----	10%	55%
5.	On Completion of 75% of the work at site, in terms of the cost of the project.	----	10%	65%
6.	On Completion of 90% of the work at site, in terms of the cost of the project.	----	10%	75%
7.	On Completion of Signage, Branding, Graffiti & Murals, Internal & External Finishes, Commissioning of Integrated Building	----	10%	85%

		Management System (IBMS) – (Fire Fighting, Alarms & Detection, Electronics / CCTV, Structural Cabling for Networking, PA System) as applicable & as per site requirements			
8.	a	On completion of entire work by the contractor	----	15%	100%
	b	Certification and settlement of Final bill of the contractor			
	c	Submission of three (03) copies of as built drawings with utility mapping			

#### 8. Total Project Cost:

- a. Definition: The total project cost shall be the actual total cost of all elements of the project designed or specified by the Architect / Interior Design Consultant. The cost of any material if supplied by BRBNMPL to the Architects or for the work shall also be included in this. Where the actual costs are not known, the fee shall be calculated based on the latest cost estimate approved by the BRBNMPL. In computing the cost, all items and systems for which the Architects have assumed responsibility for design shall be included.
- b. Cost of Construction of Works shall not include the following:
  - i. Fee towards Architect / Consultant / Interior Designer.
  - ii. Any escalation on any account whatsoever in the amount(s) of the said tender(s) for the construction of the works that may be paid by BRBNMPL.
  - iii. The amount of any deductions from the Contractor(s) bill(s) on account of defective work or for other reasons.
  - iv. Any payment to local authorities and any other expenditure for or in connection with obtaining approval of plans, sanction of electrical loads etc.
  - v. Cost of advertisement for invitation of tenders, if any
  - vi. Cost of any extra items necessitated due to any faulty planning and / or designs of the Architect / Consultant / Interior Designer.
  - vii. Cost of any extra items / works taken-up directly by BRBNMPL.
- c. Estimated Cost of the project: The project is estimated at ₹ 2,45,00,000/- (Rupees Two Crore Forty Five Lakh) only including GST @18%.

#### 9. Tenure of the Contract: Time schedule for Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru – 24 months (02 years)

The total tenure of the consultancy services will be 02 (Two) years from the date of issue of NoA / LoI / work order or till completion of project, whichever is earlier.

However, in case the Project has been delayed by any reason, no extra cost shall be payable to the bidder. However, suitable extension of time for completion of work shall be granted accordingly subject to maximum one year for the project with the same terms and conditions and at same quoted rate. Bidder should apply for any valid extension/renewal of contract well in advance of minimum 30 days before expiry of the contract of the respective project.

**10. Delay and Extension of Time:**

This work is to be completed strictly within the Scheduled Time. There will be no extension. However, if the Architect requires any extension of time for completion of work on grounds of their having been unavoidable hindrances in execution or any other ground, they shall apply in writing immediately after the occurrence of the hindrance. Such application shall contain complete details of hindrances, which hindered the Architects in the execution of the work and reference to record of entry in the Hindrance Register.

**11. Liquidated Damages / Penalty:**

The completion time as mentioned above is the essence of the contract and shall strictly be adhered to by the bidder. Delay without any valid reason shall attract liquidated damages for the delayed service @ 0.5% of consultancy fee per week up or part thereof to a maximum of 10% of total consultancy fees payable.

- 12.** The Consultancy works may be terminated at any time by BRBNMPL upon one month (30 days) notice in writing being given to Bidders, if the Bidder's work is not found to be satisfactory according to the terms of the agreement or the associated bidder fails to take action as per the directions of BRBNMPL Engineer-in-charge. In case the agreement is terminated on account of Bidder's work not being satisfactory, BRBNMPL will get the work done at the risk & cost of the bidder.

**13. Force Majeure Clause:**

BRBNMPL shall in addition to its power under other clauses to determine Purchase orders have power to terminate its liability there under at any time by giving a notice of reasonable time in writing to the supplier of the company's desire to do so and upon the expiration of the notice the P.O /W.O shall be determined without prejudice to the rights of the parties accrued to the date of determination.

Further in the event of any situation arising out of or caused by any act which is beyond the control of BRBNMPL, which results in stoppage of production, or in event of any policy decision made in the interest of the company which may necessitate the short closure of the Purchase order, the company by giving a notice of reasonable time to supplier, can terminate the purchase order without prejudice to the rights of the parties accrued to the date of termination

**14. Conflict of Interest:**

- a) Contractor shall conduct its operations in a lawful manner consistent with good international practices and standards for such type of services.
- b) Neither Contractor nor any of its subsidiaries or affiliates shall in connection with the services enter into a contract, give an undertaking, bid, enter into a Joint Venture Partnership, have any relations with a Third Party or any other arrangement to perform any services, to supply goods or equipment which may be to BRBNMPL's detriment.
- c) The Contractor must ensure that at no point of time should any system be rendered non-functional. Since, office is functional in this building; the work shall be planned and executed in such a way to create minimum hindrance to the working of office. Therefore, work should be completed in phased manner floor by floor / stage by stage.
- d) Communication and Document distribution pertain to respective specialized works shall be made during execution of work to meet the requirement of the BRBNMPL.

- e) Details of the service infrastructure in terms of the service staff strength and their qualifications, details of warehousing facilities for spares and the value of spares stocked shall be submitted.

Date:    /    / 2023

Place:

For and on behalf of

[Signature with Name & date]

Duly authorized to sign tender for and on behalf of

Company Seal

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



## **Section VII – Technical Specifications/Scope of Work**

### **PREAMBLE:**

Bharatiya Reserve Bank Note Mudran (P) Limited (BRBNMPL) is a wholly owned Subsidiary of Reserve Bank of India; engaged in sovereign function of Design and printing of Bank Notes. It has corporate office at Bengaluru and has two printing presses at Mysore, Karnataka and Salboni, West Bengal.

### **1. General:**

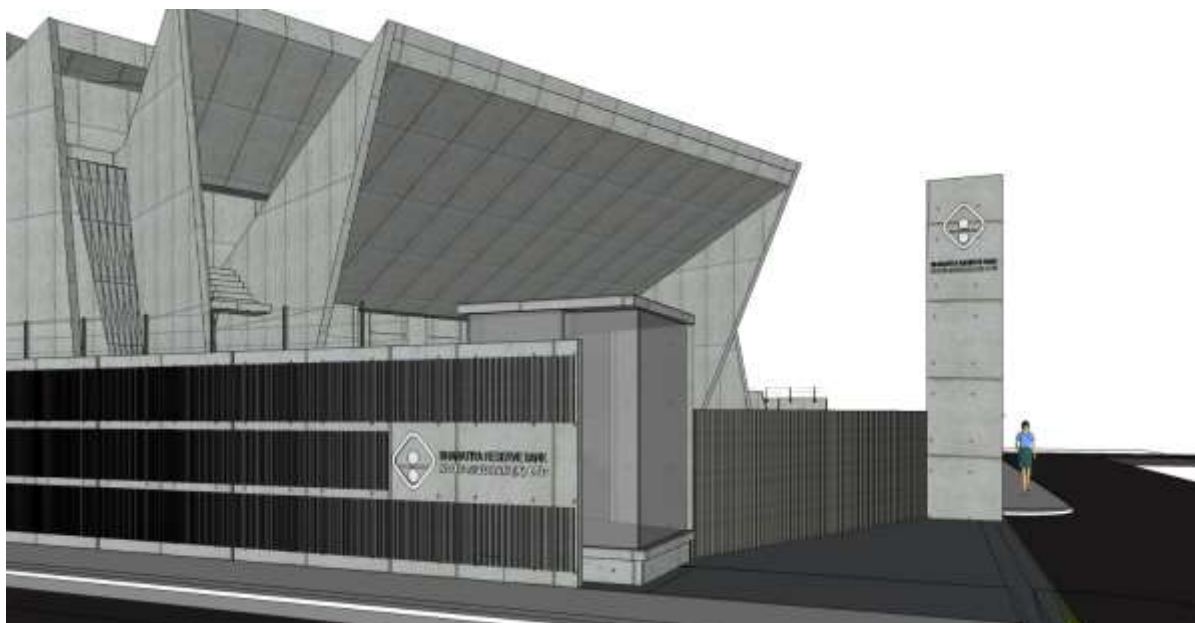
The Company wishes to engage Consultant / Architect for Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru and accordingly invites quotations from eligible, resourceful and efficient agencies / consultants /architects/who could render their services for the same.

### **2. Building Details:**

The existing building of Corporate Office is built on the concept of a green building having green cover, lawns, open spaces, sunlight for all the floor levels due to North Light. The built-up area is approx.. 12000 sqft. There is one flat roof and four sloped roofs of the building.

The building briefly comprises of the following:

- a. Basement for Vehicle Parking, Electrical Panel Room, Passenger Lift Shaft, Fire Safe Record Room (Duplex);
- b. Ground Floor having Open Space, Water Body, Transformer Yard, DG Station, Fitness Centre, Common Dining Lounge and Kitchen,
- c. First Floor area having Server Rooms, Auditor Room, Reception Desk, Board Room, Office Cabin, Waiting space for Visitors, Library cum reading room, Billiard's room, Facility Management Storage area and Toilets,
- d. Second Floor area having Nine Office Cabins, Conference Room, 22 Office Cubicles, File Storage Areas, Pantry and Toilets,
- e. Third Floor area having Four Office Cabins, 16 Office Cubicles, File Storage Areas and Access to Roof for Maintenance



*Pic1.1 - Building Design for Reference*

### **3. Brief Scope of Work:** The brief scope of works are mentioned below:

1. Review and assessment of the existing features / facilities in the building
2. Gap Assessment
3. Increase in the number of work stations, storage spaces, cabins / cubicles, effective space management, etc.,

4. Conceptual Thematic design of the office building with all utilities
5. Planning, Design, Engineering, Estimation and Tender
6. Architectural / Interior / Structural Design services,
7. Civil & Mechanical, Electrical and Plumbing (MEP) works,
8. Furnishings, Furniture & Fixtures including Workstations & Loose Furniture,
9. Landscape, Horticulture & Hardscaping works
10. Signage, Branding, Graffiti & Murals
11. Sanitary and Plumbing works, Drainage & Sewerage works,
12. Internal and External finishes,
13. Integrated Building Management System (IBMS) – (Fire Fighting, Alarms & Detection, Electronics / CCTV, Structural Cabling for Networking, PA System)
14. Energy Conservation Systems, LED & Light saving sensors,
15. Utility Management
16. Rain-water harvesting system,
17. Provision of Central Air Conditioning, if required, etc

Architects / Consultants / Interior Designer shall render all comprehensive, professional and architectural services which may be require for the above job and making functional the above said facilities for use by BRBNMPL. The Architect will extend the entire consultancy services necessary for Conceptualization and Planning of the Project, Architectural Designing and Detailing, carry out detailed engineering, obtain all necessary statutory clearances, prepare the bidding documents for different packages, evaluate the bids, Renovation & Project Management Services.

**Since, office is functional in this building; the work shall be planned and executed in such a way to create minimum hindrance to the working of office. Therefore, work should be completed in phased manner floor by floor / stage by stage / as per work fronts availability / priority by BRBNMPL. The Architect / Consultant / Interior Designer should plan the proposed renovation work accordingly.**

The Architect shall follow all the Govt. of India rules, procedures, regulations and instructions of various agencies having jurisdiction on implementation of the projects, issued from time to time to ensure strict adherence to laid down procedure. The Architect shall ensure, while preparing the bidding documents, operability, maintainability, reliability and safety aspects of equipment's and system. The Architect shall be fully responsible for evolving safe, economical, technically sound and correct designs.

4. **Supervision of Works:** The Architect / Consultant / Interior Designer shall be fully responsible for the soundness of the design of the works including that of specialized consultants engaged by him and also for the progress and quality of works carried out by various contractors at site. They shall ensure by continuous supervision and inspection of works, as may be necessary, that the works are carried out strictly in accordance with the approved drawings and specifications issued by them and as per owner's instructions issued in writing from time-to-time.
5. **Payment to Statutory Authorities:** Payment / fees, if any, is required to be deposited / paid to the Statutory Authority in connection with any statutory permission / approval, the same shall be borne by BRBNMPL upon receipt of demand note from the Authority. However, in case such fee / deposit was made by the Architects, the same shall be reimbursed to Architects on production of documentary evidence i.e. proper receipt issued by the Statutory Authorities towards the acknowledgement of receipt of such fees in connection with the said work.
6. The services to be so rendered by the Architects / Consultants / Interior Designer shall include the following:
  1. Architectural / Consultancy / Interior Design Services.
  2. Project Supervision Services till handing over of the project and Stipulated Defects Liability Period

**Part 1. Architectural / Consultancy / Interior Design Services.**

1. Visiting the proposed site for collecting the necessary details of the existing features / facilities in the building and including that of surrounding areas those have bearings

on the Project, understanding the project requirement from BRBNMPL discussion and attending necessary meetings.

- a) Office survey:
    - i. Detailed survey of the office building & its utilities as per requirement.
    - ii. Review of existing Service Networks like Water Supply, Sewerage System, Electric Supply, Connecting Roads, CCTV, Fire Alarm System, Seating layout and Tele-communication services etc. and design for seamless inter-connection with such system accordingly.
  - b) Ensure that the various building engineering services are suitable and economically designed without any discrepancies between the structure and finishes, and the requirements of service installation.
  - c) Ensure that the nature, position, and appearance of all controls of piped services and electrical installation satisfy user and aesthetic requirements, and ensure that adequate coordination drawings are included
  - d) All building designs including Signage, Graphic and landscaping are done as per standards / norms.
  - e) Prepare production information including drawings, schedules and specification of materials and workmanship etc. in sufficient details.
2. Conceptualization:
- a) Preparation, submission of Conceptual designs and preliminary drawings/ General arrangement drawing showing Elevation, Perspective view of all sections, and other detailed drawings including color scheme, incorporating all the suggestion/proposal of BRBNMPL and other allied works for final approval from BRBNMPL
  - b) Preparation of 3D computer generated model showing the proposal.
3. Design & Estimation:
- a) Prepare architectural and working drawings, preparing all structural, mechanical, sanitary, plumbing, drainage, lift and electrical drawings, specifications, detailed estimates of cost and furnish such other particulars as may be necessary for the preparation of schedule of quantities
  - b) Preparation and submission of BOQ and tenderable documents, detailed water supply, rain water harvesting scheme, sanitary and sewerage, drainage detail and sewerage scheme, internal electrification, external electrification etc.
  - c) The works/buildings shall be strictly in accordance with the latest Indian Standard Code of Practices/National Building Code.
  - d) The designs for consumption of power, load distribution, firefighting system, false ceilings, ceiling insulations, hardware fittings, gardening and landscaping work, etc. of the building incorporating all the suggestion/proposal of BRBNMPL for Buildings and other allied works and obtaining final approval of the same from BRBNMPL.
  - e) The estimates of costs prepared for invitation of tenders should be based on market rates, but by considering the coefficients for material and labour as prescribed in either CPWD or local PWD analysis of rates. Whenever comparable items are not available in the CPWD/PWD analysis of rates, the coefficients may be taken on the basis of past experience, site observations. In case of Market rate items, detailed analysis along with quotations from manufacturers/authorized dealers is to be submitted
  - f) The Consultant should propose/ indicate multiple brands for all building items/ accessories (at least 3 Numbers of equal/ at par quality) of standard /reputed brands for approval and incorporation in the tender document.
  - g) Preparations of all necessary drawings showing full architectural, elevation and other development control and material to be used;
  - h) Furnish modified estimate of project cost based on approved designed/ scheme
4. Pre-work for implementation & Execution Stage:
- a) To prepare & submit vetted Good for construction drawings & visit the site regularly as per requirement of BRBNMPL to solve the problems of site & issue necessary clarifications/details of the Project
  - b) To prepare and issue working drawings with all details for proper execution of the work & revise drawing details and specifications as required during construction.
  - c) Detailed Technical specifications & Rate analysis with justification for all the non-scheduled items proposed during execution of work, if any.

- d) The Consultant shall discuss all the points/shortcomings/new requirements, if any with the concerned officers and shall take their concurrence on all the observations.
- e) If any new component is to be added to the scheme, the consultant shall collect all the data, shall get done all the surveys/investigations/tests required for the planning/designing of additional component and nothing extra shall be payable on this account.
- f) Undertaking site visits or to attend meetings during execution of the project to ensure adherence of execution as per detailed drawings and specifications, including sorting out problems and issue necessary clarifications at site including preparation & submission of additional drawings and details for proper execution of work at site shall have to be borne by the consultant and shall be covered within his quoted/negotiated fees and nothing extra shall be payable on this account.
- g) Carrying out all modifications / deletions / additions / alternations /in design / drawing / documents as required by BRBNMPL or any other authorities as applicable for proper execution of works at site till completion and handing over of the projects.
- h) Preparation & submission of adequate no. of detailed design calculations/ BOQ/ 4 (Four) sets of good for construction drawings for all the components of the schemes as per requirement of BRBNMPL.
- i) Preparation & submission of 3D and perspective views of the complete scheme as per requirement of BRBNMPL.
- j) Preparation & submission of completion reports, Operation & maintenance manual (if any), completion as built drawings and documents for the project as required and acceptable to BRBNMPL
- k) The documents/drawings as stated above shall be submitted in adequate nos. as per requirements of BRBNMPL in hard as well as soft copies.
- l) Consultant has to ensure the availability of his representatives (Architect/Interior Designer/ Electrical/Environmental/HVAC etc.) to provide regular / routine clarifications & interaction with BRBNMPL concerned officials as & when required at site.
- m) To deploy a qualified and experienced personnel for supervision / coordination / liaising for all types of works from start to finish. Monitor and ensure the progress of work as per time schedule.
- n) Regular site supervision to ensure that the contractor carry out the works according to the drawings and specifications supplied to them.
- o) Quality assurance scheme giving details of equipment's and tests to be carried out with their frequency keeping IS Codes in view.
- p) Ensure high standards of quality assurance in the execution of work.
- q) To check-measure the works at site, scrutinize, check and certify the Contractor's Running Account bills and final bill within the prescribed time schedule with the Contractor in conformity with the Contract agreement between BRBNMPL and the Contractor and issue periodical certificates for payment so as to enable the Company to make payments to the Contractors.
- r) To recommend for Extension of time as per Work order clause provision, if necessary
- s) Visit of senior architect to the site of work and provide periodic supervision as and when necessary to clarify any decision or interpretation of the drawing and specifications and to ensure that the project proceeds in accordance with conditions of contract,
- t) Assume full responsibility for the supervision and ensure proper execution of the said works as per specifications of the contract by the various contractors engaged for various trades, specialists, consultants, technical advisers, etc. that may be engaged from time to time as defined in the conditions of engagement.
- u) Supply on completion of the project, three (03) copies of all "As Built Drawings" in respect of layout floor plans, sections, elevations, structural designs, services and all working details. In addition, one set of all floor plans, sectional, elevation and layout plans showing all external services including street light shall be submitted.
- v) Any other services connected with the works usually and normally rendered by the Consultant and not referred to in any of the items mentioned above.

5. Utilities and other services: In case separate tenders for utilities, services, furniture, equipment, smart office, etc. required for completion of the project in all respects, the same shall be taken up.

**Part 2. Project supervision Services.**

- a) Certification of Contractor's bill after joint measurement by the engineer / representative of the architect & BRBNMPL officers. Submission and Certification of rate analysis with the basis of prevailing SR rates/market rates if any extra items occur in the respective projects.
- b) Efficient regular / routine supervision of all types of works.
- c) To check-measure, scrutinize and certify the Contractor's Running Account bills and final bill within the prescribed time schedule with the Contractor in conformity with the Contract agreement between BRBNMPL and the Contractor.
- d) Submission of periodical / monthly progress report of the renovation project to BRBNMPL including achievement of targets as envisaged in the time schedule.
- e) To obtain all drawings, including working/detailed drawings, approved for execution by the consultant before commencement of the work. To make a thorough study of schedule of quantities, specifications, drawings, additional conditions, if any, accepted by the Company and other parts of the contract documents, architectural/interior drawings and other details so as to bring out ambiguities/discrepancies between them and to obtain clarification from the Consultant well in time to avoid delays and problems.
- f) To assess the requirements of materials to be obtained by the Contractor well in advance, to place periodical indents with the local suppliers, if need be, and ensuring timely procurement thereof.
- g) To ensure that samples of materials to be used in construction, including fittings are approved by the Company and ensure their display and safe custody at site by all Contractors.
- h) To arrange for necessary testing of materials and ensure that the quality of materials and workmanship as laid down in the contract is maintained. To forward in good time to Local Office/Corporate Office all test reports along with comments.
- i) To ensure that the Contractors observe local laws pertaining to Contract Labour Act and maintain the policies till completion.
- j) To ensure that the Contractors have taken the proper insurance policies as per the contract.
- k) To obtain decisions on various aspects in connection with site works from the Competent Authority well in advance of the actual commencement of each item of work wherever found essential and to ensure that instructions received in writing from the Competent Authority are properly complied with. In case the instructions are given by visiting officers verbally, the same shall be got confirmed in writing from the concerned officers.
- l) To attend site meetings with officials/various Contractors, Consultant, hold meetings monthly or earlier as need be, to monitor the progress of the work and to sort out any problem connected with the project
- m) To record and maintain all the necessary / mandatory reports/ registers / data for the work at site, in addition to normal routine requirements of an office.
- n) To receive Running Account Bills from the Contractor/s and to forward them after their checking to Local Office with comments and recommendations for payments accompanied by all supporting documents.
- o) To ensure that the contract do not lapse for want of extension of time. To report the matter to Local Office well in time, if necessary.
- p) To ensure that no extra/deviated items are recommended for payments, till rates for such extra/deviated items have been approved by the Competent Authority.
- q) To report to Office where the sanctioned tender amount is likely to be exceeded and to prepare and submit the Revised Estimates for the project. To obtain prior approval for execution of item/s for which there shall be variations in tender quantities.
- r) To keep close watch on execution of items of works where abnormally high or low rates have been quoted by the Contractor/s and other items.
- s) To verify the "Completion Drawings" received from the Architects/Consultants and certify the same as "Executed Drawings".

Any representative of the Consultant is not empowered to revoke, alter, enlarge or relax any requirements of the contract, or allow any addition, alteration, deviation or extra work without obtaining prior approval of the Competent Authority. However, he / she has the power to disallow any work or material that may be considered to be below specifications and to give notice to the Contractors to suspend such work or to stop using such material until the decision of the Consultant/Competent Authority is obtained.

**TIME IS THE ESSENCE OF THE CONTRACT.**

**Section VIII: Quality Control Requirements/Declaration by the tenderer**

*[Contractor/Bidders shall fill the following format and submit along with bid]*

1. It is confirmed that I/We shall carry out the works as per Technical specification and tender conditions. Necessary warranty and test certificates for desired materials shall be submitted along with bills.
2. I /we, also confirm that No material without conforming to the Specifications in the Contract will be used for the Works without prior written approval and instruction of the BRBNMPL Officers in charge.
3. Price BID been submitted as per given format\_ *(Section XI: Price Schedule –Part-II Bid)*
4. EMD amount if any, cost of tender document if any, complete set of signed tender document & necessary proof documents for eligibility in tender participation are attached with Part-I Tender Form.
5. Payment terms are accepted as per tender conditions.
6. I have the proof of following mandatory documents and enclosed along with tender documents.
  - a) GST No
  - b) PAN No.
  - c) Requisite work experience (work order copies and work completion certificates as per eligibility criteria)
  - d) Financial credential required to participate in this tender as per eligibility criterion
7. We have gone through the other tender conditions mentioned in Section-II: (General Instructions for Tenderer (GIT) & Section-IV General Conditions of Contract (GCC)) of this tender downloaded from BRBNMPL website (<https://www.brbnmpl.co.in>) & we abide to follow above sections as a part of this tender.
8. It is also confirmed that our firm is not black listed /debarred from tendering process from BRBNMPL or any PSU/Govt. departments.

Note: Techno-commercial bid without Copies of documents in support of eligibility criteria etc. as mentioned in tender, Bid Security Declaration, Cost of tender form (As applicable), Compliance Statement / Declaration by Tenderer & Copy of complete set of tender documents duly signed with seal affixed, is liable to be rejected

Name

Seal

Signature with date

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

## **SECTION IX: QUALIFICATION/ ELIGIBILITY CRITERIA**

### **Part-I: Technical Bid Criteria**

1. The bidder should be a registered entity in India.
2. The bidder should be a member of the Indian Institute of Architect OR Indian Council of Architecture.
3. **The bidder must have an office in Bengaluru which is operating from minimum 03 years. Documentary evidence in support of this is to be submitted such as GST Registration / Registration under Shops & Establishments etc.**
4. Experience of having successfully completed similar works i.e., Architectural / Consultancy / Engineering Services for planning / design / project management/ interior designing of office building / educational institutions / offices / public utility buildings / commercial buildings, etc. during last 5 years ending last day of month previous to the one in which applications are invited.
5. Experience Criteria:

Minimum qualification: The bidder should have executed similar works ending last date of the previous month in which the tender is floated:

Three similar works each costing not less than the amount of value of 40% of estimated value i.e., Rs.5.80 Lakhs in the last 5 years up to 31/05/2023

OR

Two similar works each costing not less than the amount of value of 50% of estimated value i.e., Rs.7.25 Lakhs in the last 5 years up to 31/05/2023

OR

One similar work costing not less than the amount of value of 80% of estimated value i.e., Rs.11.60 Lakhs in the last 5 years up to 31/05/2023

***Note: Similar work means the bidder must have successfully completed providing Architectural / Consultancy / Engineering Services for planning / design / project management/ interior designing of office building / educational institutions / offices / public utility buildings / commercial buildings, etc. Sub Contracted works will not be considered.***

Documents to be submitted in support of above criteria.

Copy of Credentials for compliance as proof of having successfully completed similar works along with the work orders / performance Certificate / Completion Certificate indicating a) Name of Work, b) Name of Client, c)Value of work, d)Scheduled date of completion, e) Actual Value of works on completion f) Actual date of completion g) Any other information.

6. Financial Soundness:
  - i. The average annual turnover of the company should be more than ₹ 4.35 Lakhs in the last three years ending 31/03/2022.
  - ii. The Net Worth of the firm should be positive and should not have eroded by more than 30% year on year in the last 3 years ending 31/03/2022.

Documents to be submitted in support of the above criteria.

- i. IT returns for the FY 2019-20 (AY 2020-21), FY 2020-21 (AY 2021-22) and FY 2021-22 (AY 2022-23),
- ii. CA certified turnover as per the format enclosed at Annexure A – Proforma for financial certificate.

7. General Criteria:
  - a. Proof of Registration with GST, and PAN.
  - b. The declaration having not blacklisted by BRBNMPL / Government of India / Public Sector Undertakings and Confidentiality Statement, shall be signed and submitted as part of Technical Bid.
  - c. The bidder should have GST, PAN, ESI/Workman Compensation Insurance and proof of the same is to be attached with the tender during its submission.  
All the above certificates / documents shall be duly signed with seal by the Authorized person of the firm.
8. Bidder to furnish stipulated documents in support of fulfilment of qualifying criteria. Non-submission or incomplete submission of documents may lead to rejection of offer.



9. Bidder shall submit the following declarations / undertakings along with tender application.

- a. The signatory is competent and legally authorized to submit the tender and / or to enter into legally binding contract.
- b. Undertaking that the bidder is accepting all the terms and conditions of this tender and abides by it without any counter conditions

Undertaking that the information given in the documents is correct and the Bidder is aware that any information provided is found to be false at a later stage BRBNMPL reserves the right to reject / disqualify the Bidder at any stage of the tendering process without assigning any reason.

10. Evaluation of Bids:

- a. Bid Opening: BRBNMPL will open the Bids in the presence of Bidders' representative who wish to attend on the time, date and venue as mentioned in NIT.
- b. BRBNMPL reserves the right to reject the bid under any of the following circumstances:
  - i Bid is incomplete and/or not accompanied by all required documents.
  - ii Bid is not in conformity with the terms and conditions of tender document.
  - iii The bidder does not meet specifications (section VII) stipulated in the tender document.
  - iv Any other reasons due to which BRBNMPL finds that the bidder is not eligible.
  - v BRBNMPL will examine the Bids to determine their completeness in all respect as per the requirements of this Tender/Bid document. BRBNMPL may waive off any minor nonconformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver does not prejudice to affect the relative ranking of any Bidder.
  - vi BRBNMPL shall evaluate the Bid based on the documents submitted by the Bidder.

## Section X: Tender Form

Date: .....

To,  
The General Manager,  
Corporate Office,  
BRBNMPL,  
Bengaluru 560029

Ref: Your Tender Enquiry No: 004/CO/LT/2023-24 dated June 12, 2023

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

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

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

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

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

Proforma of Techno-Commercial Bid – Tender Document for Engagement of Consultant / Architect for Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru

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

For & on behalf of

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

Thanking you.  
Yours faithfully,

Seal

Signature with date Name:

*Note: Techno-commercial bid without Copies of documents mentioned above, EMD amount, Tender Form cost & Copy of complete set of tender documents duly signed with seal affixed, is liable to be rejected.*

अनुभाग / Section XI: कीमत अनुसूची / Price Schedule

**Proforma of Price Bid for  
“Engagement of Consultant / Architect for Comprehensive Interior Design  
Consultancy Services for Office Space Re-designing and Renovation work of  
BRBNMPL, Corporate Office, Bengaluru”**

प्रेषक/ From:

सेवा में / To

महाप्रबंधक / The General Manager,

बीआरबीएनएमपीएल / BRBNMPL,

बेंगलूरु / Bengaluru – 560 029.

प्रिय महोदय / Dear Sir,

**SUB:** Tender Notice for Engagement of Consultant / Architect for Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru

संदर्भ / **REF:** आपकी निविदा इनक्वाइरी सं। / Your Tender Enquiry No: निविदा सं. / **TENDER No:**  
**004/CO/LT/2023-24** दिनांकित / **dated June 12, 2023**

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

**A. Price Schedule:**

Sl. No.	Particulars	Consultancy fees quoted in terms of percentage of the total Project cost arrived at, based on total value of works executed as per work order terms. (both in figure and words)
1	Providing Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru till completion of Project works	.....%  <b>In words:</b> ..... .....percent
2	GST @ 18% to be paid separately by BRBNMPL	

**NOTE:**

1. We confirm that the rates quoted are inclusive of all and with all awareness of the site conditions, after going through the tender documents in detail and is firm. Taxes shall be paid as per actuals as per prevailing rules by BRBNMPL.
2. We confirm that there would not be any price escalation during the tenure of contract.
3. We confirm that we will abide by all the tender terms & conditions of tender, scope of work and we do not have any counter conditions.
4. We confirm that tendered services will be delivered as per specifications.
5. No escalation shall be entertained over the quoted rates during the tenure of the contract.
6. In addition to above in case any additional statutory tax liability arises on during the currency of contract, the same will be borne by BRBNMPL.
7. Price breakup should be strictly as per the given format in Section XI.
8. Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, including conditional rebates, will be summarily rejected.
9. Non-signing of price bid of any tender document & use of correcting fluid, anywhere in tender document is not permitted. Such tender is liable for rejection besides barring the participant from the subsequent bidding process. In this regard, BRBNMPL decision will be final.
10. BRBNMPL shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest or any other tender.

Thanking you,

Yours faithfully,

(.....)

Name & Signature with date

Seal of  
Agency/Firm:

## **Section XII: Questionnaire / Checklist**

The Tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question / issue does 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	Item Description	Yes/ No	Deviation /Remarks
01.	Brief description of goods and services offered as per tender and scope of work?		
02	Offer is valid for acceptance up to 120 days		
03	A copy of Permanent Income Tax A/ C No (PAN) card attached (Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority)		
	A copy of GST Registration Certificate attached?		
04	Are you currently registered with the National Small Industries Corporation (NSIC), New Delhi, and/ or the present BRBNMPL and/ or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.		
05	Are you currently registered under the Indian Companies Act, 1956 or any other similar Act? Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.		
06	Please indicate name & full address of your Banker(s)		
07	Please state whether business dealings with you currently stand suspended/ banned by BRBNMPL/any Ministry / Dept. of Government of India or by any State Govt.		
08	Did you Enclosed following Documents/Attachments; (a) DD for EMD /Tender fee are attached with tender documents and proof of documents for eligibility in Part-I bid envelop? (b) Did you put price bid document in separate second envelop and sealed properly? (c) Did you put above two envelop in to a third envelop written tender No, name of work, Addresses etc.? (d) Did you attached copies of Work completion certifications and Audited balance sheet for last 03 years certified by CA as per eligibility criterion mentioned section Section-IX & Section: <del>xx</del>		

1. I have the proof of following mandatory documents and enclosed along with tender documents.
  - a. Our company's profile.
    - i. Name and complete address of the firm:
    - ii. Status of the firm: Proprietor / Partnership / Regd. Company / Co-op. Society (Copy of documentary evidence furnished)
    - iii. Name & Address of the proprietor /partner/Director (as case may be)
    - iv. Local / Central Sales Tax / GST / Excise Reg. No.: (Copy of certificate enclosed) (if applicable)
    - v. Income Tax P.A.N. No.: (Copy enclosed)

- vi. ESI Registration / Workman Compensation Insurance details: (If applicable)
  - vii. Bankers and their Address:
2. We confirm that we have fulfilled eligibility criteria required by BRBNMPL and supported documents have been enclosed.
    - i. Proof of Eligibility criteria, work completion certificates & experience
    - ii. List of customers where similar kind of work has been done. Contact person name, designation & telephone no.
    - iii. Audited balance sheet for previous THREE years i. e. for the financial year ending March 2020, March 2021 & March 2022.
    - iv. Signed copy of entire Tender document.
  3. We confirm having read the terms and conditions of tender, scope of work and having visited the site, we have submitted the price bid. The Price bid is quoted exactly as per your format (Section-XI) and is inclusive of labour cost, statutory levies, duties, GST & all other charges as per Scope of work. While quoting, we have given consideration for minimum wages, escalation and statutory compliances.
  4. We confirm that on being successful in the tender we would execute the work exactly as per the terms and Conditions of the Tender.
  5. We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions. As required, we enclose herewith the complete set of copy of tender documents (including terms & conditions) duly signed by us as a token of acceptance.
  6. We also confirm that the undersigned is duly authorized and have the competence to sign the contract for and on behalf of the firm.
  7. We have gone through the other tender conditions mentioned in Section-II: (General Instructions for Tenderer (GIT) & Section-IV General Conditions of Contract (GCC)) of this tender & we abide to follow above sections as a part of this tender.
  8. It is also confirmed that our firm is not black listed /debarred from tendering process from BRBNMPL or any PSU/Govt. departments.

.....

(Signature with date)

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

For and on behalf of

.....

(Name, address and stamp of the tendering firm)

### **Section XIII: Bank Guarantee for EMD – Not applicable**

### **Section XIV : Manufacturers Authorization Form – Not applicable**

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

\_\_\_\_\_ [Insert Bank 's Name, and Address of Issuing Branch or Office)  
Beneficiary (**BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED,**

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

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

Date: -----

Performance Guarantee No. \_\_\_\_\_

Date.....

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

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

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

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

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

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

This guarantee will remain in force for a period of sixty days after the date of all Contractual obligations by the Contractor and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

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

### **Section XVI: Contract Form**

(Address of BRBNMPL's office issuing the contract)

Contract No ..... dated.....

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

1. Name & address of the Contractor: .....
2. BRBNMPL's Tender document No. .... dated ..... and subsequent Amendment No. .... dated ..... (if any), issued by BRBNMPL
3. Contractor 's Tender No. .... dated ..... and subsequent communication(s) No..... dated ..... (If any), exchanged between the contractor and BRBNMPL in connection with this tender
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:
  - a. General Conditions of Contract;
  - b. Special Conditions of Contract;
  - c. List of Requirements;
  - d. Technical Specifications;
  - e. Quality Control Requirements;
  - f. Tender Form furnished by the supplier;
  - g. Price Schedule(s) furnished by the supplier in its tender;
  - h. Manufacturers' Authorisation Form (if applicable for this tender);
  - i. BRBNMPL's Notification of Award

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

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:
  - a. Brief particulars of the goods and services which shall be supplied / provided by the supplier are as under:

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

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

- i. Total value (in figure) (In words)
- ii. Delivery schedule
- iii. Details of Performance Security
- iv. Quality Control
  - a. Mode(s), stage(s) and place(s) of conducting inspections and tests.
  - b. Designation and address of BRBNMPL's inspecting officer
- v. Destination and dispatch instructions
- vi. Consignee, including port consignee, if any
- vii. Warranty clause
- viii. Payment terms
- ix. Paying authority

.....  
(Signature, name and address of BRBNMPL's authorized official) For and on behalf of  
Received and accepted this contract

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

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:



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

(Refer to clause 24.2 of GIT)

The General Manager

Unit Address

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

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

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

Note:

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

Signature and Stamp of Bidder

Date: / /2023

**Section XIX: Proforma of Bills for Payment**  
**(To be submitted by contractor's on their letter Head)**

**Name and Address of the Firm:**

Bill No: Dated :.....

To:  
The General Manager  
Corporate Office,  
B.R.B.N.M.P.L.,  
Bengaluru 560029

Invoice / Bill No. & Date	
PAN No.	
GST No.	

**Sub: Submission of Bill for payment**

Si. No.	Work Order / Contract No: & Date	Item Description	Quantity	Rate (₹)	Amount	Amount in Words
1						
<u>Total (Including all taxes)</u>						
2.	Work order amount: ₹					
3	Type of bill:					
4	Actual Work Done:					
5	Actual date of completion:					
6	Reasons for delay:					
7	Liquidated damage (if any ) : (For any delay beyond specified schedule time period)					
8	Any other details/Remarks:					

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

Signature and Stamp of Contractor

संलग्नक / Annexure – ‘A’: Proforma of Financial Turnover Certificate

**Certificate**

*(To be issued by practicing Chartered Accountant with membership No. on the letter head)*

To whom so ever concern

Dear Sir,

Sub: Certificate for turnover and others as per tender conditions.

This is to certify that M/s. \_\_\_\_\_  
\_\_\_\_\_ (Agency Name & Address) are in  
the business of ..... for last 03 completed years (considered up to  
31<sup>st</sup> March 2022). Their performance report as required under tender conditions for the  
last 3 years is as follows.

<b>Financial Years</b>	<b>Annual Turnover</b>	<b>Profit / (- Loss) for the year</b>	<b>Net worth as on year end</b>
2019-20			
2020-21			
2021-22			
<b>Total</b>			

The above information is based on the audited accounts

Place:

Date:

Seal:

Signature of the CA with Membership No.

**NATIONAL ELECTRONIC FUND TRANSFER (NEFT) Mandate Form**

(Investor / customer's option to receive payments through Credit Clearing Mechanism)  
Name of the Scheme and the periodicity of payment

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	Account number (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 Investor / 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

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

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

To,  
The General Manager  
BRBNMPL,  
Bengaluru

Sub: Submission of Bid Security Declaration in Lieu of Earnest Money Deposit against Tender Enquiry No: निविदा सं. **004/CO/LT/2023-24** dated June 12, 2023 for Engagement of Consultant / Architect for Comprehensive Interior Design Consultancy Services for Office Space Re-designing and Renovation work of BRBNMPL, Corporate Office, Bengaluru

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, bids 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) years from being eligible to submit Bids to BRBNMPL.
4. I/We understand that this Bid Security Declaration shall cease to be valid under the following circumstances:
  - a. I am/we are declared ineligible/ unsuccessful or
  - b. 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

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

\*\*\*\*\*

**To Whomsoever It May Concern**

This is to confirm that we M/s. \_\_\_\_\_  
\_\_\_\_\_ shall fulfil the Security Deposit formalities as per NIT on  
becoming L1.

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

For & on behalf of

(Seal & signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

**Confidentiality Statement**

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

Yours faithfully,

( )

**Seal**

Name

Signature of Bidder with date

**Declaration**

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

Yours faithfully,

( )

**Seal**

Name

Signature of Bidder with date

**Non-Disclosure Undertaking to be submitted by the bidder**

*We undertake to maintain absolute confidentiality of all information received / reviewed / seen by us during the course of the work.*

*We also further undertake not to use any of these information that may be developed during the course of the work for any purpose other than for the benefit of Bharatiya Reserve Bank Note Mudran Private Limited (BRBNMPL).*

*Confidential information shall mean BRBNMPL's proprietary and confidential information relating to the printing of currency notes, including, without limitation, information, data, processes, statistics, drawings, graphs, records, physical samples, summaries, extracts etc of any nature whatsoever in written, electronic, machine readable or any other form and any information related to the functioning of BRBNMPL.*

*Sign and seal of the bidder with date*

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