

**Non-Splittable (Cannot be Split)****Not Transferable****Security Classification: Non-Security****BNM No. / (S) 07.07.05/TE-005/SAL/MMD-MAINT/2023-24****Date: 08/06/2023****OPEN TENDER ENQUIRY (OTE) / NATIONAL COMPETITIVE BIDDING (NCB)**

TENDER ENQUIRY No. 005/SAL/MMD-MAINT/2023-24

**“OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS) AT BRBNMPL, SALBONI “**

This tender document contains: 100 Pages

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

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

Address \_\_\_\_\_

Details of Contact person/s in BRBNMPL regarding this tender:

<b>Name: P. K. Biswal</b> Designation: General Manager E-mail: <a href="mailto:pkbiswal@brbnmpl.co.in">pkbiswal@brbnmpl.co.in</a>	<b>Name: Amitav Mishra</b> Designation: Deputy General Manager E-mail: <a href="mailto:amishra@brbnmpl.co.in">amishra@brbnmpl.co.in</a>
Phone: 03227-280212, 280213; FAX: 03227- 280222, 280744	
Note: All Official correspondences related to above tender are to be address to the head of Unit along with tender reference No. as follows	
<p style="text-align: center;"><b>The Chief General Manager</b>          Bharatiya Reserve Bank Note Mudran Private Limited  <b>P.O. RBNML - 721132, Salboni, Dist. Paschim Medinipur, West Bengal</b>          Email: <a href="mailto:salbonipress@brbnmpl.co.in">salbonipress@brbnmpl.co.in</a></p>	

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## **SECTION- I: NOTICE FOR INVITING TENDER (NIT)**

**TENDER ENQUIRY No. 005/SAL/MMD-MAINT/2023-24**

### **“OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS) AT BRBNMPL, SALBONI “**

The Chief General Manager, BRBNMPL, Salboni invites sealed tenders from eligible and qualified tenderers in the enclosed formats under two bid system (Techno-commercial bid and Price bid) for “OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS) AT BRBNMPL, SALBONI” as per details given below:

Brief Description of Goods / Services	Quantity (with unit)	Earnest Money Deposit	Estimated Value including GST @18%
<p><b><u>“OPERATION &amp; MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS) AT BRBNMPL, SALBONI “</u></b></p> <p><b>Non-Splittable (Cannot be Split)</b></p> <p>As per Section VI: List of Requirements, Section VII: Technical Specifications, Section VIII: Quality Control Requirements/Declaration by Tenderer and Section XI: Price schedule.</p>	Contract for 12 Months (extendable for two more years on yearly renewal basis at the discretion of BRBNMPL)	Rs.1,57,000/- (Rupees One Lakh Fifty Seven Thousand only) (Exempted for MSEs & Startup bidders but need to submit Bid Security Declaration form as per Annexure – D)	Rs.78,60,000/- (Rupees Seventy Eight Lakh Sixty Thousand only)

*Note:*

***The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.***

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

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

**TENDER DOCUMENT FOR OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS)****AT BRBNMPL, SALBONI****T.E No.005/SAL/MMD-MAINT/2023-24 dated 08/06/2023**

SAL/FF/PUR/E/01/08

<b>Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.)</b>	<b>Two Bid – Open Tender</b>
<b>Date of sale of tender documents</b>	From 08/06/2023 to 10/07/2023 during office hours (0830 hrs to 1715 hrs) on working days.
<b>Price of the Tender Document</b>	<b>NIL</b> (if directly downloaded from website <a href="http://www.brbnmpl.co.in">www.brbnmpl.co.in</a> ),  <b>₹ 1,500/- (Rupees One Thousand Five Hundred only) + Speed Post/Courier Charges</b> (if obtained from the address given below as Place of Sale of tender documents)
<b>Place of Sale of tender documents</b>	MMD, Bharatiya Reserve Bank Note Mudran Private Limited, RBNML (PO), Salboni –721132, Paschim Medinipur (Dist.) West Bengal
<b>Closing date and time for receipt of tenders</b>	<b>11/07/2023 up to 11.30 hrs.</b>
<b>Place of receipt of tenders</b>	Administrative Building, Bharatiya Reserve Bank Note Mudran Private Limited, RBNML (PO), Salboni – 721132, Paschim Medinipur (Dist.) West Bengal.
<b>Time and date of opening of tenders</b>	<b>11/07/2023 at 11.45 hrs.</b>
<b>Place of opening of tenders</b>	Administrative Building, Bharatiya Reserve Bank Note Mudran Private Limited, RBNML (PO), Salboni – 721132, Paschim Medinipur (Dist.) West Bengal.
<b>Nominated Person / Designation to Receive Bulky Tender (Clause 21.1 of GIT)</b>	Shri P.K. Biswal, GM (MMD)  Shri Amitav Mishra, DGM (MMD)

- Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.
- Tender documents may be purchased on payment of non-refundable fee of Rs.1,500/- (Rupees One Thousand Five Hundred only) per set through :-
  - Account Payee Demand Draft / Banker's cheque drawn from any branch of SBI in India, in favour of Bharatiya Reserve Bank Note Mudran (P) Limited, payable at State Bank of India, Note Press Branch (Branch Code No: 3558), Salboni, P.O.-R.B.N.M.L., PIN-721132, Dist-West Midnapore, West Bengal. If drawn from any other scheduled Commercial Bank in India, it should be payable at Midnapore.
  - Online Bank Transfer (Proof of online transfer should be submitted along with the Techno-Commercial Bid (Part - I)) through NEFT/RTGS can be made at the following BRBNMPL account maintained with Salboni Note Press Branch of State Bank of India: -

Beneficiary Name	Bharatiya Reserve Bank Note Mudran (P) Limited
Name & Address of the Beneficiary	P.O.-R.B.N.M.L., BRBNMPL, Salboni-721132, Dist-West Midnapore, West Bengal
Bankers Name & Branch Address	State Bank of India, Note Press Branch, Salboni, P.O.-R.B.N.M.L., PIN-721132, Dist-West Midnapore, West Bengal

Account Type and Number	Cash Credit/ 11678747799
IFSC Code /MICR Number	IFSC Code: SBIN0003558 / 721002804

c) Other Electronic Modes of Payment as per UPI id and QR code given below.

- (i) Other Electronic mode of payment such as Debit Card powered by RuPay,
- (ii) Unified Payments Interface (UPI) (BHIM-UPI), Unified Payments Interface Quick Response Code (UPI QR Code) (BHIM-UPI QR Code)



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

3. If requested, the tender documents will be mailed by registered post / speed post to the domestic tenderers, for which extra expenditure per set will be Rs.500/- for domestic post. The tenderer is to add the applicable postage cost in the non-refundable fee mentioned in Para 2 above.
4. Tenderer may also download the tender documents from the web site and submit its bid by utilizing the downloaded document.

**"Tender document fee not chargeable in case downloaded from Web site"**

5. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.
6. 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.
7. The tender documents are not transferable.
8. BRBNMPL reserves the right to accept/reject/cancel any or all tender documents without assigning any reason thereof. BRBNMPL also reserves the right to accept the tender in whole or part. Incomplete documents not submitted in accordance with the directions issued shall be liable for rejection.
9. **Exemption for MSEs and Start-ups:** The tenderers who are currently registered and shall continue to remain registered during the tender validity period with Central Purchase Organisation (CPO) or as a Micro and Small Enterprise (MSE) as defined in MSEs Order 2012 issued by Ministry of Micro, Small and Medium Enterprises (MSME) or as a Startup as recognised by Department for Promotion of Industry and Internal Trade (DPIIT), are **exempted from payment of Tender fee and Earnest Money Deposit (EMD)**. In case the tenderer falls in these categories, it should furnish certified copy of its valid registration details (registration with CPO or as a MSE or Startup, as the case may be).

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

~~Product Reservation/Purchase Preference shall be given to MSEs as per Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 along with amendments, if any, notified by Govt. of India.~~

~~Purchase preference shall be given to Local Suppliers as per Public Procurement (Preference to Make in India) Order, 2017 along with amendments, if any, notified by Govt. of India.~~

**Note: No relaxation in eligibility criteria and No Purchase preference will be applicable for bidders of any stature for this tender.**

**Guidelines for filling two-part tender:**

1. **Part I:** First sealed cover should contain the required EMD / Bid Security Declaration, cost of tender form (As applicable), technical offer (catalogue/brochure/specifications etc.), supportive documents related to eligibility criteria, tax related documents etc. along with all annexures of this tender **except Section XI (Price Schedule)**. All the pages included as Tender Document should be legible, neatly numbered and signed by authorized person with official seal of the Firm as acceptance of the terms and conditions. An offer with Counter Conditions is liable for Rejections. This first sealed cover should be clearly super-scribed with **"Part I - Techno-commercial bid - For OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS) AT BRBNMPL, SALBONI"**. Any price indication in the Techno-commercial bid will be summarily rejected.
2. **Part II:** Second sealed cover should contain only section XI (Price Schedule) (duly sealed and signed). Format provided in the tender document for price schedule should be followed and any other format will be liable for rejection. This second sealed cover should be clearly super-scribed with **"Part II - Price Bid For OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS) AT BRBNMPL, SALBONI"**
3. The above-mentioned sealed covers (Part I & II) should be put in another big cover, sealed and super-scribed as **"Offer against TENDER ENQUIRY No. 005/SAL/MMD-MAINT/2023-24 dated 08/06/2023 for OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS) AT BRBNMPL, SALBONI"** with *due date of opening as 11/07/2023* and should be addressed to:

**The Chief General Manager,  
Bharatiya Reserve Bank Note Mudran Private Limited,  
P.O. RBNML, Salboni, Dist. - Paschim Medinipur,  
West Bengal, Pin- 721132**

**Important Note: Offers submitted not in line with the above guidelines will be liable for rejection.**

For & on behalf of BRBNMPL,

--sd--

(P.K. Biswal)

General Manager

**Address: Bharatiya Reserve Bank Note Mudran Private Limited, P.O. RBNML - 721132, Salboni,  
Dist. Paschim Medinipur, West Bengal.**

**Phone : 03227-280496; Extn: 4090 FAX: 03227- 280222, 280744**

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



**IMPORTANT TENDER CONDITIONS AT A GLANCE FOR ATTENTION OF BIDDERS**

1. **VALIDITY OF TENDER:** The quoted rates shall be **valid for a period of 120 days from the date of opening of the tenders**. If any tenderer withdraws his tender before the said period or makes any modification in the Price Bid or terms and conditions of the tender then, bidder, without prejudice to any other right or remedy will be liable for suspension for time period as specified in Annexure - D: Bid Security Declaration.
2. **TENURE OF CONTRACT:** The tenure of the Contract shall be for one year initially and may be renewable for a further period of two years (one year at a time) at the discretion of BRBNMPL with same price, terms & conditions subject to satisfactory performance of the Contractor. BRBNMPL reserves the right to terminate the whole or part of the Contract at any point of time with three month notice and without any financial compensation or assigning any reason thereof at the discretion of BRBNMPL. Failure to execute the assigned Contract due to reason whatsoever will result in forfeiture of Security Deposit.
3. **BID SECURITY / EARNEST MONEY DEPOSIT (EMD):** Your sealed tender/quotation should be accompanied with an Earnest Money Deposit (EMD). An EMD of **Rs.1,57,000/- (Rupees One Lakh Fifty Seven Thousand only)** is payable in the same way as mentioned for Tender fee.  
*However, the exempted bidder is required to submit "Bid Security Declaration" on Company Letter Head as per Annexure-D. [Please refer GIT Clause no. 18 under section-II].*
  - a) In case EMD is not submitted along with Tender (Techno-Commercial Bid), the offer is liable for rejection.
  - b) The EMD amount of unsuccessful bidder shall be returned without any interest upon finalization of the tender.
4. **SECURITY DEPOSIT/PERFORMANCE BOND:** Within twenty-one days after the issue of notification of award by BRBNMPL, the supplier shall furnish Security Deposit to BRBNMPL for an amount equal to **10% of the Total Contract Value awarded** as per Govt. of India Notification at the time of award of Contract/ Notification of Award of Contract by way of DD/BG, valid up to Sixty days after date of completion of all contractual obligations, including warranty period. (Please refer GCC Clause 16 under Section IV.). Failure of the successful tenderer in providing performance security within 21 days of receipt of notification of award and / or returning of duplicate copy of Notification of Award/ LOI duly signed shall make the tenderer liable for suspension for time period as specified in Annexure - D: Bid Security Declaration.
5. **PERFORMANCE EVALUATION:**  
A Confidential performance Evaluation of the overall performance shall be done by the dealing official(s) on periodical basis & continuation of the contract shall be primarily depending upon their performance. In case the performance is found to be unsatisfactory at any point of time, the contract shall be terminated without any notice and security deposit will be forfeited & the Contractor will be blacklisted. However, the contract can be terminated at any time at the discretion of BRBNMPL with three months notice.
6. **NOTIFICATION OF AWARD:** BRBNMPL shall 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/Contractor shall mobilize all men and materials required for timely performance involving various activities and start the work from the date mentioned in Notification of Award. Contractor should acknowledge the duplicate copy of Notification of Award duly signed and stamped in each page as token of acceptance.



7. **WAGES:** Contractor shall pay the monthly wages for the employees within 7th of every month. Contractor shall preferably deposit the salary of individuals in their bank account. The monthly salary slip shall contain the details of Basic, VDA, PF, ESIC and consolidated salary statement in the above pattern shall be submitted along with monthly bill to BRBNMPL for scrutiny.
8. **ESI/ Workmen Compensation & any suitable Medical Insurance:** The Contractor should cover its employees/workmen under the ESI. In the absence of ESI for non-implemented area or exceeding ESI Ceiling, the Contractor should undertake workmen Compensation policy and a suitable Medical Insurance pertaining to the work and particular worker/s. The Contractor has to submit the relevant documents pertaining to the payment of premium along with a copy of Insurance Policy to us within 15 days from the placement of work Order.
9. **Payment of Bonus:** The Contractor shall ensure payment of bonus as per the provisions of the payment of Bonus Act, 1965. Present minimum rate of payment of Bonus as per the Payment of Bonus Act, 1965 is 8.33% of minimum wages per month or 8.33% on Rs,7,000/- per month whichever is higher, The rate shall be subject to amendment made from time to time to the legislation. Ceiling limit for eligibility of Bonus is Rs 21,000/=

The amount towards the payment of bonus shall be released/ reimbursed to the Contractor, after submission of proof of payment.

10. **PRICE VARIATION:** The price should be firm for the contract period and there shall be no variation/escalation on any account except regarding GST. No claim in this respect shall be entertained separately in addition to the quoted rate. Any upward/downward revision in GST shall be considered at actual, subject to production of documentary evidence. Rate of GST included in the Price should be specified. **The Contractor is bound to pay minimum wages as per the latest prevailing Notification of central Govt./ State Govt, whichever is higher to the contract labours deployed at our site under the contract.**

*Any increase in the minimum wages for the labourers declared by Central / State Govt authority, whichever is higher will be reimbursed based on submission of separate bill with documentary evidence.*

11. **PAYMENT TERMS :**

- **Payment shall be made on monthly basis only on satisfactory execution of the contract.**
- Monthly bill shall be raised against the actual man-days / manpower deployed for the assigned work after fulfilling all necessary formalities and payment shall be released after submission of bill complete in all respect.
- Contractor shall raise monthly bill in the 1<sup>st</sup> week of succeeding month for release of payment after fulfilling the all-necessary formalities. If the monthly bill is held up due to any reasons of non-fulfilment of contract terms, the Contractor must disburse the wages on time to his employees through his own sources.
- Contractor shall submit a copy of the ESI, PF challan and wage sheets of the persons employed. Proportionate amount from the bill shall be deducted if, the Contractor fails to comply with any of the responsibilities like deployment of manpower and non-compliance of scope of work mentioned in schedules. Such amount shall be decided by the BRBNMPL and shall be binding on the Contractor.
- Statutory deduction of taxes shall be made at source as per rule and provisions.
- Revision in the Minimum Wages as per Govt. of India / West Bengal Govt. Notification which ever is higher shall be considered. Contractor shall request & submit the bill with documents.
- GST liability shall be billed and is payable as per rules. A copy of GST return filled for previous month/quarter is to be attached along with monthly bills.
- Payment will be made through NEFT/RTGS mode,

- **Wages are paid on actual working days basis as per the "Daily Wage Register". The Contractor has to ensure to follow and comply all statutory provisions as per factories act as applicable.**

12. **The Payment against uniform, safety shoes will be released on succeeding month on submission of documentary evidence.** The Contractor shall pay the Bonus payment as per the provisions of the payment of the payment Bonus Act, 1965 and amendments thereafter to the labourers. However, the contract period is completing in between the financial year, the Contractor has to make the payment within one month from the date of completion of the contract and submit the documentary proof for releasing of payment. Proportionate amount from the bill shall be deducted if the Contractor fails to comply with any of the responsibilities under the Work Order/Contract. Such amounts shall be decided by the BRBNMPL and shall be binding on the Contractor.

13. **LIQUIDATED DAMAGE / PENALTY / INDEMNITY:**

If Contractor fails to carry out the services in strict conformity with the approved and accepted schedule, then unless such failure is due to Force Majeure, the liquidated damages at the rate of 0.5% for each week delay or part there of subjected to max of 10% of monthly contract value OR expenses and charges incurred by the BRBNMPL in rectifying and performing the defaulted service, whether by its own means or by third parties, whichever is high will be levied on the Contractor.

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

The Contractor is expected to carry out the instructions of the BRBNMPL, Salboni or its representative from time to time, maintain the System in accordance with good Operating Practices attend to Customer complaints, refrain from offering operations without due authorization where so required and follow other requirements under this Contract.

The Contractor shall be subject to the following liquidated damages and penalties for its failure to carry out its operations as indicated below:

Basis of Penalty	Penalty Benchmark	Penalty Value
Inadequate maintenance of facilities / System	For each case detected.	1% of per day contract value per occurrence
Inadequate contingency plan	For each case submitted.	0.5% of per day contract value per occurrence
Duty staff not wearing uniform or it being dirty.	Per Occurrence	5% of individual wage per day per occurrence
Non-attendance of Customer complaints in time or adequately	Per Occurrence	0.5% of per day contract value per occurrence

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

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

14. **CONTRACT AGREEMENT:** A formal agreement has to be executed between the Contractor and BRBNMPL on Rs.100/-Non-judicial stamp paper (02 Nos) purchased by the Contractor within two weeks of receipt of Security Deposit/Performance Bond as per the format given in SECTION-XV. In case Contractor fails to complete the formalities for execution of agreement, Work Order shall be cancelled. In such case, EMD / SD of the Contractor shall be forfeited and BRBNMPL may initiate appropriate action as deemed fit.
15. The Technical (Part I) tenders will be opened at **11.45 hrs on date as mentioned in Section - I** in the presence of available tenderers or their authorized representatives. Subsequently vendors who have qualified in techno-commercial bid shall be intimated of the opening of the Price Bid. In the second stage, the financial bids of only the technically acceptable offers 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.
16. **Pre-Bid Visit / Clarification of Bidders:** : The bidders shall visit the site and shall have clear understanding about scope of work, volume of work, requirement of materials, requirement of skill levels of workforce etc. and any doubt/clarification may be cleared/done before submitting their offers. Any claim of ignorance about the system or responsibility shall not be entertained at later stage.
- The Bidder, at the Bidder's own responsibility and risk is encouraged to visit the site and its surroundings to examine and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender. The cost of visiting the site shall be at the Bidder's own expense.*
17. **TENDER EVALUATION:**
- The evaluation shall be based on Overall L1 basis** (~~Subject to MSE Purchase Preference if stipulated in the tender~~) However, BRBNMPL does not pledge itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity tendered or cancel the tender without assigning any reason what so ever.
  - BRBNMPL shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
  - Quoted price should be in words and figures. Any discrepancy between words and figures, the price in words shall prevail. Insertions, postscripts, additions and alterations shall not be recognized, unless authenticated by the tenderer's signature.
  - In case of discrepancy between unit price and total price/cost, the unit rate will be considered for evaluation. All decisions by BRBNMPL on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny.
  - Any effort by a bidder to influence BRBNMPL personnel or representatives on matters relative to the bid under study in the process of examination, clarification, evaluation and comparison of bids, and in decisions concerning award of contract may result in rejection of his bid.
18. Parties who have been black listed /debarred by BRBNMPL or any PSU or any Government Departments are not eligible for submission of this tender.
19. If the tenderer is registered under NSIC, New Delhi/MSME 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 NSIC, New Delhi/MSME. Tenderer registered with NSIC/MSME are eligible for exemption of only EMD. **As regarding SD, the tenderer who are registered with NSIC/MSME 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 Techno-commercial bid-Part-I.**

20. Copies of Certificates / Documents related to GST Registration, PAN etc., to be provided along with the Techno-commercial bid-Part-I.
21. A tenderer should quote the tender in figures as well as in word rate(s). The amount for each item should be worked out and the requisite totals given. Special care shall be taken to write rates in figures as well as in words and the amounts in figures only in such a way that interpolation is not possible. The rates and total amounts should be rounded off to nearest Rupees value. In case of discrepancy between the rates in words and figures the rate quoted by the tenderer in words shall be taken as correct.
22. The tender document should be signed on each page by the tenderer or his duly authorized representative. Tender document should be accompanied by a certified true copy of an absolute power of Attorney in favour of signatory to the documents.
23. The use of whitener / eraser in this tender is prohibited. If any correction becomes necessary, the same should be done by striking off originally written rates & figures etc. and then rewritten under initials of person filling the tender.
24. All terms & conditions of this NIT shall be treated as part & parcel of the contract.
25. Self-certified copies (with seal of firm) of Tender document, corrigendum, if any along with documents mentioned in the tender are to be provided along with the Bid.
26. No counter conditions shall be accepted.
27. Bidders to write Page no. / Pages on each page of the tender documents submitted.

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

**Section II: General Instructions to Tenderer (GIT)****Part I: General Instructions Applicable to all Types of Tenders****A PREAMBLE****1. Introduction**

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

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

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

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

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

**2. Language of Tender**

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

**3. Eligible Tenderers**

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

**4. Eligible Goods and Services**

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

**5. Tendering Expense**

The tenderer shall bear all costs and expenditure incurred and / or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for

subsequent processing the same. BRBNMPL will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.

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

1. Section I: Notice Inviting Tender (NIT)
2. Section II: General Instructions to Tenderers (GIT)  
Part I: General Instructions applicable to all types of tenders  
Part II: Additional General Instructions applicable to specific types of tenders
3. Section III: Special Instructions to Tenderers (SIT)
4. Section IV: General Conditions of Contract (GCC)
5. Section V: Special Conditions of Contract (SCC)
6. Section VI: List of Requirements
7. Section VII: Technical Specifications
8. Section VIII: Quality Control Requirements
9. Section IX: Qualification / Eligibility Criteria
10. Section X: Tender Form
11. Section XI: Price Schedule
12. Section XII: Questionnaire
13. Section XIII: Bank Guarantee Form for EMD
14. Section XIV: Manufacturer's Authorization Form
15. Section XV: Bank Guarantee Form for Performance Security
16. Section XVI: Contract Form
17. Section XVII: Letter of Authority for attending a Bid Opening
18. Section XVIII: Shipping Arrangements for Liner Cargoes  
A: In respect of CFR, CIF, Turnkey/F.O.R. contracts for import  
B: In respect of FOB/FAS contracts for import
19. Section XIX: Proforma of Bills for Payments
20. Section XX: Proforma for Pre Contract Integrity Pact

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

**7. Amendments to Tender Documents**

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

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

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

**8. Pre-Bid conference**

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

**9. Clarification of Tender Documents**

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

**C PREPARATION OF TENDERS****10. Documents Comprising the Tender**

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

- Tender Form and Price Schedule along with list of deviations (ref Clause 19.4) from the clauses of this SBD, if any.
- Documentary evidence, as necessary in terms of GIT clauses 3 and 16 establishing that the tenderer is eligible to submit the tender and, also, qualified to perform the contract if its tender is accepted.
- Documents and relevant details to establish in accordance with GIT clause 17 that the goods and the allied services to be supplied by the tenderer conform to the requirement of the tender documents along with list of deviations if any (ref clause 17.3 of GIT).
- Earnest money furnished in accordance with GIT clause 18.18.1 alternatively, documentary evidence as per GIT clause 18.2 for claiming exemption from payment of earnest money. and
- Questionnaire as per Section XII.
- Manufacturer's Authorization Form (ref Section XIV, if applicable)

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

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

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

**11. Tender currencies**

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

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

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

**12. Tender Prices**

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

12.2 If there is more than one schedule in the List of Requirements, the tenderer has the option to submit its quotation

for any one or more schedules and, also, to offer special discount for combined schedules. However, while quoting for a schedule, the tenderer shall quote for the complete requirement of goods and services as specified in that particular schedule.

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

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

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

- The price of the goods, quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including Goods and services Tax, Customs duty or any other similar duties and taxes already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc. or on the previously imported goods of foreign origin quoted ex-showroom etc.
- Goods and Services Tax, which will be payable on the goods in India if the contract is awarded.
- Charges towards inland transportation, insurance and other local costs incidental to delivery of the goods to their final destination as specified in the List of Requirements and
- The price of incidental services, as and if mentioned in List of Requirements.

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

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

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

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

**12.8 Goods and Services Tax**

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

b) If a Tenderer chooses to quote a price inclusive of Goods and Services Tax and also desires to be reimbursed for variation, if any, in the Goods and Services Tax during the time of supply, the tenderer must clearly mention the same and also indicate the



rate and quantum of Goods and Services Tax included in its price. Failure to indicate all such details in clear terms may result in statutory variations being denied to the tenderer.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **12.14 Customs Duty:**

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

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

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

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

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

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

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

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

#### **Note**

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

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

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

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

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

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

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

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

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

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

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

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 re-fixed / extended, ERV will not be admissible, if this is due to default of the supplier.

14.7 Documents for claiming ERV:

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

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

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

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

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

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

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

any, specified in the conditions of contract and/or technical specifications.

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

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

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

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

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

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

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

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

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

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

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

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

foreign bidders in GTE/ICB tenders (in equivalent foreign exchange amount)

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

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

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

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

### **19. Tender Validity**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **D SUBMISSION OF TENDERS**

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

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

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

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

#### **22. Late Tender**

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

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

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

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

## **E TENDER OPENING**

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

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

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

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

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

- Tender is not in the prescribed format or is unsigned or not signed as per the stipulations in the bid document.
- Tenderer is not eligible.
- Tender validity is shorter than the required period.
- Required EMD has not been provided or exemption from EMD is claimed without acceptable proof of exemption.

e) Tenderer has quoted for goods manufactured by a different firm without the required authority letter from that manufacturer.

f) Tenderer has not agreed to give the required performance security.

g) Goods offered are sub-standard, not meeting the required specification etc.

h) Tenderer has not agreed to essential condition(s) specially incorporated in the tender enquiry.

i) Against a schedule in the List of Requirement (incorporated in the tender enquiry), the Tenderer has not quoted for the entire requirement as specified in that schedule. (Example: In a schedule, it has been stipulated that the Tenderer will supply the equipment, install and commission it and also train BRBNMPL's operators for operating the equipment. The Tenderer has however, quoted only for supply of the equipment).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **Responsive Tenders**

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

- In the case of goods offered from within India (goods manufactured in India or goods of foreign origin already located in India), Goods and Services Tax or any other similar duties and taxes, which will be contractually payable (to the tenderer), on the goods if a contract is awarded on the tenderer; and
- 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 Micro & Small Scale Industries in comparison to the large scale Industries. This price preference cannot however be taken for granted and every endeavour need to be made by such firms to bring down cost and achieve competitiveness.

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

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

36.1 BRBNMPL, through the above process of tender scrutiny and tender evaluation will determine to its satisfaction whether the tenderer, whose tender has been determined as the lowest evaluated responsive tender is eligible, qualified and capable in all respects to perform the contract satisfactorily. If, there is

more than one schedule in the List of Requirements, then, such determination will be made separately for each schedule.

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

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

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

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

### **38. Negotiations**

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

- Where the procurement is done on nomination basis (PAC and STE without PAC);
- Procurement is from a single or limited sources of supply;
- Procurements where there is suspicion of cartel formation.

### **39. Contacting BRBNMPL**

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

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

### **G AWARD OF CONTRACT**

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

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

#### **41. Award Criteria**

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

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

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

**43. Parallel Contracts**

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

**44. Serious Misdemeanours**

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

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

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

**45. Notification of Award**

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

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

**46. Issue of Contract**

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

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

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

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

**48. Return of EMD**

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

**49. Publication of Tender Result**

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

**Part II: Additional General Instructions Applicable to Specific Types of Tenders:****50. Rate Contract Tenders**

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

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

**50.2 Fall Clause**

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

**50.3 Performance Security**

Depending on the anticipated overall drawal against a rate contract and, also, anticipated number of parallel rate contracts to be issued for an item, the procuring entity shall consider obtaining Performance Security @ 5% (Five percent) of the value of supply order in the supply orders issued against rate contracts on the rate contract holder.

**50.4 Renewal of Rate Contracts**

In case it is not possible to conclude new rate contracts before the expiry of existing ones, due to some special reasons, the existing rate contracts would be extended with same terms,



conditions etc. for a suitable period, with the consent of the rate contract holders. Rate contracts of the firms, who do not agree to such extension, will be left out, Period of such extension would generally not be more than three months.

### 51. Prequalification Bidding

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

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

### 52. Tenders involving Samples

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

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

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

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

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

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

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

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

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

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

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

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

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

### 54. Tenders for Disposal of Scrap

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

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

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

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

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

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

**54.2.5** BRBNMPL shall have the right to remove certain items which it feels were not intended for sale but were inadvertently made a part of the scrap material or of the lot offered for sale lying at the premises or were joined or attached to the material offered for sale.

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

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

#### **54.3 Submission of Offer**

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

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

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

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

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

**54.3.6** All arrangement for lifting and transportation of scrap material, including manpower, crane, transport vehicle and trolley etc., if required shall be made by the purchaser concerned only and the BRBNMPL shall not provide or help in providing any such

arrangements and the rate quoted by the purchaser must include such and all incidental charges.

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

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

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

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

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

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

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

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

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

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

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

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

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

**Yours faithfully,**

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

**Section III. Special Instructions to Tenderers (SIT)**

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

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

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

<b>SL. No.</b>	<b>GIT Clause No.</b>	<b>Topic</b>	<b>SIT Provision</b>
1	2	Language of Tender	To be submitted in <b>English</b> only.
2	3	Eligible Tenderers	Applicable.  Any bidder from a Country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. The Competent Authority for registration will be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).
3	4	Eligible Goods & Services (Origin of Goods)	Applicable.  In addition, bidder is permitted to procure raw material, components, subassemblies etc. from the vendors from countries which share a land border with India. Such vendors will not be required to be registered with the Competent Authority as it is not regarded as "sub-contracting" However, in case a bidder has proposed to supply finished goods procured directly / indirectly from the vendors from the countries sharing land border with India, such vendor will be required to be registered with the Competent Authority. The Competent Authority for registration will be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).  <b>See Note A Below.</b>
4	8	Pre-bid Conference	Not applicable
5	11.2	Tender Currency	<b>Indian Rupees only.</b>
6	12.8	GST	I) Wherever applicable bidder shall quote the exact Tax percentage F.O.R. Salboni (West Bengal).  Supplier shall be solely responsible for correctness of the HSN Code of item to be supplied and its applicable rate.

			Any differential amount in taxes and duties including the consequential penalty amount, if any, due incorrect HSN Code will be borne by Supplier. BRBNMPL will not be responsible for any ambiguities arising for incorrect HSN Code and its applicable rate. Supplier shall be solely responsible for any Legal Complicacy arising due to this.  II) Bidder(s) needs to ensure that GST registration will be "Active" on the date of bid opening, its evaluation and throughout the tenure of contract. Failing of which will lead to termination of contract and action as deemed fit as per terms of tender and also if any payment due to the Contractor/supplier against Bills/Performance Security etc. will be kept on hold till the time bidder/Contractor/service provider furnishes the GST clearance certificate issued by the appropriate authority to BRBNMPL.
7	12.11	Applicability of Octroi and Local taxes	No change, only firm price to be quoted.
8	18	EMD	<b>Rs.1,57,000/- (Rupees One Lakh Fifty Seven Thousand only)</b> (Exempted for MSEs & Start-up bidders but need to submit Bid Security Declaration form as per Annexure – D)
9	19	Tender Validity	<b>120 days</b>
10	20	Signing and Sealing of Tender 20.4. Number of Copies of Tenders to be submitted 20.9: E procurement:	No Change.  <b>20.4 No. of copies- One</b>  20.9 E procurement: Not permitted
11	24.4	Opening of Tenders	Price bids of only those bidders who qualify in the Techno-Commercial Bid (Part-I) will be opened.
12	31	Qualification / Eligibility Criteria	<b>Note: No relaxation applicable in prior experience, Turnover &amp; Purchase preference for bidders of any stature, as this tender falls under the category of services related to public safety, health, critical security operations and equipment, etc. [Ref. Sl.No.8 of Annexure - K &amp; Sl.No.5 of Annexure - L]</b>
13	33	Schedule-wise Evaluation	The Tender will be finalized on the basis of <b>Overall L1</b> & as per other terms & conditions of the tender.
14	35.2, 35.3	Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders	<del>Price bid evaluation will be subject to purchase preference as per Government guidelines [Refer Annexure - J, Annexure - K, Annexure - L &amp; Annexure - M].</del>  <b>"The tender quantity CANNOT be SPLIT / the tender quantity NOT Divisible in nature".</b>

15	50	Rate Contract Tenders	NOT APPLICABLE
16	51	PQB Tenders	NOT APPLICABLE
17	52.2	Purchaser's Samples	NOT APPLICABLE
18	52.3	Pre-Production Samples:	NOT APPLICABLE
19	53	EOI Tenders	NOT APPLICABLE
20	54	Tenders for Disposal of Scrap	NOT APPLICABLE
21	55	Development and Indigenization Tenders	NOT APPLICABLE

**Note A:****CLAUSES REGARDING RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY WHICH  
SHARES A LAND BORDER WITH INDIA**

- Any bidder from a Country which shares a land border with India shall be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or Company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- "Tender" will include other forms of procurement, except where the context requires otherwise.
- "Bidder from a Country which shares a land border with India" means: -
  - An entity incorporated, established or registered in such a Country; or
  - A subsidiary of an entity incorporated, established or registered in such a Country; or
  - An entity substantially controlled through entities incorporated, established or registered in such a Country; or
  - An entity whose beneficial owner is situated in such a Country; or
  - An Indian (or other) agent of such an entity; or
  - A natural person who is a citizen of such a Country; or
  - A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- The beneficial owner for the purpose of 4 above will be as under:
  - In case of a Company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means. Explanation—
    - "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the Company;
    - "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder agreements or voting agreements;
  - In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  - In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has



ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;

- iv. Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  - v. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
6. An "Agent" is a person employed to do any act for another, or to represent another in dealings with third person.
  7. The successful bidder shall not be allowed to sub-contract works to any Contractor from a Country which shares a land border with India unless such Contractor is registered with the Competent Authority. The definition of "Contractor from a Country which shares a land border with India" shall be as in paragraph 4 above.
  8. A bidder is permitted to procure raw material, components, subassemblies etc. from the vendors from Countries which share a land border with India. Such vendors will not be required to be registered with the Competent Authority as it is not regarded as "sub-contracting". However, in case a bidder has proposed to supply finished goods procured directly / indirectly from the vendors from the countries sharing land border with India, such vendor will be required to be registered with the Competent Authority.
  9. Bidders from those Countries (even if sharing a land border with India) to which Government of India have extended lines of credit or in which Government of India is engaged in development projects have been exempted from the requirement of prior registration. Updated list of Countries to which lines of credit have been extended or in which development projects have been undertaken are available in the website in the Ministry of External Affairs.

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

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

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

**1.1 Definitions and Interpretation:**

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

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

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

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

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

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

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

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

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

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

- The consignee at his premises; or
- Where so provided, the interim consignee at his premises; or
- A carrier or other person named in the contract for the purpose of transmission to the consignee: or
- The consignee at the destination station in case of contract stipulating for delivery of stores at destination station.

(xi) "Writing" or "Written" includes matter either in whole or in part, in manuscript, typewritten, lithographed, cyclostyled, photographed or printed under or over signature or seal, as the case may be.

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

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

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

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

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

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

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

(xix) "Services" means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of

technical assistance, training, after sales service, maintenance service and other such obligations of the supplier covered under the contract.

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

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

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

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

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

(xxv) "Day" means calendar day.

**1.2 Abbreviations:**

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

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"SSI" means Small Scale Industry

**2. Application**

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

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

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

- i. Indian Contracts Act, 1872
- ii. Sale of Goods Act, 1930
- iii. Arbitration and Conciliation Act, 1996 read with the Arbitration and Conciliation (Amendment) Act, 2015
- iv. Competition Act, 2002 as amended by Competition (Amendment) Act, 2007
- v. Contractor's Tender Submissions including Revised Offer during Negotiations if any
- vi. Conditions in other parts of the Tender Documents
- vii. Correspondence including counter-offers if any; between the Contactor and BRBNMPL during the Tender Finalization
- viii. Notification of award and Contract Documents
- ix. Subsequent Amendments to the Contract

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

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

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

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

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

**4. Patent Rights**

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

**5. Country of Origin**

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

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

**6. Performance Bond / Security**

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

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

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

- a. Account Payee Demand Draft drawn on any scheduled commercial bank in India, in favour of Bharatiya Reserve Bank Note Mudran Private Limited as indicated in the clause 3 of NIT in reference to EMD.
- b. Bank Guarantee issued/confirmed by any scheduled commercial bank in India, in the prescribed form as provided in section XV of this document.

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

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

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

**7. Technical Specifications and Standards**

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

**8. Packing and Marking**

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

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

**8.3 Packing instructions:**

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

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

**9. Inspection and Quality Control**

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

**9.2** The Technical Specification and Quality Control Requirements incorporated in the contract shall specify what inspections and tests are to be carried out and, also, where and how they are to be conducted. If such inspections and tests are conducted in the premises of the supplier or its subContractor(s), all reasonable facilities and assistance, including

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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 transshipments without the express / prior written consent of BRBNMPL.

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

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

**12. Insurance:**

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

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

**12.3** In the case of FOB and CFR offers for import of Goods, insurance shall be arranged by the Purchaser. However, the supplier must give sufficient notice to the Purchaser prior to the date of shipment, so that

the Insurance Cover for the shipment can be activated. The Supplier must co-ordinate so as to ensure that the Shipment sails only with Insurance cover in place.

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

**13. Spare parts**

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

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

b) In case the production of the spare parts is discontinued:

i. sufficient advance notice to BRBNMPL before such discontinuation to provide adequate time to BRBNMPL to purchase the required spare parts etc., and

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

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

**14. Incidental services**

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

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

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

c) Installation and commissioning of the goods

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

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

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

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

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

**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;

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(e) Manufacturer's guarantee certificate and in-house inspection certificate;

(f) Inspection certificate issued by BRBNMPL's inspector

(g) Expected date of arrival of goods at destination and

(h) Any other document(s), as and if specifically mentioned in the contract.

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

(a) Clean on Board Airway Bill/Bill of Lading (B/L)

(b) Original Invoice

(c) Packing List

(d) Certificate of Origin from Seller's Chamber of Commerce

(e) Certificate of Quality and current manufacture from OEM

(f) Dangerous Cargo Certificate, if any.

(g) Insurance Policy of 110% if CIP/CIF contract.

(h) Performance Bond / Warranty Certificate

**16. Warranty**

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

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

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

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

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

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

**17. Assignment**

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

**18. Sub Contracts**

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

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

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

**19. Modification of contract**

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

(a) Specifications, drawings, designs etc. where goods to be supplied under the contract are to be specially manufactured for BRBNMPL,

(b) Mode of packing,

(c) Incidental services to be provided by the supplier

(d) Mode of despatch,

(e) Place of delivery, and

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

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

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

**20. Prices**

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

**21. Taxes and Duties**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Original Invoice
- Packing List
- Certificate of Country of origin of the goods from seller's Chamber of Commerce.
- Certificate of pre-dispatch inspection by BRBNMPL's representative / nominee
- Manufacturer's test certificate
- Performance / Warranty Bond
- Certificate of insurance
- Clean on Bill of lading / Airway bill / Rail receipt or any other dispatch document, issued by a government agency (like postal department) or an agency duly authorized by the concerned ministry / department
- Consignee's Certificate confirming receipt and acceptance of goods
- Dangerous Cargo Certificate, if any, in case of imported goods.
- Any other document specified.

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

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

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

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

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

(d) The supplier furnishes the following undertakings:

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

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

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

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

- Imposition of liquidated damages,
- Forfeiture of its performance security and
- 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:

- 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
- That no increase in price on account of any ground, whatsoever, including any stipulation in the contract for increase in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, Goods and Services Tax or on account of any other duties and taxes which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.
- But nevertheless, BRBNMPL shall be entitled to the benefit of any decrease in price on account of reduction in or remission of customs duty, Goods and Services Tax or any other duty or tax or levy or on account of any other grounds, which takes place after the expiry of the date of delivery stipulated in the contract.

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

### **24. Liquidated damages**

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



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

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

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

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

## **26. Termination for default**

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

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

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

## **27. Termination for insolvency**

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

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

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

## **27.4 Escrow Arrangement**

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

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

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

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

## **28. Force Majeure**

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

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

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

## **29. Termination for convenience**

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

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

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

## **30. Governing language**

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

## **31. Notices**

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

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the parties for exchanging such notices will be the addresses as incorporated in the contract.

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

**32. Code of Ethics**

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

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

(b) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

(c) "Collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Purchaser, designed to establish bid prices at artificial, non-competitive levels; and

(d) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

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

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

(a) A proposal for award will be rejected if it is determined that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

(b) A contract will be cancelled if it is determined at any time that BRBNMPL representatives / officials have directly or indirectly, engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of that contract.

(c) In case any individual staff is found responsible, suitable disciplinary proceedings should be initiated against such staff under the applicable government conduct rules. The existing provisions under the Indian law including the instructions of Central Vigilance Commission should be followed in this regard.

(d) Firms or individuals shall be banned / blacklisted after following due process, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a BRBNMPL contract, if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a BRBNMPL contract.

(e) Bidders have to sign an Integrity Pact in tenders meeting the criteria of threshold value / nature of procurement. Integrity Pact format shall be included in the Bid Document as Section XX. Each page of such Integrity pact proforma would be duly signed by Purchaser's competent signatory. All pages of the Integrity Pact will have to be duly signed by the same signatory who is duly authorized to sign the bid and to make binding commitments on behalf of his Company and to be submitted along with the technical bid. Any bid not accompanied by Integrity Pact duly signed by the bidder shall be considered to be a non-responsive bid and shall be rejected straightway.

**33. Resolution of disputes**

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

**33.2 Arbitration Clause:** If both parties fail to reach such amicable settlement, then either party (the Purchaser or Seller) may within 21 days of such failure give a written notice to the other party requiring that all matters in dispute or difference be arbitrated upon. Such written notice shall specify the matters which are in difference or of difference of which

such written notice has been given and no other matter shall be referred to the arbitration in accordance with the conciliation and arbitration rules of International Chamber of Commerce (ICC)/United National Commission on International Trade Law (UNCITRAL) by three arbitrators appointed in accordance with the procedure set out in clause below. The arbitration proceeding shall be held in Bangalore/Mysore/Kolkata and shall be conducted in English language. All documentation to be reviewed by the arbitrators and / or submitted by the parties shall be written or translated into English. Venue of arbitration shall be Bangalore/Mysore/Kolkata. The arbitrator or arbitrators appointed under this article shall have the power to extend time to make the award with the consent of the parties. Pending reference to arbitration the parties shall make all endeavours to complete the contract/work in all respects and all disputes, if any, will finally be settled in the arbitration.

**34. Applicable Law**

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

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

**35. Secrecy**

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

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

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

**Part II: Additional General Conditions of Contract for specific Types of Tenders in addition / modification to clauses mentioned above:****36. Disposal / Sale of Scrap by Tender**

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

**36.2 Payment and Default**

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

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

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

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

**36.2.5** In case extension is granted by BRBNMPL and due to late payment of sale amount the delivery cannot be completed by the

purchaser, in accordance with the relevant clause of Special Conditions of Tender sale, then ground rent shall also be leviable as per relevant clause of Special Conditions of Tender sale.

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

**36.3 Deliveries, Delays and Breach of 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 favour of the purchaser.

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

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

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

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

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

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

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

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

**36.3.9** If Contractor fails to lift sold scrap within the specified period, penalty shall be levied at the rate of 0.5% per day of the value of un-removed Scrap. Moreover the material shall remain at the purchaser's risk until removal thereof. Further BRBNMPL will be entitled to charge the ground rent as stated in relevant Para of SCC, for the area in which the materials sold are kept or stored – which would be recovered by the BRBNMPL from the Purchaser before removal of the material and in the event of default in payment thereof, the BRBNMPL at may its discretion shall be entitled to order the re-sale of such materials and forfeit the Security deposit or sale amount or both, paid by the purchaser.

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

**36.3.11** The purchaser will have to comply with the provisions of the Contract Labour (Regulations and Abolition Act 1970 and Central Rules 1971 and obtain license from the Assistant Labour Commissioner or the

competent authorities empowered to issue such license. Any failure on the part of the purchaser in this regard will be at his risk and consequences. He shall comply with Workman's Compensation Act 1923, Payment of Wages Act 1936, and Minimum Wages Act 1948 and all the other related statutory and legal provisions and obligations, the purchaser shall also indemnify the BRBNMPL against any claim / liabilities that may occur to the Contractor's labours and servants due to any reasons whatsoever.

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

**Yours faithfully,**

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

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

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

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

S. No.	GCC Clause No.	Topic	SCC Provision
1.	5	Country of Origin	Applicable. In addition, bidder is permitted to procure raw material, components, subassemblies etc. from the vendors from countries which share a land border with India. Such vendors will not be required to be registered with the Competent Authority as it is not regarded as "sub-contracting" However, in case a bidder has proposed to supply finished goods procured directly / indirectly from the vendors from the countries sharing land border with India, such vendor will be required to be registered with the Competent Authority. The Competent Authority for registration will be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).
2.	6	Performance Security	<b>Performance Security @ 10% (Ten percent) of the total Contract value</b>
3.	10	Terms of Delivery	As applicable. <b>See Note A</b>
4.	12	Insurance	As applicable.
5.	14	Incidental Services	Not applicable
6.	15	Distribution of Dispatch Documents for clearance / Receipt of Goods	As applicable
7.	16.2	Warranty Clause	Not applicable

8.	18	Sub-Contracts	<p><b>Not allowed.</b></p> <p>The successful bidder shall not be allowed to sub-contract works to any Contractor from a Country which shares a land border with India unless such Contractor is registered with the Competent Authority. The Competent Authority for registration will be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT).</p> <p>1. "Bidder from a Country which shares a land border with India" means: -</p> <ol style="list-style-type: none"> <li>An entity incorporated, established or registered in such a Country; or</li> <li>A subsidiary of an entity incorporated, established or registered in such a Country; or</li> <li>An entity substantially controlled through entities incorporated, established or registered in such a Country; or</li> <li>An entity whose <i>beneficial owner</i> is situated in such a Country; or</li> <li>An Indian (or other) agent of such an entity; or</li> <li>A natural person who is a citizen of such a Country; or</li> <li>A consortium or joint venture where any member of the consortium or joint venture falls under any of the above</li> </ol> <p>2. The <i>beneficial owner</i> for the purpose of above (d) will be as under:</p> <ol style="list-style-type: none"> <li>In case of a Company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means. Explanation— <ol style="list-style-type: none"> <li>"Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the Company;</li> <li>"Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder agreements or voting agreements;</li> </ol> </li> <li>In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;</li> </ol>
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			<p>iii. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;</p> <p>iv. Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;</p> <p>v. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.</p> <p>3. An "Agent" is a person employed to do any act for another, or to represent another in dealings with third person.</p>
9.	19.3	Option Clause	Not Applicable.
10.	21.2	Taxes and Duties	As applicable
11.	22	Terms and Mode of Payments	<b>As mentioned in NIT</b>
12.	23	Delay in the supplier's performance	As applicable
13.	24	Quantum of LD	As specified
14.	25	Bank Guarantee and Insurance for Material loaned to Contractor	Not applicable
15.	33	Resolution of Disputes	Clause 33.2 Place of arbitration proceeding shall be Kolkata.
16.	36	Disposal / Sale of Scrap by Tender	Not applicable

**SCC Provision in addition to GCC**

<b>Sl. No.</b>	<b>Topic</b>	<b>SCC Provision</b>
1.	Tools & Tackle	No tools, machines, fabric, manpower or otherwise required in the satisfactory execution of contract shall be provided by BRBNMPL, Salboni. The Contractor shall bring all required resources on his / her own and nothing extra is payable on this regard.
2.	Responsibility Against Damage Caused	The Contractor shall be responsible for any damage caused to the existing system/ property due to (i) Negligent Act (ii) Wrong Operation (iii) Mishandling by Contractor's employees and Contractor has to pay the entire amount / charges for repair / replacement.
3.	Refusal of Work	If the bidder fails or refuses to take up the job after opening the quotation and becoming successful bidder, due to any reason whatsoever or left the work in incomplete condition after starting the work, Security Deposit / EMD will be forfeited and the party shall not be allowed for any tendering for a period as decided by the Company.
4.	Action for non-compliance as per Work Order.	Suitable deduction and actions as deemed fit shall be taken for non-compliance in executing schedule of works as in Section-XI.

**5. STATUTORY REQUIREMENTS:**

The Contractor shall comply with all statutory provisions as applicable such as but not limited to the following.

- a) Provisions of the Factories Act 1948, The Workman Compensation Act 1923, The Employers Liability Act 1938, The Contract Labour Act (R&A) 1970, The Industrial Dispute Act 1947, The Minimum Wages Act 1948, The Payment of Wages Act 1936, The EPFO & Miscellaneous Provisions Act 1952 and The ESI Act 1948 including any modification thereof or any other law relating thereto and rules framed there under from time to time. Bonus @ 8.33% shall be paid as per rules and also present ceiling shall be Rs 21,000/- as per rule
- b) Contractor shall at all times during the continuance of this Agreement conform in all respects to and carry out all obligations imposed on it by the provisions and requirements of the Employees Provident Fund & Miscellaneous Provision Act, 1952, The Payment of Gratuity Act, 1972, The Employment State Insurance Act, 1948, The Maternity Benefit Act, 1961, The Minimum Wages Act 1948, prescribed by Ministry of labour & employment, office of the Chief labour Commissioner. The Equal Remuneration Act, 1976, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965 and its amendments. The Contract Labour (Regulation and Abolition) Act, 1970 and any applicable law in the Country where any of the services are performed or regulations issued including without limitation all laws, regulations and requirements of Government of India.
- c) Contractor shall provide ESI scheme to his employee as per rules. In absence of ESI, the Contractor should undertake a policy (Workmen Compensation Insurance Policy to undertake the liability of Workman's compensation Act. The sum insure per labour is to be calculated as per extant rule in this regard. The Contractor shall also have to take an additional Mediclaim Policy within the specified percentage (at present 3.25 %) of wages of Employee's contribution value to take care of mediclaim benefits of the labour, and indemnify the Bharatiya Reserve Bank Note Mudran Private Limited, Salboni,



from any claim whatsoever arising on account of their failure to comply with the regulations and terms as set out herein. The BRBNMPL, as a principal employer, shall enforce the provisions of these Acts.

- d) The Contractor shall possess license / registration from Labour Authority / any other Statutory Authority including PF & ESI as may be required and shall furnish Statutory Returns and deposit contributions and Statutory Levies as per the Law of the Land as applicable from time to time. The Contractor shall be liable to furnish with the Company all copies of returns and documents as would be asked for time to time.
- e) Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the Contractor. The Contractor shall conform to all the safety regulations and shall remain solely responsible for the obligation under the relevant statutory provisions.
- f) The Contractor has to provide all statutory welfare measures for their workers.

6. **SUPERVISION:**

The Contractor or his supervisor should be present at the work spot and supervise during General shift in all working days. The Contractor should take and observe all the required formalities like deployment of his labourers, maintaining of attendance as directed by the Authorised persons of BRBNMPL. Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the Contractor and shall confine to all the labour Laws and shall remain solely responsible for the obligation under the relevant statutory provisions.

7. **UNIFORM:**

The Contractor has to compulsorily provide proper Uniform (2 sets/ year) & Safety Shoes (1 pair / year) within 30 days of issue of Work Order. In case of non-compliance, BRBNMPL reserves the right to impose suitable penalty and provide the same. The cost so incurred shall be deducted from the bill along with the penalty. The colour shade of the uniform should be approved by BRBNMPL. The Contractor should also provide all the Safety Appliances to the Labourers.

8. **QUANTUM OF WORK:**

Quantities mentioned in the schedule of items (List of Equipment/ Accessories), Section-VII of the tender document are as per the present status & requirement and may vary during the currency of contract. Any such variance will be accounted and extra payment on this account will not be entertained during the currency of contract.

9. **INCOMPLETION/DISCONTINUATION OF WORK:**

If the work is not completed in all aspects or delayed beyond reasonable time or Contractor discontinues the work abruptly, then BRBNMPL reserves the rights to get the remaining work/uncompleted work done through any other agencies at the risk and cost of the Contractor. In such cases, the pending claims and Security Deposit of the Contractor shall be forfeited.

10. **RECOVERY & RECTIFICATION OF WORK:**

In case Contractor fails to attend the same as per Defect Liability Period clause above within a week from the date of intimation, it shall be got rectified by through another agency & money spent thus shall be recovered from the Contractor.

11. **ACCOMMODATION:**

On specific request from the Contractor, BRBNMPL may provide quarters/space for Site Office purpose as per availability and allotment norms/rules in force for allotment, at a prescribed rent & other charges like Electricity etc., fixed by the Company. In this event, the Contractor must always be in a position that

whenever any directive for vacating the said premise is issued, he shall, without raising any objection, peacefully vacate the same.

**12. ADEQUACY OF CONTRACTOR'S STAFF:**

It is understood that the service activities are to be performed with utmost diligence and expediency so as to maintain the highest standards of O & M services. To achieve this, Contractor shall strictly maintain adequate level of staff with prescribed skill levels (Section-VII of the tender) at site at all times. In case mechanized services are provided by the Contractor, the equipment shall be well maintained and kept in good condition for all time.

**13. LABOUR:**

Contractor shall be responsible for the engagement, employment, transport, working and living conditions of personnel and in respect of all matters connected therewith including their safety. All the proposed staff / personnel shall possess high standard of Integrity, have no affiliation with any political parties or trade unions. This has to be followed during the entire contract period. Contractor shall at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst its employees and for the preservation of peace and protection of persons and property in the neighbourhood of the site against the same. Upon the outbreak of any strike or labour dispute involving any of Contractor's personnel engaged on the services, Contractor shall forthwith give details thereof to BRBNMPL. If any dispute arises between the contract labour/employees and Contractor agency, the BRBNMPL will not be responsible in any manner. The Contractor shall not stop or cause stoppage of work on account of strike or other agitation during the period of contract. The Contractor agrees that it shall be liable for all consequences for the delay caused or loss / damages suffered by the BRBNMPL due to the stoppage / strike by the Contractor. BRBNMPL shall recover the cost incurred due to this from the Contractor's running account bills. Contractor shall within twenty four (24) hours of any occurrence of any accident at or about the site or in connection with the execution of the services or any injury, loss or damage to any personnel or to property of Contractor, BRBNMPL or of a third party, report such occurrence to the competent authority whenever such a report is required by law. BRBNMPL shall be at liberty to object to and require Contractor to remove forthwith from the site any person employed by Contractor in or about execution or performance of services who in the opinion of BRBNMPL has committed a misconduct or whose employment is otherwise considered to be undesirable. Contractor without the written permission of BRBNMPL shall not again employ such person upon services at any circumstances.

**14. SAFETY & SECURITY MEASURES:**

- a) The Contractor should scrupulously conform to the safety and security norms as stipulated by BRBNMPL while working in the security area.
- b) The Contractor shall take all the precaution while executing this work. Protective gear such as safety helmets, boots, belts, gloves etc. shall be provided by the Contractor at his own cost to all his workers at site. The Contractor shall impose such requirements on all sub-Contractors also. It shall be the responsibility of the Contractor to ensure that such protective gear is worn at all times by all personnel working at site. BRBNMPL shall have the right to stop any person not wearing such protective gear from working on the site.
- c) BRBNMPL is a security organization and the Govt. of West Bengal declares the premise as Prohibited Area. Hence the Contractor has to abide by the Security Rules of the Company. The Contractor has to ensure the character and antecedent of the persons deployed. The Contractor must be in a position to produce such documents whenever he is asked to do so. Details shall be furnished as per format when called for. The Contractor has to issue printed photo identity card to its workers duly authenticated by the designated security officer of the Company. Contractor

should apply for Gate Pass for labours, welding permission and material entry pass etc. as per approved format only, well in advance to avoid any delay in issue of Gate passes.

- d) While applying for pass, Contractor must enclose copy of address proof (Voters ID card or ration card or driving license or passport etc., for all the workers for which gate pass has been requested. The details shall be submitted in the prescribed format as given below.
- e) The Contractor shall follow all the Safety Rules and regulations followed by BRBNMPL, Salboni and always work with proper permit from the concern department.
- f) The Contractor should comply the statutory requirements applicable as per The West Bengal Factories Rules, 1958 & The Factories Act, 1948 etc. as amended up to date.
- g) The Contractor should provide & ensure use of mandatory Personal Protective Equipment (PPE) wherever applicable like Safety Helmet & Safety Shoes and also other job specific PPEs and safety appliances as per standard PPE Matrix during the execution of the work. Standard of PPEs should be Indian Standard or equivalent.
- h) All tools, tackles and measuring instruments which are to be used by the Contractor should be tested/ calibrated by 'competent person'/ institution.
- i) Contractor should be fully responsible for delay of job due to non-compliances of safety as mentioned above.
- j) Non-conformity of safety by Contractor shall be treated as an offence and penalty may be decided by the authority.

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

- k) On award of the contract the Contractor shall sign the Non-disclosure format and abide with that.
- l) Any worker of the Contractor, if found by the Company as unsuitable or having doubtful integrity, shall be removed from the premises at the risk and cost of the Contractor. The Contractor shall vouch guarantee for the integrity of its workers.
- m) Contractor has to comply all ISO procedures of ISO 9001:2015, ISO 14001:2015, ISO45001:2018 and IMS integration with all procedures and maintain relevant documents time to time as per the instructions and directions of Engineer- In charge of Maintenance- Utility Section.

#### 15. **CLEANLINESS:**

Contractor is required to ensure complete cleanliness at the site. Debris generated during the day's work should be disposed of immediately at a place outside the premises and land (Property) of BRBNMPL, Salboni to the satisfaction of BRBNMPL.

Tools and Tackles required for execution of the entire work has to be supplied by the Contractor.

#### 16. **LEGAL JURISDICTION:**

The court of Kolkata (West Bengal) only shall have jurisdiction to deal with and decide any legal matter of dispute whatsoever arising out of any work order placed by us.

#### 17. **Environmental, Occupational & Health safety guidelines and related norms are to be complied as per BRBNMPL work premises guidelines.**

**Section VI: List of Requirements**

Brief Description of Goods / Services	Quantity (with unit)	Earnest Money Deposit	Estimated Value including GST @18%
<p><b><u>“OPERATION &amp; MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS) AT BRBNMPL, SALBONI “</u></b></p> <p><b>Non-Splittable (Cannot be Split)</b></p> <p>As per Section VI: List of Requirements, Section VII: Technical Specifications, Section VIII: Quality Control Requirements/Declaration by Tenderer and Section XI: Price schedule.</p>	Contract for 12 Months (extendable for two more years on yearly renewal basis at the discretion of BRBNMPL)	Rs.1,57,000/- (Rupees One Lakh Fifty Seven Thousand only) (Exempted for MSEs & Startup bidders but need to submit Bid Security Declaration form as per Annexure – D)	Rs.78,60,000/- (Rupees Seventy Eight Lakh Sixty Thousand only)

*Note:*

*The Bidder, at the Bidder's own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, The cost of visiting the site shall be at the Bidder's own expense.*

**TENURE OF CONTRACT:** The tenure of the Contract shall be initially for one year and extendable for another two years subject to satisfactory performance during the contract period.

**Operation & Maintenance Schedule:** The Contractor shall perform the allotted duties irrespective of weather conditions, religious festivals, strike or any other adverse situations. The Contractor shall operate and maintain the system on a continuous basis 24 Hrs a day and 365 days a year, for which the duty allocation shift wise on a weekly basis shall be properly planned in advance

**Required Destination:**

Bharatiya Reserve Bank Note Mudran Private Limited,  
P.O. RBNML, Salboni,  
District Paschim Medinipur  
West Bengal – 721132

**Section VII: Technical Specifications and Scope of Work****1. PREAMBLE:**

The Bharatiya Reserve Bank Note Mudran (P) Limited (BRBNMPL) is a wholly owned Subsidiary of Reserve Bank of India. The production unit at Salboni is spread over 580 acres having self-contained township with all modern amenities. Now, the BRBNMPL wishes to go for Electrical Operation & maintenance Contract for the existing Township Sub stations (4No.) and Township area, accordingly invites quotations from eligible, resourceful and efficient Electrical Contractor/(s) who could render their services for the same. For smooth functioning of the system entire township has been divided in following two Zones: -

**Total Residential Quarters:**

A-type	B- type	C- type	D- type	E- type	GM Bungalow	Total
112	748	580	144	16	01	1601

ZONE	AREA COVERED	BUILDING/PROPERTY
I	Sector -I & II	Township substation-I (Indoor type) comprising 1000KVA transformer-1 No., 500 KVA transformer-1 No., and allied HT/LT switchgears.
		Public/Utility building
		Shopping complex-I, water tank No.1, STP-I&II (Only Illumination system) Parks and Other building in sector-I &II
		Underground cable Network
		All electrical system through feeder pillars, junction boxes by underground cable from substation.
	Sector-III	Township substation-IV (outdoor type) 500 KVA transformer-1 No. and allied HT/LT switchgears.
		Public/ Utility Building
		CISF Barrack, NGO's Building, Quarter Master & Quarter Guard, CISF Welfare Building, Sewage lift Pump House (Only Illumination system), Parks and all Other buildings in sector-III
		Underground cable Network
		All electrical system through feeder pillars, junction boxes by underground cable from substation.
	Sector-IV	Township substation-II (outdoor type) 500 KVA transformer-1 No. and allied HT/LT switchgears.
		Transit Hostel, Officers' Club, KV School, Plant Hospital, Water Tank No.2, Pump house (Only Illumination system), Administrative Building, Kala Kendra, Staff welfare Building
		Shopping Complex-II, Post Office / Bank Building, Parks, Other buildings in sector-IV, Sliding gates at Main press.
		Underground cable Network

		All electrical system through feeder pillars, junction boxes by underground cable from substation.
	<b>AREA COVERED</b>	<b>BUILDING/PROPERTY</b>
<b>II</b>	Sector-V	Public/ Utility Building
		Guest house, LPG Go-down & Office, Gate No.- 1 & 2, CISF Post, Morchas, Kiosks, Boom Barriers, Spike Busters (03 Nos.), Parks, water fountains and Other buildings in sector-II, Street lights from gate No 1 to Salboni Railway gate.
		Underground cable Network
		All electrical system through feeder pillars, junction boxes by underground cable from substation.
		Underground cable Network
		All electrical system through feeder pillars, junction boxes by underground cable from substation.
	Sector-VI	Substation-III (outdoor type) 500 KVA transformer-1 No. and allied HT/LT switchgears & Substation-V (outdoor type) 1600 KVA transformer-1 No. and allied HT/LT switchgears.
		Underground cable Network
		All electrical system through feeder pillars, junction boxes by underground cable from substation. Including Nursery, Parks, other buildings and water tank No. 3
50KVA outdoors Auto transformers 04 No. at various places. Feeder pillars= 53 No. Fluorescence street lights= 100 Nos. (Approx.) HPSV/LED street light= 800 Nos. (Approx.) PLS lights= 50 Nos. (approx.) High Mast lights, watch towers, Automated MS Sliding Gate at Main Press Main Gate Any other electrical installation in Township Area not covered above in Zone – I & II		

**2. SCOPE OF WORK:**

Scope of work shall include but shall not restrict to the following:

**a) Periodic Maintenance/Repair of Feeder Pillars, Transformers, Load break switch, Air circuit breaker, Intercom, MS Sliding Gate at Main Gate of Plant Complex etc.**

Sl. No	Item	Scope	Frequency	Consumables/spares	Remarks
1	Transformers (All type)	To check winding temperature, oil level, Relief vent diaphragm, De-hydrating breather etc.	Daily	Consumable/spares required for maintenance & repair work will be provided by the BRBNMPL.	Tools and tackles to be brought by the Contractor as required for maintenance & repair work.
	Transformers (All type)	To check dehydration breather, External			

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

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

**TENDER DOCUMENT FOR OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS)****AT BRBNMPL, SALBONI****T.E No.005/SAL/MMD-MAINT/2023-24 dated 08/06/2023**

SAL/FF/PUR/E/01/08

		switch drive mechanism. To check the break down value of transformer oil. Greasing & tightening the nut, bolts etc., checking the resistance value of Earth pits and its maintenance and maintaining the proper record.	Once in every three months./ as & when required	The BRBNMPL will provide Consumable/ spares required for maintenance& repair work, otherwise stated.	Other tools and tackles to be brought by the Contractor. Such as oil test set, Earth test set etc.
	Transformers (All type)	To check as per Maintenance format.	Yearly	Consumable/ spares required for maintenance& repair work will be provided by the BRBNMPL.	Other tools and tackles to be brought by the Contractor and test equipment. As required.
2	Circuit breakers.	To check as per Maintenance format.	Yearly/ as & when required	Consumable/spares required for maintenance& repair Work will be provided by the BRBNMPL.	Other tools and tackles and test equipment as required, to be brought by the Contractor.
3	Feeder pillars (Total 53 no.)	To check control panels, MCB's Timers, Contactors etc. as per the format	Minimum once in a month and as and when required.	Consumable/ spares required for maintenance& repair work will be provided by the BRBNMPL Except the following. a) Rubber beadings of the of the panel door. b) Any screws, nuts and bolts required, etc.	Other tools and tackles and test equipment as required, to be brought by the Contractor.
4	Load Break Switch.	Checking and inspection of control panels, Fixed contacts, Moving contacts mechanism, earth switch mechanism, supporting insulator etc. as per maintenance format.	Once in every three months and as when required	Consumable/ spares required for maintenance& repair work will be provided by the BRBNMPL.	Other tools and tackles and test equipment as required, to be brought by the Contractor.



5	Street lights (HPSV/LED and FL- street light), High mast lights, Cricket Ground Flood lights Solar light & street light on the road to high way. These include all type of lighting installed by BRBNMPL.	Checking the street light pole for serviceability, Junction box etc. Checking the concrete base of light pole for any crack, damage etc. Cleaning the luminaries	Daily and as and when required.	Consumable/ spares required for maintenance& repair work will be provided by the BRBNMPL Except the following. a) Cover, Bus bar of the electrical junction box. b) Any screws, lugs, nuts and bolts required etc.	All tools and tackles to be brought by the Contractor for repair and maintenance work.
6	Bollard light fittings, Post top lantern fittings, Gate light fittings and all other fancy fittings in public utility buildings and common area etc.	Checking of loose connection.  Replacement of fused bulbs, and all other electrical defects.	Monthly and as and when required.  As and when required.	Consumable/ spares required for maintenance& repair work will be provided by the BRBNMPL.	All tools and tackles to be brought by the Contractor for repair and maintenance work.
7	Earth pits erected in various location of all Electrical Sub-station/installation.	Checking the tightness of the earth conductors, cleaning, Greasing. Pouring the water periodically and checking the earth values periodically and re-fillings charcoals, salt, sand etc as and when required.	As per maintenance format and as when required.	Consumable/ spares required for maintenance& repair work will be provided by the BRBNMPL otherwise stated.	All tools and tackles to be brought by the Contractor for repair and maintenance work.
8	Surrounding Areas of Township Sub-stations, Feeder pillars, Electrical junction boxes, Auto transformers, etc	Removal of wild growths / bushes inside/outside the areas.	Whenever required up to 3 meters outside.		All tools and tackles to be brought by the Contractor for cutting and removing work.

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

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

**TENDER DOCUMENT FOR OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS)****AT BRBNMPL, SALBONI****T.E No.005/SAL/MMD-MAINT/2023-24 dated 08/06/2023**

SAL/FF/PUR/E/01/08

9	Energy meter (Analog/Digital / Smart) for all quarters, public utility building and shops.	To take meter reading and submit as per format.	Monthly, quarterly and as & when required	Consumable/ spares required for maintenance& repair work will be provided by the BRBNMPL	Necessary tools and tackles have to be provided by the Contractor.
10	MS Sliding Gate at Main Gate at Plant Complex	Maintenance of Gate, Setting of Limit switches, Oiling, Greasing if required	Periodically, As and when required	Consumable/ spares required for maintenance& repair work will be provided by the BRBNMPL	Necessary tools and tackles have to be provided by the contract
11	Boom Barriers and Spike Busters ( 03 Nos)	Electrical and mechanical breakdown calls attending and co-ordinating with CAMC vendor/BRBNMPL	As and when required	Consumable/ spares required for maintenance& repair work will be provided by the BRBNMPL/ CAMC vendor	Necessary tools and tackles have to be provided by the contract
12	All Intercoms installed in town ship	To connect new intercom, shifting of Intercoms from one place to other.	As and when required	Consumable/ spares required for maintenance& repair work will be provided by the BRBNMPL.	Technical support will be given by BRBNMPL
13	Community Hall	Operation and Maintenance of different existing and other decorative lights, fans, mic, sound system etc	As and when required	Consumable/ spares required for maintenance& repair work will be provided by the BRBNMPL.	Technical support will be given by BRBNMPL
14	450 KWp Solar Power Plant	Maintenance, cleaning, housekeeping, Recording various readings of Solar Power Plants	Monthly/as & when required  Daily	Consumable/ spares required for maintenance& repair work will be provided by the BRBNMPL.	Technical support will be given by BRBNMPL

**b) Repair / Maintenance Work:**

Repair / Maintenance work to be carried out for all types of buildings on receipt of complaint lodged in a register / issuance of directives by the authorized official.

Category	Nature of complaints	Rectification work to be carried by the Contractor.	Consumables/ spare required, to be issued by	Time limit for liquidation
Internal Electrification faults/complaints	i) No power supply. ii) Light points/ tube light points are not working. iii) Fan points are not working iv) Plug/ Socket points are not working. V) Burning/damage of 6A/16A Switches, Sockets, bell push switches. vi) Other all types of electrical complaints.	To be rectified the appropriate problems including replacement of electrical accessories and Re – wiring, fixing of new fan regulator in separate PVC/wooden board, whenever required.	Electrical items/ fittings required for replacement will be issued by the BRBNMPL.	Within 01day from date of lodging complaints.
	Defects in Main power, lighting and emergency distribution boards of Residential buildings, Public utility buildings, Administration buildings etc.	Up keepings, cleanliness, Tightness of connections and defects to be repaired.	BRBNMPL will supply the entire consumable/ spare required for repairing.	Immediately work should be started on occurrence and should be completed at the earliest by working round the clock.
	Defects in energy meter reading.	To be rectified the appropriate problems including replacement of spares/ consumable etc. Sealing of energy meter, LMB board is to be done as and when required.	The BRBNMPL, otherwise stated, will supply Spares/ consumable.	Within 1 day from the date of lodging complaint.

<b>External Electrification faults/ complaints</b>	Defects in Feeder pillars, Electrical junction boxes, street lights and indoor/outdoor Transformers, load break switch, and other switching arrangement in all indoors and outdoors substations erected in various places of township area. Repair of BOOM barrier/Spike buster, Repair and maintenance of Solar panels, modules, Kalakendra lights and other equipment	To be rectified by the Contractor.	The BRBNMPL, otherwise stated, will supply Spares/consumable.	Work should be started immediately and job should be completed at the earliest by working round the clock from the date of defect recorded.
<b>Maintenance of Street lights/ security lights and township external illumination, MS Sliding Gate at Main Gate</b>	Defects in HPSV-street lights, FL-Luminaries, Post top lanterns, Bollards fittings, Gate light fittings, High Mast lights, Watch Tower Lights, Periphery Lights & street lights and street lights outside Gateno-1, Towards Salboni etc, MS Sliding Gate at Main Gate of Plant Complex.	Defects to be rectified by the Contractor.	The BRBNMPL, otherwise stated, will supply Spares/consumable.	Within 1 day from the date of defects recorded. Defects in security lighting system must be attended immediately.
<b>Rectification of cable faults</b>	Problems in street light, feeder pillars, high mast, cable for kalakendra, rabindra mancha, and all other cable faults in township area.	Defects to be rectified by the Contractor including digging out old cable and laying new cable.	The BRBNMPL, otherwise stated, will supply Spares/consumable/Cable joint kit etc.	Work should be started immediately & job should be completed at the earliest by working round the clock from the time of recording of defect. Defects in security lighting system must be attended immediately.

**(c) Other electrical Repair & Maint. Works not covered above:**

**Any other electrical Repair / Maint work and other new electrical installation work not covered in the above and is required to be done by the Contractor shall be issued directives on verbal or writing. However, spares and consumables for the same will be provided by BRBNMPL.**

**3. Brief job description -**

- a) Township Electrical substation should be operated & maintained in 3 shifts round the clock. For attending the defect of Quarters and public utility buildings- mentioned as above, sufficient technicians should be posted.
- b) The cable faults for Quarters or street lights or any other cable faults will have to be rectified. The work includes digging, finding out the faulty cable, and replacement of the cable, if necessary. All the necessary tools and tackles needed for the above job will have to be supplied by the Contractor. However, the spares and consumables needed for the job, will be supplied by BRBNMPL. Contractor has to provide for necessary tools and tackles.
- c) The Contractor must intimate about the spare and consumables necessary for the operation and maintenance job well in advance so that the material can be procured through indenting process. Therefore, the Contractor must intimate about the necessary spares and consumable three months in advance for proper indenting process.
- d) The Contractor shall report all abnormal operating conditions of equipment/ system immediately in writing to the BRBNMPL and give his expert opinion based on the investigation testing about the cost and remedy to avoid such condition. It will be the sole responsibility of the Contractor to give correct and expert opinion for immediate fault rectification without any production loss or inconvenience for general functioning of the BRBNMPL. Penalty will be imposed for any dereliction of this responsibility and will be decided by the BRBNMPL as deemed fit.
- e) The Contractor shall be responsible to make necessary arrangement to rectify / repair any defective equipment expeditiously with approval of the BRBNMPL. For repairs, replacement and underground cable damage, which involve manufacturer, outside agencies or civil works, as decided by the BRBNMPL, the cost would be borne by the BRBNMPL. However any defect or repair minor in nature to be carried out by the Contractor.
- f) The Contractor will be responsible for proper operation and periodic maintenance of transformer, switchgear and control panels of the system according to IE Rules 1956 and W B State Electricity Act, manufactures' instructions, Maintenance Schedule and time to time instructions given by the BRBNMPL as applicable to the field of operation. They will also be responsible for housekeeping of the working area and immediate surroundings at all times.
- g) Any emergency work related to power system, which is not routine or minor in nature may be entrusted with the Contractor totally at the discretion of the BRBNMPL for smooth and uninterrupted functioning of the power supply system and will be paid as per reasonable prevailing market rate as decided by the BRBNMPL.
- h) The Contractor has to take all necessary steps for uninterrupted functioning of external illumination system due to security reasons.
- i) The maintenance must be carried out as per good engineering practice. A detailed schedule for the periodic preventive maintenance of electrical and mechanical system shall be submitted to the BRBNMPL. The Contractor shall plan and prepare for preventive maintenance in advance and it shall be carried out without affecting the normal working of the plant, with the approval of BRBNMPL and necessary records shall be kept.
- j) The Contractor or their employee should visit all the electrical installations at least once in a day during its operation to ensure proper working of the system and any abnormalities

shall be informed to the concerned BRBNMPL officer. This monitoring is required to get information regarding impending failure and to take corrective steps in advance.

- k) Maintenance of intercom extension in Township and main press area. One technician must be deployed for this job. The technician has to be present every working day from 0800 Hrs to 1645 hrs or time as decided by BRBNMPL. The technician must have knowledge of telephone lines checking, providing new extension lines and repairing minor fault.

#### 4. **MANPOWER:-**

- The Contractor must deploy sufficient number of qualified electricians and Supervisors for running the system round the clock. The supervisor should necessary be a HT license holder, as per the Central and State Electricity Rules and Regulations with a degree / diploma in Electrical engineering with minimum 02 years of working experience for degree holder, 05 years for diploma holder & 10 years for ITI holders in the same type of large electrical system and should have sufficient expertise to tackle the problem without delay.
- The Contractor shall furnish on demand by BRBNMPL, the organizational chart indicating various categories of technical and administrative staff envisaged for deployment, including the name, address, qualification, experience and period of their service in the organization for satisfactory operation and maintenance of the system. The chart is to be displayed in the Township substation. The team in charge shall be available on site round the clock for any emergency. The Contractor will submit to all security restrictions as prescribed by the BRBNMPL.
- Further, since we are a high security organization, Contractor will be required to abide by all security norms, and deploy workers only after due police verification.
- Deployment / continuation of manpower is subjected to satisfactory police verification of individual.**
- Sufficient personnel with minimum qualification and experience as per the prevailing Central and State Electricity Rules and Regulations shall also be deployed to carry out day-to-day maintenance and repair of these installations. At any time and area when persons are working on electrical installations, at least one person must have electrical work permit / license issued by a competent authority.
- The installation being of essential and vital in nature, the Contractor shall perform the allotted duties irrespective of weather conditions, religious festivals, strike or any other adverse situations. The Contractor shall operate and maintain the system on a continuous basis 24 Hrs a day and 365 days a year, for which the duty allocation shift wise on a weekly basis shall be properly planned in advance.**
- The Contractor employees must wear uniform while on duty. The Contractor at his own cost shall issue the uniform at least two set per annum and one pullover at least once in 03 years, which will be approved by our security section.

#### **Estimated minimum manpower on daily basis(without absence and leave Relief)**

Sl No	Designation	No. of persons	Minimum Qualification	Minimum Experience in relevant field
1	Supervisor with HT supervisory license	2	Degree/Diploma/ITI (10+2) (Electrical)	2/5/10 Years
2	High skilled Electrician	3	ITI (Electrical) or equivalent with HT workman permit	8 Years
3	Skilled- Electrician	5	ITI (Electrical) or equivalent with HT workman permit	5Years

4	Semi-skilled-Electrician	5	ITI (Electrical) or equivalent with LT workman permit	2 Years
5	Un-Skilled	5	10 <sup>th</sup> standard pass	1 Year

**Reference:**

- Degree means B.E./B.Tech in Electrical or related stream
- Diploma means Diploma in Electrical or related stream

**Total= 20 manpower**

**NOTE: All original credentials including experience certificate (both of Contractor as well as workman), if required, will be verified before placing the order.**

**Above-mentioned manpower should be present on daily basis. Non-compliance of above will be dealt as per rules and strict necessary action shall be taken as deemed fit.**

**EXPERIENCE IN THE FIELD OF OPERATION AND MAINTENANCE OF ELECTRICAL SYSTEMS:**

**The Contractor must have experience in the field of Operation and Maintenance of Electrical system with installation capacity of minimum 6.6 KV/415V with a connected load of 3 MVA or more.**

**5. MAINTENANCE OF RECORD & WORK AREA:**

The Contractor shall be responsible for maintaining records and Format as per ISO procedure viz ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 of IMS. Compliance of Statutory obligation, as applicable as per the Contract Labour (R&A) Act 1970, and /or any other relevant Act/s will deem to be the part of this contract. The Contractor shall be directly responsible to the authorities concerned for compliance of the IMS provisions. They will also submit reports in the prescribed format as and when required.

BRBNMPL is an ISO certified for IMS of 9001:2015, 14001:2015 and 45001:2018 and accordingly Contractor employees are bound to follow all the procedures for maintenance of the standard.

**6. PRICE:**

The Contractor has to quote his best competitive price considering all the factors. The price shall be firm and inclusive of GST other than service tax, WCT, Income Tax, duties, labour, liabilities etc. in all complete. However, GST at prevailing rate during the tenure of the contract shall be paid on submission of documentary evidence to the satisfaction of BRBNMPL. ***Any increase in the minimum wages for the labourers from the date of award of contract, declared by Central / State Govt Authority whichever is higher will be reimbursed based on submission of separate bill with documentary evidence.*** The successful bidder, to whom LOI/Work Order is placed, shall raise monthly bill in the 1<sup>st</sup> week of succeeding month for release of payment after fulfilling the all-necessary formalities. Attendance sheet and preventive maintenance records to be submitted along with the monthly bill for verification by the concerned officer. Proportionate amount from the bill shall be deducted if the Contractor fails to comply with any of the responsibilities like deployment of manpower and non-compliance of scope of work mentioned in schedule. Such amount shall be decided by the BRBNMPL and shall be binding on the Contractor.

**7. TENURE:**

The Contract period for the said Operation & Maintenance work will be **initially for one year**. However, the BRBNMPL may go in for further extension of **maximum two more years, and the payments shall be paid as per the same, Terms & Conditions**, which will entirely depend on the performance of the Contractor. The contract can be terminated at any time at



the discretion of the BRBNMPL without assigning any reason what so ever, after giving an advance notice of 90 days in normal cases and the name of such default Contractor shall be deleted from the panel list. If the successful bidder refuses or fails to accept the work order due to any reason after opening and finalization of the contract and fail to start the work or not fulfilling any condition as mentioned in the contract, the BRBNMPL reserves the right to cancel the contract and forfeit the EMD. In certain specific cases as per clause 2 of SCC 11, the contract shall be terminated without any notice.

**8. REPORTING AUTHORITY:**

The officer/(s) authorized by General Manager (Maint.)/Deputy General Manager shall be the coordinating officer/(s). The Contractor has to perform the works in close coordination and direction of such authority. At present Assistant General Manager (Maintenance), Manager (Maintenance)/ Dy Manager (Maintenance) are authorized co-coordinating officers.

**9. RESPONSIBILITY AGAINST DAMAGE CAUSED:**

The Contractor shall be responsible for any damage caused to the existing system due to (a) Act of Negligence, (b) Wrong Operation (c) Mishandling by his employees (d) Misinterpretation of instruction due to lack of knowledge/expertise/willful misguidance etc... The Contractor has to pay the entire amount/charges for the repair/replacement. **The Contractor has to furnish an Indemnity bond as per approved format in this regard.**

**10. ADEQUACY OF CONTRACTOR'S STAFF:**

It is understood that the service activities are to be performed with utmost diligence and expediency so as to maintain the highest standards of O & M services. To achieve this, Contractor shall strictly maintain adequate level of staff with prescribed skill levels (Section-VII) at site at all times. In case mechanized services are provided by the Contractor, the equipment shall be well maintained and kept in good condition for all time.

**11. SAFETY & INSURANCE:**

The Contractor shall insure all his employees against injury/death while on duty and will indemnify the BRBNMPL against any claim arising out of any accident, injury or death during the course of their duty. The BRBNMPL holds no liabilities in case of any accident or death during working in our system.

**12. TOOLS, TACKLES & SAFETY APPARATUS:**

The Contractor shall have the required tools and tackles, testing and measuring instruments at site, like required type of, **Transformer oil test kit, Meggar, Clamp Meters, rubber Hand Gloves, Safety Shoes, Helmet. Safety belt, 2 Ladders of height 6 feet and 12 feet and 1 Ladder of 12 mtrs height (telescopic & tiltable), Multimeters, and mobile phone for smooth communication (minimum 2 nos.)** Documentary proof for this must be attached. It will be an added advantage if possessing special tools & testing equipment like cable fault locator, Relay test kit etc.

**Section VIII: Quality Control Requirements/Declaration by the tenderer***[Contractor/Bidders shall fill the following format and submit along with bid]*

Sl. No.	Parameters	Required specifications, Terms & conditions	Offered (Yes/No)	Deviation, If any.
1.	<b>Quality Control Requirements</b>	It is confirmed that I/We shall carry out the works a. <b>As per Technical Specification, Scope of Work and Tender Conditions.</b> b. Shall comply the legal obligations. c. To pay Bonus, PF,ESI etc. to Contract workers d. To submit report as per Scope. e. To provide manpower (as per skill levels) as per Contract. f. Compulsorily provide proper Uniform (2 sets/ year) & Safety Shoe (1 pair / year) within 30 days from the commencement of work/Contract g. To provide Protective gear such as safety helmets, boots, belts, gloves etc. at own cost to all workers at site	Yes, Accepted	
2.	<b>Price Bid to be submitted against the Tender</b>	Price BID has been submitted as per given format (Section XI: Price Schedule Bid) in separate sealed envelope exactly as per the prescribed format with no conditions/counter conditions and no information on price should be mentioned in Techno-commercial bid.	YES	
3.	<b>Variation in Specifications</b>	We understand that if our Credentials do not meet your requirements, our offer will not be considered in deciding L1 (Lowest Bidder).	Yes, Accepted	
5.	<b>Seal/Signature</b>	All pages of the Tender Documents are Sealed/Signed & Submitted.	YES	
6.	<b>Delivery Schedule</b>	As per Section - VI: List of Requirement	Yes, Accepted	
7.	<b>Special Conditions of Contract</b>	As per Section - V	Yes, Accepted	
8.	<b>EMD / Bid Security</b>	<b>EMD: Rs.1,57,000/- / Annexure - D: Bid Security Declaration (on Bidder letterhead)</b>	YES	
9.	<b>Payment terms</b>	As per Tender terms & conditions.	Yes, Accepted	
10.	<b>Performance Security</b>	<b>10% (Ten Percent) of Total Contract Value</b>	Yes, Accepted	

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

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

**TENDER DOCUMENT FOR OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS)****AT BRBNMPL, SALBONI****T.E No.005/SAL/MMD-MAINT/2023-24 dated 08/06/2023***SAL/FF/PUR/E/01/08*

11.	<b>Liquidated Damages</b>	As per Tender terms & conditions. Refer Clause 24 of GCC of Section IV	Yes, Accepted.	
12.	<b>GST</b>	Acceptance of GST Clause of Section III of Special Instructions to Tenderers (SIT) of as referred against GIT Clause 12.8.	Yes, Accepted	
13.	<b>Counter conditions</b>	We have gone through entire tender document thoroughly including GIT (Section II – General Instructions to Tenderer), GCC (Section IV – GENERAL CONDITIONS OF CONTRACT), SIT & SCC <u>and confirm that we don't have counter conditions.</u> We also understand that offer with counter conditions is liable for rejection.	YES	
14.	<b>No. of pages</b>	Total number of pages in Techno-commercial Bid (Part-1)		

( )

Name: .....

(Authorized Signatory of the bidder firm with date)

(Seal)

**MANDATORY DETAILS:**

Sl. No.	Particulars	To be furnished [please attach the copies]
1.	<b>GST No.</b>	
2.	<b>PAN No.</b>	
3.	<b>HSN Code</b>	
4.	<b>PF Registration No.</b>	
5.	<b>ESIC Registration No.</b>	
6.	<b>Professional Tax Registration No.</b>	
7.	<b>MSME Registration, if any</b>	Valid till:
8.	<b>NSIC Registration, if any</b>	Valid till:

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

( )

Name: .....

(Authorized Signatory of the bidder firm with date)

(Seal)

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

**SECTION IX: QUALIFICATION/ ELIGIBILITY CRITERIA****I. Experience, Duration of Past Experience:**

The Contractor should have Minimum Seven (07) years experience of having successfully completed works of Similar Nature. Proof of the same has to be submitted.

**Similar work means "OPERATION & MAINTENANCE OF ELECTRICAL INSTALLATIONS, SUB STATIONS ETC".**

**II. Minimum number of completed works of similar nature executed during last Seven (07) Years ending 31/05/2023:**

Copy of Credentials in the form of Work Order/s for compliance as proof of having successfully completed similar works along with the work orders should be 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. This should be of last 7 years ending last day of the month previous to the one in which tenders are invited as per either of the following:

Three similarly completed works each costing not less than the amount of value of 40% of estimated value (**i.e., Rs.31.44 Lakh**) in the last 7 years up to 31/05/2023.

**OR**

Two similarly completed works each costing not less than the amount of value of 50% of estimated value (**i.e., Rs.39.33 Lakh**) in the last 7 years up to 31/05/2023.

**OR**

One similarly completed works each costing not less than the amount of value of 80% of estimated value (**i.e., Rs.62.88 Lakh**) in the last 7 years up to 31/05/2023.

The completion certificates of works shall be issued by Asst. General Manager or equivalent level in case of Government Department / PSU or any commercial Bank. Any deviation in the certificates may not be accepted.

**No Relaxation for MSE's/Start-up for the above will be given as per Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 along with amendments, if any, notified by Govt. of India.**

**III. Financial Standings:****a) Average Annual Turnover:**

- i. Proof of Average annual financial turnover of firm during the last 3 years ending 31/03/2022 should be 30% (**i.e., Rs.23.58 Lakh**) of estimated value or more.
- ii. The bidders applying under **MSE's/Startups w.r.t. relaxation norms** in public procurement regarding **prior turnover** may refer SIT provision for GIT clause No. 31 under Section III: Special Instructions to Tenderers (SIT).

b) **Net worth:** The net worth of the firm should not be negative and should not have eroded by more than 30% year-on-year in the last 3 years ending 31/03/2022.

c) In the case of bidders/companies who are restructured by Banks, Financial standing criteria will be completely relaxed.

**Note:** For the purpose of financial analysis of **Turnover and Net worth** Where financial standing of the Bidder Company is not strong enough to meet its obligations under the tender and it has taken support

from its Holding Company for participating in the tender, the Holding Company shall give its support by way of Bank Guarantee to cover the obligations of the bidder under the tender in case of any default. Further, the Financial Standing Credentials of a Holding Company can be clubbed with only one of the fully owned subsidiary Bidding Company, with appropriate legal documents providing such ownership. The amount of Bank Guarantee by Holding Company shall be equal to the amount of Bank Guarantee prescribed in the tender for the bidders. This guarantee will be in addition to the one to be submitted by the bidders. Bidders shall submit the formats of Performance Bank Guarantee issued on behalf of Holding Company and undertaking to provide financial support which are to be obtained from the **Holding/parent Company** are enclosed as **Annexure - F & Annexure - G**.

**However, the bidder is required to qualify in all other criteria like experience, past performance and capacity/capability as specified in the tender.**

#### **IV. Statement of Financial Standing:**

Following documents are required to be submitted along with the bid as part of the Pre-Qualification Criteria (Section IX of tender).

- a) All bidders are required to submit a self-certified statement of their turnover and net worth as per Table No.1 of **"Bidders Credentials Annexure-H"**.
- b) Bidder firms whose sales, turnover or gross receipts is more than ₹1 crore, are required to submit audited books of accounts. However, for firms whose cash receipts are limited to 5% of the gross receipts or turnover, and whose cash payments are limited to 5% of the aggregate payments, the threshold limit of ₹1 crore for tax audit is increased to ₹10 crore with effect from AY 2021-22 (FY 2020-21).
- c) Bidder firms for whom submission of audited books of accounts is not necessary as per the above criteria, may submit a statement of their turnover and net worth certified by a CA with Membership No. and UDIN number (or) submit self-certified statement of their turnover and net worth along with Income Tax (IT) Returns and ITR acknowledgements of last 3 Financial Years ending 31/03/2022 i.e. 2019-20, 2020-21 and 2021-2022.

**No Relaxation for MSE's/Start-up for the above will be given as per Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 along with amendments, if any, notified by Govt. of India.**

#### **V. General**

- The tenderer should have valid **Professional Tax Registration, PF, ESIC registration no. Contract Labour (Regulation & Abolition) Registration**, The copy of the same should be submitted along with Part I (Techno-Commercial Bid) of tender.
- The tenderer shall enclose a declaration regarding their blacklisting / debarment, if any, by BRBNMPL/Government of India/PSU in the past 5 years and "Confidentiality statement" duly signed and stamped as per Annexure - A.
- NEFT Mandate form as per Annexure - B with copy of cancelled cheque.  
[NOT APPLICABLE FOR EXISTING SUPPLIERS].
- Authorization with the seal of the Company in the name of the person signing the Tender Documents.
- Declaration and Undertaking to be submitted by Micro & Small Scale Enterprises/Start-up Companies as per Annexure – E (if applicable).
- Bidder should attach **Current and Valid GST registration certificate & PAN copies** along with GST supplier's Certificate as per Annexure - I.
- All pages of tender document along with supporting documents shall be duly signed and stamped

**SECTION X: TENDER FORM**

Date .....

To,  
The Chief General Manager  
Bharatiya Reserve Bank Note Mudran Private Limited  
P.O. RBNML - 721132, Salboni,  
Dist. Paschim Medinipur, West Bengal

Ref: Your Tender document No. 005/SAL/MMD-MAINT/2023-24 dated 08/06/2023.

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 for **OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS) AT BRBNMPL, SALBONI** (description of goods and services) in conformity with your above referred document for the sum as mentioned in financial bid, attached herewith and made part of this tender.

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

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

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

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

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

For &amp; on behalf of.....

.....  
(Signature with date)

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

**SECTION XI: PRICE SCHEDULE (PRICE BID)****PART-II BID**

From

.....

.....

To,  
The Chief General Manager  
Bharatiya Reserve Bank Note Mudran Private Limited  
P.O. RBNML - 721132, Salboni,  
Dist. Paschim Medinipur, West Bengal

Dear Sir,

**SUB:** Tender Notice for **OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS) AT BRBNMPL, SALBONI.**

**REF:** Your Tender Enquiry No: 005/SAL/MMD-MAINT/2023-24, dated: 08/06/2023

With reference to your Tender enquiry cited above, we are pleased to enclose the following as our Price Bid (Part-II) in separate sealed cover for your kind consideration.

Sl.No	CATEGORY	Per day minimum Wages as per Latest Order. (W.E.F 01.04.2023)	No. of Persons required per day (A)	Quoted Unit Rate/day (Rs.) (Category Wise) (B)	Total per Annum in Rs C=AXBX365
01	Supervisor	816.00 (Minimum)	02		
02	Highly Skilled Electrician	816.00	03		
03	Skilled Electrician	695.00	05		
04	Semi-Skilled Electrician	577.00	05		
05	Un Skilled	494.00	05		
06	<b>Total Salary: (Basic + D.A) for 20 Employees per Annum</b>				
07	<b>P.F. @ 13 %</b> on Sl.No.06 (Subject to wage ceiling Rs.15,000 per month per head)				
08	<b>Bonus</b> (as per Payment of Bonus act 1965 - @ 8.33 %) on Sl.No.06 (Subject to wage ceiling Rs.21,000 per month per head)				



09	<b>ESI @ 3.25 % on Sl.No.06</b> (Subject to wage ceiling Rs.21,000 per month per head) - for ESI Members	
10	If <b>ESI is not applicable</b> , then quote for cost towards Workmen Compensation Policy and Medical Insurance per annum. (for Non ESI Members)	
11	<b>Total per annum (Sl.no.06+07+08+09+10) =</b>	
12	<b>Uniform</b> - 2 sets and industrial Shoe -one pair per <b>annum</b> for 20 Employees	
13	<b>Administrative &amp; other Expenditure per annum</b> (towards fulfilling all other contractual obligation including all overheads and any other compliance of Statutory requirement/Payment, Police verification, Safety Gadgets, Tools etc., as per the scope mentioned in section VII.	
14	<b>Profit per annum</b>	
15	<b>Total per annum (Sl. no 11+12+13+14) =</b>	
16	GST @ 18 % on Sl.No.15	
17	<b>Grand Total amount (Sl.No.15 + Sl.No.16) =</b>	
Grand Total Amount for annum in Words:		

\*For Sl.No.12, Sl.No.13 & Sl.No.14 bidder shall quote fixed amount for Annum (Percentage Quote not acceptable) and it will be fixed for next 02 years for the extended contract.

#### NOTE:

1. Tender will be finalized on Overall Lowest (L1) quoted price and then Contract will be awarded accordingly.
2. Price should be firm and there should not be any price escalation during the contract period, other than Daily Wages and additional statutory payments.
3. Price should be quoted exactly as per the format given above.
4. Price bids with conditions /Counter conditions are liable for rejection.
5. Bidders are required to quote the price within 2 decimal place. Price quoted with more than 2 decimal places will be rounded off to 2 decimal place for evaluation.
6. The price breakup shall be quoted based on the minimum wage notification No. **F.No.1/5(3)/2023-LS-II w.e.f 01.04.2023**. Subsequent wages shall be considered for reimbursement as per the revision of notification during the tenure of the contract on submission of documentary evidence regarding release of payment to the labours
7. Contract labour shall be provided with leave with wages as per entitlement under Factories Act. However, payment will be made based on daily deployment of manpower as per the "Daily Wage Register"
8. The expenditure to be incurred towards gratuity, canteen allowance, overtime, national holidays, appropriate insurance, overheads, compliance of statutory requirements/payments, police verification; PPE safety gadgets for all the workers etc. should be included in the administrative charges. No additional reimbursement shall be entertained.
9. Bidders mentioning the price quoted for offered item/s in any place other than Price - Bid (PART-II) are liable for rejection of their bid.
10. Bidders may ensure there are no corrections/ over writings in the Price Bid. If any discrepancy is found between the amount in figures and words, Amount in words will be taken as final quoted amount.
11. If quoted rates are less than the minimum wages as per the latest notification (Central/State govt. whichever is higher) then minimum wages as per notification will be considered for price bid evaluation and accordingly order will be placed.
12. Bidders are advised to sign and affix their Company seal on all the pages of the Price Bid.

We confirm that, the price quoted will be valid till the completion of entire quantity and also confirm that, the rates quoted is inclusive of taxes as applicable and will remain firm & binding, no escalation on above on any account shall be admissible during the currency period of contract except for changes in statutory payments, for which documentary proof should be attached for claiming escalation, if any.

We confirm that quoted rates for Sl.No.07, 08 & 09 subject to prevailing wage ceilings.

Note: Tender document without signature & essential document is liable for rejection at any stage.

Thanking you,  
Yours faithfully,

( )

Name: .....

(Authorized Signatory of the bidder firm with date)

(Seal)

**SECTION XII: QUESTIONNAIRE**

The Tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question / issue do not apply to a tenderer, the same should be answered with the remark "not applicable".

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

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

Sl.No	Query	Answer
01	Brief description and of goods and services offered	<b>OPERATION &amp; MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS) AT BRBNMPL, SALBONI</b>
02	Name and Address of the Firm:	
03	Nature of the Firm (Proprietorship/Partnership/Ltd. Company/Co-op. Society)	
04	Offer is valid for acceptance up to	<b>120 days</b> from the Opening of Tender
05	Your Permanent Income Tax A/c No. as allotted by the Income Tax Authority of Government of India. (Please attach certified copy of your latest / current Income Tax clearance certificate issued by the above authority)	
06	Your GSTIN (Copy of registration to be enclosed)	
07	Status:	
a)	Are you currently registered with the Central Purchase Organization, and/or as a Micro and Small Enterprise (MSE) as defined in MSEs Order 2012 issued by Ministry of Micro, Small and Medium Enterprises (MSME), and/or as a Startup as recognised by Department for Promotion of Industry and Internal Trade (DPIIT) and/or the present BRBNMPL and/or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.	
b)	Are you currently registered under the Indian Companies Act, 2013 or any other similar Act? Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.	

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

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

**TENDER DOCUMENT FOR OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS)  
AT BRBNMPL, SALBONI****T.E No.005/SAL/MMD-MAINT/2023-24 dated 08/06/2023***SAL/FF/PUR/E/01/08*

08	Please indicate Name & full Address of your Banker(s)	
09	Please state whether business dealings with you currently stand suspended/banned by any Ministry/Dept. of Government of India or by any State Govt.	

.....  
(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 XV: BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

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

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

Date: -----

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

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

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

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

Total value (in figure) (In words)

(ii) Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

(a) Mode(s), stage(s) and place(s) of conducting inspections and tests.

(b) Designation and address of BRBNMPL's inspecting officer

(v) Destination and 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)

To,

The Chief General Manager  
Bharatiya Reserve Bank Note Mudran Private Limited  
P.O. RBNML - 721132, Salboni,  
Dist. Paschim Medinipur, West Bengal.

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 of bidder with date and seal /Officer authorised to sign bid document on behalf of the bidder



**ANNEXURE – A**

**UNDERTAKING**

**(To be submitted on Company letter head duly signed by authorized person)**

**To Whomsoever It May Concern**

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

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

*[Please strikeout whichever statement is not applicable]*

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

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

Name of Authorized Signatory:

Designation: ..... Seal

**Confidentiality Statement**

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

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

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

Name of Authorized Signatory:

Designation: .....Seal

**ANNEXURE – B****NEFT - MODEL 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	RTGS / IFSC Code No.	
	(In lieu of the bank certificate to be obtained as under, please attach a blank canceled cheque or photocopy of a cheque or front page of your Savings bank passbook issued by your bank for verification of the above particulars)		
3	Date of effect		

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

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

**ANNEXURE - C**

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

**DECLARATION REGARDING RESTRICTIONS ON PROCUREMENT FROM A BIDDER OF A COUNTRY  
WHICH SHARES A LAND BORDER WITH INDIA**

To,

The Chief General Manager

BRBNMPL, SALBONI.

**Sub:** Declaration Regarding Restrictions on Procurement from a Bidder of a Country which shares a Land Border with India

Ref: Tender no.

Dear Sir,

I/We declare that

1. "I/We have read the clause regarding restrictions on procurement from a bidder of a Country which shares a land border with India; I/We certify that M/s .....(Name of Bidder) is not from such a Country or, if from such a Country, has been registered with the Competent Authority. I hereby certify that M/s .....(Name of Bidder) fulfill/s all requirements in this regard and is eligible to be considered.

[Where applicable, evidence of valid registration by the Competent Authority shall be attached.]".

Further I/We declare that

2. "I/We have read the clause regarding restrictions on procurement from a bidder of a Country which shares a land border with India and on sub-contracting to Contractors from such countries; I/We certify that M/s .....(Name of Bidder) is not from such a Country or, if from such a Country, has been registered with the Competent Authority and will not sub-contract any work to a Contractor from such countries unless such Contractor is registered with the Competent Authority. I/We hereby certify that M/s .....(Name of Bidder) fulfill/s all requirements in this regard and is eligible to be considered.

[Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

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

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

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

Authorized Signatories

Seal

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

**ANNEXURE - D**

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

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

To,

The Chief General Manager

BRBNMPL, SALBONI.

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

Dear Sir,

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

2. I/We understand that according to terms and conditions of this tender, 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, Salboni.

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

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

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

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

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

Authorized Signatories

Seal

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

**ANNEXURE – E****Declaration & Undertaking by Micro & Small Scale Enterprises / Start-up Companies / Entities seeking purchase preference under Make In India Policy / Women entrepreneurs / Registration with TReDS/GeM**

(To be filled in the Company letter head)

Date: .....

Sl No	Particulars	Details
1	Is your organization Proprietary / Partnership / Private Limited Company / Public Limited Company / Others	.....
2	Does your organization belong to Micro / Small scale Industry / Start-up / Class-I local supplier / others  (Please tick mark appropriate box. Bidders may tick more than one, if eligible)	<input type="checkbox"/> Micro <input type="checkbox"/> Small Scale <input type="checkbox"/> Start-up Company <input type="checkbox"/> Class-I local supplier <input type="checkbox"/> Others
3	In case you belong to Micro / Small Scale Enterprises, whether you are a Manufacturer for the tendered items (supply) / Service Provider for the tendered services  (Please tick mark the appropriate box)	<input type="checkbox"/> Manufacturer for supply items <input type="checkbox"/> Service Provider for services <input type="checkbox"/> Trader/dealer/reseller/distributor/ authorized agent <input type="checkbox"/> Non MSE Bidder
4	In case you belong to Micro / Small Scale Enterprises, whether you are registered under SC / ST Category. <i>If yes, valid documentary evidence to be submitted</i>  (Please tick mark the appropriate box)	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, whether <input type="checkbox"/> SC <input type="checkbox"/> ST
5	In case you belong to Micro / Small Scale Enterprises, whether your firm/ organization is owned by Women entrepreneurs? <i>If yes, valid documentary evidence to be submitted</i>  (Please tick mark the appropriate box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Are your registered under TReDS (Trade Receivable electronic Discounting System approved by RBI) Applicable for Micro, Small and Medium Enterprises	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, whether <input type="checkbox"/> RXIL <input type="checkbox"/> A-Treds <input type="checkbox"/> M1Xchange (Tick agency with whom you are registered)

Sl No	Particulars	Details
	(Please tick mark the appropriate box)	along with Regn No.) Regn No. ....
7	Has your firm/organization registered your items/services in Government e-Marketplace (GeM)	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	In case you are both a valid MSE bidder and Class-I local supplier (Make in India Policy), please give your preference. (Please tick any one)	<input type="checkbox"/> MSE <input type="checkbox"/> Class-I local supplier
9	In case you are claiming benefits under Make in India Policy, whether you are meeting the minimum local content as mentioned in the tender document/ concerned Ministry guidelines/Policy.	<input type="checkbox"/> Yes, Local Content _____ % <input type="checkbox"/> Not applicable for this tender

**Declaration:** I/We hereby declare that the above data submitted are true and back-up documents are attached as proof of the same. In case any submitted data are found to be incorrect/false, my/our bid is liable to be rejected and I/we am/are liable for suitable actions as per relevant BRBNMPL Policy.

I/We also understand that in case I/we am/are not claiming benefits under Make in India Policy, or under MSEs Order as per tender requirements, then purchase preference shall apply to other bidders who have quoted accordingly as per policy.

#### A. Categorisation of MSE/SC-ST & Women Vendors

1. In case of Micro/Small scale Enterprises, kindly attach Registration Certificate issued by DIC/KVIC/KVIB/Coir Board/NSIC/Directorate of Handicrafts and Handlooms, or any other body specified by MSME for authentication such as Udyog Aadhaar Memorandum/ Acknowledgment.
2. SC/ST and Women entrepreneurs registered under MSEs need to submit valid documentary evidence.

#### B. Categorisation of Start-up Companies

Bidder who intends to participate as 'Start-up' Company should enclose the Certificate of Recognition issued by Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India and his eligibility shall be valid as on bid closing date.

#### C. Declaration in case of MSE Bidders / Start-up Companies

In terms of Tender Conditions applicable for Micro & Small Enterprises (MSEs) / Start-ups, we hereby declare as under: -

- a. We are a Micro / Small Enterprise, as on bid closing date of this tender.
- b. We are a Manufacturer of the quoted supply item(s)/service provider for quoted services and valid documentary evidence for same is submitted.
- c. MSE certificate submitted by us is authentic & valid as on bid closing date of this tender.
- d. We are a 'Start-up' Company and we are enclosing copy of certificate of recognition issued by

Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India.

- e. We are a Micro / Small Enterprise which is owned by SC-ST/women entrepreneurs and we are submitting valid documentary evidence for the same.

**D. Declaration in case of entities seeking purchase preference under Make in India Policy**

We have read carefully the terms and conditions for availing the benefits of purchase preference under Make in India Policy and we are meeting all the requirements of Local Content and duly certified documents for proving the stipulated local content along with details of the location(s) where local value addition is made as mentioned in this document are enclosed.

We declare the above details are true. In case any of the details are found to be false/untrue, our offer will be liable for rejection /cancellation of order/subjected to appropriate actions as per tender Terms & Conditions.

.....

Authorized Signatory

(With Company Seal & Signature)

**ANNEXURE - F**

**PERFORMANCE BANK GUARANTEE ISSUED ON BEHALF OF HOLDING COMPANY FOR  
SATISFACTORY PERFORMANCE OF CONTRACT BY ITS SUBSIDIARY COMPANY**

(Name of the Bank and Address of the issuing branch)      Date: \_\_\_\_\_

Name and Address of the Beneficiary:

Bharatiya Reserve Bank Note Mudran Private Limited

P.O. RBNML - 721132, Salboni,

Dist. Paschim Medinipur, West Bengal

Name / Number of Tender/Contract: \_\_\_\_\_

Performance Bank Guarantee No. : \_\_\_\_\_

Performance Bank Guarantee Value: \_\_\_\_\_

Performance Bank Guarantee Validity: \_\_\_\_\_

**WHEREAS**, \_\_\_\_\_ ("***Bidder***"), the wholly owned subsidiary of our constituent \_\_\_\_\_ ("***Holding Company***") has submitted its offer in response to your *Notice Inviting Tender* bearing no. \_\_\_\_\_ dated \_\_\_\_\_ for supply of \_\_\_\_\_ and has been selected by you as the '*successful bidder*'. Subsequently, you have issued a letter of engagement bearing no. \_\_\_\_\_ dated \_\_\_\_\_ to the Bidder.

**WHEREAS**, we have been informed that it has been stipulated by you in the tender documents that the holding Company of the Bidder, shall furnish you with (i) an undertaking to provide '*Financial Support*' to the Bidder; and (ii) an unconditional and irrevocable Bank Guarantee ("***Guarantee***") by a Scheduled Commercial Bank recognized by you as security by the Holding Company for compliance by the Bidder of its obligations under the contract to be executed between yourselves and the Bidder for supply of \_\_\_\_\_ ("***Contract***").

**AND WHEREAS**, pursuant to the undertaking bearing reference no. \_\_\_\_\_ dated \_\_\_\_\_ given by the Holding Company, the Holding Company has approached us to provide a Guarantee which we have agreed to, as below:-

**NOW THEREFORE**, we affirm that, we, as the guarantors hereby extend our guarantee and undertake to indemnify you on behalf of the Bidder and the Holding Company, without any demur, cavil or argument up to a sum of \_\_\_\_\_ /- (Rupees \_\_\_\_\_ Only) upon your first written demand declaring the Bidder to be in default under the Contract.

This unconditional Guarantee shall come into full force and effect on the date of execution of the Contract or the date of issue of Notification of Award of Contract, whichever is earlier.

This Guarantee shall apply and be supplemental to the Contract as amended, modified or varied by you and the Bidder from time to time. The Holding Company hereby authorizes the Bidder to agree to any



such amendment, modification or variation, the due performance and compliance with which the Bidder is guaranteed herein. The Holding Company's obligations and liabilities under this Guarantee shall not be discharged by any allowance of time or other indulgence whatsoever.

We hereby unconditionally and irrevocably undertake to pay you a sum of Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ Only), upon receipt of your written demand, without you having to substantiate or prove your demand. We further agree that such demand shall be final and binding on us notwithstanding any dispute or suit or other legal proceedings including arbitration pending before any court, tribunal or arbitrator.

This unconditional and irrevocable Guarantee shall remain in full force and effect until all of the Bidder's duties, obligations (including warranty obligations) and liabilities under the contract have been discharged, of which you will be the sole judge and for a further period of 90 (Ninety) days thereafter or 90 (Ninety) days from the date of earlier termination of the Contract 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)

\_\_\_\_\_ (Designation)

Seal and Address of the Bank

**ANNEXURE - G*****ON THE LETTER HEAD OF THE HOLDING COMPANY***

Ref. :- \_\_\_\_\_

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

To,

The Chief General Manager  
Bharatiya Reserve Bank Note Mudran Private Limited  
P.O. RBNML - 721132, Salboni,  
Dist. Paschim Medinipur, West Bengal

Dear Sir,

***Undertaking to provide financial support to our wholly owned subsidiary***

We, \_\_\_\_\_ agree to provide financial support to our wholly owned subsidiary, \_\_\_\_\_ ("**Bidder**"), who is participating in the tender floated by you bearing no. \_\_\_\_\_ for the supply of \_\_\_\_\_ ("**Tender**").

We confirm and undertake that our financial standing credentials can be clubbed with that of the Bidder in order to enable it to qualify the financial standing criteria stipulated in the Tender documents. We enclose the necessary documents to enable you to assess and confirm our financial standing.

We further agree and undertake to furnish to you a suitable performance bank guarantee and indemnify you and hold you harmless in the event the Bidder fails to perform its obligations under the Tender.

We, hereby, undertake to make available to the Bidder the required financial resources to enable compliance by the Bidder with the Tender and the contract that may be awarded pursuant to the bid, if successful.

\_\_\_\_\_  
(Name)\_\_\_\_\_  
(Designation)***Enclosures: -***

1. Copy(s) of our Certificate of Incorporation and that of the Bidder;
2. Copy(s) of Form MGT-7 (*i.e. Annual Return*) filed by us and the Bidder for the latest financial year;
3. Copy of our Permanent Account Number Card;
4. Copy(s) of our Consolidated Financial Statement for the last three financial years.
5. Copy of shareholders agreement, if any
6. Copy of Memorandum and Articles of Association/Partnership deed of bidding entity.

**ANNEXURE – H****1. Financial standings \* (as per Section-IX):**

Sr. No.	Financial Year	Annual Turnover (Rs.)	Net worth (+/-) (Rs.)	Remarks	ITR copy enclosed (Please tick)
a.	2019-20				
b.	2020-21				
c.	2021-22				
Average Annual Turnover $\geq$ Rs.23.58 Lakh					

Note (if any) : .....

**2. Format for Experience and Past Performance details w.r.t. Work Orders Completion Certificate issued by customer as per Bid Evaluation Criteria of Section-IX.**

(During last seven years ending 31/05/2023)

	Description of Work	Location of Work	Client Address and contact details including email	W.O. No. and date	Quantity of Contract awarded	Period of Contract (From - To date)	Date of Completion	Quantity of Contract Completed	Remarks
a.									
b.									
c.									
			<b>Total-&gt;</b>						

Note:

- (i) Experience copies as per qualification criteria of section IX to be enclosed.
- (ii) List of Work Orders, not as per qualifying criteria indicated in Bid Evaluation Criteria need not be indicated here.
- (iii) Non-submission or incomplete submission of documents may lead to rejection of offer.
- (iv) Use separate sheet.

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

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

**TENDER DOCUMENT FOR OPERATION & MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS)  
AT BRBNMPL, SALBONI****T.E No.005/SAL/MMD-MAINT/2023-24 dated 08/06/2023**

SAL/FF/PUR/E/01/08

**ANNEXURE - I****GST Registration details**

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

ITEM DESCRIPTION	HSN / SAC CODE	SGST / CGST / IGST / UTGST	RATE OF GST %
1.			
2.			

(Authorised Signatory of the bidder firm with date)

(Seal)

**ANNEXURE - I****Salient features of revised 'Public Procurement (Preference to Make in India) Order, 2017'**

- As per the revised Order, suppliers have been classified as 'Class-I local supplier', 'Class-II local supplier' and 'Non-local supplier' as defined below (*para 2 of order*): -
  - 'Class-I local supplier' - supplier or service provider whose Goods, Services or Works has local content equal to or more than 50% - *shall get purchase preference* provided quoted price falling within margin of price preference i.e. within L1 + 20%
  - 'Class-II local supplier' - supplier or service provider whose Goods, Services or Works has local content more than 20% but less than 50% - *shall not get any purchase preference*
  - 'Non-local supplier' - supplier or service provider whose Goods, Services or Works has local content less than or equal to 20% - *shall not get any purchase preference*
- Other important definitions (*para 2 of order*): -
  - 'Local content'- means the amount of value added in India i.e. total value of the item (excluding local taxes) minus the value of import content in the item (including customs duty) as a proportion of the total value of the item, in percent
  - 'Margin of purchase preference' – means the maximum extent to which the price quoted by a 'Class-I local supplier' can be above L1 price for the purpose of purchase preference. The margin of purchase preference shall be 20%
- Different procurement scenarios in procurement of Goods, Services or Works (*para 3 of order*): -

S/N	Scenario	Tender Type	Tender value	Eligible bidder	Relaxation
1	There <b>is</b> sufficient local capacity and competition	OTE/NCB	Any value	'Class-I local supplier'	Relaxation (as per para 10 (a) and (b) of order)
2	There <b>isn't</b> sufficient local capacity and competition	OTE/NCB	< ₹200 crore	'Class-I local supplier' 'Class-II local supplier'	Relaxation (as per para 10 (a) and (b) of order)
		GTE/ICB	Any value*	'Class-I local supplier' 'Class-II local supplier' 'Non-local supplier'	Relaxation (as per para 10 (a) and (b) of order) to Class-I and Class-II local suppliers

\* For tender value < ₹200 crore, GTE/ICB shall not be issued except with the approval of Competent Authority as per amended Rule 161 (iv) of GFR 2017

- Procedure for purchase preference to 'Class-I local supplier' applicable for procurement scenario 2 in para 3 above is explained below in brief (*para 3A (b) and (c) of order*): -
  - Procurement of Goods and Works which are *divisible* in nature (e.g. consumables): -
    - If L1 is 'Class-I local supplier' – 100% awarded to L1
    - If L1 is *not* 'Class-I local supplier' – 50% awarded to L1

- Remaining 50% awarded to lowest bidder among 'Class-I local supplier' falling within L1+20% subject to matching L1 price
- If unable to match L1 price or accepts less than offered quantity, next lowest 'Class-I local supplier' bidder within L1+20% is invited to match L1 price for remaining quantity and so on and contract will be awarded accordingly
- If some quantity is left uncovered on 'Class-I local supplier', then such balance quantity can be ordered on the original L1 bidder

ii. Procurement of Goods and Works which are *not divisible* in nature (e.g. Varnish Plant) and procurement of Services where bid is evaluated on price alone: -

- If L1 is 'Class-I local supplier' – 100% awarded to L1
- If L1 is *not* 'Class-I local supplier'
  - Lowest bidder among 'Class-I local supplier' falling within L1+20% is invited to match L1 price – contract awarded subject to matching L1 price
  - If unable to match L1 price, next lowest 'Class-I local supplier' bidder within L1+20% is invited to match L1 price and so on and contract will be awarded accordingly
  - If none of the 'Class-I local supplier' bidder within L1+20% is unable to match L1 price, contract awarded to original L1 bidder

5. Verification of local content: Verification of local content will be as per "para 9" (a) & (b) of DPIIT order No. P-45021/2/2017-B.E.-II dated 04.06.2020.

The Class-I local supplier/Class-II local supplier at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification (**as per format given below on the manufacturers Company letter head**) that the item required to indicate percentage of the local content requirement for Class-I local supplier/Class-II local supplier as the case may be. They shall also give details of the location(s) at which the local addition is made.

"We \_\_\_\_\_ (Name of Manufacturer/Supplier) undertake that we meet the mandatory minimum Local Content (LC) requirement i.e. \_\_\_\_\_ for claiming purchase preference linked with Local Contents under the Govt. policy against under tender no. \_\_\_\_\_."

In cases of procurement for a value in excess of Rs.10 crores, the Class-I local supplier/Class-II local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the Company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.

#### 6. False declarations (para 9 (f) & (g) of DPIIT order),

False declarations will be breach of the code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.

A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities.

7. Relaxations in Eligibility Criteria (para 10 (a) & (b) of DPIIT order) No. P-45021/2/2017-B.E.-II dated 04.06.2020.

Bidders under Make in India scheme are exempted to provide any proof of supply in other countries or proof of exports w.r.t. experience and past performance criteria, subject to meeting of quality and technical specifications mentioned in this Tender.

Besides above, the bidders have to submit a declaration and undertaking along with their offer as per *Declaration & Undertaking by Micro & Small Scale Enterprises / Start-up Companies / Entities seeking purchase preference under Make In India Policy / Women entrepreneurs / Registration with TReDS/GeM [as per Annexure - E].*

**ANNEXURE - K****Salient features of 'Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012'****CONDITIONS FOR MICRO AND SMALL ENTERPRISES (MSEs)**

1. MSEs must be registered with any of the following in order to avail the benefits / preference available under MSEs Order, 2012: -
  - District Industries Centers (DIC)
  - Khadi and Village Industries Commission (KVIC)
  - Khadi and Village Industries Board
  - Coir Board
  - National Small Industries Corporation (NSIC)
  - Directorate of Handicraft and Handloom
  - Any other body specified by Ministry of MSME (MoMSME)
  - Udyog Aadhaar Acknowledgment / Udyog Aadhaar Memorandum issued by MoMSME
2. MSEs participating in the tender must submit valid & authorised copy of certificate of registration with any one of the above agencies. In case of bidders submitting DIC registration certificate, they shall attach original **notarised copy of the DIC certificate**.
3. The registration certificate issued from any one of the above agencies must be valid as on Bid closing date of the tender. Bidder shall ensure validity of registration certificate in case bid closing date is extended.
4. The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on closing date of the tender, are not eligible for exemption/preference. Where validity of such certificates such as NSIC certificate has lapsed, it shall be the responsibility of the bidder to seek renewal from the concerned Govt. agency before such expiry. *However, documentary evidence seeking extension before the lapse of validity of such certificate and an authorization letter from the Govt. agency having received application for renewal submitted before the bid closing date shall be accepted.*
5. **Manufacturer for tendered items / Service provider of tendered services:** The MSE bidder must be Manufacturer of tendered items for procurement / Service provider who is capable of rendering the tendered services by themselves to avail the benefits under MSEs Order, 2012. Traders/dealers/resellers/distributors/authorized agents will not be considered for availing benefits under MSEs Order, 2012 as per guidelines issued by MoMSME.
6. The MSEs registered with above mentioned agencies / bodies are exempted from payment of Earnest Money Deposit (EMD) & Tender fees.
7. **Relaxation of Norms for Micro & Small Enterprises (MSEs):** Pre-qualification criteria with respect to Prior Turnover and Prior experience may be relaxed for Micro & Small Enterprises as per GOI guidelines subject to meeting of quality and technical specifications.
8. However, there may be circumstances like procurement of items/services related to public safety, health, critical security operations and equipment, etc., wherein BRBNMPL reserves the right to not consider relaxation of Prior Turnover and Prior Experience for Micro and Small Enterprises.
9. Items which are reserved for exclusive purchase from MSEs shall be procured from Micro and Small Enterprises as per Public Procurement Policy.
10. Subject to meeting terms and conditions stated in the tender document, *at least 25%* of the total quantity of the tender is earmarked for MSEs registered with above mentioned agencies / bodies.
11. In case MSE bidder is L1, entire value of the tender is to be ordered on the L1 MSE bidder.



12. In tender, participating MSEs quoting price within price band of L1 + 15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply at *least 25%* of the total tendered value (where the tender quantity can be split).
13. In case of more than one such MSEs are in the price band of L1 + 15% and matches the L1 price, the supply may be shared proportionately if the job can be split.
14. In case the tendered quantity cannot be split, MSE shall be allowed to supply total tendered quantity provided their quoted price is within a price band of L1 + 15% and they match the L1 price.
15. If the quantity cannot be split and there are more than one eligible MSE bidders (price band within L1+15%) then the opportunity to match the L1 rate of the tender shall be given first to MSE (who have quoted lowest rate among the MSEs within the price band of L1+15%) and the total quantity shall be awarded to him after matching the L1 price of the tender.
16. If the MSE who have quoted lowest rate among the MSEs in the price band of L1 + 15% do not agree to match the rate of L1 of the tender, then the next ranked MSE bidder who has quoted within the price band of L1 + 15% in order shall be given chance to match the rate of L1 for award of the quantity/order.
17. For more clarity in this regard, following table is furnished: -

Type of Tender	Price quoted by MSE	Finalization of tender
Can be Split	L1	Full order on MSE
	Not L1 but within L1+15%	At least 25% order on MSE subject to matching L1 price
Cannot be split	L1	Full Order on MSE
	Not L1 but within L1+15%	Full Order on MSE subject to matching L1 price

18. The purchase preference to MSEs is not applicable for works contracts where supply of goods not produced by MSEs is also involved.
19. **Special provision for MSEs owned by SC & ST entrepreneurs:** Out of the 25% target of annual procurement from MSEs, 4% shall be earmarked for procurement from MSEs owned by SC & ST entrepreneurs. In the event of failure of such MSEs to participate in the tender process or meet the tender requirements and L1 price, 4% sub-target so earmarked shall be met from other MSEs.
20. To qualify for entitlement as SC/ST owned MSE, the SC/ST certificate issued by District Authority in addition to certificate of registration with any one of the agencies mentioned in paragraph 1 above. Alternatively, the bidder shall be responsible to furnish necessary documentary evidence for enabling BRBNMPL to ascertain that the MSE is owned by SC/ST entrepreneurs. MSE owned by SC/ST is defined as:
- In case of Proprietary MSE, proprietor(s) shall be SC/ST
  - In case of Partnership MSE, the SC/ST partners shall be holding at least 51% shares in the enterprise
  - In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters
21. **Special provision for MSEs owned by women entrepreneurs:** Out of the 25% target of annual procurement from MSEs, 3% shall be earmarked for procurement from MSEs owned by women entrepreneurs *in addition* to 4% earmarked for MSEs owned by SC/ ST entrepreneurs. MSE owned by Women is defined as:
- In case of Proprietary MSE, proprietor(s) shall be Women
  - In case of Partnership MSE, the Women partners shall be holding at least 51% shares in the enterprise

- In case of Private Limited Companies, at least 51% share shall be held by Women promoters
22. Micro & Small Scale Enterprises have to submit a declaration and undertaking along with their offer as per *Declaration & Undertaking by Micro & Small Scale Enterprises / Start-up Companies / Entities seeking purchase preference under Make In India Policy / Women entrepreneurs / Registration with TReDS/GeM [as per Annexure - E]*.

**ANNEXURE - L****CONDITIONS FOR START-UP COMPANIES**

1. Subject to meeting of Quality and Technical specifications, BRBNMPL may consider allowing the participation of “Start-up” companies with capability to execute the supply/ services, as per technical specifications / perform the job as per scope of work specified in the tender and subject to meeting extant & relevant guidelines of Government of India. This should be confirmed and substantiated in the techno-commercial bid.
2. The bidder who intends to participate as “Start-up” Company should enclose the Certificate of Recognition issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Govt. of India during submission of Techno-commercial bid.
3. Start-ups registered with DPIIT are exempted from payment of Earnest Money Deposit (EMD) & Tender fees.
4. Prequalification Criteria with respect to Prior Turnover and Prior Experience may be relaxed for Start-ups as per the GOI guidelines.
5. However, there may be circumstances like procurement of items/services related to public safety, health, critical security operations and equipment, etc. wherein BRBNMPL reserves the right to not consider relaxation of Prior Turnover and Prior Experience for Start-up Companies as per GOI guidelines.
6. Start-up Companies who are also registered as MSEs and wish to avail the benefits as applicable to MSE, shall submit relevant documents covered under Conditions for Micro and Small Enterprises elsewhere in this tender.
7. Start-up Companies have to submit a declaration and undertaking along with their offer as per *Declaration & Undertaking by Micro & Small Scale Enterprises / Start-up Companies / Entities seeking purchase preference under Make In India Policy / Women entrepreneurs / Registration with TReDS/GeM [as per Annexure - E]*.

**ANNEXURE - M****PROCEDURE TO BE ADOPTED WHEN THE BIDDER QUALIFIES AS BOTH MSE AND CLASS-I LOCAL SUPPLIER**

The option in case of bidders qualifying under both Policies, namely, Public Procurement Policy for MSEs Order, 2012 (MSEs-2012) and Public Procurement (Preference to Make in India) Order, 2017 (MII-2017) shall be exercised as under:

1. The bidder can avail only one out of the two applicable purchase preference policies, i.e., MSEs-2012 and MII-2017. Therefore, bidder will be required to furnish the option under which he desires to avail purchase preference. This option must be declared within the offer and in case bidder fails to do so although he is eligible under both the Policies, BRBNMPL shall evaluate his offer considering MSEs-2012 as the default chosen option.
2. In case a bidder opts for preference under MSEs-2012, he shall not be eligible to claim benefit under MII-2017 (irrespective of the fact whether he furnishes the details of local content in his offer and the same meets the stipulated local content criteria).
3. In case a bidder opts for purchase preference based on MII-2017, he shall not be entitled to claim benefit of purchase preference as applicable for MSE bidders under MSEs-2012. However, the exemptions from furnishing Bid security (EMD) shall continue to be available to such a bidder.
4. In view of the above,
  - a. The bidder's quoted prices against various items of enquiry shall remain valid even in case of splitting of quantities of the items, except in case of items where the quantity cannot be split since these are to be awarded in a Lot or as a package or Group.
  - b. While evaluating the bids, for price matching opportunities and distribution of quantities among bidders, the order of precedence shall be as under:
    - MSE bidder (MSEs-2012)
    - Class-I local supplier (MII-2017)
5. In case the bidder has not declared his status as to whether he is an MSE Bidder or Class-I local supplier during bid submission, then he will be considered as non MII-2017 compliant bidder and evaluated accordingly. No further correspondence will be made in this regard.

**Examples of Purchase Preference:****a. Non divisible item**

L1 bidder is neither MSE nor Class-I local supplier

L2 bidder is Class-I local supplier (within L1 + 20%)

L3 bidder is MSE bidder (within L1 + 15%)

L3 bidder i.e. MSE bidder shall be given preference to match the L1 price. If L3 bidder matches the L1 price, Order shall be placed on him, otherwise, option for matching the L1 price shall be given to L2 bidder (Class-I local supplier)

**b. Divisible item**

L1 bidder is neither MSE nor Class-I local supplier

L2 bidder is Class-I local supplier (within L1 + 20%)

L3 bidder is MSE bidder (within L1 + 15%)

MSE bidder shall be given preference to match the L1 price. If L3 bidder matches the L1 price, order shall be placed on him for at least 25% of the tendered quantity. For balance quantity (i.e. 50% of tendered quantity/value), option for matching the L1 price shall be given to L2 bidder (Class-I local supplier). Remaining quantity (25%) shall be awarded to natural lowest bidder. For further clarification, in case an item has quantity 4 nos. then 1 no. (25%) can be given to MSE bidder, 2 nos. (50%) to Class-I local supplier and left out 1 no. to natural L1 bidder.

**Note:**

The above two examples are not applicable to the Works Contracts since MSEs Order, 2012 is not applicable to works contracts.

- In case lowest bidder is a MSE bidder, the entire work shall be awarded to him without resorting to purchase preference to bidders complying under MII-2017.

In case lowest bidder is a Class-I local supplier, purchase preference shall be resorted to MSE bidder as per provisions specified in the enquiry document w.r.t. MSEs-2012 only.

**PROFORMA OF SERVICE LEVEL AGREEMENT (SLA)**

(To be executed on non-judicial Stamp Paper)

This agreement made this.....day of .....2022 between BHARATIYA RESERVE BANK NOTE MUDRAN PRIVATE LIMITED, SALBONI.(hereinafter referred to "Owner or BRBNMPL, SALBONI which expression shall include its administrators, Company incorporated under the Companies Act, 1956) on the one part and .....having its Registered office at .....(hereinafter referred to as "Contractor" or ..... "X" .....name of the Contracting Company which expression shall include its administrators, successors, executors and permitted assigns) of the other part.

NOW THEREFORE THIS DEED WITNESSE WITH AS UNDER :-

**a) Purpose of this agreement**

The purpose of this SLA is to clearly define the levels of service to be provided by the Contractor to the BRBNMPL SALBONI for the duration of this contract or until modified by amendment in this SLA with mutual agreement.

The client, BRBNMPL SALBONI, depends on existing installation and allied equipments, operated, maintained and supported by the Contractor under the Operation and Maintenance Contract. The system installed is of critical importance to the business of the client as well as the obligations of the client to the public at large.

This service level agreement sets out what levels of availability and support to the client is guaranteed and also explains what penalties will be applied to the Contractor if it fails to meet the desired levels.

The SLA forms an important part of the contract between the client and the Contractor. It aims to enable the two parties to work effectively.

**b) Description of services provided**

The Contractor shall provide services as given in the tender document under the head 'Specification and Scope of work' and given as under:-

The Contractor shall be required to provide the Support Services (including O&M) so as to operate & Manage Township Electrical Installation and Sub-station (TSS) within Township area at BRBNMPL, Salboni. The system involves 6.6/0.433 KV, 01 No. of 1600 KVA, 01 No. of 1000 KVA and 04 Nos. of 500 KVA Transformers, 04 Nos. of 50 KVA auto-transformers, 05 Nos. of Substations for Township area, Power distribution boards, associated switch gear and protection systems of reputed make, 1600 residential quarters, 02 Nos. of Shopping complexes, community centre and other Township areas including Township illumination system

Support Services shall be provided by Contractor in order that maximum uptime & performance levels of Power supply network installed or otherwise are ensured. As such, Contractor is expected to provide services as per prevailing IS standards (wherever applicable) and latest amendments, other prevailing

statutes/ guidelines with performance levels meeting or exceeding those mentioned in Service Level Agreement (SLA) agreed between utility & Contractor.

To achieve the desired Service Levels, the Contractor may need to interact, coordinate and collaborate with the other Service Providers as required. The Contractor will act as the Single Point of Contact for all issues relating to the Service Levels. The Contractor will have the responsibility to deal with his material supply vendors (during warranty period) /other vendors as selected by utility during the O&M period as the case may be, to provide the services at agreed service levels.

**c) Liquidated Damages and Penalties for O/M works:**

The Contractor is expected to carry out the instructions of the BRBNMPL, Salboni or its representative from time to time, maintain the System in accordance with good Operating Practices attend to Customer complaints, refrain from offering operations without due authorization where so required and follow other requirements under this Contract.

The Contractor shall be subject to the following liquidated damages and penalties for its failure to carry out its operations as indicated below:

<b>Basis of Penalty</b>	<b>Penalty Benchmark</b>	<b>Penalty Value</b>
Inadequate maintenance of facilities / System	For each case detected.	1% of per day contract value per occurrence
Inadequate contingency plan	For each case submitted.	0.5% of per day contract value per occurrence
Duty staff not wearing uniform or it being dirty.	Per Occurrence	5% of individual wage per day per occurrence
Non-attendance of Customer complaints in time or adequately	Per Occurrence	0.5% of per day contract value per occurrence

**d) Intellectual Property & Confidential Information**

The Parties agree that all details, plans, manuals documentation, specifications, schedules, programs, reports, calculations and other work relating to the Facilities and / or Systems and the provision of operations pursuant to this Contract (hereafter referred to as "Proprietary Material") which have been or are hereafter written, originated or made by any of them or any of their respective employees by the persons related to the Contractor in connection with this contract shall be owned by and be the property of the Authority. The determination of information as Proprietary Materials shall be made at the sole discretion of the Authority.

The Contractor shall have an irrevocable royalty-free, non-exclusive license to use the Proprietary Material during the term of this contract for all purposes connected with fulfilling its obligations hereunder. However, this license shall not be transferable to any party other than to a permitted assignee under this Contract. Such license shall not continue after the suspension or termination of this Contract or the discharge by the Contractor of its duties hereunder.

**e) Confidentiality**

The Contractor shall cause the persons related to the Operator not to, without the prior written consent of the Authority, at any time, divulge or disclose to any person or use for any purpose unconnected with the operations, proprietary material under this contraction. This shall not apply to information.

- Already in the public domain otherwise than by breach of this Contract.
- Already to the possession of the receiving party before it was received from the office party in connection with this Contract and which was not obtained under any obligation of confidentiality; or
- Obtained from a third person who is free to develop the same and which was not obtained under any obligation of confidentiality.

The Contract shall, whenever required take necessary steps to ensure that all persons employed by it, under this Contract comply with the Indian Official Secrets Act 1923 (XIX of 1923) and agree that it applies to them and shall continue to apply even after completion of this Contract.

No photographs of the Facilities or System or any part thereof or equipment employed thereon shall be taken or permitted by the Contractor to be taken by any of its employees without the prior approval of Authority in writing and no such photographs shall be published or otherwise circulated without the approval of the Authority.

**f) Assignment**

The Contractor shall not subcontract the whole of the operations or a substantial part thereof. Except where otherwise provided by the Contract, the Contractor shall not subcontract any part of the operations without the prior consent of the Authority. Any such consent shall not relieve the Contractor from any liability or obligations under the Contract and it shall be responsible for the acts, defaults and neglects of any subContractor, its agents or workmen as fully as if they were the acts, defaults or neglects of the Contractor, its agents or workmen.

The Contractor shall not be required to obtain such consent for:

- The provision of labour
- The purchase of materials specified in the contract.

**g) Default of Contractor****Event of Default**

- At any time after the Commencement Date, the BRBNMPL representative may investigate each case where the Contractor has failed to properly perform the operations in accordance with this Contract. The Engineer shall issue a notice to the Contractor, instructing him to rectify the failure within a reasonable time.
- An event of default on the part of its Contractor being unable to fulfill its services obligations under the Contract shall be deemed as a serious default and is said to have occurred doubts any of the following causes.



- c) The BRBNMPL representative certifies to the Authority with a copy to the Contractor that in its opinion the Contractor has repudiated the Contractor.
  - Without reasonable excuse has failed to commence Operations in accordance with the Contract and pursuant to the Commencement date; or failed to complete the Operations within the time stipulated for completion.
- d) Gross misconduct of the Contractor
- e) Despite previous warning in writing, is otherwise persistently or flagrantly neglecting to comply with any of its obligations under the Contract.
- f) Contractor persistently fails to follow. Good operating practices in execution of the Contract.
- g) If the Contractor changes the use to which any part or whole of the Site is put or initiates a variation without the required approval of the Engineer.
- h) The Contractor stops providing the operation for one day and the stoppage has not been authorized by BRBNMPL, Salboni.
- i) The concern department gives notice that failure to correct a particular defect is a breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the authority.
- j) If the Contractor is in breach of any law or statute governing the operations.
- k) The Contractor (in case of a consortium) has modified the composition of the consortium and/or the responsibility of each member of the consortium without prior approval of the Authority.

### **Consequences of Default**

- a) It is a default by the Contractor is said to have occurred pursuant to the Authority may after giving three days' notice to the Contractor enter upon the Site, the facilities and / or system and terminate the Contract without thereby releasing the Contractor from any of its obligations under the contract, or affecting the rights and authorities conferred on the Authority by the Contract. The Authority may use so much of the Contractor's equipment, temporary works and materials as it may think proper.
- b) If the Contract is terminated because of an Contractor's event of default, the Authority shall be entitled to invoke the Security Deposit and carry out the Operations through a successor Contractor or departmentally and at the risk and cost of the Contractor. If the total amount due to the Authority exceeds any payment due to the Contractor the difference shall be a debt payable to the Authority,
- c) If the Contract is terminated because of a Contractor's event of default, all materials on the site, plant, equipment and temporary works shall be deemed to be the property of the Authority.
- d) Unless prohibited by law, the Contractor shall, if so instructed by the authority within 3 days of such entry and terminated referred to and assigns to the Authority the benefit of any Contract for the supply of any goods or materials or operations which the Contractor may have entered into for the purposes of the contract.

**h) Risks, Indemnifications & Insurance****I. Risks**

All risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the Contract other than the risks stated, is the responsibility of the Contractor.

**II. Indemnification**

The Contractor shall indemnify and keep indemnified the Authority against all losses and claims for injuries or damage any property whatsoever which may arise out of or in consequence of the operations and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto.

**III. Insurance**

The Contractor shall provide in the joint names of the Authority and the Contractor insurance cover from the Commencement date to one year beyond the end of the Contract Period for the Contractor's risks covering:

- Loss of or damage of property (except the Facilities, System and Equipment) in connection with the Contract.
- Personal injury or death; and
- The Contractor's All risk (CAR) Insurance Policy.

The Contractor may at its own discretion provide for the following insurance covers

- Loss or damage to the Facilities and / or System and
- Loss of or damage to equipment.

The Contractor shall deliver policies and certificates to the BRBNMPL, Salboni addressing competent authority for an approval before the Commencement Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.

**i) Force Majeure****I. Force Majeure Events**

A Force Majeure Event as defined is said to have occurred if any such event arises after the issue of the Letter of Award of Contract and extends for a period greater than thirty days, outside the control of both parties, thereby rendering it impossible or unlawful for either party to fulfill its contract obligations under the law governing the Contract. The Force Majeure Events are:

- War, invasion, mobilization, requisition or embargo;
- Rebellion, revolution, insurrection or military or usurped power or civil war.
- Contamination by radio-activity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel radioactive toxic explosive or other hazardous properties of any explosive nuclear assembly or nuclear component of such assembly.
- Riot commotion or disorder, unless solely restricted to employees of the Contractor or of its SubContractors;
- Floods and any other calamity resulting from climatic imbalances and
- Provided always that such events are beyond the control of the parties and have a materially adverse effect on the operations.

The Contractor shall be under no liability whatsoever in consequence of any of the Force Majeure events referred to in this clause whether by way of indemnity or otherwise.

Both parties shall be released from further performance pursuant to any Force Majeure events occurring outside the control of both parties and extending for a period greater than 180 days.

If the Contract is frustrated by a Force Majeure event, the competent authority shall certify that the Contract has been frustrated. The Contractor shall make the site safe and stop operations as quickly as possible after receiving this certificate.

## **I. Consultation and Duty to Mitigate**

For so long as the period of Force Majeure is continuing the affected party shall consult with the other parties on the period and effect of the Force Majeure event, and the affected party shall use all reasonable endeavors to alleviate its effects on the performances of its obligations under this contract. The other party shall afford reasonable assistance to the affected party to alleviate the effect of the Force Majeure event on the performance by the affected party of its obligations under this Contract. The affected Party shall use its best efforts to continue to perform its obligations hereunder and to correct or cure the same during the subsistence of such Force Majeure Event.

## **II. Consequences of Force Majeure**

If and to the extent that any of the Force Majeure events listed above results in loss or damage to the Facility and / or System the Contractor shall promptly give notice to the Authority. The Authority may direct the Contractor to rectify this loss or damage to the extent required by the Authority at costs to be mutually agreed between the parties. The Contractor shall expeditiously rectify the loss or damage and shall be entitled to payment of such costs. In the event that the parties are not able to reach an agreement on the cost of rectification, the Authority may cry out the rectification works by itself or through any agency nominated by it. The Contractor shall provide all cooperation required to complete such rectification expeditiously.

### **j) Resumption of Performance**

When the affected party is able to resume performance of its obligations under this Contract, it shall give to the other party a written notice to that effect and shall promptly, and in any event within 3 days resume performance of its obligation hereunder:

- The obligations and liabilities of the parties under this contract would continue as long as Force Majeure event does not impede the performance.
- There shall be no penalty / liquidated damages applicable in the period of subsistence of a Force Majeure.

### **k) Taking over Process**

At the end of the Contract period and subject to the provisions or its earlier terminations except on account of default of the Contractor, the Contractor shall request the competent authority to take over the Facilities and / or System. The Authority shall take over the facilities and / or System within 7 days of such a request being made. The Contractor shall:

- Cease all further operations except for such operations as may be necessary and instructed by the Authority for the purpose of making safe or protecting those parts of the Facilities and / or System and any operations required to leave the Site in a clean and safe condition.
- Hand over all documents and supplies for which the Contractor has received payment and
- Remove Contractor's equipment which is on the Site and repatriate its entire staff and labor from the site.
- Provide adequate training to ensure complete transfer of technology of entire operation & maintenance of systems/automation etc. to the successor Contractor to the satisfaction of the Engineer.

The Authority shall any time, within a period of 90 days from the Completion Date or Termination Date as applicable, carry out an independent assessment of the facilities and / or system departmentally or through a Successor Contractor. Any deficiencies in the facilities and/ or System shall be made good by or at the cost of the Contractor so as to bring the facilities and or /system into Good Repair and proper working condition as handed over at the Commencement Date and subsequent works done pursuant and normal wear and tear excepting.

**i) General Requirements for Operation and Maintenance**

The Contractor shall operate and maintain the entire Electrical Installations in Township Area within its contract price for a total operation and maintenance period of 365 days or (one year) from the date of taking over of the plant (or such unit) by the Employer. The operation and maintenance period shall include the defect liability period and shall commence from the date of taking over by the Employer. All necessary repairs, maintenance, overhaul, replacements etc., shall be made during the O & M to maintain the Township at the status of formal handing over. At the end of O & M period, the Township installations shall be handed over to the Employer in fully functional and new condition except normal wear and tear.

1. Operation and Maintenance including Civil, Electrical, Mechanical and all allied works
2. Testing of Power supply based on the tests and frequency desired by the Employer's representative and in general in accordance with the manual on TSS
3. O & M of all functional and utility buildings, infrastructure and common areas Within the Township campus.
4. Maintenance of Proper records of sampling as per approved Performa.
5. Maintenance of log books of all the machinery shall be done separately & collectively, at the Township Substation, daily and monthly reports of all such machinery and parameters shall be submitted and shall be got approved by the Employer's representative. These reports shall contain sufficient appropriate and adequate data to make the records meaningful and amenable to analysis for evaluating the performance of the TSS contract as well as to help in O & M decisions.
6. Security of the campus and contents therein shall be Contractor's responsibility.
7. The records maintained by the Contractor shall be produced periodically to the Employer's representative for proper monitoring. The Employer's representative's remarks shall be attended to on next submission. Consolidated summary reports shall be furnished to the Employer monthly, quarterly and yearly containing salient features.
8. The Contractor shall also maintain history sheets of overhauling, maintenance, replacement of all the important electrical equipment. The O & M shall include the appropriate preventive maintenance of equipment as per the manufacturer's recommendation.

The operation, maintenance and repairs services shall be performed according to the following:

Operation of the Township Installations as per O & M Manual: The Township Installations shall be operated according to the rules and procedures laid down in the O & M manual.

**Awareness & Cleanliness**

The Contractor and his staff shall maintain a high degree of awareness in operation and maintenance of the Township Substations and other Electrical Installations within the Township area and all relevant safety codes and procedures. At all times the Substations, its equipment and surrounds shall be kept clean and in order' including the buildings, floors, walls, roofs, windows, and garden etc.

**Frequency of Preventive maintenance**

Maintenance shall be carried out according to the preventive maintenance schedule of the Township Substations and other Electrical Installations. The regular staff may be reinforced with short-term specialists by the Contractor for special maintenance tasks, after duly informing the Employer's representative of the need and the schedule.

Repairs shall be made as and when needed very promptly on the spot or at the Contractor's / Manufacturer's workshop. The need of repair on the spot or at the Contractor's workshop has to be defined in co-ordination with the Employer's representative and according to the status of spare parts availability.

The Contractor shall keep a reasonable stock of spare parts so that the down time of equipment can be kept within the limits specified. The contents of the stock and the reorder level of the inventory have to be approved by the Employer's representative.

Transportation: All necessary transportation shall be arranged and made by the Contractor at his own expense.

Consumables: The Contractor has to ensure that there is always there is sufficient stock (for 15 days) of consumables/chemicals available

**m) GENERAL OBLIGATION**

The Contractor will submit a detailed operation and maintenance plan for approval of Employer's representative. All operation and maintenance activities shall be carried out strictly in accordance with the approved plan. The services shall include but not be limited to the following items.

- a) Operation and maintenance of the Township Substation and other Electrical Installations within the Township area
- b) Training for the O & M staff of designated by Employer's requirement.
- c) Generation and maintenance of periodic reports.

**n) OPERATION****Operational services**

The Contractor shall operate the complete Township Substation and other Electrical Installations within the Township area and associated services on a continuous 24-hour basis.

The Contractor shall operate and utilize the control and monitoring systems provided. If found necessary, he shall make adjustments (within the operation range) of the control system and equipment, so that the operation matches the treatment process requirements.

If it is determined that the facility is not capable of meeting the design parameters for any reason beyond the Contractor's control and not attributable to him, the Contractor shall determine the specific cause of failure/ abnormality in the functioning and report to the Employer's representative and seek his directives on the necessary corrective action to be taken/adopted.

The Contractor will be required to furnish the details of electricity consumption in the format prescribed by the Employer's representative.

All consumables, and spare required for operating and maintenance of the Contractor shall provide by the BRBNMPL, Salboni. The Contractor shall adhere to the conformity to Environmental regulations/ rules in force. The Employer's Representative may, if required, decide the mode and timing of disposal of such residues in consultation with concerned Environmental and Civic Authorities. Such directions shall be followed by the Contractor promptly, both in letter and spirit, without any reservations and without any increase in O&M /other costs. The Contractor at his own expense shall provide all tools, cleaning, and housekeeping equipment, security and safety equipment

**Laboratory services**

The Contractor shall perform all tests, sampling and analyses regularly as approved by the Employer's requirement and as per the O & M standards

**o) Breach of SLA:**

In case the Contractor does not meet the service levels mentioned above, for maximum one week, the BRBNMPL SALBONI will treat it as a case of breach of Service Level Agreement. The following steps will be taken in such case:- a. The BRBNMPL SALBONI will issue a Show cause notice to the Contractor.

b. The Contractor should reply to the notice with three working days.

c. If the BRBNMPL SALBONI is not satisfied with the reply, then BRBNMPL SALBONI will initiate termination of the contract proceedings as per the tender document.

**p) EXCLUSIONS:**

The Contractor will be exempted from any delays or slippages on SLA parameters arising out of delay in execution due to delay (in approval, review etc) from the BRBNMPL SALBONI's side. Any such delays shall be put up to the notice of engineer in charge by the Contractor promptly.

**q) MONITORING AND REVIEW/ AUDITING:**

The BRBNMPL SALBONI may review the performance of the Contractor against the SLA parameters weekly or at any periodicity defined in the contract document. The review report will form the basis of any action relating to imposing penalty or breach of contract. Any such review can be scheduled or unscheduled. The results will be shared with the Contractor. The BRBNMPL SALBONI reserves the right to appoint a third party agency to validate the outcome of the performance under SLA. The SLA performance reports shall depict actual versus target parameters and analysis and discussion on appropriate issues or significant events.

**r) SLA AMENDMENT:**

It is acknowledged that this SLA may change as BRBNMPL SALBONI's business needs evolve over the course of the contract period. Both the parties may amend this SLA by mutual agreement.

**s) CONTRACT AND SLA:**

It is expressly agreed to by the Contractor that notwithstanding the fact that the agreement is termed as Service Level Agreement or indicates the break-up of the SLA consideration, for convenience of operation and for payment of taxes on services portion, it is however in fact a part of the contract agreement and thus considered as one composite contract on single source responsibility basis and the Contractor is bound to perform the total contract along with SLA in

its entirety and non-performance of any part or portion of the contract or SLA shall be deemed to be a breach of the entire contract.

IN WITNESS WHEREOF, the parties through their duly authorized representatives have executed these presents (execution where of has been approved by the competent authorities of both the parties) on the day month and year first above mentioned at ..... Place of Agreement.

: ..... (Contractors Signature)

(Printed Name) (SIGN & SEAL)



## Checklist for Tenderers

Please ensure that	
1	<p>The <b>First sealed cover</b> (Part I) should contain :-</p> <ol style="list-style-type: none"> <li>All the pages of tender document duly <b>stamped &amp; signed</b>.</li> <li>All supporting documents attached shall be duly <b>stamped &amp; signed</b>.</li> <li>Signed copies of <b>Section II - GIT &amp; Section IV GCC</b></li> <li>Proforma of (<b>Section X: Tender Form</b>) is completely Filled &amp; signed.</li> <li><b>Section VII-</b> Technical Specifications and scope of work to be signed, stamped and submitted.</li> <li><b>Section VIII</b> – Quality Control Requirements to be filled &amp; signed.</li> <li>Documents in support of <b>Section IX:</b> Qualification/Eligibility criteria, <b>Section XII:</b> Questionnaire.</li> <li>NEFT mandate form duly, filled, signed, sealed &amp; submitted.</li> <li>EMD amount as mentioned in the tender.</li> <li>Copies of Professional Tax, PF registration, ESI registration, GST, PAN No. etc. to be submitted.</li> <li>Annexure-A: Duly filled and signed Declaration for 'Not been blacklisted/ Debarred' &amp; Confidentiality statement</li> <li>Price Indication in this Part-I is liable for rejection.</li> </ol>
2	<p>The <b>Second sealed cover</b> should contain :-</p> <p><b>Price bid as per Section - XI, Price schedule</b> to be submitted in a second sealed cover superscribed as <b><u>TE-005/SAL/MMD-MAINT/2023-24 for "OPERATION &amp; MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS) AT BRBNMPL, SALBONI"</u></b></p>
3.	<p>All the above-mentioned two sealed covers are put in a <b>Separate sealed cover</b> superscribed <b>Tender for "OPERATION &amp; MAINTENANCE OF TOWNSHIP ELECTRICAL INSTALLATION AND SUB STATION (TSS) AT BRBNMPL, SALBONI"</b> against <b><u>TE-005/SAL/MMD-MAINT/2023-24 dated 08/06/2023, Due on 11/07/2023</u></b> and submitted.</p> <p>(Note: Tenderer should clearly mention their Name, Address and Contact Nos. &amp; e-mail address on this Sealed Cover.)</p>
4	<p>All Correspondences should be addressed to:</p> <p><b>The Chief General Manager, Bharatiya Reserve Bank Note Mudran (P) Ltd, PO: RBNML, Salboni – 721 132 Dist: Midnapore (West) West Bengal</b></p>

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