

NATIONAL COMPETITIVE BIDDING (NCB): TENDER NO. BNPM/NCB/CANTEEN/

899/2019-20

Providing Canteen Service at BNPMIPL, Mysuru

NATIONAL COMPETITIVE BIDDING (NCB)

(e-tender)

Standard Bidding Document (SBD)

Procurement of Goods & Services

BANK NOTE PAPER MILL INDIA PRIVATE LIMITED

Administrative Building,

Gate 1, Paper Mill Compound

Note Mudran Nagar, Mysuru 570003

Phone: 0821-2401 111, FAX: 0821- 2401120

Website: www.bnpmindia.com; Email: scm.tender@bnpmindia.com

Not Transferable

Security Classification: Non-security

TENDER DOCUMENT FOR PROVIDING CANTEEN SERVICE AT BNPMIPL, MYSURU

e-Tender No. BNPM/NCB/CANTEEN/ 899 /2019-20 Dated 19.03.2020

This tender document contains 104 pages

The tender document is sold to:

M/s.

Address _____

Details of Contact person in BNPMIPL regarding this tender:

**Address: Bank Note Paper Mill India Private Limited
Administrative Building
Gate 1, Paper Mill Compound
Note Mudran Nagar, Mysuru - 570 003
Telephone No. 0821 - 2401 111**

NATIONAL COMPETITIVE BIDDING (NCB): TENDER NO. BNPM/NCB/CANTEEN/

899/2019-20

Providing Canteen Service at BNPMIPL, Mysuru

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SECTION I – NOTICE INVITING TENDER

NATIONAL COMPETITIVE BIDDING (NCB) Standard Bidding Document (SBD)

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

Schedule No.	Brief Description of Goods / Services	Tentative Quantity (with unit)	**Earnest Money Deposit (Rs.)	Remarks
1	Providing Canteen Services at BNPMIPL, Mysuru	As per list of requirement	3,27,000/- (Rs. Three Lakh Twenty Seven Thousand only)	Refer Section – VII for Scope of work

*Submission of EMD is exempted for Micro and small enterprises (MSEs) as per the Public Procurement Policy for MSEs Order, 2012. MSEs should be registered and also will continue to remain registered during the tender validity period with District Industries Centre (DIC) or Khadi and Village Industries Commission (KVIC) or Khadi and Industries Board (KVIB) or Coir Board or National Small Industries Commission (NSIC) or Directorate of Handicrafts and Handlooms or Udyog Aadhaar Memorandum or Any other body specified by Ministry of MSME.

Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.	Two Bid System (Part-I Techno-commercial bid & Part-II Financial /Price Bid)
Date of Sale of tender documents	From 19.03.2020 to 20.04.2020 (Online)
Tender Processing Fee	Rs. 3,000/- + taxes
Pre Bid Conference	On 27.03.2020 at 11 am at BNPMIPL, Mysore.
Bid submission mode	Online Through e-tendering portal www.tenderwizard.com/BNP .
Closing date and time for receipt of tenders	20.04.2020 at 11:00 Hours.

SECTION I – NOTICE INVITING TENDER

1. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website www.bnpmindia.com mentioned above for further details.
2. Non-refundable Tender Processing fee is Rs. 3,000/- per set plus applicable taxes. The payment shall be made through Electronic mode only.
3. Aspiring Bidders/Contractors who have not registered in e-tendering should register through the website E - Tendering (www.tenderwizard.com/BNP) for participating in the Online Tenders. The registration charges will be Rs. 3,000/- plus applicable taxes (per year) which needs to be paid through electronic mode only.
4. For details, registration and e-payment, visit e-tendering website www.tenderwizard.com/BNP or contact Helpdesk at 096861 15309.
5. The NIT Form with standard tender documents will be accessible in the e-Tendering website (viz www.tenderwizard.com/BNP).
6. Class III Digital Signature Certificate (DSC) is mandatory to participate in e-Tenders. Participating bidders/Contractors have to make sure that they have the valid DSC. If not, they can procure from any of the RAs approved by CCA.
7. Bidders/Contractors should upload and attach all the Scanned copies of technical documents/certificates in e-tendering website www.tenderwizard.com/BNP pertaining to their eligibility criteria mentioned in the NIT, failing which, the bid will not be considered.
8. The tenderer shall satisfy BNPMIPL that they are competent and authorized to submit tender and/or to enter into a legally binding contract with the BNPMIPL. To this effect, any person giving a tender shall render documentary evidence that his signature on the tender submitted by him is legally binding upon himself, his firm or company as the case may be
9. For those tenderers whose technical bids do not satisfy the eligibility criteria, their financial Bids will not be opened.
10. 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.
11. The tender documents are not transferable.
12. BNPMIPL reserves the right to reject any or all the applied bids without assigning any reason whatsoever. The tender can be rejected on national security grounds.

Yours faithfully,

For and on behalf of BNPMIPL

Deputy General Manager

IMPORTANT POINTS AT A GLANCE FOR TENDERERS

1. Tenders are to be uploaded on e-tendering portal www.tenderwizard.com/BNP only in Two part bid system.

i) Part-I - Prequalification Bid & Techno-commercial Bid: Scanned copy of supporting documents related to eligibility criteria, Tax related documents etc (As mentioned in Sec - IX, Qualification / Eligibility Criteria). along with all sections of this tender (except section - XI, Price Schedule, which has to be submitted as mentioned in Sl.No.ii below) duly signed & stamped by authorised person in each & every page. (To be submitted through E-portal only)

ii) Part II - Price Bid:

Price shall be furnished through e-portal only.

Price offer submitted in any other format will be liable for rejection.

2. **Contract Period:** Refer section VI of this tender.

3. **Requirement & Scope of work:** Refer section VI & section VII of this tender.

4. **EMD:** Please refer section VI of this tender.

5. **Terms of Payment:** Refer Section V of this tender.

6. **Security Deposit / Performance Security:** Successful bidder shall submit 10% of the total order value as Security Deposit/ Performance Security in form of BG to BNPMIPL within 21 days of issue of LOI. BG should be valid for 60 days (claim period) after the Contract Period of one year. Refer GCC Clause 6 under Section IV.

After submission & confirmation of BG from respective Bank contract agreement shall be signed. For extension of contract period (if any) against satisfactory performance BG is to be extended accordingly with applicable amount.

Security Deposit / Performance Security will be forfeited if the successful tenderer fails to execute the assigned order as per the requirement of company.

7. **Penalty:** BNPM may impose the penalty on the receiving of written complaint by Canteen Management Committee (CMC) for delay in food service, shortage/ partially shortage of food, unhygienic condition in Canteen & Canteen Staff, Misconduct of Canteen Staff, and Inferior quality of food, foreign material found in food, deviation from Scheduled Menu ,insufficient served quantity as depicted below :

- a. The successful agency/bidder shall replace immediately any of its personnel who are found unacceptable to BNPM because of security risks, incompetence, conflict of interest, improper conduct, medically unfit etc. on receiving written notice from BNPM. The delay in providing a substitute beyond five working days would attract a penalty @2000/- per day on the service providing agency. In case of more than 15 days delay, BNPM reserves the right for imposition of the aforementioned penalty. However, BNPM may in its discretion terminate the contract also.
- b. The successful agency/bidder shall immediately provide a substitute in the event of any persons leaving the job due to his/her personal reasons. The delay in providing a substitute beyond five working days would attract a 1000/- Rs. of penalty per day on the service providing agency. In case of more than 15 days, BNPM reserves the right for imposition of the same. BNPM may in its discretion terminate the contract.

- c. The Contractor shall ensure of providing good quality of the foodstuff. In case the supply is of inferior quality, shortage / partial shortage of food, deviation from Scheduled Menu, insufficient served quantity and delay in food services as per the mentioned time, BNPM shall have the right to impose penalty of Rs 2,000.00 (Rs. Two Thousand only) for each day of such incident. The Contractor shall also immediately replace the inferior quality of food items (such as snacks and meals etc.) at his own cost. Moreover the Contractor shall ensure that two week's stock of all items should be available in the store failing which a penalty of Rs. 2,000.00 (Rupees Two Thousand only) may be imposed upon him for every day of such incident. BNPM reserves the right for imposition of the same.
- d. A very high standard of hygiene must be maintained in all respect. Quick day-to-day collection of waste from the premises of BNPM and dispose the material outside the company's premises. At his own cost, The Contractor shall arrange necessary trolleys/transport arrangements etc. for disposal of waste material/garbage outside the company's premises as per the prescribed norms/practice by the local authority. Failure in quick and proper disposal of waste may make the Contractor liable to pay fine, which may extend up to Rs.2000/- per such occurrence when ordered by BNPM. BNPM reserves the right for imposition of the same.
- e. Once the penalty amount is reached to Rs 50,000.00 thousand, BNPM shall have the right to terminate the contract and forfeit the security performance. BNPM reserves the right for imposition of the same.
- f. On non-conformity towards wearing specified uniform /part of uniform by contractor employees may lead to imposition of Rs. 200/- per employee per day. BNPM reserves the right for imposition of the same.
- g. In case of rotten food/availability/ finding of any foreign material /insects /worms in foods served to the employees, BNPM may impose a penalty of Rs. 5000/- on each incidence. In case of repeated incidence (i.e minimum 2 times within a span of 6 months) the penalty amount will be doubled & contract may be terminated, BNPM reserves the right for the same.
- h. **Successful bidder has to provide minimum 25 personnel during week days to work, whereas during weekends i.e. Saturday & Sunday – a minimum 23 personnel need to be there at work. During National Holiday / BNPM Calendar (10+2) Holidays – a minimum of 16 personnel may be deployed. In case of leave/ absence of any person/employee, contractor has to depute the reliever for him with same mentioned category.Failing these conditions, Rs.1,000/- may be recovered for per person / per day.**

8. The tenderer shall satisfy BNPMIPL that they are competent and authorized to submit tender and/or to enter into a legally binding contract with the BNPMIPL. To this effect, any person giving a tender shall render documentary evidence that his signature on the tender submitted by him is legally binding upon himself, his firm or company as the case may be.

9. Performance of the bidder in executing the previous contracts/orders of BNPMIPL shall be taken into account during technical evaluation. The bids of the tenderers who were unsuccessful in completing the previous orders of BNPMIPL without any valid reason are liable to be ignored /rejected.

10. Parties who have been black listed /debarred by BNPMIPL/BRBNMPL/SPMCIL or any PSU or any Government Departments are not eligible for submission of this tender.

11. Bidder may visit BNPMIPL, before submitting the offer after taking due permission for visiting to understand the requirements.
12. Copies of Certificates / Documents related to GST Registration, PAN and Professional Tax Registration Certificate etc. to be provided along with the Bid.
13. No counter conditions shall be accepted.
14. Bidders are advised to write the page number on each page of the Technical Bid **documents submitted.**

SECTION II – GENERAL INSTRUCTIONS TO TENDERERS

Section II: General Instructions to Tenderers (GIT)

PART 1: 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 convenience, whole of this Standard Bidding Document (including all sections) is written with 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. Sections, which are not applicable have been marked as Not Applicable

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 BNPM, shall be written in the English 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 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. BNPM will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.

B. TENDER DOCUMENTS

6. Content of Tender Documents

6.1 The tender documents include:

VOLUME I

1. Notice Inviting Tender (NIT)
2. General Instructions to Tenderers (GIT)
3. Special Instructions to Tenderers (SIT)
4. General Conditions of Contract (GCC)
5. Special Conditions of Contract (SCC)
6. List of Requirements – Included in Volume II
7. List Of Approved Vendors
8. Quality Control Requirements
9. Qualification/Eligibility Criteria
10. Tender Form
11. Price Schedule
12. Commercial Questionnaire for indigenous & imported items
13. Bank Guarantee Form for EMD
14. Manufacturer's Authorization Form
15. Bank Guarantee Form for Performance Security
16. Contract Form
17. Letter of Authority for attending a Bid Opening
18. Shipping Arrangements for Liner Cargoes
19. Proforma of Bills for Payments
20. Additional conditions of works contract
21. Application for pre-qualification
22. Proforma for 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 BNPM 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, BNPM may, for any reason deemed fit by it, modify the tender documents by issuing suitable amendment(s) to it.

7.2. Such an amendment will be notified in writing by registered/ speed post or by fax/ telex/ e-mail, followed by copy of the same by suitable recorded post to all

SECTION II – GENERAL INSTRUCTIONS TO TENDERERS

- 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, BNPM 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 Meeting**
If found necessary, a proposal to call for a pre-bid conference may be put-forth in the SIT, for clarification/amendment to Technical specifications/techno-commercial conditions in two bid tender.
- 9. Clarification of Tender Documents**
A Tenderer requiring any clarification or elucidation on any issue of the tender documents may take up the same with BNPM in writing or by fax I e-mail/ telex. BNPM will respond in writing to such request provided the same is received by BNPM 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 and/or hosted in its website.
- 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 18.1.
 - Commercial questionnaire for indigenous & imported items in Volume I.
 - 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 INR only and for imported goods, prices shall be quoted either in INR or in the currency stipulated in the SIT, mentioning, inter-alia, the exchange rate adopted for converting foreign currency into INR. 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 I undertaken in India. Commission for Indian Agent, if any and if payable shall be indicated in the space provided for in the price schedule and quoted in INR only.
- 11.3. Tenders, where prices are quoted in any other way shall be treated as unresponsive and rejected.
- 12. Tender Prices**
- 12.1. The Tenderer shall indicate on the Price Schedule provided under Volume I 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. 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.
- 12.2. The quoted prices for goods offered from within India and that for goods offered from abroad are to be indicated separately in the applicable Price Schedules attached under Volume I.
- 12.3. While filling up the columns of the price schedule, the following aspects should be noted for compliance:
- 12.4. For goods offered from within 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 all taxes and duties like sales tax, VAT, custom duty, excise duty etc. already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc. or on the previously imported goods of foreign origin quoted ex-showroom etc.
 - Any taxes/duties including excise duty, 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.
- 12.5. For goods 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 the List of Requirements.
 - The amount of custom duty and import duty on the goods to be imported, wherever applicable.
 - 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.
- 12.6. Additional information and instruction on Duties and Taxes:
If the Tenderer desires to ask for excise duty, sales tax, custom duty etc. to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.
- 12.7. Excise Duty:
- If reimbursement of excise duty intended as extra over the quoted prices, the supplier must specifically say so also indicating the rate, quantum and nature of the duty applicable. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of excise duty will be entertained after the opening of tenders.
 - If a Tenderer chooses to quote a price inclusive of excise duty and also desires to be reimbursed for variation, if any, in the excise duty during the time of supply, the tenderer must clearly mention the same and also indicate the rate and quantum of excise duty included in its price. Failure to indicate all such details in clear terms may result in statutory variations being

SECTION II – GENERAL INSTRUCTIONS TO TENDERERS

- denied to the tenderer.
- c) Subject to sub clauses 12.8 (a) & (b) above, any change in excise duty upward/ Downward as a result of any statutory variation in excise duty taking place within original Delivery Period shall be allowed to the extent of actual quantum of excise duty paid by the supplier. In case of downward revision in excise duty, the actual quantum of reduction of excise duty shall be reimbursed to BNPM by the supplier. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the supplier.
- 12.9. Sales Tax/ VAT/ CST/ GST/ Service Tax, work Contract Tax
If a tenderer asks for sales tax/ VAT/ CST/ GST/ Service Tax/ Work Contract Tax 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. The tenderer shall examine the nature of transactions and applicability of taxes and duties.
- 12.10. Wherever Value Added Tax is applicable, the following may be noted:
- a) The tenderer should quote the exact percentage of VAT that they will be charging extra.
- b) While quoting the rates, tenderer should pass on (by way of reduction in prices) the set off/input tax credit that would become available to them by switching over to the system of VAT from the existing system of sales tax, duly stating the quantum of such credit per unit of the item quoted for.
- c) The tenderer while quoting for tenders should give the following declaration:
- "We agree to pass on such additional set off/input tax credit as may become available in future in respect of all the inputs used in the manufacture of the final product on the date of supply under the VAT scheme by way of reduction in price and advise the purchaser accordingly."
- d) The supplier while claiming the payment shall furnish the following certificate to the paying authorities: "We hereby declare that additional set offs/input tax credit to the tune of Rs.....has accrued and accordingly the same is being passed on to the purchaser and to that effect the payable amount may be adjusted.
- 12.11. Octroi and Local Taxes:
Unless otherwise stated in the SIT, the goods supplied against contracts placed by BNPM are not exempted from levy of Town Duty, Octroi Duty, Terminal Tax and other Levies of local bodies. In such cases, the supplier should make the payment to avoid delay in supplies and forward the receipt of the same to the purchasing department for reimbursement and also, for further necessary action. In cases where exemption is available, suppliers should obtain the exemption certificate from the purchasing department to avoid payment of such levies and taxes.
- 12.12. Duties/ Taxes on Raw Materials
BNPM is not liable for any claim from the supplier on account of fresh imposition and/or increase (including statutory increase) of excise duty, custom duty, sales tax etc. on raw materials and/or components used directly in the manufacture of the contracted goods taking place during the pendency of the contract, unless such liability is specifically agreed to in terms of the contract.
- 12.13. Imported Stores not liable to Above-mentioned Taxes and Duties:
Above mentioned Taxes and Duties are not leviable on imported Goods and hence would not be reimbursed.
- 12.14. Customs Duty:
In respect of imported stores offered from abroad, the tenderer shall specify the rate as well as the total amount of customs duty payable. The tenderer shall also indicate the corresponding Indian Customs Tariff Number applicable for the goods in question.
- 12.14.1. For transportation of imported goods offered from abroad, relevant instructions as incorporated under GCC Clause 11 shall be followed.
- 12.14.2. For insurance of goods to be supplied, relevant instructions as provided under GCC Clause 12 shall be followed.
- 12.14.3. Unless otherwise specifically indicated in this tender document, the terms FOB, FAS, CIF etc. for imported goods offered from abroad, shall be governed by the rules & regulations prescribed in the current edition of INCOTERMS, published by the International Chamber of Commerce, Paris
- 12.14.4. The need for indication of all such price components by the tenderers, as required in this clause (viz., GIT clause 12) is for the purpose of comparison of the tenders by BNPM and will no way restrict BNPM's right to award the contract on the selected tenderer on any of the terms offered.
- 13. Indian Agent**
If a foreign tenderer has engaged an agent in India in connection with its tender, the foreign tenderer, in addition to indicating Indian agent's commission, if any, in a manner described under GIT sub clause 11.2 above, shall also furnish the following information:
- a) The complete name and address of the Indian Agent and its permanent income tax account number as allotted by the Indian Income Tax authority.
- b) The details of the services to be rendered by the agent for the subject requirement.
One manufacturer can authorize only one agent/Dealer. Also one agent cannot represent more than one supplier or quote on their behalf in a particular tender enquiry. Such quote is likely to be rejected. There can be only one bid from
- i.) The principal manufacturer directly or one Indian agent on his behalf.
- ii.) The foreign principal or any of its branch/ division
- iii.) Indian/ Foreign Agent on behalf of only one Principal.
- 14. Firm Price/Variable Price**
- 14.1. Unless otherwise specified in the SIT, prices quoted by the tenderer shall remain firm and fixed during the currency of the contract and not subject to variation on any account.
- 14.2. In case the tender documents require offers on variable price basis, the price quoted by the tenderers will be subject to adjustment during original Delivery Period to take care of the changes in the cost of labour and material components in accordance with the price variation formula to be specified in the SIT. If a tenderer submits firm price quotation against the requirement of variable price quotation that tender will be prima-facie acceptable and considered further, taking price variation asked for by the tenderer as zero.
- 14.3. However, as regards taxes and duties, if any, chargeable on the goods and payable, the conditions stipulated in GIT clause 12 will apply for both firm price tender and variable price tender.
- 14.4. Subject to provisions of Clause 11 above, where prices are quoted in foreign currencies, involving imports - Foreign Exchange Rate Variation (ERV) would be borne by the Purchaser within the original Delivery Period. The offer of the Tenderer should indicate import content and the currency used for calculating import content.
- 14.5. Base Exchange rate of each major currency used for calculating FE content of the contract should be indicated. The base date of ERV would be contract date and variation on the base date can be given up to the midpoint manufacture, unless firm has already indicated the time schedule within which material will be imported by the firm.
- 14.6. In case delivery period is refixed/ extended, ERV will not be admissible, if this is due to default of the supplier.
- 14.7. Documents for claiming ERV:
- a) A bill of ERV claim enclosing working sheet
- b) Banker's Certificate/debit advice detailing F.E. paid and exchange rate
- c) Copies of import order placed on supplier
- d) Invoice of supplier for the relevant import order

SECTION II – GENERAL INSTRUCTIONS TO TENDERERS

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 BNPM. The tenderer shall submit the manufacturer's authorization letter to this effect as per the standard form provided under Volume I 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 Volume I in these documents.
- c) In case the tenderer is not doing business in India, It is/will be duly represented by an agent stationed in India fully equipped and able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast moving components and other obligations, if any, specified in the conditions of contract and/ or technical specifications.
- d) In case the tenderer is an Indian agent quoting on behalf of a foreign manufacturer, the Indian agent is already enlisted under the Compulsory Enlistment Scheme of Ministry of Finance. Govt. of India operated through Directorate General of Supplies & Disposals (DGS&D), New Delhi.
17. **Documents establishing good's Conformity to Tender document**
- 17.1. The tenderer shall provide in its tender the required as well as the relevant documents like technical data. Literature, drawings etc. to establish that the goods and services offered in the tender fully conform to the goods and services specified by BNPM 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 BNPM 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 BNPM and that offered by the tenderer, the tenderer shall list out the same in "Schedule of deviations from Technical specifications" in Volume I of the tender without ambiguity along with justification.
- 17.3. If a tenderer furnishes wrong and/ or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to BNPM 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/NIT Clause I. The earnest money is required to protect BNPM against the risk of the tenderer's unwarranted conduct as amplified under sub-clause 23.23.2 below.
- 18.2. The earnest money shall be denominated in Indian Rupees.
- 18.3. The earnest money shall be furnished in one of the following forms:
- a) Account Payee Demand Draft or
- b) Banker's cheque or
- c) Bank Guarantee, (only if EMD amount is above Rs. 1 Lakh)
- 18.4. The demand draft or banker's cheque shall be drawn on any scheduled commercial bank in India, in favour of Bank Note paper Mill India Private Limited payable at Bangalore. In case of bank guarantee, the same is to be provided from/confirmed by any scheduled commercial bank in India as per the format specified in Volume I in these documents.
- 18.5. The earnest money shall be valid for a period of forty five days beyond the validity period of the tender.
- 18.6. Unsuccessful tenderers' earnest money will be returned to them without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful tenderer's earnest money will be returned without any interest, after receipt of performance security from that tenderer.
- 18.7. Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. The successful tenderer's earnest money will be forfeited if it fails to furnish the required performance security within the specified period.
19. **Tender Validity**
- 19.1. If not mentioned otherwise in the SIT, the tenders shall remain valid for acceptance for a period of 90 days (Ninety days) in case of single bid tender system and 120 days in case of two-bid system after the date of tender opening prescribed in the tender document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- 19.2. In exceptional cases, the tenderers may be requested by BNPM 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 BNPM, 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 10.
- 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

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- 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 BNPM 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, BNPM 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 a-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 BNPM, 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 BNPM, 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 dead line 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 BNPM.

E. TENDER OPENING

24. Opening of Tenders

- 24.1. The tenders will be opened 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 BNPM, 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 Volume I of 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-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 unsigned.
 - Tenderer is not eligible.
 - Tender validity is shorter than the required period.
 - Required EMD has not been provided.
 - Tenderer has quoted for goods manufactured by a different firm without the required authority letter from that manufacturer.
 - Tenderer has not agreed to give the required performance security.
 - Goods offered are not meeting the required specification etc.
 - Tenderer has not agreed to essential condition(s) specially incorporated in the tender enquiry.
 - 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 BNPM'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, BNPM find any minor infirmity and/ or irregularity and/ or non-conformity in a tender, BNPM 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, BNPM will convey its

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- 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 BNPM 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 BNPM, 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 BNPM, the tender is liable to be ignored.
- 29. Discrepancy between original and copies of Tender**
- In case any discrepancy is observed between the text etc. of the original copy and that in the other copies of the same tender set, the text etc. of the original copy shall prevail. Here also, BNPM will convey its observation suitably to the tenderer by register/speed post and, if the tenderer does not accept BNPM'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 for clarification of its bid. The clarification should be received within 7 days from the bidder from date of receipt of such request. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of the bidder shall be entertained.
- 31. Qualification/ Eligibility Criteria**
- Tenders of the tenderers, who do not meet the required qualification/ eligibility criteria prescribed in Section IX, will be treated as unresponsive and will not be considered further.
- 32. Conversion of tender currencies to Indian Rupees**
- In case the tender document permits the tenderers to quote their prices in different currencies, all such quoted prices of the responsive tenderers will be converted to a single currency viz., Indian Rupees for the purpose of equitable comparison and evaluation, as per the B.C. selling exchange rates established by the State Bank of India for similar transactions, as on the date of tender opening.
- 33. Schedule-wise Evaluation**
- In case the List of Requirements contains more than one schedule, the responsive tenders will be evaluated and compared separately for each schedule. The tender for a schedule will not be considered if the complete requirements prescribed in that schedule are not included in the tender. However, as already mentioned in GIT sub clause 12.2, tenderers have the option to quote for any one or more schedules and offer discounts for combined schedules. Such discounts, wherever applicable, will be taken into account to determine the tender or combination of tenders offering the lowest evaluated cost for BNPM in deciding the successful tenderer for each schedule, subject to that tenderer(s) being responsive.
- 34. Comparison on CIF Destination Basis**
- Unless mentioned otherwise in Volume I - Special Instructions to Tenderers and List of Requirements, the comparison of the responsive tenders shall be on CIF destination basis, duly delivered, commissioned, etc. as the case may be.
- 35. Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders.**
- 35.1. Further to GIT Clause 33 above, BNPM's evaluation of a tender will include and take into account the following:
- a) In the case of goods manufactured in India or goods of foreign origin already located in India, sales tax & other similar taxes and excise duty & other similar duties, which will be contractually payable (to the tenderer), on the goods if a contract is awarded on the tenderer; and
- b) In the case of goods of foreign origin offered from abroad, customs duty and other similar import duties/taxes, which will be contractually payable (to the tenderer) on the goods if the contract is awarded on the tenderer.
- 35.2. BNPM's evaluation of tender will also take into account the additional factors, if any, incorporated in SIT in the manner and to the extent indicated therein.
- 35.3. As per policies of the Government from time to time, the purchaser reserves its option to give price preference to Small Scale Industries in comparison to the large scale Industries. This price preference cannot however be taken for granted and every 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. BNPM, 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 BNPM 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 BNPM.
- 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 BNPM reserves its right to negotiate with the lowest acceptable bidder (L1), who is technically cleared /approved for supply of bulk quantity and on whom the contract would have been placed but for the decision to negotiate, under special circumstances in accordance with prevailing guidelines.
- 39. Contacting BNPM**
- 39.1. From the time of submission of tender to the time of awarding the contract, if a tenderer needs to contact BNPM 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 BNPM'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

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BNPM, in terms of clause 44 of GIT.

G. Award Of Contract

40. BNPM reserves the right to accept any Tender and to reject any or all Tenders. BNPM also 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 BNPM in terms of GIT Clause 34.

42. Variation of Quantities at the Time of Award

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

43. Parallel Contracts

BNPM 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:

- a) Submission of misleading/ false/ fraudulent information/ documents by the bidder in their bid
- b) Submission of fraudulent / un-encashable Financial Instruments stipulated under Tender or Contract Condition.
- c) Violation of Code of Ethics laid down in Clause 32 of the GCC.
- d) Cartel formation or quotation of Pool/ Co-ordinated rates leading to "Appreciable Adverse Effect on Competition" (AAEC) as identified under the Competition Act, 2002.
- e) Deliberate attempts to pass off inferior goods or short quantities.
- f) Violation of Fall Clause by Rate Contract holding Firms.
- g) Attempts to influence BNPM'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, BNPM would ban/blacklist Tenderers committing such misdemeanour, including declaring them ineligible to be awarded BNPM contracts for indefinite or for a stated period.

45. Notification of Award

45.1 Before expiry of the tender validity period, BNPM 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 BNPM, 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 BNPM 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, BNPM 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 BNPM by registered /

speed post.

47. Non-receipt of Performance Security and Contract by BNPM

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 BNPM against it.

48. Return of EMD

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 web site of BNPM.

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:

- a) Earnest Money Deposit (EMD) is not applicable.
- b) In the Schedule of Requirement, no commitment of quantity is mentioned: only the anticipated requirement is mentioned without any commitment.
- c) BNPM reserves the right to conclude more than one rate contract for the same item.
- d) Unless otherwise specified in SIT, the currency of a Rate Contract would normally be for one year.
- e) During the currency of the Rate Contract, BNPM may withdraw the rate contract by serving suitable notice. The prescribed notice period is generally thirty days.
- f) During the currency of the Rate Contract, BNPM would have the option to renegotiate the price with the rate contract holders.
- g) During the currency of the Rate Contract, in case of emergency, BNPM may purchase the same item through ad hoc contract with a new supplier.
- h) Usually, the terms of delivery in rate contracts are FOR dispatching station.
- i) 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.
- j) BNPM 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.
- k) 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

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

50.4 Renewal of Rate Contracts

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

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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 Volume I of SBD - "Qualification Criteria" for procurement of Goods or Services as listed in Section VI of SBD - "List of Requirements". Shortlisted 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 shortlisted qualified bidders would be invited to participate in the Procurement process. 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- NOT APPLICABLE**

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 "Technical Specifications" of the Tender. 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, BNPM 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 "Quality Control Requirements" of Volume I.

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

52.6 Parameters Settings and duration of Validation Tests would be indicated in Volume I - "Quality Control Requirements". 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: NOT APPLICABLE**

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

- a) Registration of Vendors for Supply of particular Stores or certain categories of Stores.
- b) 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 "Qualification Criteria" of Volume I.

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 "Qualification Criteria" in Volume I.

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 BNPM.

53.8 All suppliers who secure the minimum required marks (normally 50% unless otherwise specified in the "Qualification Criteria" in Volume I) would be short listed. "Qualification Criteria" 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 shortlisted 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: NOT APPLICABLE**

54.1 **Introduction:**

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

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

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

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

SECTION II – GENERAL INSTRUCTIONS TO TENDERERS

- 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 /or projected quantity, the BNPM shall not under any circumstances be liable to make good any such deficiency
- 54.2.4 BNPM 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 BNPM on account of such termination of the contract or variation in the quantity.
- 54.2.5 BNPM 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 BNPM reserves right to reject any offer without assigning any reason therefore.
- 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 BNPM, 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 BNPM till payment of the security deposit (SO) money, as stipulated in relevant Clause, has been made. It may be adjusted as part of the total SO money at the discretion of the BNPM.
- 54.3.5 Commercial tax/terminal tax, Octroi, municipal tax or any other taxes/duties etc. whatever in force shall be payable extra by the purchaser as per rules applicable to BNPM. Current and valid PAN and sales/commercial tax registration number wherever applicable must be provided in the Bid of the Tenderer.
- 54.3.6 All arrangement for lifting and transportation of scrap material, including manpower, crane, transport vehicle and trolley etc., if required shall be made by the purchaser concerned only and the BNPM shall not provide or help in providing any such arrangements and the rate quoted by the purchaser must include such and all incidental charges.
- 54.3.7 Registered dealers who are exempted from payment of Sales Tax must submit copies of their Registration certificate of concerned authority and shall be required to submit necessary form duly completed in all respect to BNPM or its representatives before obtaining delivery order, duly signed If specified in SIT, Advance and Intermediate Payment to Suppliers may be allowed.
- 55.8
- 55.9 **Quantity for Development Commitment**
- In Next three years, after the newly developed firm is able to successfully complete Development orders with +/-5% tolerance, 20% of annual quantity requirement may be reserved for Newly Developed firms.
- 54.3.8 by the partner of the firm or the person authorized to do so. 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 (SO) @ 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 SO shall be deposited in the form of bank draft/pay order, drawn on any nationalized or recognized bank in favour of same officer as mentioned in clause 3 of NIT in connection with EMD.
- 54.4.2 The purchaser has to pay balance payment within 20 days from the date of notification of acceptance, which is to be issued by BNPM or his authorized representative, in form of Bank draft drawn on any nationalized or recognized bank in favour of same authority as mentioned above. In case of any, default to deposit balance payment, BNPM 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 BNPM, 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 dis-mantled/ cut-up condition.
55. **Development and indigenization Tenders: NOT APPLICABLE**
- 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 tender 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
- a) Price/rate for bulk supply of item in development/indigenization supplies and
- b) 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.
- 55.10 **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.

SECTION III – SPECIAL INSTRUCTIONS TO TENDERERS

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

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

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

Sl. No.	GIT Clause no	Topic	SIT Provision
1	1,2,3,4,5,6, 7	PREAMBLE-Introduction, Language of Tender, Eligible Tenderers, Eligible Goods and Services (Origin of Goods), Tendering Expense, Tender Documents, Amendments to Tender Documents	No Change
2	8	Pre-bid Conference	On 27.03.2020 at 11 am at BNPM, Mysore.
3	9	Time Limit for receiving request for clarification of Tender Documents	Should not be later than 14 days prior to prescribed date of submission of tender.
4	10,11,12, 13,14,15	Documents Comprising the Tender, Tender Currencies, Tender Prices, Indian Agent, PVC Clause & Formula, Alternative tenders	<p>No Change except the taxes will be applicable as per GST rules (Clause 12.7 to Clause 12.13)</p> <p>Price variation:</p> <p>Price quoted will remain firm for the contract period and there shall be no variation / escalation on any account. Any upward / downward revision in GST shall be considered at actuals. No claim in respect of any type of violation of any relevant rules etc., shall be payable. However, if the contract is renewed on yearly basis then based on change in wholesale price index (reference is hereunder), existing order price will be revised for food items.</p> <p>Reference for Price Variation:</p> <p>Percentage increase / decrease in food articles (WPI of Food Articles) Year on Year as notified by Government of</p>

SECTION III – SPECIAL INSTRUCTIONS TO TENDERERS

			India, Ministry of Commerce & Industry, Office of Economic Adviser in the Index Numbers of Wholesale Prices in India shall be considered for extension of the order.
5	16	Documents Establishing Tenderer's Eligibility and Qualifications	No Change
6	17	Documents establishing Good's Conformity to Tender document	No Change
7	18	Earnest Money Deposit (EMD) Note: Bidders claiming exemption of EMD should submit the DGS&D (or) NSIC registration certificate without fail along with their techno-commercial offer. EMD is exempted for DGS&D (or) NSIC registered firm. However, cost of tender is to be submitted.	a) Refer Section VI for EMD exemption. b) EMD is to be submitted in form of BG as provided in Tender. c) Apart from DGS&D / NSIC registered firms. MSE's are also exempted from submission of EMD for which they have to submit UAM copy.
8	19	Tender Validity (120 days in case of two-bid system after the date of tender opening prescribed in the tender document)	No Change
9	20	Signing and Sealing of Tender Note: The following SIT provision is made with respect the following clause 20.4. Number of Copies of Tenders to be submitted : NIL 20.9: E procurement: Permitted.	Only – E procurement
10	21,22,23	Submission of Tenders, Late Tender, Alteration and Withdrawal of Tender	No Change
11	24	Opening of tenders Note: Please read the guidelines for filling up two part bid tender as mentioned in NIT above which is described in detail w.r.to clause 24.4	No Change
12	25	Basic Principle	No Change
13	26,27,28, 29,30,31, 32,33,34	Preliminary Scrutiny of Tenders, Minor Infirmary / Irregularity / Non-Conformity, Discrepancy in Prices, Discrepancy between original and copies of Tender, Clarification of Bids, Qualification / Eligibility Criteria, Conversion of tender currencies to Indian Rupees, Schedule-wise Evaluation, Comparison on CIF Destination Basis.	In the first stage of evaluation , Pre-Qualification bid & Techno-commercial bid shall be opened together and however, the Techno-commercial bid of pre-qualified bidder who meets the prescribed eligibility criteria (Ref. Sec - IX:

SECTION III – SPECIAL INSTRUCTIONS TO TENDERERS

			<p>Qualification /Eligibility Criteria) shall be scrutinized and evaluated by the competent committee/ authority with reference to the parameters prescribed in the tender document. A team from BNPM will visit the site at which the vendor is providing the canteen services and evaluate the service, the minimum marks to be obtained for qualification should be 70 out of 100(Ref Form A : Sec - IX : Qualification / Eligibility Criteria).</p> <p>Subsequently, in the second stage the financial bids of only techno commercially qualified bidders shall be opened for further evaluation. Intimation regarding opening of financial bids may be given to qualified bidders to enable them to attend the financial bid opening, if they desire so.</p> <p>Price evaluation to determine L-1 status shall be done on the basis of total basic (effective) price per year quoted by the bidder (i.e without GST). If the quoted L-1 price is found not workable the bid may be considered as invalid and will not be considered for evaluation. BNPM reserves the right to reject the bids that may be considered unviable from the standards to be maintained merely because someone has quoted low and will not be automatically qualified to become in the select list.</p>
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SECTION III – SPECIAL INSTRUCTIONS TO TENDERERS

			Please refer Sl.no. 16 of SCC for complete evaluation criteria. No change for other clauses.
14	35 to 49	Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders, Tenderer's capability to perform the contract, Tenderer's capability to perform the contract, Cartel Formation / Pool Rates, Negotiations, Contacting BNPMIPL, Award of contract, Award Criteria, Variation of Quantities at the Time of Award, Parallel Contracts, Serious Misdemeanors, Notification of Award, Issue of Contract, Non-receipt of Performance Security and Contract by BNPMIPL, Return of EMD, Publication of Tender Result.	No Change
15	50 to 55	Rate Contract Tenders, PQB Tenders, Tenders involving Purchaser's and Pre-Production Samples, EOI Tenders, Tenders for Disposal of Scrap, Development / Indigenization Tenders	Not Applicable to this tender

16. Corrigendum / Addendum, if any, shall be hosted on Company's website (<https://www.bnpmindia.com/>) & www.tenderwizard.com/BNP only.

17. The Company discourages the engagement of agents for brokering contracts and hence intending bidders are requested to take note of the above that engagement of agents for brokering contracts may result in dis-qualification.

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

SECTION IV – GENERAL CONDITIONS OF CONTRACT

PART 1: 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 this 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, agents, successors, authorized dealers, stockists and distributors. Other homologous terms are: Vendor, Firm, Manufacturer, OEM etc;

iii.) "Drawing" means the drawing or drawings specified in or annexed to the Specifications:

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

v.) The "Inspecting Officer" means the person, or organisation specified in the contract for the purpose of inspection of stores of work under the contract and includes his/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 Bank Note Paper Mill India Private Limited (BNPM)- 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 or any agency acting under the direction of the Inspecting Officer:

x.) The delivery of the stores shall be deemed to have happened on delivery of the stores in accordance with the terms of the contract, after approval by the Inspecting Officer, if so provided in the contract -

a) The consignee at his premises or

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

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

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

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

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

xiii.) Words importing the masculine gender shall be taken to include the feminine gender and words importing persons shall

include any company or association or body of individuals, whether incorporated or not.

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

xv.) Terms and expressions not defined herein 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 BNPM under the contract. Other homologous terms are: Stores, Materials etc.

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

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

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

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

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

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

xxv.) "Day" means calendar day.

1.2. Abbreviations:

Acronyms	Abbreviations
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"AAEC" means "Appreciable Adverse Effect on Competition" as per Competition Act

"BG" Bank Guarantee

"BL or B/L" Bill of Lading

"CD" Custom Duty

"CIF" Cost, Insurance and Freight Included

"MD" Managing Director

"CPSU" Central Public Sector Undertaking

"CST" Central Sales Tax

SECTION IV – GENERAL CONDITIONS OF CONTRACT

"DDO" means Direct Demanding Officer
"DGS&D" in Rate Contracts means Directorate General of Supplies and Disposals
"DP" Delivery Period
"ECS" Electronic clearing system
"ED" Excise Duty
"EMD" Earnest money deposit
"EOI" Expression of Interest (Tendering System)
"ERV" Exchange rate variations
"FAS" Free alongside shipment
"FOB" Freight on Board
"FOR" Free on Rail
"GCC" General Conditions of Contract
"GIT" General Instructions to Tenderers
"GST" Goods and Services Tax which will replace Sales Tax
"H1, H2 etc" means First Highest, Second Highest Offers etc. in Disposal Tenders means
"Incoterms" International Commercial Terms, 2010 (of ICC)
"L1, L2 etc" First or second Lowest Offer etc.
"LC" Letter of Credit
"LD or L/D" Liquidated Damages
"LSI" Large Scale Industry
"NIT" Notice Inviting Tenders.
"NSIC" National small industries corporation
"PQB" Pre-qualification bidding
"PSU" Public Sector Undertaking
"PVC" Price variation clause
"RC" Rate contract
"RR or RIR" Railway Receipt
"SBD" or "T Document" (Standard) BID / Tender Document
"SCC" Special Conditions of Contract
"SIT" Special Instructions to Tenderers
"BNPM" / Purchaser Bank Note Paper Mill India Private Limited Consultant / Engineer / Engineer in Charge TATA Consulting Engineers Limited
"SSI" Small Scale Industry
"ST" Sales Tax
"VAT" Value Added Tax

2. Application

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

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

2.3 Other Laws and Conditions that will govern the Contract:

Besides GCC and SCC following conditions and Laws will also be applicable and would be considered as part of the contract:

- a) Indian Contracts Act, 1872
 - b) Sale of Goods Act, 1930
 - c) Arbitration and Conciliation Act, 1996
 - d) Competition Act, 2002 as amended (Amendment Act), 2007
 - e) Contractor's Tender Submissions including Revised Offer during Negotiations if any
 - f) Conditions in other parts of the Tender Documents
 - g) Correspondence including counter-offers if any; between the Contactor and BNPM during the Tender Finalization
 - h) Notification of award and Contract Documents
 - i) Subsequent Amendments to the Contract
 - j) Any other applicable law/ regulation
3. Use of contract documents and information

3.1 The supplier shall not, without BNPM'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 BNPM in connection herewith, 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 BNPM'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 BNPM and, if advised by BNPM, all copies of all such documents shall be returned to BNPM on completion of the supplier's performance and obligations under this contract.

4. Patent Rights

4.1 The supplier shall, at all times, indemnify BNPM, 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 BNPM, BNPM 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 BNPM.

SECTION IV – GENERAL CONDITIONS OF CONTRACT

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 BNPM, the supplier shall furnish performance security to BNPM 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 commercial bank in India, in favour Bank Note Paper Mill India Private Limited.

b) Bank Guarantee issued by a commercial bank in India, in the prescribed form as provided in Volume I 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 BNPM to compensate BNPM 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, BNPM 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 Specifications in Volume II and Quality Control Requirements under volume I of this tender 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 Volume II 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 and in SCC under Volume I, 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 BNPM and/or its nominated representative(s) will, without any extra cost to BNPM, 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. BNPM shall inform the supplier in advance, in writing, BNPM's programme for such inspection and also the identity of the officials to be deputed for this purpose.

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

9.3 If during such inspections and tests the contracted goods fail to conform to the required specifications and standards, BNPM'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 BNPM and resubmit the same to BNPM's inspector for conducting the inspections and tests again.

9.4 In-case of re-inspection because of rejection of goods at first scheduled inspection due to non-conformity of goods to specifications or for any other reason attributable to the supplier, costs of the inspector(s), from second inspection onwards, towards travel & boarding shall be to vendor's account.

9.5 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 BNPM's inspector well ahead of the contractual delivery period, so that BNPM's inspector is able to complete the inspection within the contractual delivery period.

9.6 If the supplier renders the goods to BNPM'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 BNPM under the terms & conditions of the contract.

SECTION IV – GENERAL CONDITIONS OF CONTRACT

9.7 BNPM'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 BNPM's inspector during pre-despatch inspection mentioned above.

9.8 Goods accepted by BNPM and/or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute BNPM's right to reject the same later, if found deficient in terms of the warranty clause of the contract, as incorporated under GCC Clause 16.

10. Terms of Delivery

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

11. Transportation of Goods

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

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 specification, the supplier shall 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 Volume I. The Contractor shall give adequate notice to the Forwarding Agents/Nominees about the readiness of the cargo from time to time and at least six weeks' notice in advance of the required position for finalising the shipping arrangements. In the case of C&F contracts, the Contractor shall arrange shipment in accordance with the requirements of the Ministry of Shipping & Transport, New Delhi, INDIA, indicated in the Volume I (as applicable).

12. Insurance

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

12.2 In case of supply of domestic goods on CIF destination basis, the supplier shall be responsible till the entire stores contracted for arrives in good condition at the 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 BNPM or its Consignee.

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

12.4 In case of Import of Goods, even in case where the insurance is paid by the Purchaser, and loss or damage shall be made good by the Contractor free of cost, without waiting for the settlement of insurance claim. The payment after settlement of insurance claim shall be reimbursed by the Purchaser to the Contractor. Contractor shall be entirely responsible 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 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 BNPM 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 shall be given to BNPM before such dis-continuation to provide adequate time to BNPM to purchase the required spare parts etc. &

ii) Immediately following such dis-continuation, the supplier shall provide BNPM designs, drawings, lay-outs & specifications of spare parts as required by BNPM free of cost.

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 BNPM promptly on receipt of order from BNPM.

14. Incidental services

14.1 Subject to the stipulation, if any, in the SCC under volume I and the Technical Specifications, 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 BNPM'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 BNPM 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 BNPM 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 BNPM to enable BNPM 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 practice 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 BNPM, 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

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- b) Packing list
- c) Insurance certificate
- d) Railway receipt/Consignment note
- e) Manufacturer's guarantee certificate and in-house inspection certificate
- f) Inspection certificate issued by BNPM's inspector, if applicable
- 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 shall notify BNPM, consignee and others concerned if mentioned in the contract, the complete details of dispatch and also supply the following documents to them by Courier (or as instructed in the Contract), besides advance intimation by Fax/ email:

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

16. Warranty

16.1 The supplier warrants that the goods supplied under the contract is new, unused and incorporates all recent improvements in design and materials unless prescribed otherwise by BNPM 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 BNPM'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 BNPM in terms of the contract or for fifteen months from the date of despatch of the last item to be supplied under the contract from the supplier's premises for domestic goods (including goods already imported by the supplier under its own arrangement) or for eighteen months from 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 specifications.

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

16.4 Upon receipt of such notice, the supplier shall, within a reasonable span of time (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 BNPM 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 BNPM.

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), BNPM may proceed to take such remedial action(s) as deemed fit by BNPM, at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which BNPM 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 BNPM's prior written permission.

18. Sub Contracts

18.1 The Supplier shall notify BNPM 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 shall generally not vary. However if necessary, BNPM 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 BNPM,
- b) Mode of packing
- c) Incidental services to be provided by the supplier
- d) Mode of dispatch
- e) Place of delivery, and
- f) Any other area(s) of the contract as felt necessary by BNPM 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 BNPM, the supplier shall convey its views to BNPM within twenty one days from the date of the supplier's receipt of BNPM'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

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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 BNPM.

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

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

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

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

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

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

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

a) For a contract with terms of delivery as F.O.R. dispatching station

i) 60% on proof of despatch along with the other specified documents.

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

iii) 10% on successful installation and commissioning and acceptance by the Purchaser.

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

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

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

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

a) Cases where Installation, Erection and Commissioning (if applicable) are not the responsibility of the Supplier- 100 % net

FOB/FAS price is to be paid against invoice, shipping documents, inspection certificate (where applicable), manufacturers' test certificate, etc.

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

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

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

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

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

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. The supply should take place in sequence of erection and installation for claiming payment.

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

a) Original Invoice

b) Packing List

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

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

e) Manufacturer's test certificate

f) Performance/ Warrantee Bond

g) Certificate of Insurance

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

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

j) Dangerous Cargo Certificate, if any, in case of Imported Goods.

k) Any other document specified.

22.8 While claiming reimbursement of duties, taxes etc. (like sales tax, excise duty, custom duty) from BNPM, 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 BNPM, BNPM's share out of such refund received by the supplier. The supplier shall also refund the applicable amount to

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BNPM immediately on receiving the same from the concerned authorities.

22.9 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 I/ We have not received back the Inspection Note duly receipted by the consignee or any communication from BNPM 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".

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 BNPM in the List of Requirements and as incorporated in the contract.

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

- a) Imposition of liquidated damages
- b) Forfeiture of its performance security and
- c) Termination of the contract for default.

23.3 If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform BNPM in writing about the same and its likely duration and make a request to BNPM for extension of the delivery schedule accordingly. On receiving the supplier's communication, BNPM 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 delay for reasons attributable to the supplier, the amendment letter extending the delivery period shall, inter alia contain the following conditions:

- a) BNPM shall recover from the supplier, under the provisions of the clause 24 of the General Conditions of Contract, liquidated damages on the goods and services, which the Supplier has failed to deliver within the delivery period stipulated in the contract.
- b) That no increase in price on account of any ground whatsoever, including any stipulation in the contract for increase

in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, excise duty, sales tax or on account of any other tax or duty which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on the said goods and services delivered and performed after the date of the delivery stipulated in the contract.

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

23.5 The supplier shall not despatch the goods after expiry of the delivery period. The supplier is required to apply to BNPM 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 BNPM.

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, BNPM shall, without prejudice to other rights and remedies available to BNPM under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% (Half) 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.

24.2 Liquidated Damage for not meeting performance guarantee shall be assessed and recovered from the Supplier, if applicable. The quantum of Liquidated damages shall be as specified in SCC.

24.3 If the equipment/system while testing, in accordance with the performance requirement of the Contract, fails to meet those performance parameters, the damages suffered by the purchaser may not be quantified in terms of money with any reasonable certainty. Therefore any Liquidated damage set forth in the Contract shall represent a reasonable determination of the amount of damage that the Purchaser will suffer, and shall not be considered as penalties. The Supplier thereby waives any defence to Purchaser's recovery of such Liquidated Damages on the plea that actual damages are ascertainable or that such Liquidated damages do not represent a reasonable determination of damages suffered by Purchaser or are penalties.

24.4 If the LD exceeds the specified limit, the Purchaser shall reserve the right to cancel/terminate the Contract as per clause 26 of GCC.

25. Custody and Return of BNPM 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 for if specified in the SCC.

25.2 In-case of failure of returning of all drawings and samples issued to the contractor in connection with the contract,

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besides withholding final payment, any other sanction, as deemed fit by BNPM, shall be issued against the supplier.

26. Termination for default

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

26.2 In the event of BNPM terminates the contract in whole or in part, pursuant to GCC sub-clause 26.1 above, BNPM 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 BNPM for the extra expenditure, if any, incurred by BNPM for arranging such procurement.

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

27. Termination for insolvency

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

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 BNPM 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 BNPM is unable to fulfil its contractual commitment and responsibility, BNPM will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

29. Termination for convenience

29.1 BNPM reserves the right to terminate the contract, in whole or in part for its (BNPM'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 BNPM. 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 BNPM following the contract terms, conditions and prices. For the remaining goods and services. BNPM 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 English language following the provision as contained in GIT clause 2. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.

31. Notices

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

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

32. Code of Ethics

BNPM as well as Bidders, Suppliers, Contractors, and Consultants under BNPM 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, 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.

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b) A contract will be cancelled if it is determined at any time that BNPM 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 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 BNPM 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 BNPM contract.

33. Resolution of disputes

33.1 If dispute or difference of any kind shall arise between BNPM 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 BNPM 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: - Any dispute or difference whatsoever arising between the Parties out of or relating to the construction, meaning, scope operation or effect of this Agreement or the validity or the breach thereof shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996 and under the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the Parties. The Arbitral Tribunal shall consist of three Arbitrators. The venue of the Arbitration shall be Bangalore and it shall be conducted in English language.

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.

34.3 The courts of the place from where the notification of acceptance has been issued- shall alone have jurisdiction to decide any dispute arising out or in respect of the contract.

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.

Integrity Pact

36.2 Payment and Default

36.2.1 Payment may be made in the form of cash or Demand Draft /Pay order issued by any scheduled commercial bank and drawn in favour of the Account mentioned in the NIT.

36.2.2 No interest will be paid to the purchaser for the amounts paid or deposited with the BNPM 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 BNPMIPL may forfeit the security deposit. Requests for an extension of this period, made by the purchaser may be considered by the BNPMIPL 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 BNPMIPL without reference to the purchaser concerned and without incurring any liability on part of BNPMIPL whatsoever in respect there under.

36.2.5 In case extension is granted by BNPMIPL 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 BNPMIPL 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 BNPMIPL.

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 BNPMIPL for the propose of delivery. Delivery will be allowed during working hours.

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36.3.4 No delivery of or materials sold shall be given on Sundays, Gazetted holidays and other shall holidays observed by BNPMIPL. 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 BNPMIPL 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 BNPMIPL 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 BNPMIPL 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. BNPMIPL will not carry any responsibility of such payments. The purchaser will be responsible to supply personal protection equipments 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 BNPMIPL, the purchaser is unable to remove the materials sold within the specified period, the BNPMIPL 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 BNPMIPL 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 BNPMIPL from the Purchaser before removal of the material and In the event of default in payment thereof, the BNPMIPL 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 BNPMIPL is of opinion that he may fail to fulfill the contract within the time specified in the conditions of sale, it will be lawful for the BNPMIPL to cancel the whole contract or such portion thereof as may not have been completed and the BNPMIPL shall be at liberty to dispose off the goods in any manner at the risk and expense of the purchaser.

36.3.11 The purchaser will have to comply with the provisions of the Contract Labour (Regulations and Abolition Act 1970 and Central Rules 1971 and obtain license from the Assistant Labour Commissioner or the competent authorities empowered to issue such license. Any failure on the part of the purchaser in this regard will be at his risk and consequences. He shall comply with Workman's Compensation Act 1923, Payment of Wages Act 1936, and Minimum Wages Act 1948 and all the other related statutory and legal provisions and obligations, The purchaser shall also indemnify the BNPMIPL 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 BNPMIPL provided further that the purchaser in default shall not be entitled to claim any profit which may arise from such resale.

37. Integrity Pact

37.1 If the tender value is above 10 crore, the Contractor shall sign the Integrity Pact as per the prescribed format (Section XX).

SECTION V – SPECIAL CONDITIONS OF CONTRACT

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

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

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

Sl. No.	GCC Clause No.	Topic	SCC Provision
1	1 to 5	Definitions; Interpretation and Abbreviations, Application, Use of contract documents and information, Patent Rights, Country of Origin	No Change
2	6	Performance Security	<p>Successful bidder shall submit 10% of the total order value as Security Deposit/ Performance Security in form of BG to BNPMIPL within 21 days of issue of LOI. BG should be valid for 60 days (claim period) after the Contract Period of one year. Refer GCC Clause 6 under Section IV.</p> <p>After submission & confirmation of BG from respective Bank contract agreement shall be signed. For extension of contract period (if any) against satisfactory performance BG is to be extended accordingly with applicable amount.</p> <p>Security Deposit / Performance Security will be forfeited if the successful tenderer fails to execute the assigned order as per the requirement of company.</p>
3	7 to 15	Technical Specifications and Standards, Packing and Marking, Inspection and Quality Control, Terms of Delivery, Transportation of Goods, Insurance, Spare parts, Incidental Services, Distribution of Dispatch Documents for Clearance/ Receipt of Goods	Refer scope of work in Sec VII, Sec – VI.
4	16	Warranty	Not Applicable
5	17 & 18	Assignment, Sub Contracts	No Change

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6	19	Modification of contract	No Change.
7	20 & 21	Prices, Taxes and Duties	GST as applicable shall be quoted. Also, refer point 13 in specific terms and conditions.
8	22	Terms and Mode of Payment	<p>1.No advance payment will be made to the contractor .The payment of monthly bills shall be made after verifying the original challans for depositions of Professional Tax, Provident Fund, ESIC, GST by BNPM. If any payment shall be made inadvertently to the contractor on his contract, BNPMIPL shall recover such amount from the contractors, either by deducting the amount from any sums that may be due or may become due to the contractors by the company on any account whatsoever from this or from any other contract or from the security cum earnest money deposit made by the contractor.</p> <p>2.BNPM has installed a system called Canteen Management System(CMS) with a token generating facility for getting a consumption of canteen (No of Plates Count) which shall be used for verification of the monthly bill submitted by the successful bidder. Contractor is responsible to collect the coupon from the BNPM Employees, Contract Employees, and Guests for providing them meals. The report generated by the system will be final. BNPM reserves the right to change the mode of operation. The successful bidder shall submit the monthly bills enclosing the certificates as mentioned in succeeding para for payment.</p> <p>a. Acknowledgement of receipt of wages by personnel deployed duly indicating the earnings, deductions towards PF and ESI. b.The proof of challan/receipt deposited with the PF Commissioner and ESI office for the payment made towards applicable PF, ESIC for the previous month shall be submitted within 10th of each month to HR dept, while claiming the bill for the current month. In the absence of the proof, the bills will not be processed.</p>

SECTION V – SPECIAL CONDITIONS OF CONTRACT

			<p>BNPM may ask for producing the originals of any documents for verification.</p> <p>c. Bank Statement showing debits from awarding agency's bank account towards payment of wages to its personnel deployed at BNPM.</p> <p>3.The TDS shall be made as per the provisions of Income Tax Act, as amended from time to time, and a certificate to this effect shall be provided by BNPM to the agency.</p> <p>4. First payment shall be released after furnishing Performance Bank Guarantee/Security Deposit.</p> <p>5. The successful bidder shall make regular and full payment of remunerations as due to its personnel under service contract with salary slips and furnish necessary proof whenever required. The payment of personnel by the agency should be made on or before 7th every month. The contractor must provide monthly Pay Slip, EPF No. & ESI Cards, duly activated, to each person engaged by him against this contract.</p> <p>6. The successful bidder will ensure the remittance of remunerations to the personnel deployed by them in BNPM by directly transferring into their respective Bank Accounts.</p> <p>7. In case BNPM receives any complaint(s) regarding non-payment of salaries to the personnel deployed with it, the amount to the employee will be recovered from the bills of agency and paid to such personnel.</p> <p>8. Payment shall be done in INR only. Payments to supplier shall be made by electronic transfer.</p> <p>9. The Security Deposit will be forfeited if the successful tenderer fails to execute the assigned order as per the requirement of company.</p> <p>10. ACCEPTANCE OF PRE-PAID MEAL VOUCHERS/COUPONS (IF APPLICABLE): If</p>
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SECTION V – SPECIAL CONDITIONS OF CONTRACT

			at any time by company policy pre-paid meal vouchers are issued to BNPM employees by the company in lieu of food subsidy, then the contractor shall accept the pre-paid meal vouchers in the Canteen from the BNPM employees for Breakfast, Lunch, dinner, evening and midnight snacks etc. which should be collected and redeemed along with bills. However, BNPM in whatsoever manner will not be responsible for the collection of price of the items from the employees. The contractor may raise the running bill every fortnightly or company shall have the right to change the process.
9	23 to 32	Delay in the supplier's performance, Liquidated damages, Custody and Return of BNPM's Materials/ Equipment/ Documents loaned to Contractor, Termination for default, Termination for insolvency, Force Majeure, Termination for convenience, Governing language, Notices, Code of Ethics	The BNPM Management will reserve full rights for termination of this contract for unsatisfactory services, breach of contract conditions etc. without assigning any reasons and without any notice to the Contractor and without payment of any compensation thereof. However, in other cases either party shall have to give three months' notice for termination of the contract. (to be read along with clause 26),
10	33	Resolution of disputes	Arbitration proceedings will be held at Mysuru and venue of arbitration will be Mysuru.
11	34-35	Applicable Law, Secrecy	Courts of Mysuru shall alone have Jurisdiction to decide on any dispute arising out or in respect of the contract (GIT: Clause 34.3) Others clauses no change
12	36 - 37	Integrity Pact, Disposal / Sale of Scrap by Tender	Not applicable to this tender

SPECIFIC TERMS AND CONDITIONS OF CONTRACT:

13. Clause related to payment of CGST, SGST, UTGST & IGST:

The suppliers are required to adhere the following procedure in order to honour the payment against CGST, SGST, IGST & UTGST in the invoice:

- i. All applicants should be registered under GST;
- ii. An invoice issued by the supplier of goods or services or both should be in accordance with the provisions of section 31 of the CGST Act and should contain all the prescribed information's in accordance with Chapter VI of CGST Rules 2017;

SECTION V – SPECIAL CONDITIONS OF CONTRACT

iii. A debit note issued if any, by a supplier should be in accordance with the provisions of section 34 of the CGST Act;

Notwithstanding above, the supplier should provide indemnification as follows: “In the event of non-compliances with respect to GST Act and Rules by the supplier, the purchaser is allowed to adjust the GST amount from retention amount (either in BG or in Cash) held by the company. If no amount is available for recovery, the supplier will refund the GST liability within 10 days from the date of GST reversal in GSTRN”

The above requirements are mandatory to claim any GST liability, failing which, the GST liability will not be paid/reimbursed/accepted.

14. Price variation: As such, Price quoted will remain firm for the contract period and there shall be no variation / escalation on any account other than statutory charges. Any upward / downward revision in GST shall be considered at actuals. No claim in respect of any type of violation of any relevant rules etc., shall be payable. However, if the contract is renewed on yearly basis then based on change in wholesale price index (reference is hereunder), existing order price will be revised for food items.

Reference for Price Variation: Percentage increase / decrease in food articles (WPI of Food Articles) Year on Year as notified by Government of India, Ministry of Commerce & Industry, Office of Economic Adviser in the Index Numbers of Wholesale Prices in India shall be considered for extension of the order.

15. Tenure: The contract shall be awarded for a period of One (01) year, extendable for another two (02) years on yearly renewal basis subject to satisfactory performance of the successful bidder at the end of the contract period.

Performance Evaluation Chart:

Sr No	Inspected area	Evaluating marks					Marks obtained
1	Kitchen area						
	equipment cleaning process and maintenance	1	2	3	4	5	
	general housekeeping, cleaning and upkeep	1	2	3	4	5	
2	Dry storage area						
	housekeeping	1	2	3	4	5	
	stock storage procedure and upkeep	1	2	3	4	5	
3	Wet storage/ freezer/foster						
	cleaning and upkeep and maintenance	1	2	3	4	5	
	storage and stacking in fridge & tagging system	1	2	3	4	5	
4	Vegetable storage area						

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	quality of vegetable, ordering procedure/maintaining	1	2	3	4	5	
	housekeeping and maintenance	1	2	3	4	5	
5	Service counter						
	Housekeeping, upkeep and maintenance of equipment at all counters	1	2	3	4	5	
6	Pot washing and dish washing area						
	housekeeping in cleaning and washing area	1	2	3	4	5	
	Stacking of utensils and ware.	1	2	3	4	5	
7	Garbage storage area						
	frequency to dispose, housekeeping and record	1	2	3	4	5	
8	Hand wash area						
	housekeeping/cleaning	1	2	3	4	5	
9	Providing adequate manpower, personal hygiene, uniform,						
	grooming, personal hygiene, uniform, ppe	1	2	3	4	5	
	absenteeism and deployment	1	2	3	4	5	
	Record (attendance, daily wages, esi, pf, salary slip etc.)	1	2	3	4	5	
10	Taste of food	1	2	3	4	5	
11	On time serving at required counters	1	2	3	4	5	
12	Maintaining all statutory obligations , Minimum wages , VDA, PF, ESI & all other applicable allowances as per Labour & Labour Laws	1	2	3	4	5	
13	Maintaining Safety , Security	1	2	3	4	5	
Total Marks						100	

Based on the marks obtained, gradation will be proved to the successful bidder, refer table below.

GRDATION:		
SI No	Marks Obtained	Grade
1	Less than 70	D (Not Satisfactory)
2	71-80	C (Satisfactory)
3	81-90	B (Good Service)
4	More than 91	A (Very Good Service)

Note: Canteen Services provided by the Successful bidder shall be reviewed annually or as & when required basis as per the discretion of BNPM base on the above performance evaluation &

SECTION V – SPECIAL CONDITIONS OF CONTRACT

gradation chart during the tenure of the Contract. Same will be done by the Chairman of Canteen Committee & HR Departmental Head of BNPM. Based on the gradation achieved by the successful bidder, BNPM reserves the right to take suitable action.

16. Evaluation Criteria:

In the first stage of evaluation, Pre-Qualification bid & Techno-commercial bid shall be opened together and however, the Techno-commercial bid of pre-qualified bidder who meets the prescribed eligibility criteria (Ref. Sec - IX: Qualification /Eligibility Criteria) shall be scrutinized and evaluated by the competent committee/ authority with reference to the parameters prescribed in the tender document. A team from BNPM will visit the site at which the vendor is providing the canteen services and evaluate the service, the minimum marks to be obtained for qualification should be 70 out of 100(Ref Form A : Sec - IX : Qualification / Eligibility Criteria).

Subsequently, in the second stage the financial bids of only techno commercially qualified bidders shall be opened for further evaluation. Intimation regarding opening of financial bids may be given to qualified bidders to enable them to attend the financial bid opening, if they desire so.

Price evaluation to determine L-1 status shall be done on the basis of total basic (effective) price per year quoted by the bidder (i.e without GST).

If the quoted L-1 price is found not workable the bid may be considered as invalid and will not be considered for evaluation. BNPM reserves the right to reject the bids that may be considered unviable from the standards to be maintained merely because someone has quoted low and will not be automatically qualified to become in the select list.

17. Statutory deductions: Statutory deductions shall be made at source as per prevailing rate.

18. Labour and Labour Laws

The contractor shall comply at its own cost with all prevailing statutory provisions as laid down under various Labour Laws like- Minimum Wages Act, VDA, Provident Fund & Misc. Provisions Act, ESI,(contractor should have valid PF, ESI Registration) Bonus Act, Gratuity Act, Contract Labour Act (Regulation & Abolition), Employee's Compensation Act , Factories Act, Bonus Act , Industrial Dispute Act, Payment of wages Act , Karnataka Labour Welfare Fund Act and all other applicable statute as applicable & amended from time to time. In case of violation of such statutory provisions under the labour law by the agency, there will not be any liability on BNPM and the contract will be liable for termination.

No labour below the age of the minimum age of work as prescribed by the Govt. of India shall be employed on the work.

The contractor should comply with the following provisions prescribed in the Factories Act 1948

- a. Working hours should not exceed the permissible limits mentioned in the Factories Act 1948.
- b. The employee should get weekly off as per the provisions of the Factories Act 1948.
- c. Overtime is not entertained by BNPM and overtime cost shall not be paid by BNPM.
- d. The contractor should abide by the provision of Section – 79 of Factories Act 1948, in so far as annual leave with wages of his employees is concerned.

The Contractor shall fully indemnify the Company for any default or non-observance by the Contractor or any of their representatives of any of the provisions of the above mentioned enactments

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and the rules framed there under. Even though the Contractor shall be solely liable for settlement of any claim made by any person due to the non-observance by the Contractor of any of the provisions or otherwise of the enactments cited, the Company reserves its right to settle directly any amount due by the Contractor as mentioned above and to recover such amounts from any of the amounts payable by the Company to the Contractor or in the absence of the same as debt due to the Company by the Contractor.

Under the discretion of BNPM , a Fidelity Insurance Policy for Rs. 3,00,000/- per person per year may be taken by the bidder in the joint name of BNPMIPL and the Contractor.

Existing Minimum wage & V.D.A rates w.e.f 01.10.2019 vide notification from Ministry of labour & Employment, Dt – 23.09.2019, Ref No: File No: 1/36(3)/2019-LS-II are as follows:

Category of worker	Rate of wages including V.D.A at B area
Unskilled	503
Semi-Skilled	569
Skilled	666
Highly Skilled	733

The Successful Bidder will have to obtain the valid licence under the Contract. Labour (Regulation & Abolition) Act - 1970 with Contract labour (R&A) Rules - 1971 from the appropriate authority and will have to submit the certified Photocopy of the same to the BNPM. They have to abide by the rules made thereunder the Act.

The successful bidder has to ensure to pay his/her deputed personnel at BNPM ,Mysuru as per the existing Minimum Wages , VDA & other statutes as per the notification of Ministry of Labour & Employment time to time.

On Non – submission of statutory compliances towards deputed personnel by the successful bidder, total submitted monthly bill amount or part of the submitted bill may be kept on hold/ deducted or certain percentage of the bill may be kept on hold/ deducted as deemed fit & as per the discretion of BNPM.

The contractor will have to obtain all necessary licences for running the canteen under the relevant acts including license under FSSAI for BNPM & prevailing contract labour regulation & abolition act for BNPM and the contractor will be solely responsible for all the consequences for not obtaining such licenses within required time period failing which BNPM at own discretion may take necessary action or may terminate the contract.. Necessary renewal of all the licenses are to be taken by the successful bidder. Expenditure incurred for obtaining & renewal of any applicable license shall not be borne / reimbursed by BNPM.

The Contractor has to meet and ensure all statutory liabilities such as PF, ESI, Retrenchment benefit, Leave Encashment etc. towards his workers. In addition to above, the contractor has to pay the amount, if any, required to be paid to these labourers as and when ordered by Labour Authorities / Court pertaining to the tenure of this contract.

19. Compensation for damages: In case any damage is caused to BNPMIPL due to negligence, carelessness or inefficiency of staff of the agency, the agency shall be responsible to make good the loss. BNPMIPL shall have the right to adjust the damage / loss suffered by it from the security deposit or / and to charge penalty as decided by BNPMIPL. Decision of BNPMIPL in this respect shall be final and binding on the agency. The contractor shall keep the Purchaser indemnified from any claims whatsoever inclusive of damages/costs or otherwise arising from injuries or alleged injuries to or death , mishap , injury of a person employed by the contractor or damages or alleged damages to the property.

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20. Contractor's responsibility: The contractor shall provide everything necessary for the proper execution of the works according to the intent and meaning of the Scope of Work and details taken together whether the same may or may not be particularly shown or described therein provided that the same can reasonably be inferred there from. If the service provider finds any discrepancy in the Scope of Work & details, he shall immediately and in writing refer the same to the BNPMIPL who shall decide which is to be followed.

21. Sub-contracting: The successful bidder in general will not be allowed to assign/ transfer his/ their obligations or benefits either in full or in part to other agency/agencies. Prior approval from BNPM is to be taken for sub-contracting the contract.

22. Employment liability towards workers employed by the contractor

The Contractor shall be solely and exclusively responsible for engaging or employing persons for the execution of work. All persons engaged by the contractor shall be on Contractor's payroll and paid by Contractor. All disputes or differences between the Contractor and his/their employees shall be settled by Contractor.

Purchaser has absolutely no liability whatsoever concerning the employees of the Contractor. Purchaser reserves the right to make payments directly to such employees or sub-contractor of the Contractor and recover the amount in full from the bills of the Contractor and the contractor shall not claim any compensation or reimbursement thereof.

The Contractor shall advise in writing or in such appropriate way to all of his employees and employees of sub-contractors and any other person engaged by him that their appointment/employment is not by the Purchaser (BNPM) but by the Contractor and that their present appointment is only in connection with the contract with Purchaser and that therefore, such an employment/appointment would not enable or make them eligible for any employment/appointment with the Purchaser either temporarily or/and permanent basis.

Under no conditions shall the benefit of BNPM rules, wages & allowances, facilities etc. be claimed by the contractor and for his own employees.

23. Notices to local bodies

The contractor shall comply with and give all notices required under any Government authority, instruction, rule or order made under any act of parliament, state laws or any regulations or by-laws of any local authority relating to the works.

24. Employees PF & Misc. Provisions Act

The contractor shall submit a monthly statement indicating employee-wise with their respective code PF remittance for the previous month in respect of each of the personnel engaged by him in the Form 12A & separate monthly PF Challan prescribed under the Employees PF & Misc. Provision Act, 1952, along with a list of labour engaged by him and the amount deposited to their respective account and it should be countersigned by him.

In addition, in the month of May of each year, the contractor shall submit the documents in Forms 6A & 3A prescribed under the PF Act, pertaining to the full year (previous Financial year), verifying from these documents that all the necessary deposits (PF & FP) for the full year have been made by him into the individual accounts of all personnel engaged by him during the previous year.

25. Employees State Insurance Act

The Contractor agrees to and does hereby accept full and exclusive liability for the compliance with all obligations imposed by Employees State Insurance Act, 1948, and the Contractor further agrees to defend indemnify and hold Purchaser harmless from any liability or penalty which may be imposed by the Central, State or local authority by reason of any asserted violation by Contractor, or subcontractor of the Employees' State Insurance Act, 1948 and also from all claims, suits or proceedings that may be

SECTION V – SPECIAL CONDITIONS OF CONTRACT

brought against the Purchaser arising under, growing out of or by reason of the work provided for by this contract whether brought by employees of the Contractor, by third parties or by Central or State Government authority or any political sub-division thereof. The Contractor shall have a valid ESI registration.

The Contractor agrees to file with the Employees State Insurance Corporation, the Declaration forms and all forms which may be required in respect of the Contractor's or sub-contractor's employee whose aggregate remuneration is within the specified limit and who are employed in the work provided or those covered by ESI Act under any amendment to the Act from time to time.

The contractor shall be responsible to ensure that ESI contribution is deducted from the wages of its workers every month and the amount so deducted from the wages of its workers together with employers' share is remitted to ESI Corporation in their Code No. in each month. The contractor is also required to submit monthly ESI challan with ECR & the copies of ESI cards issued to his workers from ESIC.

The Contractor agrees to maintain all records as required under the Act in respect of employees and payments and the Contractor shall secure the agreement of the sub-contractor to maintain such records. Any expenses incurred for the contributions, making contribution or maintaining records shall be to the Contractor's or subcontractor's account.

The Purchaser shall retain such sum as may be necessary from the total contract value until the Contractor shall furnish satisfactory proof that all contributions as required by the Employees State Insurance Act, 1948, have been paid.

26. Employee's Compensation and Employee's Liability Insurance

Contractor should provide Insurance for all the Contractor's employees engaged in the performance of this contract. If any of the work is sublet, the Contractor shall ensure that the sub-contractor provides Employee's compensation and Employer's Liability Insurance for the latter's employees who are not covered under the Contractor's insurance.

27. Model Rules for Labour Welfare

The Contractor shall at his own expenses comply with or cause be complied with Model rules for Labour Welfare as appended to those conditions or rules framed by the Government from time to time for the protection of health and for making sanitary arrangements for workers employed directly or indirectly on the works. In case the contractor fails to make arrangements as aforesaid the Purchaser shall be entitled to do so and recover the cost thereof from the contractor.

28. Tax deduction at source

a) All statutory deduction as applicable shall be deducted at source as per rules at prevailing rates, unless certificate, if any, for deduction at lesser rate or nil deduction is submitted by the Contractor from appropriate authority.

The contractor shall provide accurate particulars of PAN number as required, under Section 206AA of Income Tax Act 1961.

29. Safety & Security Measures:

The contractor should scrupulously conform to the safety and security norms as stipulated by BNPM while working in the security area. The Contractor shall take all the precaution while executing this work. Protective gears such as safety aprons, caps, shoes, belts, gloves etc. (as required) shall be Provided by the contractor at his own cost to all his workers at site. Details of the uniform are as under :

Sr No.	Category of worker	Description of uniform	Bidder's Compliance : Yes/No/ Deviation
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SECTION V – SPECIAL CONDITIONS OF CONTRACT

1	Supervisor	White Terrycot Shirt , Black Trousers, White Socks , Black Oxford Shoes	
2	Chef, Kitchen Staff	White Chef Coat , Black Trousers , Safety Shoes , Black Socks , Chef's Cap , Neck Scarf , Apron	
3	Serving Staff	White Terrycot Shirt, Black Trousers, Matching waist Coat , Safety Shoes, Black Socks , Apron, Cap	
4	Cleaning Staff/ Utility Staff	Grey Cotton T Shirt , Black trouser, Gum Boot , Apron (Water Proof) For Ladies: Grey Suit , Black Salwar , Safety Shoes / Gum Boot , Over Coat (Black) & water proof Apron, Bun Cap.	

Note: Uniform provided to contractor employee must be fitted as per the respective size of the employee. In rainy season Rain Coat & Gum Boot are to be provided.

Working Hours for ladies staff will be from 9:15 am to 6:00 pm.

The Contractor shall impose all such safety & security 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. BNPM shall have the right to stop any person not wearing such protective gear from working on the site. BNPM is a security organization and its premise is declared as Prohibited Area. Hence the contractor has to abide by the security rules of the Company.

The contractor shall engage sufficient number of manpower of adult competent and has to ensure the character and antecedent of the persons deployed. Contractor should ensure that nothing adverse has been found against them.

In case of accident, including result in any death or disability to the worker the same should be immediately reported to the concerned authority and such other concerned authorities under various labour laws. Any person found under the influence of alcohol or intoxicating drugs on duty is unfit for duty and should not be allowed to work. His work permit should be cancelled and he would be sent out of the premises of the work. 30% of the contractor employee should have training on first aid & fire fighting. Certificates of the same should be produced as & when asked by BNPM.

The contractor shall employ only Indian Nationals as his representatives, agent, servant, and worker, verify their loyalty before employing. The contractor shall not engage / employ persons below the ages of 18 years. The contractor shall employ required number of persons for the proper performance of the services and shall make his own arrangement for his workers. The contractor will be responsible for payment of compensation, insurance etc. in respect of his workers and comply with the rules governing the labourers.

If any worker of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring workers in consultation with this office and intimate the worker. Such workers, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.

The contractor shall ensure smooth conduct and behaviour on the part of his employees and shall endeavour to maintain discipline and industrial peace. In the event of any strike by the contractor's employees, the contractor shall ensure that the normal product operations are not affected in any manner by employing workers from an alternate source. In case of his failure to do so, management will deploy the manpower by their own means and debit the cost of the same towards contractors bills.

The employed contract labour should have valid police verification from the respective police authorities. Endorsed by contractor/ firm before taking them on work at BNPMIPL, Mysore. The

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expenses for such verification etc are to be borne by the contractor and BNPMIPL will not pay anything towards such expenses. If any report found against any contract labour in the duration of the contract, the contractor has to remove the employed labour. Contract labour should have police verification from the respective police authorities endorsed by contractor/Firm before taking them on work at BNPMIPL, Mysore. The expenses for such verification etc. are to be borne by the contractor and BNPMIPL will not pay anything towards such expenses.

The Company reserves its right to advise the contractor to remove from service any of the Contractor's workers if any of such worker's behaviour or conduct is not conducive for the general discipline, safety, hygiene and security of the Company or for any other reasons that the company may deem fit and the contractor shall immediately do so.

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's authorized representative (owner / director / partner/ Manager) shall personally contact the BNPMIPL at least once in a month to get feedback on the services rendered by the contractor Viz-a-viz corrective action required to make the services more efficient.

All materials and articles brought by the contractor to the work site shall have to be declared at the Security Gate. Also, no materials shall be taken out from the company premises without proper gate pass/authorization by the competent authority.

The company being a secured area (declared as *Prohibited Area* by Govt of Karnataka), restriction of men and materials in to the company premises are very essential both for safety and security point of view. The contractor shall strictly follow the administrative and security regulations of BNPM at the site of work regarding entry of personnel, vehicles, materials etc. and other regulations that might be enforced from time to time at the work site for efficient operation. The Contractor's employees shall be liable to be frisked / checked by the CISF security personnel at BNPM premises or on duty at any time during performance of their duties.

The material gate pass shall be made by Contractor or its representative & shall be cleared by the company-nominated In-charge which will further be regulated by CISF Security at Gate office. The manpower Gate pass shall be prepared by contractor, then submitted to the company-nominated In-charge, and then, it shall be recommended to CISF Security on nature of job. Then the In-charge CISF Security shall regulate manpower entry as recommended. Contractor shall arrange photo ID passes for its workers. Contractor shall arrange photo ID passes for its workers. In case of any doubts, disputes or difference of opinion the CISF manual / circulars on Security procedures shall be the guiding principles to all.

Guidelines of Sexual Harassment Act 2013

- i. The Bidder shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the BNPM, the complaint will be filed before the Internal Complaints Committee constituted by BNPM and the Bidder shall ensure appropriate action under the said Act in respect to the complaint.
- ii. Any complaint of sexual harassment from any aggrieved employee of BNPM against any employee/ deputed personnel of the bidder, shall be taken cognizance of by the Complaints Committee constituted by the BNPM.

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- iii. The Bidder shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees / deputed personnel of the bidder, for instance any monetary relief to BNPM employee, if sexual violence by the employee/ deputed personnel of the Bidder is proved.
- iv. The Bidder shall be responsible for educating its employees/ deputed personnel about prevention of sexual harassment at work place and related issues.
- v. The Bidder shall provide a complete and updated list of its employees/deputed Personnel who are deployed within the BNPM premises.

30.Cleanliness, Health , Hygiene :

Contractor is required to ensure complete cleanliness, health & hygiene at the site. Debris/Waste generated during the day's work should be disposed off at the own risk & cost of successful bidder outside the BNPM & BRBNMPL premises immediately. The contractor should ensure that all worker are free from diseases and maintain required neatness and cleanliness and behave properly with employees of BNPM while working in the canteen during factory working hours. The contractor shall exercise proper control over them and prevent them from acting in any way which would be detrimental or prejudicial to the industrial peace and its day to day smooth functioning. Personnel deployed at BNPM site should be strictly prohibited from smoking, alcohol, drug or consumption of any kind of tobacco. Contractor shall ensure that their employ should not consume any kind of tobacco, alcohol, drug smoking means in BNPM premises or should not come on duty after consumption.

Contractor must ensure the good personal hygiene of their staff like trimmed hair, daily shaving, trimmed nails, hair bun for ladies, clean and crisp uniform, and polished shoe must be free from any body odour.

All deputed personnel of the contractor employed for handling the food items should be subjected to periodical medical examination/ Food Handler Test with Medical Reports like Chest X Ray, Blood Test, Stool & Urine Test etc with a Fitness Certification as per Annexure (i) for every 6 months & as and when the company deems it necessary and as required under the Karnataka Factories Rules. The charges for such medical examination of the contractor's worker shall be borne by the Contractor. The aforementioned Tests & Certification should be submitted by the successful bidder before deployment of Manpower. Personnel / Manpower of the successful bidder will be permitted to be deployed at BNPM or continue the service at BNPM after approval of the Medical Officer of BNPM against the aforementioned documents pertaining to Tests & Certificates of the personnel to be deputed. These Tests & Certifications of the Personnel are to be carried out at the own cost of the Successful Bidder, BNPM will not reimburse the amount.

The Contractor will be responsible for the cleanliness of crockery, cutlery, cooking utensils, furniture, fixtures etc. including that of kitchen & canteen hall. BNPM will neither provide any cleaning materials, dusters, etc. for the same or any extra payment will be made on this account. The contractor shall arrange for the fumigation/pest control of the kitchen, store, cafeteria regularly (preferably once in 15 days) at his own cost.

The company reserves its right to take samples of edibles/raw materials from the canteen for the purpose of inspection & investigation and get the same tested in laboratory with a view to maintain the requisite standard of quality. However, such samples will be drawn either by authorized representatives of BNPM or by any Government/Local Self Government authorities, as per procedure laid down in Prevention of Food Adulteration Act and allied Act. In case of failure of sample contractor shall fully responsible and answerable to the Government/Local Self authorities and also bare all loses/fine/penalty or legal action decided by authority. BNPM shall have the right to impose penalty as decided by management for each incident.

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In case any proceedings are initiated against the contractor by any Court/Municipal/or Govt. Authority under the provisions or Prevention of Food Adulteration Act 1952 or any other law/rule or regulation applicable in such matter, the contractor shall be solely and directly liable and responsible for that.

31.Site visit:

Any site information given in this tender document is for guidance only. The tenderer is advised to visit and examine all sites of works and its surroundings at his/her/their cost and obtain for himself/herself on his/her own responsibility, all information that may be necessary for preparing the tender and entering into a Contract.

32.Forfeiture of EMD/Security Deposit/Performance Guarantee:

If the successful bidder/agency refuses/fails to accept Letter of Intent (LOI)/Work order issued by BNPM or the work assigned to the agency/bidder are not done as per the scope of work/schedule of requirement, EMD/Security Deposit will be forfeited and the bidder will not be entertained for any tenders that may be published in future by BNPM. If the bidder withdraws tender before/after finalisation of the tender, EMD will be forfeited. If the contract is terminated by BNPM due to poor performance/ violation(s) of any clause(s) of the agreement or for any bad act of selected bidder, security deposit/PG will be forfeited. In case of unreasonable price quoted by the bidder for disrupting the tender process, EMD of such bidder will be forfeited. In case the successful agency fails to enter into the agreement with BNPM within the specified date mentioned in the letter of intent/work order, the EMD/security deposited by such agency shall stand forfeited without giving any further notice.

33.Rejection of the Bid:

The bidder is expected to examine all instructions, formats, terms and conditions, and scope of work in the bid document. Failure to furnish complete information or false information/documents shall result in rejection of bid. In respect of interpretation/clarification of this bid document and in respect of any matter relating to this bid document, the decision of BNPM, Mysuru shall be final. The bidder will have to furnish the required documents as specified in the bid document, failing which the bid is liable to be rejected. No prices are to be indicated in the Technical Bid and if the prices are mentioned in the "Technical Bid" it may lead to rejection of the bid. If bids are not submitted as per two bid system, they will be summarily rejected. Bids without proper tender processing fee and EMD money will be summarily rejected. The bids received after specified date and time shall not be considered. The bids received through Fax/email or any other mode other than specified in the tender document shall not be considered. Conditional bids shall not be considered and will be out rightly rejected on the very first instance.

34.Service Delivery:

The date of commencement of work will be mentioned in the work order/LOI. It is responsibility of the supplier to arrange manpower services at BNPM, Mysore. The necessary transportation arrangement for manpower should be provided by the contractor

If the service conditions as per the Contract are not met, the Contractor will be blacklisted and will not be considered for any future proposals.

35. Penalty: BNPM may impose the penalty on the receiving of written complaint by Canteen Management Committee (CMC) for delay in food service, shortage/ partially shortage of food, unhygienic condition in Canteen & Canteen Staff, Misconduct of Canteen Staff, and Inferior quality of food, foreign material found in food, deviation from Scheduled Menu ,insufficient served quantity as depicted below :

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- a. The successful agency/bidder shall replace immediately any of its personnel who are found unacceptable to BNPM because of security risks, incompetence, conflict of interest, improper conduct, medically unfit etc. on receiving written notice from BNPM. The delay in providing a substitute beyond five working days would attract a penalty @2000/- per day on the service providing agency. In case of more than 15 days delay, BNPM reserves the right for imposition of the aforementioned penalty. BNPM may in its discretion terminate the contract.
- b. The successful agency/bidder shall immediately provide a substitute in the event of any persons leaving the job due to his/her personal reasons. The delay in providing a substitute beyond five working days would attract a 1000/- Rs. of penalty per day on the service providing agency. In case of more than 15 days, BNPM reserves the right for imposition of the same. BNPM may in its discretion terminate the contract.
- c. The Contractor shall ensure of providing good quality of the foodstuff. In case the supply is of inferior quality, shortage / partial shortage of food, deviation from Scheduled Menu, insufficient served quantity and delay in food services as per the mentioned time, BNPM shall have the right to impose penalty of Rs 2,000.00 (Rs. Two Thousand only) for each day of such incident. The Contractor shall also immediately replace the inferior quality of food items (such as snacks and meals etc.) at his own cost. Moreover the Contractor shall ensure that two week's stock of all items should be available in the store failing which a penalty of Rs. 2,000.00 (Rupees Two Thousand only) may be imposed upon him for every day of such incident. BNPM reserves the right for imposition of the same.
- d. A very high standard of hygiene must be maintained in all respect. Quick day-to-day collection of waste from the premises of BNPM and dispose the material outside the company's premises. At his own cost, The Contractor shall arrange necessary trolleys/transport arrangements etc. for disposal of waste material/garbage outside the company's premises as per the prescribed norms/practice by the local authority. Failure in quick and proper disposal of waste may make the Contractor liable to pay fine, which may extend up to Rs.2000/- per such occurrence when ordered by BNPM. BNPM reserves the right for imposition of the same.
- e. Once the penalty amount is reached to Rs 50,000.00 thousand, BNPM shall have the right to terminate the contract and forfeit the security performance. BNPM reserves the right for imposition of the same.
- f. On non-conformity towards wearing specified uniform /part of uniform by contractor employees may lead to imposition of Rs. 200/- per employee per day. BNPM reserves the right for imposition of the same.
- g. In case of rotten food/availability/ finding of any foreign material /insects /worms in foods served to the employees, BNPM may impose a penalty of Rs. 5000/- on each incidence. In case of repeated incidence (i.e minimum 2 times within a span of 6 months) the penalty amount will be doubled & contract may be terminated, BNPM reserves the right for the same.
- h. **Successful bidder has to provide the presence of minimum 25 personnel during week days to work, whereas during weekends i.e. Saturday & Sunday – a minimum 23 personnel need to be there at work. During National Holiday / BNPM Calendar (10+2) Holidays – a minimum of 16**

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personnel may be deployed. In case of leave/ absence of any person/employee, contractor has to depute the reliever for him with same mentioned category. Failing these conditions, Rs.1,000/- may be recovered for per person / per day.

36. Working Hours: The working hours for the contractor's personnel will be during BNPM's working hour's viz. 0600 hours to 1400 hours, 1400 hours to 2200 hours and from 2200 hours to 0600 hours. General shift is from 0930 hours to 1800 hours. The contractor shall be responsible to depute required no of personnel on 24 hours a day on 365 days (24X7) & should ensure uninterrupted service . Working hours of the personnel deputed should not exceed the permissible limits mentioned in the Factories Act 1948. Weekly off should be provided to the deputed personnel as per the Labour Law.

37. Wages to contractor Labours :

Contractor should have their own terms and conditions for employment of their employees. Under no conditions shall the benefit of BNPM rules, wages & allowances, facilities etc. be claimed by the contractor and for his own employees. The minimum wages paid will be either State rate or Central Government rate whichever is higher as per rule. No unauthorized deductions will be made from the wages of the labour. Contractor will also be responsible to comply with provisions regarding payment of wages, service conditions, extension of welfare amenities etc. As contained in Chapter-V of the Contract Labour (Regulation & Abolition) Act-1970 & Chapter V & VI of the Contract Labour Central Rules, 1971 at his cost. The employment of any worker is terminated by or on behalf of the contractor the wages earned by him shall be paid before the expiry of second working day from the day on which the employment is terminated. The wages shall be paid without any deductions of any kind except those specified by the Central Government by General or Special order in this behalf or permissible under The Payment of Wages Act 1936 (4 of 1936). The notice showing the wage period, Place, date & time of disbursement of wages shall be displayed at the place of work & a copy sent by the contractor to the principal employer under acknowledgement.

“CERTIFIED THAT THE AMOUNT SHOWN IN THE COLUMN NO----- HAS BEEN PAID TO THE WORKERS CONCERNED IN MY PRESENCE ON----- AT -----HOURS”.

38. Registers and Records and Collections of Statistics, as per Contract Labour (R&A) Act.

In respect of employment which are governed by The Payment of Wages Act (4 of 1936) & rules made there under or The Minimum Wages Act 1948(11 of 1948) or the rules made there under, the following registers & records required to be maintained by the contractor, shall be deemed to be registered & records to be maintained by the contractor under these rules-

- 1) Muster Roll – Form No. (XVI) or Muster Roll cum Wage Register
- 2) Register of Workers Employed by Contractor – Form No. (XIII) -Rule 75
- 3) Wage Register – Form No. (XVII)
- 4) Register of Over Time – Form No. (XXIII)
- 5) Register of Fines – Form No. (XXI)
- 6) Register of Advance – Form No. (XXII)
- 7) Register of Wages cum Muster Roll – Form No. (XVIII)
- 8) Wage Slips – Form No. (XIX)
- 9) Employment Cards – Form No. (XIV) – Rule 76

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- 10) Register of Deduction for Damage of Loss – Form No. (XX)
- 11) Register of sub-contractor – Form No XII – Rule 74
- 12) Service Certificate – Form No. (XV) – Rule 76
- 13) Registers under Equal Remuneration Act
- 14) Leave with wages – Form No. 14 under Karnataka Factories Rules 1969
- 15) Bonus Register – Form C under payment of Bonus Rules 1975.
- 16) Accident Register.
- 17) ESI/PF challans, records, Registers and returns under ESI/PF Acts.
- 18) Register in form IX in respect of Establishments
- 19) Notice to be exhibited & displayed on premises.
- 20) Any other records / registers required to be maintained by the Contractors under statutory provisions applicable to him.
- 21) Professional Tax registration certificate & challan
- 22) Labour welfare fund register
- 23) Form C & D register under Bonus Act

Where the wage period is one week or more, the contractor shall issue wage slips in form XIX to the worker at least a day prior to the disbursement of wages.

Register of Deduction for damage or loss, Register of fines & Register of Advance shall be maintained by the contractor in form XX, XXI & XXII respectively.

39. Register of Overtime-

Overtime time work is not entertained & overtime cost shall not be paid by BNPM. However a register of overtime shall be maintained by every contractor in Form XXIII to record therein number of hours and wages paid for overtime work, if any.

Not with standing anything contained in these rules where a combined or alternative form is sought to be used by the contractor to avoid duplication of work for compliance with the provisions of any other Act or the rules framed there under to any other laws or regulation or in cases where mechanized pay roll are introduced for better administration, alternative suitable for or forms in lieu of any of the form prescribed under these rules may be used with the previous approval of the Chief Labour Commissioner (Central).

Every contractor shall display an abstract of the Act and rules in English and Hindi and in the language spoken by the majority of workers in such form as may be approved by the Chief Labour Commissioner (Central).

All registers and other records required to be maintained under the Act and rules, shall be maintained complete and up to date, and unless otherwise provided for, shall be kept at and Office or nearest convenient building within the radius of three kilometers. Such registers shall be maintained legibly in English or Hindi. All the registers and other records shall be preserved in original for period of three calendar years from the date of last entry therein. All the registers, records and notice maintained under the Act or Rules shall be produced on demand before the Inspector or any other authority under the Act or any person authorized in that behalf by the Central Government.

Where no deduction or fine has been imposed or no overtime has been worked during any wage period, a Nil entry shall be made across the body of the register at the end of the wage period indicating also in precise terms the wage period to which 'nil' entry relates in the respective registers maintained in Forms

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XX, XXI and XXIII respectively.

Notice showing the rates of wages, hours of work wage periods, dates of payment of wages, names address of Inspector having jurisdiction and date of payment of unpaid wages shall be displayed in English and Hindi and in the local language understood by the majority of worker in conspicuous places at the establishment and the work site by the principal employer or the contractor, as the case may be. The Notice shall be correctly maintained in a clean and legible condition.

A copy of the notice shall be sent to the Inspector and whenever any changes occur the same shall be communicated to him forthwith. Every contractor shall send half yearly return in Form XXIV (in duplicate) so as to reach the Licensing Officer concerned not later than 30 days from the close of the half year.

Note: Half year for the purpose of this rule means a period of six months commencing from 1st January and 1st July of every year.

The board committee Chief Labour Commissioner (Central) or the Inspector or any other Authority under the Act shall have powers to call for any information or statistics in relation to contract labour form contractor or principal employer at any time by and order in writing.

The Contractor shall not change the composition during the currency of the contract without the prior approval of the Company. Any happening like death/resignation of any partner / director / member shall be notified within 24 hours of such happening by Registered letter to the concerned Government Authority. On receipt of such notice, the Company reserves the right either to terminate or continue the contract.

In the event of any dispute, legal or other proceedings by any party or parties concerning the constitution or composition of the Contractor, the Company reserves the right to take such necessary action as it deems fit, including termination of contract and withholding payments due or accrued to the Contractor. The contract shall be awarded on the basis of "principal-to-principal" and the Contractor shall be deemed to be an independent Contractor engaged for the performance of services/work/job in the manner and to the extent provided in these presents.

40. General Conditions of catering service :

a. The contractor shall agree to execute the work progressively in Co-ordination with the concerned officers/supervisors as directed by BNPMIPL.

b. The Company (BNPM) will permit the contractor to use Canteen Building having inbuilt Chulhas, furniture, fly catcher, tea containers, etc. on returnable basis. The tentative list of kitchen equipment/items mentioned below would be provided by the Company along with Cooking and serving utensils. Contractor would also be responsible for upkeep and daily maintenance of kitchen utensils, crockery, machines and/or equipment as provided to them.

Contractor will have to return back the same at the end of contract period in running and same condition,

NOTE: In case of any breakdown due to the negligence, ignorance during the service period contractor shall be responsible for the repair and maintenance within 24 hrs or the same work will be carried out with risk & cost of the contractor.

c. A list of all such articles shall be prepared in duplicate and will be duly signed by the party or authorized representative of the party at the time of handing over / taking over. Inventory given at the time of handing over/taking over will be verified by the Management on six monthly basis. It

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shall be the responsibility of the Canteen Contractor to maintain all the above articles in good condition and also maintain hygiene of canteen premises.

TENTATIVE LIST OF KITCHEN EQUIPMENT PROVIDED

Sl. No	Description of items	Overall size/ capacity	Qty(Nos)
I	STORES		
ST1	Weighing scale - electronic	100 kgs	1
ST2	Pallets -in PVC	32"x40"x6"	4
ST3	SS storage bin trolley	18"x18"x30"	4
ST4	Storage rack-in SS , 5 tier	44"x22"x72"	4
ST5	4 door refrigerator-both inner & outer SS body having suitable ISI marked compressor with digital thermometer	48"x27"x78"	1
ST6	Onion cum potato storage bins -with SS mesh	36"x30"x34"	1
ST7	SS Vegetable storage rack - 4 tier with detachable baskets of 6"ht,	44"x22"x72"	1
II	PREPREPARATION AREA		
PP1	Work table -in SS	72"x24"x(34"+18"+12")	1
PP2	SS garbage bin trolley with 1 door, chute cut out, mounted on Ø4"wheel,all 4 swiveling	18"x18"x30"	1
PP3	Single sink unit with rear splash guard of 6" sink size 18"x18"x12"deep(without taps & fittings)	24"x24"x(34"+6")	1
PP4	Work table -in SS	48"x24"x(34"+18"+12")	1
PP5	Vegetable cutting machine - aluminum die cast body,1/3 hp single phase motor	8 blades	1
PP6	Storage rack-in SS , 5 tier	44"x22"x72"	1
PP7	Work table -in SS	72"x24"x(34"+18"+12")	1
III	WET PROCESSING AREA		
WP1	Wet Grinder- stone type, SS body 1.5 hp,3phase motor	10 ltrs	1
WP2	Wet grinder-stone type, SS body 1.0 hp, 3-phase motor	5 ltrs	1
WP3	Potato peeler aluminum die cast body with 0.5 hp, single phase motor.	8 kgs/charge	1
IV	STEAM COOKING AREA		

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SC1	Zero pressure non IBR Steam Generator - (elect operated) -9x3=27 kw heating coils with necessary fittings & accessories, mounted on a heavy duty MS angular stand.	60 kgs/ hr.	1
SC2	Rice Steam cooker made out of 16swg 304 grade SS, with SS lid, mounted on SS stand, having drain valve & tilting facility	100 ltrs	1
SC2	Dhall/Veg Steam cooker made out of 16swg 304 grade SS, with SS lid, mounted on SS stand, having drain valve & tilting facility	100 ltrs	1
SC3	Multi-purpose steam cooker with a detachable inner vessel of 65 ltrs cap,SS lid, mounted on SS stand	65 ltrs	1
SC4	Work table for idly having 1x15 ltrs SS container & lids for batter & rear splash guard 6"	44"x36"x(34"+6")	1
SC5	SS idly plant, double walled insulation - steam operated, wall mounted	120 idlies	1
SC6	SS Steam line with steam trap along with SS ball valve controls. The steam lines horizontal headers shall be out of 1"SS,the vertical feeders drops shall be out of 3/4"/1"SS pipes duly insulated SS cladding for steam line insulation by using glass wool covered with Cylindrical 24SWG SS cladding.	aprox.40rft*	--
V	HOT KITCHEN		
HK1	Hot plate (Dosa-cum-chapati) with top out of 20 mm thick MS plate with necessary coils & fittings - elect operated	60"x28"x(34"+ 6")	1
HK2	Dosa batter cum potato mix table for masala Dosa with warming facility, having 15 ltrs x 3 SS container & lids for the batter & curry, electric operated	41"x15"x34"	1
HK3	Work table with granite top of 20mm thick	60"x24"x34"	1
HK4	Single hot burner with 1 cast iron grid of 16"x16", elect operated	24"x24"x24"	1
HK5	Single hot burner with 1 cast iron grid of 16"x16", elect operated	24"x24"x24"	1
HK6	Work table -in SS	60"x24"x(34"+18"+12")	2
HK7	Work table -in SS	7'6"x24"x(34"+18"+12")	1

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HK8	Single sink unit with rear splash guard of 6" sink size 18"x18"x12"deep(without taps & fittings)	24"x24"x(34"+6")	1
HK9	SS garbage bin trolley with 1 door, chute cut out, mounted on Ø4"wheel,all 4 swiveling	18"x18"x30"	1
HK10	Dough kneader -SS bowl,1hp,3 phase motor,	15kgs dry Atta	1
VI	POT WASH AREA		
PW1	SS Pot rack - 4 tier, horizontals shall be out of ¾"x16SWG &1"sq.pipes as outer frame verticals out of 1¼"sq pipes	48"x24"x72"	1
VII	FOOD SERVICE AREA		
FS1	Food receiving table -in SS	7'6"x24"x(34"+18"+12")	1
FS2	SS food warmer/ Bain marie-elect operated, having SS containers with SS lids	15 ltrs x 4	1
FS3	SS hot Bain marie/service counter having 3x1/1 x 150mm deep gastronome containers with 4 compartment spoon sterilizer, tray slider, covered on top with acrylic sneeze guard, front covered. The unit is electrically operated with 3kw heating elements thermostatically controlled, uprights out of diameter 1.5"x16SWG SS tubes.	7'6"x(27"+12")x34"	1
FS4	SS neutral counter with tray slider - front covered	7'6"x(27"+12")x34"	1
FS5	Plate counter-3 sides covered,	48"x27"x34"	1
IX	DISH WASH AREA		
DW1	Soiled dish landing table with chute cut out & having a rear splash guard of 6".	72"x24"x(34"+6")	1
DW2	Sink unit-3sinks having rear splash guard of 6",sink size 18"x18"x12"dp,(without taps & fittings)	72"x24"x(34"+6")	1
DW3	SS sterilizer-elect opr, single tub, with aluminum dip basket	18"x18"x(15"+15")	1
DW4	Cleaned dish table- in SS	48"x24"x34"	1
DW5	Cleaned dish rack - in SS, 5 tier	44"x22"x72"	2
DW6	SS garbage bin trolley with 1 door, chute cut out, mounted on Ø4"wheel,all 4 swiveling	18"x18"x30"	1
X	EXHAUST SYSTEM		
EX1	Centrifugal blower to handle 19500 CMH of air, direct driven	10 hp,3 phase	1

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EX2	SS hoods & filters (detachable type) fabricated out of 20 SWG 202 grade sheet over hot kitchen	96"x42"x20"	4
EX3	GI ducting fabricated out of 22/24 SWG GI sheet with rubber gas kit and clamp	Approx. 400 sft* (50 rft)	-
EX4	Boiler accessories and mounting	---	--
XI	UTILITIES		
UT1	SS platform trolley	36"x24"x36"	1
UT2	Soiled dish trolley with garbage bin – 3 TIER	48"x18"x36"	2
UT3	Cleaned dish trolley 4 tier to bring clean dish from dish washing section to food service pantry	36"x27"x36"	1
UT4	Insectocutors- twin tube electric operated		8
UT5	Hygiene storage rack- 5 tier in SS covered on 3 side with 24 SWG SS sheet (above rack in MS shall cost 16700)	44"x22"x72"	1

OTHER MAJOR ITEMS

Sr No	Description	UOM	Qty
1	SS SQUARE BOX WITH LID 5 Kg CAPACITY	6	No
2	SS SQUARE BOX WITH LID 15 Kg CAPACITY	8	No
3	SS Hot beverage Dispenser 10 Ltrs Capacity	1	No
4	SS Hot beverage Dispenser 20 Ltrs Capacity	2	No
5	SS Hot Plate with puffer	1	No
6	SS LPG heavy pressure burner	2	No
7	Chest freezer blue star	1	No
8	Gastronorm PAN big with LID	6	No

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9	Domestic LPG Gas Stove with 4 burner	1	No
10	Mixer Grinder Sujata (Dynamix)	1	No
11	SS Storage Bin Big (New)	12	No

NOTE: Apart from above equipment, utensils, cutlery, glass etc will be provided by BNPM at time of handover. However contractor shall have to return all equipment and utensils at the end of the tenure of the contract in good condition. Contractor shall be responsible for maintenance, upkeep and cleaning of all kitchen equipment, hoods, utensils, working tables etc at his own cost.

At the end of the tenure of the contract / in between the tenure of the contract, if it is found that full inventory of items / utensils/ equipment etc are not available, then contractor shall be responsible to complete the inventory, if it is not so then the same inventory will be completed by BNPM and the amount spent for the same shall be recovered from the contractor through any due payment or security deposit.

- d. The contractor shall make necessary arrangements for cooking gas cylinders. Refilling and maintenance of gas cylinders will be the sole responsibility of the contractor. The contractor has to refill gas cylinders, however on submission of valid documents cost for the cooking gas will be reimbursed. The contractor has to keep alternate arrangement for cooking by coal / wood in case of any eventuality due to short supply of gas or any other reason.
- e. BNPM will provide water and electricity to the Contractor. However, consumption of electricity has to be restricted to the electrical appliances and electrical fittings provided by BNPM. Contractor shall use electricity for cooking only and not for any other purposes.
- f. The BNPM Management will reserve full rights for termination of this contract for unsatisfactory services, breach of contract conditions etc. without assigning any reasons and without any notice to the Contractor and without payment of any compensation thereof. However, in other cases either party shall have to give three months' notice for termination of the contract.
- g. The Contractor shall sell the items directly to BNPM employees as per the contract on the agreed prices through his own arrangement.
- h. The contractor shall provide adequate number of employees i.e. cooks, helpers, store keeper, counter clerks, cleaners, dish washers, Managers, supervisors (for kitchen, services areas i.e. dining hall).
- i. The engagement of manager, food service / kitchen supervisors will be of higher caliber and adequate experience to produce better results. BNPM may verify the skill of the supervisor.
- j. For cooks and Asst. cooks, sufficient experience is required so that their skill can be proved for the betterment of catering services.
- k. Contractor shall provide cooks who have excellent knowledge and adequate experience of preparing north Indian food and south Indian food and purchaser have the right to examine the skill of the cook before deploy. BNPM may verify the skill of the Cook.
- l. The contractor shall deploy qualified catering professional. Who must have knowledge of hygiene sanitation, running a professional kitchen as required in food and beverage industry.

SECTION V – SPECIAL CONDITIONS OF CONTRACT

m. contractor shall be responsible for providing the food as per the mentioned time, in case of delay more than 30 minute, BNPM shall have the right to procure food from outside, And deduct the procuring cost and the bill amount from the payment of contractor and also have the right to impose the penalty as decided by management or the amount of bill of last five days service provide by contractor.

n. The Company reserves its right to advise the contractor to remove from service any of the Contractor's workers if any of such worker's behaviour or conduct is not conducive for the general discipline, safety, hygiene and security of the Company or for any other reasons that the company may deem fit and the contractor shall immediately do so.

o. The Contractor should deploy adequate manpower for preparation and servicing of food items at all the work spots / dining halls (as prescribed in scope of work) , the contractor should also deploy adequate manpower exclusively for the maintenance of cleanliness inside/outside the canteen(s) premises, Dining Halls , Dining Tables , Chairs and other equipment.

41. Maximum limit of award of service contracts: A bidder cannot have more than 2 service contracts at same time at BNPM. If any bidder already have 2 existing contracts at BNPM then the bidder is advised not to participate in this tender & if participated then their bid will not be considered for evaluation .If any bidder have less than 2 contracts awarded by BNPM & participate in this tender however at the time of price bid opening already have 2 service contracts awarded by BNPM then, the price bid of the bidder will not be considered.

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

SECTION VI – LIST OF REQUIREMENTS

	Brief Description of Goods / Services	Tentative Qty. (with unit)	*Earnest Money Deposit (in Rs.)	Remarks
	Providing Canteen Services at BNPMIPL, Mysuru	As per requirement	3,27,000/- (Rs. Three Lakh Twenty Seven Thousand only)	Refer Section – VII for Scope of work under Technical specifications
<p>*Submission of EMD is exempted for Micro and small enterprises (MSEs) as per the Public Procurement Policy for MSEs Order, 2012. MSEs should be registered and also will continue to remain registered during the tender validity period with District Industries Centre (DIC) or Khadi and Village Industries Commission (KVIC) or Khadi and Industries Board (KVIB) or Coir Board or National Small Industries Commission (NSIC) or Directorate of Handicrafts and Handlooms or Udyog Aadhaar Memorandum or Any other body specified by Ministry of MSME.</p>				

Note:

i. Scope of work: Please refer technical specification / scope of work in Sec VII.

ii. Delivery /Commencement of services: The contract shall be awarded for a period of One (01) year extendable for another two (02) years on yearly renewal basis subject to satisfactory performance of the successful bidder at the end of the contract period.

The date of commencement of work will be mentioned in the work order/LOI. It is responsibility of the supplier to arrange manpower services at BNPM, Mysore. The necessary transportation arrangement for manpower should be provided by the contractor.

iii. Service requirement on as & when basis: During shift , Canteen facility at subsidised rate will be provided to the contract labours, other fooding arrangement are to be borne by the bidder only.

Address:

Bank Note Paper Mill India Private Limited
Paper Mill Compound
Note Mudran Nagar,
Mysuru - 570 003

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

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

Scope of Work:

Providing Canteen Service at BNPMIPL, Mysuru.

1) SCOPE:

- 1.1. The company is desirous of running the Industrial Canteen in its factory premises at Mysore, Karnataka by a contractor.
- 1.2. The contractor will have to run the Industrial Canteen at fixed timings during three different Shifts and will be required to cater to employees at canteen premises and as per schedule.
- 1.3. The contractor will have to serve approximately the following meals to authorized persons as per the details below:

a. Menu 1 (Average no of plates)

Meals served	AVG NO OF PLATES / MONTH	AVG NO OF PLATES / YEAR	Service Timings
Breakfast	2100	25550	0830 Hrs. To 1000 Hrs
Lunch	2550	31025	1300 Hrs. To 1430 Hrs
Evening snacks	1950	23725	1730 Hrs To 1900 Hrs
Dinner	660	8030	2100 Hrs To 2230 Hrs
Midnight	750	9125	0130 Hrs To 0300 Hrs

Menu2 (Average no of plates)

Meals served	AVG NO OF PLATES / MONTH	AVG NO OF PLATES / YEAR	Service Timings
Breakfast	1350	16425	0830 Hrs. To 1000 Hrs
Lunch	3300	40150	1300 Hrs. To 1430 Hrs
Dinner	690	8395	2100 Hrs To 2230 Hrs
Midnight	360	4380	0130 Hrs To 0300 Hrs

Note:

The company will take the guarantee of minimum no of plates only (refer Table 1.3.b & c for Minimum no of plates).

If the monthly billing amount is less than the aggregate amount pertaining to minimum no of plates per month for all the meals inclusive of Menu 1 and Menu 2 then the successful bidder may raise the bill based on total value of minimum plates inclusive of Menu 1 & Menu 2 as per the rates quoted in price bid (per plate basis). Otherwise monthly billing is to be made as per the actual plate count as per the rates quoted in price bid (per plate basis).

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

b. Menu 1 (Minimum No of Plates)

Meals served	MINIMUM NO OF PLATES / MONTH	MINIMUM NO OF PLATES / YEAR	Service Timings
Breakfast	1470	17885	0830 Hrs. To 1000 Hrs
Lunch	1785	21718	1300 Hrs. To 1430 Hrs
Evening snacks	1365	16608	1730 Hrs To 1900 Hrs
Dinner	462	5621	2100 Hrs To 2230 Hrs
Midnight	525	6388	0130 Hrs To 0300 Hrs

c. Menu2 (Minimum No of Plates)

Meals served	MINIMUM NO OF PLATES / MONTH	MINIMUM NO OF PLATES / YEAR	Service Timings
Breakfast	945	11498	0830 Hrs. To 1000 Hrs
Lunch	2310	28105	1300 Hrs. To 1430 Hrs
Dinner	483	5877	2100 Hrs To 2230 Hrs
Midnight	252	3066	0130 Hrs To 0300 Hrs

Note: BNPM reserves the right to change the service timing.

- 2) The tentative Manpower & breakfast/lunch/snacks menu description required to be provided by the prospective contractors is indicated below:

TENTATIVE MANPOWER REQUIREMENT

SI No	REQUIREMENT		*MINIMUM MANPOWER REQUIREMENT(per day)
1	Supervisor	Skilled	1
2	Sr. cook/chef	H. skilled	1
3	Cook	Skilled	3
4	Assistant cook	Semi-skilled	3

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

5	Utensils and kitchen cleaning staff/helper/housekeeping	unskilled	7
6	Service boy/helper/table cleaning staff	Unskilled	10
Total			25

Note :

***Successful bidder has to provide minimum 25 personnel during week days to work, whereas during weekends i.e. Saturday & Sunday – a minimum 23 personnel need to be there at work. During National Holiday / BNPM Calendar (10+2) Holidays – a minimum of 16 personnel may be deployed. In case of leave/ absence of any person/employee, contractor has to depute the reliever for him with same mentioned category. Failing these conditions, Rs.1,000/- may be recovered for per person / per day. However the contractor has to ascertain the scope of work by their own. BNPM reserves the right that if at any time in future it is found that additional manpower is required then the same will be provided as per the price quoted in the price bid format against each category & description of the manpower.**

- 1) Successful Bidder has to depute one full time in charge as a Manager on his roll to look after/responsible for the canteen services at BNPM **at his own cost, i.e no additional payment will be made by BNPM to the successful bidder for deployment of Manager.** Total no. of manpower include leaves, reliever, weekly off, reliever for public holidays etc. as per rules.

Successful Bidder shall be responsible for deputing manpower as per the requirement mentioned above and to maintain the canteen operation / services 24*7 Hrs. The labour compliances as specified in SCC should be strictly complied by the contractor.

The contractor must ensure that total staffing in shift/day as per requirement to facilitate the smooth canteen operation on daily basis.

Estimated minimum manpower requirement as per Scope of work is 25 Nos. However the contractor has to ascertain the scope of work by their own. BNPM reserves the right that if at any time in future it is found that additional manpower is required then the same will be provided as per the price quoted in the price bid format against each category & description of the manpower.

DAILY SERVING REQUIREMENT:

SR NO	MEALS TO BE SERVED	SERVING TIME	SERVICE AREAS	AVG NO OF PLATES TO BE SERVED DAILY	BIDDER'S COMPLIANCE : YES/NO/DEVIATION
1	BREAKFAST	8:30 TO 10:00 HRS	ADMIN BUILDING CANTEEN	12	
			PLANT – SITE CANTEEN	55	
			CONTRACTOR LABOUR CANTEEN	25	

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

2	LUNCH	13:00 TO 14:30 HRS	ADMIN BUILDING CANTEEN	25	
			PLANT – SITE CANTEEN	75	
			CONTRACTO R LABOUR CANTEEN	110	
3	EVENING SNACKS	17:30 TO 19:00 HRS	ADMIN BUILDING CANTEEN	10	
			PLANT – SITE CANTEEN	60	
4	DINNER	21:00 TO 10:30 HRS	PLANT – SITE CANTEEN	15	
			CONTRACTO R LABOUR CANTEEN	20	
5	MIDNIGH T SNACKS	1:30 TO 3:00 HRS	PLANT – SITE CANTEEN	30	
			CONTRACTO R LABOUR CANTEEN	26	

MENU COMPOSITION FOR TENDER 2019

ANNEXURE-1

S.N Q	MEAL	MENU 1	MENU 2
1	<u>LUNCH/DIN NER</u>	<ol style="list-style-type: none"> 1. SALAD (SPROUT SALAD/CUCUMBER TOMATO ONION/TANDOORI SALAD /Koshambari ETC) 2. PAPAD 3. CURD 4. RASAM/SAMBHAR 5. DAL (varieties) 6. VEGETABLE GRAVY/PANEER/KOFTA 7. DRY VEGETABLE (varieties) 8. WHITE RICE(steamed rice) 9. COLOURED RICE (veg pulao/biryani/ghee rice/puliyogare/ tomato rice/ fried rice etc.) 10. PHULKA/CHAPATI /POORI/JOWAR ROTI/RAGI ROTI ETC 11. SWEET/FRUIT/ICECREAM <u>Special item</u> 12. EGG CURRY/BOILED EGG/EGG BHURJI(FOR NON-VEGETERIAN) PANEER BHURJI/BABYCORN/etc. (FOR VEGETERIAN) 13. PICKLE <p>ANY EQUIVALENT ITEMS DECIDED BY COMMITTEE</p> <p>Note: Gravy/sambhar/dry vegetable preparation will be decided by Canteen management committee time to time.</p>	<ol style="list-style-type: none"> 1. PAPAD 2. BUTTERMILK 3. RASAM 4. SAMBHAR 5. VEGETABLE GRAVY/PANEER/KOFTA 6. DRY VEGETABLE 7. WHITE RICE 14. COLOURED RICE (veg pulao/biryani/ghee rice/puliyogare/ tomato rice/ fried rice etc.)/ RAGI MUDDE/chapati 8. PICKLE

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

2	<u>BREAKFAST</u>	<p>(STUFFED PARATHA + BHAJI/CURD+ PICKLE WITH TEA-COFFEE)</p> <p>OR</p> <p>(MASALA DOSA, CHUTNEY, SAMBAR (MASALA SEPARATE)WITH TEA-COFFEE)</p> <p>OR</p> <p>(POHA WITH MIXTURE & CHUTNEY/ BISIBELA BHAT WITH MIXTURE AND CHUTNEY WITH TEA-COFFEE)</p> <p>OR</p> <p>(PONGAL WADA /IDLI WADA SAMBHAR CHUTNEYS WITH TEA-COFFEE)</p> <p>OR</p> <p>PONGAL + WADA+ CHUTNEY+TEA-COFFEE</p> <p>OR</p> <p>POHA + MIXTURE +CHUTNEY +TEA-COFFEE</p> <p>OR</p> <p>BISSIBELA BHAAT/ANY RICE BHAAT +MIXTURE/BOONDI/WADA +CHUTNEY+TEA-COFFEE</p> <p>OR</p> <p>UTTAPAM/ONION DOSA +SAMBHAR+CHUTNEY+TEA-COFFEE</p> <p>OR</p> <p>UPMA/BROKEN WHEAT+ KESARI BHAAT+CHUTNEY+TEA-COFFEE</p> <p>Or</p> <p>SHAVIGE BHAAT+CHUTNEY+TEA-COFFEE</p> <p>Or</p> <p>VARIETIES OF DOSA(any one type)+MASALA+ SAMBHAR+CHUTNEY+TEA-COFFEE</p> <p>OR</p> <p>OATS IDLI/RAWA IDLI+SAGU/SAMBHAR/CHUTNEY+WADA+TEA-COFFEE</p> <p>OR</p>	<ul style="list-style-type: none"> • IDLI -4NO. WADA-1or (2 each) • SAMBHAR • CHUTNEY <p>Or</p> <ul style="list-style-type: none"> • TOMATO BHAAT/LEMON RICE/PEPPER RICE • SAMBHAR • CHUTNEY <p>Or</p> <ul style="list-style-type: none"> • BISSIBELBHAAT/POHA • MIXTURE • CHUTNEY <p>Or</p> <ul style="list-style-type: none"> • PEPPER BHAT • WADA-1NO. • CHUTNEY <p><u>OR</u></p> <p>Or</p> <ul style="list-style-type: none"> • VANGI BHAAT • WADA-1NO. • CHUTNEY <p><u>NOTE QUANTITY FOR MENU2 IS UNLIMITED +1 WADA AND CHUTNEY</u></p>
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SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

		<p>POORI+SAGU/BHAJI/CHOLE +CHUTNEY+TEA-COFFEE</p> <p>OR</p> <p>AKKI ROTI/RAGI ROTI SAGU+CHUTNEY +TEA-COFFEE</p> <p>OR</p> <p>VARITIES OF RICE BHAAT WITH WADA AND CHUTNEY</p> <p>OR</p> <p>CUT FRUIT+JUICE+ TEA-COFFEE</p> <p>ANY EQUIVALENT ITEMS DECIDED BY COMMITTEE</p>	
NOTE:	<p>NOTE: 3 type of breakfast will be served in combination two from the above list with</p> <p>MILK , CORN FLAKES/OATS AND BREAD BUTTER JAM AS STANDARD ITEMS – unlimited for consumption per person</p>		
3	<u>SNACKS</u> <u>(EVENING)</u>	<p>BREAD OMELETE/ VEGETABLE SANDWICHE+SAUCE& CHUTNEY + TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>SAMOSAS+JALEBI+CHUTNEY & SAUCE TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>PAV BHAAJI +TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>WADA PAAV + CHUTNEY & SAUCE TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>VEGETABLE BURGER+SAUCE+ TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>NOODLES/MAGGIE/ SAVIGE +CHUTNEY & SAUCE + TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p>	

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

	<p>OR</p> <p>BHAAT+CHUTNEY/ SAUCE+ TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>VEG PUFF+SAUCE+ TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>VEG ROLLS+CHUTNEY&SAUCE+ TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>ALOO BONDA+CHUTNEY&SAUCE+ TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>ONION BHAJJI/GOBHI + CHUTNEY AND SAUCE+ TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>BHAJJI+CHUTNEY/SAUCE+ TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>GOBHI MANCHURIAN+SAUCE+ TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>MILK+FRESH CUT FRUIT (ATLEAST THREE TYPE+ TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK)</p> <p>OR</p> <p>RAWA IDLI+WADA+CHUTNEY+SAGU+ TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>VEGETABLE SANDWICH+ CHUTNEY/SAUCE+ TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p>	
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SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

		<p>OR</p> <p>SOUP+FRESH CUT FRUIT+ TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>AKKI ROTI/RAGI ROTI SAGU+CHUTNEY + TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>(ONION DOSA/RAGI DOSA/MASALA DOSA, CHUTNEY, SAMBAR (MASALA SEPARATE)WITH TEA-COFFEE+ FRESH FRUIT JUICE/BOOST MILK)</p> <p>OR</p> <p>BISCUIT/RUSK+FRESH CUT FRUIT+ TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>ANY EQUIVALENT ITEMS DECIDED BY COMMITTEE</p>	
4.	<p><u>SNACKS</u></p> <p><u>MID NIGHT</u></p>	<p>MILK AND CORNFLAKES+TEA-COFFEE+FRESH JUICE/CUT FRUIT</p> <p>OR</p> <p>SAMOSHA+JALEBI+CHUTNEY & SAUCE+TEA-COFFEE+FRESH FRUIT JUICE/BADAM MILK/CUT FRUIT</p> <p>OR</p> <p>BREAD OMELETTE (2EGG 3 BREAD)/VEG SANDWICHES 3 NO+TEA-COFFEE+ FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>PAV BHAAJI+TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK</p> <p>OR</p> <p>WADA PAAV + CHUTNEY & SAUCE+TEA-COFFEE+FRESH FRUIT JUICE/HORLICKS WITH MILK/CUT FRUIT</p>	<p>(MIDNIGHT SNACKS ONLY)</p> <p>ONE COLOURED RICE WITH RAITA(IF REQUIRED)</p> <p>CHUTNEY</p> <p>1 WADA</p> <p>PICKLE</p>

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

	<p>OR</p> <p>VEGETABLE BURGER+SAUCE+TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK/CUT FRUIT</p> <p>OR</p> <p>NOODLES/MAGGIE/ SAVIGE +CHUTNEY & SAUCE +TEA-COFFEE +FRESH FRUIT JUICE/ BOOST MILK/CUT FRUIT</p> <p>OR</p> <p>BHAAT+CHUTNEY/ SAUCE+TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK/CUT FRUIT</p> <p>OR</p> <p>VEG PUFF+SAUCE+TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK/MALTOSE/CUT FRUIT</p> <p>OR</p> <p>VEG ROLLS+CHUTNEY&SAUCE+TEA-COFFEE+FRESH FRUIT JUICE/HORLIKS MILK/CUT FRUIT</p> <p>OR</p> <p>ALOO BONDA+CHUTNEY&SAUCE+TEA-COFFEE+FRESH FRUIT JUICE/BOOST MILK/CUT FRUIT</p> <p>OR</p> <p>ONION BHAJJI/GOBHI + CHUTNEY AND SAUCE+TEA-COFFEE+FRESH FRUIT JUICE/MILK/CUT FRUIT</p> <p>OR</p> <p>BHAJJI+CHUTNEY/SAUCE+TEA-COFFEE+ FRESH FRUIT JUICE/ BOOST MILK/CUT FRUIT</p>	
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SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

	<p>OR</p> <p>GOBHI MANCHURIAN+SAUCE+TEA-COFFEE+ FRESH FRUIT JUICE/ BOOST MILK/CUT FRUIT</p> <p>OR</p> <p>MILK+FRESH CUT FRUIT (ATLEAST THREE TYPE+TEA-COFFEE) + FRESH FRUIT JUICE/ BOOST MILK/CUT FRUIT</p> <p>OR</p> <p>RAWA IDLI+WADA+CHUTNEY+SAGU+TEA-COFFEE FRUIT JUICE/CUT FRUIT</p> <p>OR</p> <p>BISCUIT/RUSK+FRESH CUT FRUIT+TEA-COFFEE+ FRESH FRUIT JUICE/ BOOST MILK</p> <p>OR</p> <p>UTTAPAM/ONION DOSA/RAWA DOSAS+SAMBHAR+CHUTNEY+TEA-COFFEE+ FRESH FRUIT JUICE/ BOOST MILK/cut fruit</p> <p>OR</p> <p>ANY EQUIVALENT ITEMS DECIDED BY COMMITTEE</p> <p>Note : fruit juice or cut fruit must be served during midnight snacks</p>	
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NOTE:

- Juice/MILK/FLAVOURED MILK (BOOST/ HORLICKS/ BADAM milk/ MILK Shake/fruit milk shake etc.) Served on daily basis during midnight and evening snacks is one of the following mixed fruit juice/banana shake/orange/ sweet lime/ mango/ sapota/ papaya / pineapple/watermelon/other seasonal fruit etc.
- Sweet or cut fruits mix (80gm) or banana on daily basis during lunch/dinner
 1. Gulab jamun/Rasagulla/Dry cake /Rasmalai
 2. Ice-cream
 3. Laddoo
 4. Carrot Halwa/moong dal Halwa/pumpkin halwa
 5. Kheer/Sevaiyan paysam
 6. Cut fruit (apple, papaya, watermelon, pineapple etc. 120gm)

BNPM/ CMC Shall reserve the right to change Varieties and menu

BNPM can change special item with equivalent items as and when require.

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

CYCLIC MENU 1

DAYS	BREAKFAST	LUNCH	EVENING SNACKS	DINNER	MIDNIGHT
DAY1	<p>STUFFED PARATHA + BHAJI/CURD+ PICKLE</p> <p>AND</p> <p>VEGBHAAT WITH WADA & CHUTNEY</p> <p>+ AND</p> <p>MILK 200ML WITH CORN FLAKES/OATS AND BREAD BUTTER JAM</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Tea-Coffee</p>	<ol style="list-style-type: none"> 1. SPROUT SALAD. 2. MAJJIGE HULI. 3. DAL FRY 4. PARVAL/TINDLY (DRY). 5. VEGETABLE KORMA. 6. GREEN PEAS PULAO. 7. WHITE RICE 8. CURD. Or BUTTERMILK 9. GULAB JAMUN/RASAGULLA. 10. PHULKA. 11. PAPAD. 12. EGG CURRY/EGG BHURJI/PANEER BHURJI 	<p style="text-align: center;">SAMOSA</p> <p style="text-align: center;">WITH CHUTNEY AND SAUCE AND JALEBI</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Tea-coffee,</p>	<ol style="list-style-type: none"> 1. GREEN SALAD/CUCUMBER 2. MIXED SOPPU SAMBHAR 3. DAL FRY 4. BEANS DRY 5. ALOO MATAR GRAVY 6. STEAMED RICE 7. PULOGARE 8. CURD 9. CHAPATI 10. LADDO 11. PAPAD 12. EGG CURRY /PANEER BHURJI 	<p style="text-align: center;">POHA +MIXTURE + CHUTNEY</p> <p style="text-align: center;">FRESH JUICE</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Tea-coffee,</p>
DAY2	<p>MASALA DOSA, CHUTNEY, SAMBAR (MASALA SEPARATE) AND</p> <p>BROKEN WHEAT, KESARI BHAAT AND CHUTNEY</p> <p>AND</p> <p>MILK 200ML WITH CORN FLAKES/OATS AND BREAD BUTTER JAM</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Tea-Coffee</p>	<ol style="list-style-type: none"> 1. GREEN SALAD 2. DRUMSTICK SAMBHAR 3. DAL TADKA 4. BITTER GOURD DRY 5. KADHAI PANEER 6. WHITE RICE 7. LEMON RICE 8. PARATHA 9. CURD 10. PINEAPPLE KESARI/MOONG DAL HALWA 11. PAPAD 12. EGG CURRY/EGG BURJI/BABY CORN 	<p style="text-align: center;">TOMATO DOSA WITH CHUTNEY/ SHAAVIGE BHHAT WITH CHUTNEY</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Tea-coffee,</p>	<ol style="list-style-type: none"> 1. GREEN SALAD 2. PALAK RASAM 3. MIX DAL FRY 4. LAUKI KE KOFTE 5. BEETROOT AND CHANA 6. STEAMED RICE 7. VEGETABLE BIRYANI 8. CURD 9. CHAPATI 10. DRY CAKE 11. PAPAD 12. EGG CURRY/BANANA (1NO.) 	<p>BREAD SLICE (6PCS JUMBO BREAD) WITH BUTTER AND JAM+FRESH JUICE</p> <p style="text-align: center;">Tea-coffee</p>

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

DAY3	<p>CHAPATI+SAGU+CH UTNEY</p> <p style="text-align: center;">AND</p> <p>PONGAL+WADA WITH CHUTNEY</p> <p style="text-align: center;">AND</p> <p>MILK 200ML WITH CORN FLAKES/OATS AND BREAD BUTTER JAM</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Tea-Coffee</p>	<ol style="list-style-type: none"> 1. GREEN SALAD/SPROUT SALAD 2. HURULIKALU SAMBHAR 3. DAL PANCHMEL 4. KNOL KHOL DRY 5. VEGETABLE KOFTA CURRY 6. WHITE RICE 7. VEGETABLE FRIED RICE, 8. CURD OR BUTTER MILK 9. ICE-CREAM 10. PHULKA 11. PAPAD 12. EGG CURRY/PANEER BHURJI 13. RAGI MUDDE 	<p>WADA PAV WITH CHUTNEY AND SAUCE</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Tea-coffee,</p>	<ol style="list-style-type: none"> 1. GREEN SALAD 2. DRUMSTICK SAMBHAR 3. DAL MAKHANI 4. SNAKE GUARD GRAVY 5. VEG KADHAI 6. STEAMED RICE 7. PEAS PULAO 8. CURD 9. PLAIN PARATHA 10. FRESH CUT FRUIT 11. PAPAD 12. EGG CURRY/PAN EER BHURJI 	<p>KHARA PONGAL WITH 1 WADA AND CHUTNEY +</p> <p style="text-align: center;">FRESH JUICE</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Tea-coffee,</p>
DAY4	<p>POORI+ ALOO BHAJI/ CHOLE PICKLE</p> <p style="text-align: center;">AND</p> <p>VANGI BHAAT+1WADA+C HUTNEY</p> <p style="text-align: center;">AND</p> <p>MILK 200ML WITH CORN FLAKES/OATS AND BREAD BUTTER JAM</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Tea-Coffee</p>	<ol style="list-style-type: none"> 1. GREEN SALAD 2. PEPPER RASAM 3. LAUKI CHANA DAL 4. RAJMA MASALA 5. VEG KADHAI, 6. STEAMED RICE 7. CURD RICE 8. BUTTERMILK 9. Phulka 10. KHEER 11. PAPAD 12. EGG CURRY/ EGG BURJI/BABY CORN 	<p>RAWA IDLI +WADA WITH SAGU AND CHUTNEY</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Tea-coffee,</p>	<ol style="list-style-type: none"> 1. GREEN SALAD 2. TOMATO DHANIYA RASAM 3. MIX DAL FRY 4. PUMPKIN DRY 5. MIX VEGETABLE GRAVY 6. VEGETABLE PULAO 7. WHITE RICE 8. CURD 9. AJWANI POORI 10. MOONG DAL HALWA 11. PAPAD 12. EGG CURRY/BAB Y CORN 	<p>CHOW CHOW BHAAT WITH CHUTNEY</p> <p style="text-align: center;">+ FRESH JUICE</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Tea-coffee,</p>
DAY5	<p>ONION DOSA (03 NO.) WITH SAMBHAR CHUTNEY</p> <p style="text-align: center;">AND</p> <p>POHA WITH MIXTURE AND CHUTNEY</p> <p style="text-align: center;">AND</p>	<ol style="list-style-type: none"> 1. GREEN SALAD 2. TOMATO RASAM 3. DAL TADKA 4. MIX VEG DRY , 5. PALAK PYAZ KI KADHI 6. WHITE RICE 7. PULIOGERE 8. CURD OR BUTTER MILK 9. METHI ROTI 	<p>VEG PULAO+MA SLA WADA+CH UTNEY+CU RD ONION</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Tea-coffee</p>	<ol style="list-style-type: none"> 1. GREEN SALAD 2. WHITE PUMPKIN SAMBHAR 3. URAD CHANA DAL FRY 4. BEANS DRY 5. PANEER BUTTER MASALA 6. PUDINA RICE 	<p>MILK + CORNFLAKES</p> <p style="text-align: center;">+</p> <p style="text-align: center;">FRESH JUICE</p> <p style="text-align: center;">+</p> <p style="text-align: center;">Tea-coffee</p>

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

	MILK 200ML WITH CORN FLAKES/OATS AND BREAD BUTTER JAM + Tea-Coffee	10. LAUKI HALWA/CARROT HALWA 11. PAPAD 12. EGG CURRY/ EGG BURJI/PANEER BHURJI		7. WHITE RICE 8. CURD 9. CHAPATI 10. ICE- CREAM 11. PAPAD 12. EGG CURRY/PANEER BHURJI (1NO.)	
DAY 6	IDLI WADA WITH SAMBHAR & CHUTNEY AND AKKI ROTI +SAGU+CHUTNEY AND MILK 200ML WITH CORN FLAKES/OATS AND BREAD BUTTER JAM + Tea-Coffee	1. GREEN SALAD 2. SOPPU SAMBHAR 3. DAL MAKHNI 4. CHOLE MASALA 5. BEANS AND CABBAGE DRY 6. VEGETABLE BIRYANI, 7. WHITE RICE 8. CURD OR BUTTERMILK 9. FRESH CUT FRUIT 10. PHULKA/POORI 11. PAPAD 12. EGG CURRY EGG BURJI/BABY CORN 13. RAGI MUDDU	PAV+BHAJI + Tea-Coffee/milk,	1. GREEN SALAD 2. PUDINA RASAM 3. TUAR DAL TADKA 4. MIX VEG DRY 5. RIDGE GOURD GRAVY 6. NAVRATAN PULAO 7. WHITE RICE 8. CURD 9. PHULKA 10. PAPAD 11. RAWA KESARI 12. EGG CURRY/PANEER BHURJI (1NO.)	RICE BHAAT+ MASALA WADA+RAIT A AND CHUTNEY + FRESH JUICE + Tea-coffee

CYCLIC MENU 2

<u>DAYS</u>	<u>BREAKFAST</u>	<u>LUNCH</u>	<u>DINNER</u>	<u>MIDNIGHT</u>
DAY1	VEGETABLE PULAO/BHAAT AND WADA WITH CHUTNEY	MAJJIGE HULI. WHITE PUMPKIN SAMBHAR PARVAL/TINDLY (DRY). VEGETABLE KORMA. RAGI MUDDU/chapati WHITE RICE BUTTERMILK PAPAD.	MIXED SOPPU SAMBHAR TOMATO RASAM BEANS DRY ALOO MATAR GRAVY STEAMED RICE PULOGARE/chapati/ragi mudde BUTTERMILK PAPAD	TOMATO BHAAT WITH 1 WADA AND CHUTNEY

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

DAY2	CHOW CHOW BHAAT WITH CHUTNEY	DRUMSTICK SAMBHAR TOMATO AND CORRIANDER RASAM BITTER GOURD DRY KADHAI PANEER WHITE RICE LEMON RICE/chapati BUTTERMILK PAPAD	PALAK RASAM HURULIKAL SAMBHAR LAUKI KE KOFTE BEETROOT AND CHANA STEAMED RICE RAGI MUDDU/chapati BUTTERMILK PAPAD	VEG RICE BHAAT WITH 1 MASALA WADA & CHUTNEY
DAY3	PONGAL+WADA WITH CHUTNEY	HURULIKALU SAMBHAR PEPPER RASAM, KNOL KHOL DRY VEGETABLE KOFTA CURRY WHITE RICE RAGI MUDDU,/chapati BUTTER MILK PAPAD	DRUMDTICK SAMBHAR LEMON RASAM SNAKE GUARD GRAVY VEG KADHAI STEAMED RICE PEAS PULAO/chapati BUTTERMILK PAPAD	VEGETABLE FRIED RICE WITH SAUCE/CHUTNE Y
DAY4	VEG RICE BHAAT WITH 1 WADA+ CHUTNEY	PEPPER RASAM VEGETABLE SAMBHAR RAJMA MASALA VEG KADHAI, STEAMED RICE CURD RICE/chapati BUTTERMILK PAPAD	TOMATO DHANIYA RASAM DRUMSTICK SAMBHAR PUMPKIN DRY MIX VEGETABLE GRAVY RAGI MUDDU/chapati WHITE RICE BUTTERMILK PAPAD	LEMON RICE WITH WADA CHUTNEY
DAY5	PONGAL WADA /IDLI WADA SAMBHAR CHUTNEY	TOMATO RASAM DRUMSTICK SAMBAR MIX VEG DRY , KADHI PAKODA WHITE RICE RAGI MUDE/chapati BUTTER MILK PAPAD	WHITE PUMPKIN SAMBHAR PEPPER RASAM BEANS PALYA PANEER BUTTER MASALA PUDINA RICE/chapati WHITE RICE BUTTERMILK PAPAD	VEG BIRYANI WITH RAITA
DAY6	IDLY (3) WADA(1) SAMBAR, CHUTNEY	SOPPU SAMBHAR LEMON RASAM/ PUDINA RASAM CHOLE MASALA BEANS AND CABBAGE DRY VEGETABLE BIRYANI,/chapati WHITE RICE BUTTERMILK PAPAD	PUDINA RASAM SOPPU SAMBHAR MIX VEG DRY RIDGE GOURD GRAVY RAGI MUDDU/chapati WHITE RICE BUTTERMILK PAPAD	VEG RICE BHAT+MASALA WADA WITH CHUTNEY

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

NOTE:

- BNPM/CMC SHALL RESERVE THE RIGHT TO CHANGE THE MENU WHENEVER REQUIRE.
- ALL ITEMS MUST BE SERVED AS PER MARKET STANDARD OR AS PER CANTEEN MANAGEMENT COMMITTEE GUIDELINE OR ANY GUIDLINE GIVEN BY CONCERNED OFFICER'S DEPUTED BY COMPANY.

PORTION SIZE/PER PLATE FOR NEW TENDER 2019

ANNEXURE-2

<u>S.NO</u>	<u>ITEM</u>	<u>Weight approx.</u>	<u>N O .</u>
	<u>BREAKFAST</u>		<u>PER SERVING</u>
1	IDLI/RAWA IDLI +WADA +SAMBHAR CHUTNEY	85GM(IDLI) + 60 GM EACH(WADA)	UNLIMITED
2	MASALA DOSA+ SAMBHAR CHUTNEY	DOSA(75GM)	
3	SET VEGETABLE DOSA SAMBHAR CHUTNEY	80 GM EACH, MASALA(60GM) PER SERVING	
4	VEGETABLE PARATHA+CURD/BHAJI	120 GM EACH, 100GM VEG BHAJI/CURD 100GM	
5	POORI+ BHAAJI	POORI 45GM EACH+ 120GM BHAJI	
6	PONGAL + WADA+ CHUTNEY	240GM PONGAL, WADA (45 GM)	
7	POHA + MIXTURE+ CHUTNEY	POHA 240GM, MIXTURE (45 GM)+CHUTNEY	
8	BISSIBELA BHAAT/ANY RICE BHAAT +MIXTURE/BOONDI/WADA +CHUTNEY	BHHAT 240GM, MIXTURE/WADA (45 GM)	
9	UTTAPAM/ONION DOSAS+SAMBHAR+CHUTNEY	90GM EACH	
10	UPMA+KESARI BHAAT+CHUTNEY	180 GM UPMA+ 100 GM KESARI BHAAT+CHUTNEY	
11	VARIETIES OF DOSA+MASALA+ SAMBHAR+CHUTNEY	75GM DOSA + 60 MASALA	
12	OATS IDLI/RAWA IDLI/ RAGI IDLI +SAGU/SAMBHAR/CHUTNEY+W ADA+TEA-COFFEE	85GM(IDLI) + 60 GM EACH(WADA)	

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

13	CHAPATI/PLAIN PARATHA/AKKI ROTI/RAGI ROTI SAGU+CHUTNEY +TEA- COFFEE	70-75GM EACH ROTI	
	MILK+CORNFLAKES+BREAD+BU TTER+JAM	MILK-200ML+CORNFLAKES 80-100GM+BREAD 4SLICE 30-35 GM+BUTTER 10-15 GM+JAM-40GM	
	<u>LUNCH/DINNER</u>		<u>SERVING PER PLATE</u>
	<u>FOR MENU 1</u> (SALAD+DAL+SAMBHAR/RASAM+VEG GRAVY+WHITE RICE+ COLOURED RICE+DRY VEGETABLE+ CURD+SWEET/CUT FRUIT/ICE CREAM+PAPAD+PICKLE+ EGG CURRY/EGG BHURJI(FOR NON-VEG)/PANEER BHURJI/BABYCORN(FOR VEG)) <u>FOR MENU 2</u> (PAPAD+SAMBHAR+RASAM+VEG GRAVY+WHITE RICE+ COLOURED RICE/RAGI MUDDE+DRY VEGETABLE+BUTTERMILK+PICKLE)		
1	SALAD(CUCMBER+TOMATO+CA RROT+ONION)/ SPROUT SALAD/TANDOORI SALAD/ ETC.		75GM
2	DAL		unlimited
3	Sambhar/Rasam		unlimited
4	WHITE RICE		unlimited
5	COLOURED RICE/PULAO/VEGETABLE BIRYANI(40% VEGETABLE)		150GM
6	CHAPATI/PULKA /ROTI/POORI/PARATHA/JOWA R ROTI/ RAGI ROTI		3 NO. (40-45GM EACH) 120GM
7	VEGETABLE GRAVY/GRAVY PALYA		120GM
8	DRY VEGETABLE/DRY PALYA		100GM
9	CURD		90GM
10	FRUIT/SWEET/ICE-CREAM		80 GM FRUITs/ 60-80GM STANDARD PORTION
11	PAPAD (different varieties) preferably Dal based		8 INCHES DIAMETER/DAL PAPAD 6 INCHES DIAMETER
12	RAGI MUDDE	150-170GM EACH	1 NO.

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

13	SAMBHAR/RASAM+WHITE RICE+DAL		UNLIMITED
15	PICKLE/CHUTNEY		AS REQUIRED
16	Egg curry	1egg WITH 40GM CURRY	1egg WITH 40GM CURRY
17	EGG BHURJI	80 GM	80 GM
18	PANEER BHURJI	80 GM	80 GM
19	BOILED EGG	1NO.	1NO.
20	BABY CORN PREPARATION/EQULVALENT ITEMS	80GM	80GM
	SNACKS.		SERVING PER PLATE
1	SAMOSA+JALEBI+CHUTNEY & SAUCE	SAMOSA 90GM EACH, (-2 NO).JALEBI 40 GM	2 NO. SAMOSA+(2 NO). 40 GM JALEBI
2	PAV BHAAJI	PAAV 45 GM EACH +120GM BHAAJI	3 NO. PAV + BHAAJI 120GM
3	WADA PAAV + CHUTNEY & SAUCE	PAV 45 GM EACH+ WADA 45 GM EACH	3+3
4	VEGETABLE BURGER+SAUCE	180 GM EACH	2 NO.
5	NOODLES/MAGGIE/ SAVIGE BHAAT+CHUTNEY/ SAUCE	250GM (MUST CONTAIN 80GM VEGETABLE)	250GM/SERVING
6	VEG PUFF+SAUCE	100-120GM EACH	2 NO.
7	VEG ROLLS+CHUTNEY/SAUCE	100-120GM EACH	2 NO.
8	ALOO BONDA+CHUTNEY&SAUCE	40 GM EACH	5NO.
9	ONION BHAJJI/GOBHI BHAJJI+CHUTNEY/SAUCE	20GM EACH	12 NO.
10	GOBHI MANCHURIAN+SAUCE	225 GM	225GM
11	FRESH CUT FRUIT (ATLEAST THREE TYPE)	250GM	250GM
12	VEGETABLE SANDWICH+ CHUTNEY/SAUCE	80GM EACH	3 NO.
13	RAWA IDLI/idli+WADA+CHUTNEY+SAGU/SAMBHAR	RAWA IDLI 80 GM EACH+ 45GM WADA +100GM SAGU	3 IDLI+ 1 WADA OR (2+2)+100GM SAGU
14	BREAD JAM(jumbo bread)+MILK/JUICE	BREAD 6 SLICE (35-40GM) + 60 GM JAM+200ML MILK	BREAD 6 SLICE (20-25GM) +50GM JAM+200ML MILK
15	BREAD OMELETTE+TEA-COFFEE+BOOST MILK	3EGG(130GM APPROX EGG+45GM VEG) +3 BREAD+200ML BOOST MILK/JUICE	3EGG(130GM APPROX EGG+45GM VEG) +3 BREAD+200ML BOOST MILK/JUICE

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

16	TEA-COFFEE	100ML	100ML (1CUP)
17	BISCUIT/RUSK	75-80GM	75-80GM
18	FRESH JUICE(IN ANY MEAL)	250ML	250ML
19	CORNFLAKES+MILK+FRESH JUICE	100GM+250ML JUICE+200ML FRESSH JUICE	100GM+250ML JUICE+200ML FRESSH JUICE
20	VARIETIES OF DOSA +SAMBHAR +CHUTNEY	100 GM EACH DOSA	3 NO.

PAPER NAPKIN/TISSUE PAPER AND SWEET SAUNF, PLAIN SAUNF MUST BE PROVIDED.

2.1 The Contractor can also sell additional items with the approval of the Canteen Managing Committee/Management and rates of the same will be required to be displayed properly by the Contractor.

2.2 If the monthly billing amount is less than the aggregate amount pertaining to minimum no of plates per month for all the meals inclusive of Menu 1 and Menu 2 then the successful bidder may raise the bill based on total value of minimum plates inclusive of Menu 1 & Menu 2 as per the rates quoted in price bid (per plate basis). Otherwise monthly billing is to be made as per the actual plate count as per the rates quoted in price bid (per plate basis).

2.3 All rates quoted shall be inclusive of taxes.

2.4 The Contractor shall have to make special arrangement for Lunch/Dinner/Refreshment within the BNPM premises as and when required by the Management at the mutually agreed rates on a short notice.

2.5 The Contractor cannot assign or sublet the Contract signed by him to any other party or parties without prior approval of BNPM.

2.6 The contractor will have to also serve Special Lunch / Dinner, Tea & Snacks / Sweet for official purposes to employees overstaying beyond working hours (extra stay) and also for Visitors / VIPs etc. as and when required by BNPM Management on mutually agreed rate basis on short period of notice. The service will be required on special occasions like Training Programs, Meeting, and Functions at Factory premises.

2.7. The contractor is required to make necessary arrangements to serve Breakfast/Snacks/Lunch at different shift timings specified by the company from time to time.

2.8. The BNPM Management reserves the right to change/amend the timings as per the requirement.

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

2.9 Under the discretion of BNPM management, the pre-paid meal vouchers may be issued to BNPM employees in lieu of Canteen allowance. The Contractor shall accept the pre-paid meal vouchers in the Canteen from BNPM employees for snacks, Lunch etc.

2.10. The contractor is required to serve the lunch to the employees in the Canteen Dining Hall by counter service and table service for Senior Executives and a service person must be deputed to serve the food for the senior executive / guest at table.

2.11 The contractor shall be responsible to serve meal at the following areas :

- a. Canteen site Plant : All 5 meals i.e Breakfast, Lunch, Evening Snacks, Dinner, Mid night Snacks
- b. Dining Hall (for Contract Labour) : Breakfast, Lunch, Dinner, Mid night Snacks
- c. Administrative Building: Breakfast, Lunch, Evening Snacks

Contractor has to do all necessary arrangements to transferring the food to respective dining places for serving.

The contractor shall be responsible to serve meals (breakfast, lunch, evening snacks) at administrative building on time, and arrangement of transport of meals from kitchen to admin. Building shall be made by the successful Bidder. Part has to depute one asst. cook for preparing chapatti/roti etc. during lunch at admin building for sr. executive. And successful bidder also ensure the cleaning of dining hall, crockery and cutlery at admin building during and after every meal.

2.12 The contractor has to provide sufficient manpower to run the canteen service a site in charge should be deputed by the contractor for monitoring and controlling the contract labours and to communicate with respective BNPM personnel.

3 PROCUREMENT OF INGREDIENTS:

- 3.1 The contractor shall ensure that high quality ingredients are always procured for preparation of eatables. The company's authorized official has the right to check the quality and reject and send out any ingredient that may be found to be sub-standard.
- 3.2 The contractor will purchase milk from the Dairy / authorized dealer and other ingredients as far as possible from the reputed wholesale outlets.
- 3.3 The contractor shall ensure that all product and ingredients purchase as per the FSSAI guidelines.
- 3.4 The contractor shall ensure the purchasing of vegetable and milk on daily basis.

4 MAKE OF MAJOR INGREDIENT TO BE USED BY THE CANTEEN CONTRACTOR FOR PREPARATION OF FOOD STUFF IN CANTEEN(S):

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

S. N O	INGREDIENTS	PREFERRED BRAND (OR EQUIVALENT)	Bidder's Compliance : Yes /No/Deviation
1	Refined sunflower oil (low fat content)	Fortune/Sundrop/Godrej/Safola/Post man	
2	Rice	Good quality Sona Masuri Raw/Boiled Rice/Bashweshwara	
3	Dal	Good quality Urad/Chana/Moong/Masoor/Rajma/A rhar/etc.	
4	Atta	Ashirwad/Shakti Bhog/RJ Golds/Aahar	
5	Bread	Modern/Britannia/Milkmade	
6	Papad	Lijjat/Haldiram	
7	Salt	Iodized salt TATA/Annapurna/Captain Cook	
8	Pickle	MTR/Kissan/Priya	
9	Milk/Curd	KMF Nandini, amul, mother dairy	
10	Sealed Water	Bisleri/Aquafina/Kinley	
11	Butter	Amul/ Britannia	
12	Ghee	Nandini / Amul / GRB / patanjali	
13	Jam	Kissan/Heinz	
14	Tomato/Chilli/Soya sauce	Kissan/Heinz	
15	Garam / Chat / Chana Masala –Kasuri Methi. table salt. Dhania/ Chilli /Haldi Powder, Pepper etc.	Renowned Quality MTR/MDH – ISI mark	
16	Laung, dal chinni, elaichi, and other dry spices, whole spices	Best quality	
17	Bakery items	Reputed bakery product only	
18	Biscuit/wafers/namkeen	Brittania, parley, sunfeast, godday	
19	Cheese processed	Amul	
20	Condensed milk and other dairy product	Amul / brittania/ KMF NANDINI	
21	Ice-cream	KWALITY/ Mother dairy/ joy KMF Nandini	

Note : BNPM shall reserve the right to change the brand of the aforementioned items as & when required.

Contractor shall have to provide packed food material / ready to eat items as per Govt Regulation & not more than MRP, whatever be asked by BNPM Management.

SECTION VII – TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

5. PREPARATION OF MENU AND INSPECTION:

- 5.1. The menu shall be decided by the company from time to time.
- 5.2. The services of the contractor will be monitored by designated officials of the company
- 5.3. All day to day activities and immediate instructions will be conveyed to the contractor/authorized supervisor through him/them.
- 5.3. The company's authorized official will have full right of inspection of eatables, beverages, food prepared by the contractor to ensure quality. Such items which are rejected by the duly authorized official of the company during the inspection should not be used for services in the company canteen.
- 5.4 Any sub-standard food stuffs / eatables shall be removed immediately from the company premises at contractors cost and alternative food stuffs / eatables shall be arranged to be served. Further, the contractor should ensure that there is no disturbance to the canteen services on this account.
- 5.5 Contractor has to follow the menu strictly (as will be given time to time) must prepare all the items/dishes as per the menu, failing which BNPM shall reserve the right to impose a penalty for the same as decided by BNPM/CMC.

6. BRAND OF CONSUMABLES FOR CLEANING (TENTATIVE LIST):

SR NO	ITEM	QUALITY/BRAND	Bidder's Compliance: Yes /No /Deviation
1	Washing Powder-clothes & linen	Nirma, Tide	
2	Utensils	Vim, Popular, Hindustan Level Limited	
3	Glass Cleaner, Floor Cleaner, Tile Cleaner	Collin	
4	Phenyl/Lyzol (disinfectant)	Gainda	
5	Liquid Toilet/ Hand wash Soap	Dettol Liquid	
6	Toilet Paper	Wintex, Sofine	
7	Room Freshener	Yardley, Tahina	
8	Toilet Fresheners	Odonil, Admire	
9	Urinal Cakes	Odonil, Admire	
12	Mosquitoes repellent refills	All out, Jet, Goodnight	
13	Detergent and other required material such as duster, broom, Colin, naphthalene balls etc	Quality as approved by BNPM	
14	Napkin Paper	Quality as approved by BNPM	
15	Paper Towel for wash rooms/washbasin	Kimberly Clark 20	
16	Caustic	Quality as approved by BNPM	

Any other cleaning item to be procured for cleaning as & when required, must be purchased /arranged by contractor to facilitate the cleaning.

Pertaining to Consumables & Chemicals, prior approval from BNPM is to be taken if any other Brand is to be introduced apart from the specified ones.

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

**SECTION VIII - QUALITY CONTROL
REQUIREMENTS/COMPLIANCE**

We will provide services mentioned in scope of work and compliance statements given below.

Sl. no.	Description of Work	Bidder Compliance Yes / No / Deviation
A.	LIABILITIES, CONTROL ETC OF THE PERSONS DEPLOYED	
1	The successful bidder shall conform to the technical specification/ scope of work as depicted in Section-VII of the Tender Document.	
2	The Successful bidder shall furnish the following documents in respect of the individual manpower who will be deployed by it in the BNPM before the commencement of work.	
	a. List of Persons to be deployed	
	b. Certificate of verification of antecedents of person by local police authority.	
	c. Detailed proof of identity like aadhar card, driving licence, bank account details, proof of residence and recent 2 photographs of the personnel to be deployed by the agency in BNPM.	
	d. PF & ESI Registration Certificate	
3.	<p>The successful bidder shall ensure that the personnel deployed are medically fit and shall submit a medical fitness certificate for each employee deployed by the contractor, issued by an registered medical practitioner as per GOI.</p> <p>All deputed personnel of the contractor employed for handling the food items should be subjected to periodical medical examination/ Food Handler Test with Medical Reports like Chest X Ray, Blood Test, Stool & Urine Test etc with a Fitness Certification as per Annexure (i) for every 6 months & as and when the company deems it necessary and as required under the Karnataka Factories Rules. The charges for such medical examination of the contractor's workers shall be borne by the Contractor. The aforementioned Tests & Certification should be submitted by the successful bidder before deployment of Manpower.</p> <p>Personnel / Manpower of the successful bidder will be permitted to be deployed at BNPM or continue the service at BNPM after approval of the Medical Officer of BNPM against the aforementioned documents pertaining to Tests & Certificates of the personnel to be deputed.</p> <p>These Tests & Certifications of the Personnel are to be carried out at the own cost of the Successful Bidder, BNPM will not reimburse the amount.</p>	
4.	The successful bidder shall be responsible for proper conduct of his/her/their personnel in BNPM office premises. In case of any damage/loss/theft etc., to the property of BNPM, which is caused by the personnel deployed by the agency, the agency will either be liable to make good the loss on the basis of the value of the property as determined by BNPM or the same could be recovered from the performance guarantee, monthly payments, due to the agency.	

**SECTION VIII - QUALITY CONTROL
REQUIREMENTS/COMPLIANCE**

5.	The personnel deputed to BNPM by the successful agency/bidder should be polite, cordial, positive and efficient while handling the assigned work. In case, the person employed by the successful agency/bidder commit any act of omission/commission that amounts to misconduct/ indiscipline/incompetence, the successful agency will be liable to take disciplinary action against such persons, including their removal from the work, if required by the BNPM.	
6.	The personnel deputed to BNPM shall not be changed by the agency in any circumstances unless there is a specific request from BNPM in writing.	
7.	It will be the responsibility of the successful agency/bidder to meet transportation, medical and other requirements in respect of the persons deployed in BNPM and BNPM will have no liabilities in this regard.	
8.	For all intents and purposes, the successful agency/bidder shall be the 'employer' within the meaning of different labour legislation in respect of manpower so deployed in the BNPM. The persons deployed by the agency/bidder in BNPM shall not have claims of any employer and employee relationship against BNPM.	
9.	The successful bidder shall be solely responsible for the redressal of grievance/resolution of dispute relating to persons deployed. The BNPM shall in no way be responsible for settlement of such issues whatsoever.	
10.	BNPM shall not be responsible for any financial loss or any injury to any person deployed by service providing agency/bidder in the course of their performing the functions/duties or for payment towards any compensation.	
11.	The persons deployed by the successful agency/bidder shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees of the BNPM during the currency or after expiry of the contract.	
12.	In case of termination of the contract on its expiry or otherwise, the persons deployed by the successful agency/bidder shall not be entitled to and will have no claim for any absorption in the regular/otherwise capacity in BNPM.	
13.	Successful Bidder shall be responsible for maintaining all record & registers (like food waste register , pest control register , employee feedback register or any other record as & when asked by BNPM or Govt Agency.	
14.	Successful bidder has to provide of minimum 25 personnel during week days to work, whereas during weekends i.e. Saturday & Sunday - a minimum 23 personnel need to be there at work. During National Holiday / BNPM Calendar (10+2) Holidays - a minimum of 16 personnel may be deployed. In case of leave/ absence of any person/employee, contractor has to depute the reliever for him with same mentioned category. Failing these conditions, Rs.1,000/- may be recovered for per person / per day. However the contractor has to ascertain the scope of work by their own. BNPM reserves the right that if at any time in future it is found that additional manpower is required then the same will be provided as per the price quoted in the price bid format against each category & description of the manpower.	
B.	LEGAL	
1.	The successful bidder shall be responsible for compliance of all prevailing statutory provisions relating to Minimum Wages Act, Provident Fund and Employees State Insurance Act, Factories Act, Employees State Insurance Act, Contract Labour Act, Payment of Wages Act, Employees Compensation Act, Karnataka Labour Welfare Fund etc., in respect of the persons deployed by it in the BNPM.	

**SECTION VIII - QUALITY CONTROL
REQUIREMENTS/COMPLIANCE**

	<p>No labour below the age of the minimum age of work as prescribed by the Govt. of India shall be employed on the work.</p> <p>The contractor should comply with the following provisions prescribed in the Factories Act 1948</p> <ol style="list-style-type: none"> a. Working hours should not exceed the permissible limits mentioned in the Factories Act 1948. b. The employee should get weekly off as per the provisions of the Factories Act 1948. c. Overtime is not entertained by BNPM and overtime cost shall not be paid by BNPM. <p>The contractor should abide by the provision of Section – 79 of Factories Act 1948, in so far as annual leave with wages of his employees is concerned.</p>	
2.	<p>The successful bidder shall also be liable for depositing all taxes, statutory obligation, levies, cess etc., on account of services rendered by the bidder to BNPM to concerned tax, ESI, EPF authorities from time to time as per extant rules and regulations on the matter.</p> <p>In case, the successful agency/bidder fails to comply with the statutory/taxation liabilities under appropriate law, and as a result thereof, the BNPM is put to any loss/obligation, monetary or otherwise, the BNPM will deduct the same from the monthly bills and/or the performance security deposit of the agency/bidder, the extent of the loss or obligation in monetary terms.</p>	
3.	<p>The successful bidder shall maintain all statutory registers under the law. The agency shall produce the same, on demand to the concerned authority of the BNPM or any other authority under law.</p>	
4.	<p>The tax deduction at source (TDS) shall be made as per the provisions of Income Tax Act and a certificate to this effect shall be provided to the agency by the BNPM.</p>	
5.	<p>The successful agency/bidder shall present the bills for reimbursement of the remuneration latest by 7th of every month so that the same can be processed in BNPM at the earliest. However, the deadline of payment of remuneration to the persons deployed by the agency shall not be altered by the agency even if payment is not received or delayed from BNPM.</p>	
6	<p>The contractor will have to obtain all necessary licences for running the canteen under the relevant acts including license under prevailing contract labour regulation & abolition act and the contractor will be solely responsible for all the consequences for not obtaining such licenses.</p>	

**SECTION VIII - QUALITY CONTROL
REQUIREMENTS/COMPLIANCE**

Annexure (i)

PERFORMA FOR MEDICAL FITNESS CERTIFICATE FOR FOOD HANDLERS



Name:
Father/ Husband's Name:.....
Age, Gender & DOB:.....
Blood Group:
Address:.....

It is certified that shri/smt./miss..... employed with M/S..... coming in direct contact with food and eatables (food and beverages) items has been carefully examined* by me on date

Based on the medical examination conducted, he/she is found free from any infectious or communicable diseases and the person is fit to work in the above mentioned food establishment/ Organization/ Anywhere in Food Service Outlet.

Regn. No.

Name & Signature with Seal of Registered
Medical Practitioner / Civil Surgeon

*Medical examinations to be conducted

1. Physical Examination
2. Eye Test
3. Skin Test
4. Compliance with the schedule of Vaccine to be inoculated against enteric group of diseases
5. Blood Test , Urine Test , Stool Test , Chest X Ray etc.
6. Any Test required to confirm any communicable or infectious disease.

Note: All aforementioned Test Reports are to be enclosed with the Medical Fitness Certificate/ Food Handler Test.

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

SECTION VIII – QUALITY CONTROL REQUIREMENTS/COMPLIANCE

C. COMMERCIAL COMPLIANCE STATEMENT:

Sl. no.	Features	Requirements of BNPMIPL, Terms & conditions	Whether Agreed by the firm	Deviation, if any
01	General Conditions and Scope of work	Service shall be rendered exactly as per the given instructions / Scope of work mentioned in Section VII of the tender	Yes agreed	
02	Technical Requirement/Scope of work	As per the technical requirements/scope of work mentioned in Section VII under Technical Specifications/Scope of Work.	Yes agreed	
02	Quantity	As indicated in Section VI – List of Requirement & Detailed requirement as listed in Section VII - Scope of work	Yes agreed	
03	Commencement of service	As per section -VI	Yes agreed	
04	Payment Terms	Payment Terms as mentioned in point 8 of SCC	Yes agreed	
05	Performance Security	As mentioned in point No. 2 of SCC	Yes agreed	
06	Tender terms & conditions	We have gone through entire tender document thoroughly including GIT (Section II - General Instructions to Tenderer), SIT (Section – III), GCC (Section IV - GENERAL CONDITIONS OF CONTRACT) <u>and confirm that we don't have any counter conditions.</u> We also understand that offer with counter conditions is liable for rejection	Yes agreed	
07	Compliance to all SCC clauses	As mentioned in Sl.no.13 to Sl.no. 41	Yes agreed	
08	Penalty	As mentioned in Sl.no. 35 of SCC.	Yes agreed	
09	No. of pages	Total number of pages in Technical Bid		

Authorized signatory & stamp

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

SECTION VIII – QUALITY CONTROL REQUIREMENTS/COMPLIANCE

Sl.no.	Description of Work	Bidder Compliance Yes / No / Deviation
D. COMPLIANCE STATEMENT RELATED TO PRICE SCHEDULE		
1	<p>Price should be quoted exactly as per the format given in price schedule; Price bids with conditions / Counter conditions are liable for rejection.</p> <p>GST as applicable shall be payable at actuals. At present the GST rate is 5%.</p>	
2	<p>If the monthly billing amount is less than the aggregate amount pertaining to minimum no of plates per month for all the meals inclusive of Menu 1 and Menu 2 then the successful bidder may raise the bill based on total value of minimum plates inclusive of Menu 1 & Menu 2 as per the rates quoted in price bid (per plate basis). Otherwise monthly billing is to be made as per the actual plate count as per the rates quoted in price bid (per plate basis).</p>	
3.	<p>Multiple / Variable rate for single item, would lead to rejection of offer. Price quoted should remain firm for the contract period and for any extension of the contract afterwards. There shall be no variation / escalation on any account. Any upward / downward revision in GST shall be considered at actuals. No claim in respect of any type of violation of any relevant rules etc., shall be payable.</p> <p>No claim in respect of any type of violation of any relevant rules etc., shall be payable.</p>	
4.	<p>Freight, conveyance, lodging, transportation are in the scope of bidder. During shift, Canteen facility at subsidized rate will be provided to the contract labours, other fooding arrangement are to be borne by the Bidder only.</p>	
5.	<p>Successful bidder to abide by all statutory norms & charges like Minimum Wages, VDA , EPF, ESI , Bonus , Leave Wages , National & Festival Holidays , Labour Welfare Fund Allowances for Uniform , Shoes etc as applicable time to time under Notification of Ministry of Labour & Employment for deputed personnel. Overtime work is not entertained and overtime cost shall not be paid by BNPM.</p>	
6.	<p>Price Bid format is for price evaluation purpose only. Weekly off should be provided by the contractor to all employees as per the factories act 1948 and rules made under, It is the responsibility of the Contractor to arrange required manpower on 24*7 basis.</p>	
7	<p>Cleaning supply & material includes soap , detergent , hand wash , paper napkin , duster , mope , broom , wiper , cleaning brush , scrubbing brush , Acid , Toilet Cleaner , Floor Cleaner , Phenyl , Room Freshener , Naphthalene balls, Caustic Powder, Dish Wash etc as applicable to maintain cleanliness of the canteen service.</p>	

SECTION VIII – QUALITY CONTROL REQUIREMENTS/COMPLIANCE

8	Successful bidder has to provide of minimum 25 personnel during week days to work, whereas during weekends i.e. Saturday & Sunday – a minimum 23 personnel need to be there at work. During National Holiday / BNPM Calendar (10+2) Holidays – a minimum of 16 personnel may be deployed. In case of leave/ absence of any person/employee, contractor has to depute the reliever for him with same mentioned category. Failing these conditions, Rs.1,000/- may be recovered for per person / per day. However the contractor has to ascertain the scope of work by their own. BNPM reserves the right that if at any time in future it is found that additional manpower is required then the same will be provided as per the price quoted in the price bid format against each category & description of the manpower.	
9	BNPM will pay the successful bidder as per the plate wise rates quoted in the price bid only, however successful bidder has to ensure all the statutory norms & charges as applicable towards the deputed personnel of the successful bidder.	

Authorized signatory & stamp

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

SECTION IX – QUALIFICATION / ELIGIBILITY CRITERIA

Category	Eligibility Criteria	Documents required in support of eligibility criteria
Experience & Past Performance	a) Bidder should be bonafide, experienced, competent and resourceful to carry out the assigned services.	i) Company's registration certificate under company's Act, Certificate of incorporation, MOA , AOA (if other than limited company then MOA , AOA by corporate) / Partnership Deed under Indian Partnership Act / Constitution of business in case of business in individual name / Any other registration certificate as applicable.
	b) Bidder firm should have provided satisfactory canteen services in at least one industrial / institutional / corporate or equivalent canteen to an organization having minimum 250 personnel during last five years for the period ending on 29.02.2020.	
	c) Bidder should have carried out/ completed <ul style="list-style-type: none"> i. Atleast one contract / order of similar nature (as per point (b) above) in last 5 years ending on 29.02.2020 with each order / contract value not less than Rs. 1,31,20,000/-. ii. Atleast two contracts / orders of similar nature (as per point (b) above) in last 5 years ending on 29.02.2020 with each order / contract value not less than Rs. 82,00,000/-. iii. Atleast three contracts / orders of similar nature (as per point (b) above) in last 5 years ending on 29.02.2020 with each order / contract value not less than Rs. 65,60,000/-. 	i) Work order or Agreement and Successful service completion certificate of the corresponding work order or agreement / monthly invoice & payment detail against the corresponding work order /agreement. ii) Valid Registration Certificate of Establishment. iii) Valid License from FSSAI (Food Safety & Standards Authority of India, Govt of India) for running the canteen services. iv) PF, ESI Registration Certificate
	d) Bidders should be registered in India.	Copy of PAN/GST certificate

SECTION IX – QUALIFICATION/ ELIGIBILITY CRITERIA

Financial Standings	<p>a) Average annual turnover of the bidder firm during last three financial years period ending on 31-03-2019 should be more than Rs. 50,00,000/-(Rs. Fifty Lakhs Only)</p> <p>b) Bidder firms should not have suffered any financial loss for more than one year during the last three financial years period ending 31.03.2019.</p> <p>c) Net worth of the Bidders firm should not be in negative as on 31.03.2019 and should not have eroded* by more than 30% in the last three financial years period ending 31.03.2019. * - Erosion shall be considered only on account of reported loss in the statement of P&L account, which has led to reduction in capital.</p>	<p>Audited balance sheet and profit & loss statement for FY 2018-19, 2017-18 and 2016-17.</p> <p>ITR of corresponding FY 2018-19(if filed), 2017-18 and 2016-17.</p> <p>If the audited documents for 2018-19 is not available, then self-certified provisional document may be submitted.</p>
General	<p>a) Bidder should have valid GST registration certificate</p> <p>b) Bidder should have valid PAN card.</p> <p>c) Bidder should have not been blacklisted / debarred by BRBNMPL/ SPMCIL/ BNPMIPL/ Government of India for participation in tenders.</p>	<p>Copy of GST certificate</p> <p>Copy of PAN card</p> <p>Declaration as per Annexure –A on company’s letter head duly Signed & with company seal to be submitted</p>

Apart from the aforesaid criteria, a team from BNPM will visit the site at which the vendor is providing the canteen services or the own kitchen of the vendor as the case may be and evaluate the service, the minimum marks to be obtained for qualification should be 70 out of 100. The standard evaluation form is hereunder:

FORM: A

Sr No	Inspected area	Evaluating marks					Marks obtained
	Kitchen area						
	equipment cleaning process and maintenance	1	2	3	4	5	
	general housekeeping, cleaning and upkeep	1	2	3	4	5	

SECTION IX – QUALIFICATION/ ELIGIBILITY CRITERIA

	Dry storage area						
	housekeeping	1	2	3	4	5	
	stock storage procedure and upkeep	1	2	3	4	5	
	Wet storage/ freezer/foster						
	cleaning and upkeep and maintenance	1	2	3	4	5	
	storage and stacking in fridge & tagging system	1	2	3	4	5	
	Vegetable storage area						
	quality of vegetable, ordering procedure/maintaining	1	2	3	4	5	
	housekeeping and maintenance	1	2	3	4	5	
	Service counter						
	Housekeeping, upkeep and maintenance of equipment at counter	1	2	3	4	5	
	Pot washing and dish washing area						
	housekeeping in cleaning and washing area	1	2	3	4	5	
	stacking of utensils and ware.	1	2	3	4	5	
	Garbage storage area						
	frequency to dispose, housekeeping and record	1	2	3	4	5	
	Hand wash area						
	housekeeping/cleaning	1	2	3	4	5	
	Manpower, personal hygiene, uniform						
	grooming, personal hygiene, uniform, ppe	1	2	3	4	5	
	absenteeism and deployment	1	2	3	4	5	
	Record(attendance, daily wages, esi, pf, salary slip etc.)	1	2	3	4	5	
	Services						
	Quality & Taste of food	3	6	9	12	15	
	Feedback from customer	1	2	3	4	5	
	Total Marks					100	
	Minimum Marks to be obtained for Qualification					70	

SECTION IX – QUALIFICATION / ELIGIBILITY CRITERIA

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

All experience, past performance and capacity/ capability related/ data should be certified by the authorized signatory (as authorized of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder may be verified from the parties for whom work has been done.

In case of adverse/ unsatisfactory feedback/ report the bid is likely to be summarily rejected.

We confirm that, we are competent and legally authorized to submit the tender and / or to enter into legally binding contract.

We (Name of the company) have submitted the required documents in support of the eligibility criteria mentioned above.

Authorised Signature with stamp & date

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

SECTION IX – QUALIFICATION/ ELIGIBILITY CRITERIA

ANNEXURE -A

Tender No: BNPM/NCB/CANTEEN/ 899 /2019-20 Dated 19.03.2020

(To be submitted on the letterhead)

DECLARATION

We do hereby declare that,

1. We have not been blacklisted/ debarred by BNPMIPL/ BRBNMPL/ SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.
2. The director/proprietor of the bidding firm are not closely related to BNPMIPL.

In case, at any time the information furnished is found to be false, you may disqualify/ debar me/ us as deemed fit.

Signature _____

Name-----

Designation-----

Date-----

Stamp of the Organization-----

SECTION IX – QUALIFICATION / ELIGIBILITY CRITERIA

ANNEXURE -B

Tender No: BNPM/NCB/CANTEEN/ 899 /2019-20 Dated 19.03.2020

(To be submitted on the letterhead)

DECLARATION

We do hereby declare that we have read and understood all terms and conditions of tender document including GIT, SIT, GCC, SCC, Technical Specification/Scope of Work, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.

Signature _____

Name-----

Designation-----

Date-----

Stamp of the Organization-----

SECTION X – TENDER FORM

(Bidder shall use this covering letter while submitting the offer)

To

Date _____

Bank Note Paper Mill India Private Limited
Administrative Building
Entry Gate No 1, Paper Mill Compound,
Note Mudran Nagar
Mysuru 570 003
Karnataka

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

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

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

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

We agree to keep our tender valid for acceptance for a period up to 120 Days, as required in the GIT clause 19, read with modification, if any in Section-III -"Special Instructions to Tenderers" or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

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

(Signature with date)

(Name and designation)

Duly authorised to sign tender for and on behalf of

SECTION XI – PRICE SCHEDULE

Note:

1. Price should be quoted exactly as per the format given above; Price bids with conditions / Counter conditions are liable for rejection. GST as applicable shall be payable at actuals. At present the GST rate is 5%.
2. If the monthly billing amount is less than the aggregate amount pertaining to minimum no of plates per month for all the meals inclusive of Menu 1 and Menu 2 then the successful bidder may raise the bill based on total value of minimum plates inclusive of Menu 1 & Menu 2 as per the rates quoted in price bid (per plate basis). Otherwise monthly billing is to be made as per the actual plate count as per the rates quoted in price bid (per plate basis).
3. Multiple / Variable rate for single item, would lead to rejection of offer. Price quoted should remain firm for the contract period and for any extension of the contract afterwards. There shall be no variation / escalation on any account. Any upward / downward revision in GST shall be considered at actuals. No claim in respect of any type of violation of any relevant rules etc., shall be payable.
4. Freight, conveyance, lodging, transportation are in the scope of bidder. During shift, Canteen facility at subsidized rate will be provided to the contract labours, other fooding arrangement are to be borne by the Bidder only.
5. Successful bidder to abide by all statutory norms & charges like Minimum Wages, VDA , EPF, ESI , Bonus , Leave Wages , National & Festival Holidays , Labour Welfare Fund, Allowances for Uniform , Shoes etc as applicable time to time under Notification of Ministry of Labour & Employment for deputed personnel of the successful bidder at BNPM. Overtime work is not entertained and overtime cost shall not be paid by BNPM.
6. Price Bid format is for price evaluation purpose only. For billing purpose Minimum plate criteria or actual plate account whichever is applicable will be counted for. Weekly off should be provided by the contractor to all employees as per the factories act 1948 and rules made under, It is the responsibility of the Contractor to arrange required manpower on 24*7 basis.
7. Cleaning, supply & material includes soap , detergent , hand wash , paper napkin , duster , mope , broom , wiper , cleaning brush , scrubbing brush , Acid , Toilet Cleaner , Floor Cleaner , Phenyl , Room Freshener , Naphthalene balls, Caustic Powder, Dish Wash etc as applicable to maintain cleanliness of the canteen service.
8. **Successful bidder has to provide minimum 25 personnel during week days to work, whereas during weekends i.e. Saturday & Sunday – a minimum 23 personnel need to be there at work. During National Holiday / BNPM Calendar (10+2) Holidays – a minimum of 16 personnel may be deployed. In case of leave/ absence of any person/employee, contractor has to depute the reliever for him with same mentioned category. Failing these conditions, Rs.1,000/- may be recovered for per person / per day. However the contractor has to ascertain the scope of work by their own. BNPM reserves the right that if at any time in future it is found that additional manpower is required then the same will be provided as per the price quoted in the price bid format against each category & description of the manpower.**
9. BNPM will pay the successful bidder as per the plate wise rates quoted in the price bid only, however successful bidder has to ensure all the statutory norms & charges as applicable towards the deputed personnel of the successful bidder.

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

SECTION XII - QUESTIONNAIRE

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

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

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

S. No.	Description	To be filled by bidder
1	Brief description of services offered	
2	Offer is valid for acceptance up to	120 Days
3	Your permanent income tax A/c no. as allotted by the Income Tax Authority of Government of India (Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority)	
4	Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and/ or the present BNPMIPL and/ or the Directorate of Industries of the concerned State Government/NSIC/SSI for the services quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.	Yes / No If Yes: Registration No..... Validity:
5	Are you currently registered under the Indian Companies Act, 1956 or any other similar Act? (Please attach certified copy (s) of your registration status etc. in case your answer (s) to above queries is in affirmative	
6	Bank account/NEFT/RTGS details	Name of bank: Branch: A/c No.: IFSC: MICR:
7	Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Dept. of Government of India or by any State Govt.	

SECTION XII - QUESTIONNAIRE

8	EMD details:	Online / Offline / Exempted/Not Applicable
	a) Online:	NEFT/RTGS Details:_____Dtd:_____
	b) Offline	DD / BG No. _____Dtd:_____
	c) Exempted:	Whether NSIC/MSE/DGS&D Reg. no:
9	Tender Fee:	Online / Offline
	a) Online:	NEFT/RTGS Details:_____Dtd:_____
	b) Offline:	DD No. _____Dtd:_____
10	We confirm that we possess the necessary technical competence and financial resources as mentioned in Section -IX of this tender document, to ensure supply of the tendered item, as per your specifications and delivery schedule. Necessary documents like copies of Work orders, P/L Accounts, Balance Sheets are enclosed	Yes / No
11	We confirm that we have quoted exactly for the tendered services as per the details given in Section VII	Yes / No
12	We confirm that the Price bid is quoted exactly as per your format in Section- XI	Yes / No
13	We confirm that there would not be any price escalation (Except upward/ downward revision in GST) during the supply / contract period	Yes / No
14	We confirm that we will abide by all the tender terms & conditions and we do not have any counter conditions. As required, we enclose herewith the complete set of copy of tender documents duly signed by us as a token of our acceptance	Yes / No

We also confirm that the undersigned is duly authorized and have the competence to submit the tender and / or to enter into legally binding contract for and on behalf of the firm.

.....
(Signature with date)

(Full name, Designation & address of the person duly authorised sign on behalf of the tenderer)

For and on behalf of

.....
.....

(Name, address and stamp of the tendering firm)

SECTION XIII- BANK GUARANTEE FORM FOR EMD

..... (Insert: Bank's Name, and Address of Issuing Branch or Office)

Beneficiary:

Bank Note Paper Mill India Private Limited
Administrative Building,
Paper Mill Compound, Note Mudran Nagar,
Mysuru- 570003, Karnataka, India

Date:.....

Bank Guarantee No:.....

Whereas.....(hereafter Called the "Tenderer") has submitted its quotation dated.....for the supply of..... (hereinafter called the "tender") against Bank Note Paper Mill India Private Limited's tender enquiry No.....Know all persons by these presents that we.....of (hereinafter called the "Bank") having our registered office at.....

Are bound unto Bank Note Paper Mill India Private Limited (hereinafter called the "BNPMIPL") in the sum of for which payment will and truly to be made to the said BNPMIPL, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Seal of the said Bank this.....day of.....20.....

The conditions of this obligation are -

- 1) If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- 2) If the tenderer having been notified of the acceptance of his tender by BNPMIPL during the period of its validity:-
 - a) Fails or refuses to furnish the performance security for the due performance of the contract.
 - b) Fails or refuses to accept/ execute the contract.

We undertake to pay Bank Note Paper Mill India Private Limited up to the above amount upon receipt of its first written demand, without Bank Note Paper Mill India Private Limited having to substantiate its demand, provided that in its demand BNPMIPL will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition (s).

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

.....
Signature of the authorized officer of the Bank)

.....
Name, authorization/ signature no. and designation of the officer
Seal, Name & Address of the Bank and Address of the Branch

SECTION XIV- MANUFACTURER'S AUTHORIZATION FORM

**NOT APPLICABLE TO THIS
TENDER DOCUMENT**

SECTION XV- BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

..... (Insert: Bank's Name, and Address of Issuing Branch or Office)

Beneficiary:

Bank Note Paper Mill India Private Limited
Administrative Building, Entry Gate 1,
Paper Mill Compound, Note Mudran Nagar,
Mysore - 570003
Date:

Performance Guarantee No.:

WHEREAS.....(name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of LOI (Letter of Intent) 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 LOI 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 LOI;

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 the 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 Bank Note Paper Mill India Private Limited up to the above amount upon receipt of its first written demand, without Bank Note Paper Mill India Private Limited having to substantiate its demand.

This guarantee will remain in force for a period of sixty days after the currency of this 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, Authorization/ Signature no. and Designation of the officer

Seal, Name & Address of the Bank and Address of the Branch

SECTION XV- BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

Checklist for Bank Guarantee:

EMD / Performance BG should be in line with / comply the following.

1. BG should be issued on not less than Rs.200 e stamp / non judicial stamp paper only
2. Non judicial stamp paper / e stamp paper should be purchased in the name of BG issuing bank only.
3. In case of e stamp paper first party should be BG issuing bank and second party should be BNPM.
4. Date of sale of non-judicial / e stamp paper shown on the BG and the stamp paper (BG) issued is not more than six months prior to the date of execution of BG.
5. Executing officer of BG should indicate his name, designation and power of attorney number / signing power no etc. on each page of BG.
6. Name and address of the bidding party, name and address of BNPM and value of the contract are to be mentioned clearly.
7. Overwriting / cutting if any in BG should be authenticated under signature and seal of authorized signatory of BG issuing Bank.
8. BG number and BG date should be mentioned in all pages of BG and all pages are endorsed / signed by authorized signatories of issuing bank.
9. Amount mentioned in figures and words are to be matched.
10. Validity of BG should be in line with the contract.
11. BG should be unconditional.
12. Our Bank details is mentioned below:
Name of the Bank: HDFC Bank
Name of the Branch: Richmond Road Branch
Branch Address: No. 8/24, Salco Centre, Bangalore- 560025, Karnataka
IFSC: HDFC0000523

SECTION XVI- CONTRACT FORM

(Address of BNPM'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. BNPM's Tender document No..... Dated..... and subsequent Amendment No....., dated.....
(If any), issued by BNPM
3. Supplier's Tender No..... Dated..... and subsequent communication(s) No..... Dated..... ,(If any),
exchanged between the supplier and BNPM in connection with this tender.
4. In addition to this Contract Form, the following documents etc., which are included in the documents
mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed
as part of this contract.
 - (i) General Conditions of Contract;
 - (ii) Special Conditions of Contract;
 - (iii) List of Requirements;
 - (iv) Scope of work:
 - (v) Other Requirements:
 - (vi) Tender Form furnished by the supplier;
 - (vii) Price Schedule(s) furnished by the supplier in its tender;
 - (viii) Manufacturers' Authorisation Form (if applicable for this tender);
 - (ix) BNPM'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 BNPM'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 (INR)	Total Price (INR)

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

SECTION XVI- CONTRACT FORM

(i) Total value (in figure)- - - - - (In words)

(ii) Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

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

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

(v) Destination and despatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority

(Signature, name and address of BNPM'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 BID
OPENING**

**NOT APPLICABLE TO THIS
TENDER DOCUMENT**

**SECTION XVIII- SHIPPING ARRANGEMENTS FOR LINER
CARGOES**

**NOT APPLICABLE TO THIS
TENDER DOCUMENT**

SECTION XIX- PROFORMA OF BILLS FOR PAYMENT

**NOT APPLICABLE TO THIS
TENDER DOCUMENT**

**SECTION XX- PROFORMA FOR PRE-CONTRACT INTEGRITY
PACT**

**NOT APPLICABLE TO THIS
TENDER DOCUMENT**