



IREL(INDIA)LIMITED (INDIA) LIMITED
 (भारत सरकार का उपक्रम / A Govt. of India Undertaking)
 ऑसकॉम, माटिखालो (डाक) / **OSCOM**, Matikhalo (PO) 761045
 छत्रपुर, गंजाम, ओडिशा / Chatrapur, Ganjam, **Odisha**
 फोन/ Phone : 06811-257890 - 257895, फैक्स/ Fax : 06811 - 257988
 ई-मेल/ e-mail : purchase-os@irel.co.in वेब साईट/Website : <http://irel.co.in>
An ISO 9001.ISO 14001.OSHAS 18001 Certified Unit

Schedule Of Tender

Tender No.	OSCOM/SOP/12/C/01503
Item/ Job Description	Engagement of manpower for civil department.
E tender Ref	IREL/GANJAM/20-21/ET/35
Tendering Mode E-Procurement System of MSTC Ltd http://www.mstcecommerce.com/eprochome/irel	Open tender in two part
Date of Starting of e-Tender	22/05/2020 08.30 AM
Date of starting of Online Pre-Bid Meeting	NA
Date of closing of Online Pre-Bid Meeting	NA
Estimated Value of Supply	Rs.7,77,628/-
Date of closing of online e-tender for submission of Techno-Commercial Bid & Price Bid	10/06/2020 14:00 Hrs
Date & time of opening of Part-I (i.e. Techno-Commercial Bid)	10/06/2020 14:30 Hrs
Date & time of opening of Part-II (i.e. Price Bid)	Shall be informed Separately
Transaction Fee (Refundable & payable to MSTC). Bidders may pl. note that transaction fee is to be paid by them but the same shall be reimbursed back to them after finalization of tender	Rs.1180/-
Earnest Money Deposit (EMD) : Refundable & Payable to IREL(INDIA)LIMITED	Rs.10,000/-
Validity of Tender	90 days from date of opening of Techno Commercial bid.
Delivery/Completion Period	06 Months from date of issue of Order
List of Annexure Annexure – I Annexure – II Annexure – III Annexure – IV Annexure – V Annexure – VI Annexure – VII	General Instruction to Bidders Pre Qualification Criteria General Conditions of Contract Special Conditions of Contract Price Bid Techno Commercial Response Formats

GENERAL INSTRUCTION TO BIDDERS W.R.T PARTICIPATION IN E-TENDERING EVENT

We **OSCOM unit of IREL(INDIA)LIMITED** shall be utilising the e-procurement service of **MSTC Limited**, A Government of India Company having its registered office at 225-C, AJC Bose Road, Kolkata- 700 020 for enabling us to procure goods, services and works. We shall be utilising their portal for e-tendering which means sending requests for information and prices to suppliers and receiving the responses of suppliers using Internet Technology.

IREL(INDIA)LIMITED invites online tenders from the prospective bidders of repute to participate in our tender the mode of which happens to e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through [http://www.mstcecommerce.com/eprochome/IREL\(India\)Limited](http://www.mstcecommerce.com/eprochome/IREL(India)Limited) of MSTC Ltd.).

Part I (Techno-Commercial bid) will be opened electronically on specified date and time as given in page no.1. Bidder(s) can witness electronic opening of bid.


Part II (Price bid) will be opened electronically of only those bidder(s) whose Part I (Techno-Commercial Bid) is found to be Techno-Commercially acceptable by IREL(INDIA)LIMITED, OSCOM.

Bidders are requested to read the terms & conditions of this tender before submitting their bids.

1.0 Process of E-tender :

A) Registration: The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT www.mstcecommerce.com/eprochome/irel

- Vendors are required to register themselves online with www.mstcecommerce.com → e-Procurement → PSU/Govt depts. → Select  Logo->Register as Vendor -- Filling up details and creating own user id and password → Submit.
- Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact MSTC helpdesk/MSTC, (before the scheduled time of the e- tender).

The contact number for MSTC helpdesk is 033-22901004

Contact person of Tendering Authority
(IREL(INDIA)LIMITED, OSCOM Unit)

N A M E	email-id	Landline No.	Mobile No.
Shri K.V Ramakrishna DGM(MIS&CP)	purchase-os@irel.co.in	06811-257890 - 95 Extn 150	+91 8763345230
Shri Aron Smith.R SM (Purchase)	aronsmith@irel.co.in	06811-257890 - 95 Extn 150	+91 8917615717

Contact details of MSTC Bhubaneswar Officials:

Mr. Keshav Arora, Management Trainee
MSTC Ltd.

8th FLOOR, IDCO TOWER,
JANAPATH ROAD, UNIT-9,
BHUBANESWAR-751022, ODISHA
TEL-(0674)- 2544199/2950091

Email: karora@mstcindia.co.in

Mob. No.9830430434

2.0 System Requirement:

- i) Windows 7 or above Operating System
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable "Protected Mode" for DSC to appear in The signer box following settings may be applied.

- Tools => Internet Options => Security => Disable protected Mode If enabled- i.e, Remove the tick from the tick box mentioning "Enable Protected Mode".
- Other Settings:

Tools => Internet Options => General => Click On Settings under "browsing history/ Delete Browsing History" => Temporary Internet Files => Activate "Every time I Visit the Webpage".

To enable ALL active X controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)

The Techno-commercial Bid and the Price Bid shall have to be submitted online at [www.mstcecommerce.com/eprochome/IREL\(India\)Limited](http://www.mstcecommerce.com/eprochome/IREL(India)Limited). Tenders will be opened electronically on specified date and time as given in the Tender.

All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.

3.0 Special Note towards Transaction fee:


i. Transaction fees :

MSTC shall collect **non-refundable** transaction fees @ **0.05% of the estimated value of Supply/ Works/ Services per event** from all the participating vendors subject to **minimum of Rs 1000/-** and **maximum of Rs 15,000/- per event per vendor**. GST is to be paid extra as applicable on the transaction fees by the vendors.

- ii. An event shall be construed as an e-tender irrespective of the nos. of items / jobs being procured through the same.
- iii. The bidders should submit the transaction fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.
- iv. The vendors shall pay the transaction fee using "Transaction Fee Payment" Link under "My Menu" in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail.
- v. **Transaction fee will be refunded to the bidders by IREL(INDIA)LIMITED.**
- vi. A vendor will not have the access to online e-tender without making the payment towards transaction fee.

- vii. Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.
- Viii Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email I.D. provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).
- ix E-tender cannot be accessed after the due date and time mentioned in NIT.

4.0 **Bidding in e-tender :**

- a) Vendor(s) need to submit necessary EMD, Tender fees and Transaction fees (If ANY) to be eligible to bid online in the e-tender. No interest will be paid on EMD and transaction fee. EMD & transaction fee of the unsuccessful vendor(s) will be refunded by the tender inviting authority.
- b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.
- c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in MSTC website www.mstcecommerce.com → e-procurement → PSU/Govt depts → Login
 → My menu → Auction Floor Manager → live event → Selection of the live event
- d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit his Technical bid.
- e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Commercial Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Commercial bid. Then once both the Technical bid & Commercial bid has been saved, the vendor can click on the "Final submission" button to register their bid
- f) Vendors are instructed to use *Attach Doc button* to upload documents. Multiple documents can be uploaded.
- g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.
- k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions of the tender.
- n) Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- o) No deviation to the technical and commercial terms & conditions are allowed.
- p) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding.

5.0 Bidders may please note that payment of **Earnest money deposit (EMD)** is to be made to IREL(INDIA)LIMITED **separately** through RTGS / NEFT as per details given below:

Account Name : IREL(INDIA)LIMITED
Name of the Bank : State Bank of India
Branch : Matikhalo Branch, IRE Ltd Campus
Account No. : 10546942016
IFSC : SBIN0006086
MICR Code : 761002521

The bidders are requested to communicate the UTR No. and E-tender No and Name of the remitter by Fax or Email to IREL(INDIA)LIMITED in Email ID : purchase-os@irel.co.in

6.0 **Additional information for bidders:**

- (i) E-tender cannot be accessed after the due date and time mentioned in Page No.1. All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity. All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of tender by IREL(INDIA)LIMITED as well as by MSTC. Hence, the bidders are required to ensure that their corporate email I.D provided is valid and updated at the stage of registration of vendor with MSTC. Bidders are also requested to ensure validity of their DSC's during the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- (ii) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. The bid will be evaluated based on the filled-in technical & commercial formats. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply. After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature.
- (iii) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the tender.
- (iv) Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein. No deviation to the technical and commercial terms & conditions are allowed. The online tender should be submitted strictly as per the terms and conditions and procedures laid down in the website [www.mstcecommerce.com/eprochome/IREL\(India\)Limited](http://www.mstcecommerce.com/eprochome/IREL(India)Limited) of MSTC Ltd.
- (v) The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
- (vi) **AMENDMENTS/ ISSUE OF CORRIGENDUM(s)**
At any time, prior to the last date for submission of tenders, IREL(INDIA)LIMITED reserves the right to amend and modify the tender document. The amendment so carried out shall form part of the main tender and shall be binding upon Bidder s. IREL(INDIA)LIMITED may at their discretion, extend the last date for submission of the Bid, to enable the Bidders to have reasonable time to submit their Bid after taking into consideration such amendments. **The responsibility of downloading the related corrigenda, if any, will be that of the downloading parties.** No separate intimation in respect of corrigendum will be sent to tenderer (s) who have downloaded the documents from web site. The website www.mstcecommerce.com/eprochome/irel of MSTC Ltd. may please be referred to.

(vii) **Bidders to note the following :**

The bidders shall quote from their own offices/ place of their choice. Internet connectivity shall have to be ensured by bidders themselves. Bidding in the last minutes and seconds should be avoided in the bidders own interest. Neither the Service Provider nor IREL(INDIA)LIMITED will be responsible for any lapses /failure on the part of the vendor, in such cases.

If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, IREL(INDIA)LIMITED at its own discretion shall debar the bidder from the e-Tender and future participation also.

IREL(INDIA)LIMITED shall not have any liability to bidders for any interruption or delay in access to the MSTC portal irrespective of the cause. In such cases, the decision of IREL(INDIA)LIMITED shall be binding on the bidders.

In case of any clarification w.r.t registration / usage of portal for e-tendering, vendor's manual for guidance can be downloaded from the following link:

<http://www.mstcecommerce.com/eprochome/UserManualVendor.pdf>

or

MSTC/ IREL(INDIA)LIMITED officials may please be contacted:

7.0 Earnest Money Deposit:

- 7.1 Earnest Money Deposit (EMD) is a deposit received from the tenders in token of their earnestness in submitting their offer to undertake the supplies/ works/ services/ consultancy contracts and conclude a contract if entrusted to them on the basis of their tender.
- 7.2 For the present tender the amount of EMD to be submitted is mentioned in the schedule of tender. No interest shall be paid on EMD.
- 7.3 Offers received without EMD shall be summarily rejected except for the bidders for whom provision for exemption is provided in the tender.
- 7.4 EMD is to be submitted as per 1 (vii) above. EMD can also be remitted by way of Demand Draft/ Bankers cheque drawn in favour of IREL(INDIA)LIMITED payable on SBI, IRE Ltd Campus Branch, Matikhalo (Branch code 6086)/ Indian Bank, Konamana Branch, OSCOM Complex , Matikhalo-761045, Dist-Ganjam (Branch code 1830).
- 7.5 EMD can also be submitted in the form of an irrevocable and confirmed Bank Guarantee valid for **120 days** from the date of opening of the bid. The Bank Guarantee shall be from State Bank of India including its subsidiaries or any Nationalized Bank or a Scheduled Bank authorized by Reserve Bank of India to issue such Bank Guarantee on a non-judicial stamp paper of value of Rs.200/- (Rupees Two Hundred Only). The stamp paper shall be purchased in the name of the Bank. In case of Foreign Bidder, the same shall be from reputed commercial bank of the bidder's country acceptable to IREL(INDIA)LIMITED / Reserve Bank of India which has to be confirmed by State Bank of India including its subsidiaries or any Nationalized Bank in India. BG issued from Co-operative banks shall not be accepted. The BG is to be submitted strictly as per Format-I of Annexure enclosed with this tender document. The Bank Guarantee for EMD shall also have provision for extension by the banker upon request by the bidder. The bidder shall arrange for extension of validity upon request from IREL(INDIA)LIMITED. Further, the genuineness of the BG's shall be checked from the issuing bank by us.

7.6 Exemption from payment of EMD:

Public Sector Undertakings, State Government Undertakings are exempted from payment of EMD subject to approval of our Competent Authority. MSME/Small Scale Industries (SSI) with current valid registration with State or Central Govt. are also exempted from payment of EMD (after ensuring that the registration in case of SSI) pertains to the class of items/ stores/ works for which the tender is floated) subject to approval of our Competent Authority.

In case bidder seeks exemption from payment of the EMD as per tender provision, necessary valid documents shall be uploaded, failing which IREL(INDIA)LIMITED reserves the right to reject the tender.

7.7 The earnest money shall be dealt with as follows:

- 1) In case of unsuccessful tenderer it shall be returned without any interest within 30 days after finalization of order or such extended time as mutually agreed upon, on production of original Money Receipt, if any, issued by IREL(INDIA)LIMITED.
- 2) In case of successful bidder (successful tenderer), it shall be adjusted without interest as Security Deposit if EMD is deposited by way of demand draft. If EMD is submitted by way of bank guarantee the same cannot be as such converted to BG for Security Deposit. It shall be returned on submission of fresh BG towards security deposit.

7.8 EMD is liable to be forfeited if:

- i) The tenderer indulges himself in any undesirable practice or malpractice.
- ii. The tenderer during the tender validity period resiled from his offer or modifies the terms and conditions thereof in a manner not acceptable to M/s. IREL(INDIA)LIMITED.
- iii. The tenderer does not convey his written acceptance within a maximum period of 15 days of the purchase/work order placed on him by M/s. IREL(India) Ltd.
- iv. The successful tenderer does not deposit the security deposit within the stipulated period.
- v. The successful tenderer does not execute an agreement in stamp paper as per law for due fulfillment of the contract before the date specified for the purpose in the Letter of Intent or in the Work Order.

8.0 SECURITY DEPOSIT, PERFORMANCE BANK GUARANTEE & RETENTION MONEY

- 8.1 The successful tenderer (referred as successful bidder) is required to furnish Demand draft/ Bankers Cheque or Bank Guarantee as per Format-II of Annexure, in favour of IREL(India) Ltd, OSCOM, for an amount equivalent to five (5) per cent of the contract value towards Security Deposit (after adjusting EMD amount, if EMD is deposited by way of demand draft/ Bankers Cheque) towards the satisfactory performance of the contract, within 30 (Thirty) days of the receipt of letter of acceptance or commencement of work at site, whichever is earlier. The same is to be forwarded to SM(Materials), I/C Purchase Department. However, if EMD is submitted in the form of Bank Guarantee, the same shall not be converted to SD BG and as such fresh Bank Guarantee towards Security Deposit is to be submitted. The SD shall not bear any interest, and is liable to be forfeited for unsatisfactory completion or on abandonment of the supply/ work order. Additional amount of SD due to enhancement in scope of work is to be submitted by the successful tenderer.

8.2 Exemption from payment of SD:

Public Sector Undertakings, State Government undertakings, may be exempted from payment of SD at sole discretion if IREL(INDIA)LIMITED.

8.3 FORFEITURE OF SECURITY DEPOSIT

The SD money shall stand forfeited in favour of IREL(INDIA)LIMITED, without any further notice to the contractor in the following circumstances:

- (i) In case of any failure whatsoever on the part of the Supplier/ contractor at any time during performance of his part of the contract including the extended periods of contract, where notice is given and time for rectification allowed.
- (ii) If the Supplier/ contractor indulges at any time in any subletting/ sub-contracting of any portion of the supplies/ works without approval of IREL(INDIA)LIMITED.
- (iii) If the Supplier/ contractor abandons the supply /order.

9.0 PRICE PREFERENCE CLAUSES

9.1 Benefits to Micro & Small Enterprises (MSE's) & Startup's:

The MSE's registered with National Small Industries Corporation (NSIC) / startup's as defined by relevant rules are eligible for the following benefits:

- (a) Issue of tender document free of cost
- (b) Exemption from payment of Earnest Money Deposit

The MSE's / Startups are required to **submit valid Registration Certificate** issued by NSIC along with tender. MSE's / Startup claiming the above benefits have to exclusively mention in their offer for consideration by IREL(INDIA)LIMITED.

9.2 CONDITIONS FOR START-UP COMPANIES

1. Subject to meeting of Quality and Technical specifications, IREL(INDIA)LIMITED (India) Limited may consider allowing the participation of "Start up" companies with capability to execute the services, as per technical specifications/ perform the job as per scope of work specified in the tender and subject to meeting extant & relevant guidelines of Government of India. This should be confirmed and substantiated in the technical bid.
2. The bidder who intends to participate as "Start up" company should enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India during submission of Technical bid.
3. Prequalification Criteria with respect to Prior Turnover and Prior Experience may be relaxed for Startups as per the GOI guidelines.
4. However, there may be circumstances like procurement of items/services related to public safety, health, critical security operations and equipment, etc wherein IREL(INDIA)LIMITED (India) Limited reserves the right to not consider relaxation of Prior Turnover and Prior Experience for Startup Companies as per GOI guidelines.
5. Startup Companies, who are also registered as MSEs and wish to avail the benefits as applicable to MSE, shall submit relevant documents covered under Conditions for Micro and Small Enterprises elsewhere in this tender.

9.3 DECLARATION IN CASE OF MSE BIDDERS/ START-UP COMPANIES

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

- a) We are a Micro / Small Enterprise, as on bid closing date of this tender.
- b) We are a service provider for quoted services and valid documentary evidence for same is submitted.
- c) MSE certificate submitted by us is authentic & valid as on bid closing date of this tender.
- d) We are a 'Start-up' company and we are enclosing copy of certificate of recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India.
- e) We declare the above details are true. In case any of the details are found to be false/untrue, our offer will be liable for rejection /cancellation of order/ subjected to appropriate actions as per tender Terms & Conditions.

Authorized Signatory
(With Company Seal & Signature)

9.4 PUBLIC PROCUREMENT POLICY FOR MICRO AND SMALL ENTERPRISES

Following provision has been incorporated in tender for MSEs, in line with notification of Government of India, vide Gazette of India No. 503 dated 26.03.2012 proclaiming the Public Procurement Policy on procurement of goods, works and services from Micro and Small Enterprises

- i) Issue of tender document to MSEs free of cost.
- ii) Exemption to MSEs from payment of EMD/Bid Security.
- iii) In Tender participating Micro and Small Enterprises quoting price within the price band of L1 + 15% shall also be allowed to supply/execute a portion of requirement by bringing down their prices to L1 price in a situation where L1 price is from someone other than a micro and small enterprise and such micro and small enterprises shall be allowed to supply upto 25% of the total tendered value.

In case of more than one such Micro and Small Enterprises, the supply/services shall be shared proportionately (to tendered quantity). Further, out of above 25%, 5% (20% of 25%) shall be reserved for MSEs owned by SC/ST entrepreneurs. Further, 3% shall be reserved for MSEs owned by women within above 25% reservation. The respective quota(s) shall be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs/MSEs owned by women. Further, the definition of MSEs owned by Women shall be as per the definition for MSEs owned by SC/ST entrepreneurs. The quoted prices against various items shall remain valid in case of splitting of quantities of the items above.

9.5 In case tendered item/job is non-splitable or non- dividable (specified in Bid Data Sheet) , MSE quoting lowest price within price band L1 (other than MSE) + 15% , may be awarded for full/ complete supply of total tendered value subject to matching of L1 price.

The MSEs owned by SC/ST entrepreneurs shall mean:-

- a) In case of proprietary MSE, Proprietor(s) shall be SC/ST.
- b) In case of partnership MSE, the SC/ST partners shall be holding atleast 51% share in the unit c) In case of private Limited Companies, at least 51%share is held by SC/ST. If the MSE is owned by SC/ST entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

In case bidder is a Micro or Small Enterprise under the Micro, Small and Medium Enterprises Development Act, 2006, the bidder shall submit the following :

- a) Documentary evidence that the bidder is a Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises or Udyog Aadhaar Memorandum.
- b) If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard. The above documents submitted by the bidder shall be duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp. If the bidder does not provide the above confirmation or appropriate document or any evidence, then it will be presumed that they do not qualify for any preference admissible in the Public Procurement Policy (PPP) 2012.

Further, MSEs who are availing the benefits of the Public Procurement Policy (PPP) 2012 get themselves registered with MSME Data Bank being operated by NSIC, under SME Division, M/o MSME, in order to create proper data base of MSEs which are making supplies to CPSUs. It may be noted that Government of India has implemented Trade Receivable Discounting System (TReDS) to address challenges faced by MSMEs in delayed payments (after receipt/acceptance of Material/Services) from Government buyers leading to shortfall of Working Capital. TReDS is an online electronic institutional mechanism for facilitating the financing of trade receivables of MSMEs through multiple financiers. IREL(INDIA)LIMITED (INDIA) LTD is already registered on the TReDS platform. You are requested to kindly register on the TReDS platform. The MSME vendors can avail the TReDS facility if they want to.

If against an order placed by IREL(INDIA)LIMITED (INDIA) LTD, successful bidder(s) (other than Micro/Small Enterprise) is procuring material/services from their sub-vendor who is a Micro or Small Enterprise registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises with prior consent in writing of the purchasing

authority/Engineer-in-charge, the details like Name, Registration No., Address, Contact No. details of material & value of procurement made, etc. of such Enterprises shall be furnished by the successful bidder at the time of submission of invoice/Bill.

The benefit of policy are not extended to the traders/dealers/ Distributors /Stockiest/Wholesalers.

10.0 EFFECT AND VALIDITY OF BID:

- (i) The submission of any bid connected with these documents and specifications shall constitute an agreement that the bidder shall have no cause of action or claim against IREL(INDIA)LIMITED for rejection of his bid.
- (ii) The bid shall be valid for a period of 90 **(Ninety days) from the date of opening of techno-commercial bids.**

11.0 RIGHT TO REJECT THE TENDER:

- (a) IREL(INDIA)LIMITED reserves the right to reject any tenders whatsoever without assigning any reason thereof.
- (b) IREL(India) Ltd. reserves the right to modify/ add/ reduce the scope, either in whole or in part any of the clauses mentioned herein without assigning any reason thereof. This right includes right of division of the work / bill of quantities among various tenderers to the advantages of IREL(India) Ltd. The tenderers on their part shall accept such part offered by IREL(INDIA)LIMITED. The splitting of the quantity amongst more than one tenderer can be in the ratio of 70:30/ 60:40 with the rates offered by the overall lowest bidder.

12.0 GST COMPLIANCE

The supplier of goods or services or both shall indicate all the particulars/contents as required under CGST/SGST/IGST/UTGST provisions read with rules made there under including the following.

- I. Correct Name, Address and GSTIN of the supplier / Recipient
- II. Invoice should be raised as per the GSTIN format.
- III. Correct classification of supply of goods or service or both according to the provision as required in the statute.
- IV. The supplier / Contractor shall issue Original Copy of Tax Invoice to IREL(INDIA)LIMITED based on which ITC can be claimed.
- V. Supplier / Contractor shall declare that supply date as mentioned in the invoice shall be disclosed in the concerned relevant month return.
- VI. Bidder shall declare that Supplier / Contractor will compensate the ITC if not allowed to IREL(INDIA)LIMITED due to Non Disclosure or improper disclosure or wrong filing of GST returns.
- VII. The supplier of goods has to issue waybill as and when required as per the provisions of GST law for supply of goods.
- VIII. IREL(INDIA)LIMITED reserves the right to deduct / withhold taxes as per prevailing provisions of GST Law.

13.0 INSPECTION OF SITE AND OTHER CONDITIONS:

Once the tenderer submits his bid, the following are fully understood by both the parties (i.e. IREL(INDIA)LIMITED and the Tenderer) binding on them:

- (a) Before the tenderer submits his offer, the tenderer is deemed to have carefully examined the Technical Specification, General and Special Conditions of Contract and other details relating to tender requirement and fully acquaint himself as to all conditions and matters which may in any way affect the work or the cost thereof. The bidder shall be deemed to have obtained on his own and independently all necessary information for the purpose of preparing the bid and his bid as accepted shall be deemed to have taken into account all contingencies as may arise due to such information or lack of the same.

- (b) IREL(INDIA)LIMITED shall not entertain any request for clarifications from the bidders regarding such local conditions. Any neglect or omission or failure on the part of the bidder in obtaining necessary and reliable information as stated above or on any other matter affecting the bidder shall not relieve him from any risks or liabilities or the entire responsibility for completion of the work in accordance with the tender document.
- (c) The bidder shall be deemed to have acquainted himself with the Indian Income Tax Act, 1961, Indian Companies Act, 1956, Indian Customs Act, 1962, Indian Electricity Act 2003, Factories Act 1948, Indian Mines Act 1952, Pollution Control Regulation and other related Acts & Laws prevalent in India and as amended from time to time.

14.0 NO CLAIM FOR COMPENSATION FOR SUBMISSION OF TENDER:

The tenderer whose tender is not accepted shall not be entitled to claim any costs, charges, expenses of and incidental to or incurred by him through or in connection with his submission of tender, even though IREL(INDIA)LIMITED may elect to withdraw the invitation to tender.

15.0 RISK PURCHASE CLAUSE

After award of the contract, if the tenderer fails to execute the supply as per tender or at any time repudiates the order, IREL(INDIA)LIMITED have the right to forfeit the EMD and invoke the security deposit and execute the order from other agencies at the risk and cost of the tenderer. The cost difference between the alternative arrangements and total contract value will be recovered from the tenderer along with other incidental charges. In case of execution of order through alternative sources and if price is lower, no benefit on this account will be passed on to the tenderer.

16.0 RELATED PARTY:

Bids submitted by related parties in which there seems to be collusion are liable to be rejected. Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and /or operating decision.

17.0 LEGAL JURISDICTION:

Without prejudice Civil court of Chatrapur, Dist-Ganjam (Orissa-761020) shall have jurisdiction to deal with or to decide any legal issue or dispute whatsoever arising out of this tender.

In case of any clarifications w.r.t the tender, Email may please be forwarded vide Email to purchase-os@irel.co.in.

18.0 **ETHICS IN TENDERING & OTHER BUSINESS DEALINGS**

IREL(India) Ltd, a Government of India Undertaking, under the administrative control of Department of Atomic Energy is doing its business as per the rules and regulation of the Public Sector Undertaking and other statutory agencies. The business is done in an ethical, rational & impartial manner with good Corporate Governance.

In our Endeavour to be more transparent in our dealings and to support our ideology all Vendors, Customers and Business Partners are requested not to provide any gift and /or inducement to any of our employees for securing/being granted favour in dealings with our Company. In assurance of your commitment to the aforesaid, it will be highly appreciated if you fill up, sign and abide by the attached undertaking.

Report of any gifts and /or inducements sought by any employee of the company (IREL(INDIA)LIMITED) should be immediately reported to any one of the following:

Sri D Singh, Chairman & MD IREL(India) Ltd 1207 VS Marg,Prabhadevi Mumbai 400 028 Ph.022-24225778 Email: cmd@irel.gov.in	Chief Vigilance Officer IREL(India) Ltd 1207 VS Marg,Prabhadevi Mumbai 400 028 Ph.022-24221068 Email: cvo@irel.gov.in
<p>or</p> Sri A J Janarthanan, CGM & Head, OSCOM, IREL(INDIA)LIMITED, OSCOM, PO-Matikhalo, Dist-Ganjam, Orissa-761045. Ph: 06811-257890-95 Email: headireo@sancharnet.in	

We assure you those complaints, if any, made by you on the subject will be kept confidential and fair investigation will be conducted and appropriate action will be taken. Similarly, we expect your commitment to the under taking and its violation will have consequences as per prevailing rule of the company.

Thanking you,
For IREL(INDIA)LIMITED,

S/d
DGM (Purchase)

19.0 UNDERTAKING TO BE SUBMITTED BY TENDERER

Date:

To

**M/s. IREL(INDIA)LIMITED
OSCOM, Matikhalo-761045.**

I/ We.....am/are a Vendor/ Customer of IREL(INDIA)LIMITED.

I/We agree and undertake:

- (i) Not to provide any gift and/ or inducement to any employee of the company in connection with securing/ being granted favour(s) in my/our dealings with the company and its field Unit namely OSCOM at Orissa,
- (ii) To immediately report any gift and / or inducement sought by any employee of the company in exchange of the company and /or its field Units granting favour(s) to me/us in my/our dealings with the company and /or its field units.

Signature:.....

Name:.....

Address (with seal):.....

PRE-QUALIFICATION CRITERIA

Tenderer should meet the following minimum pre-qualification criteria:

(i) Technical competence:

Bidders should be experienced in having successfully executed similar works as detailed below in CPSUs / Central Govt. Dept./ State Govt./ Semi- Govt./ Autonomous bodies or private organizations during **last seven (7) years ending April 2020** and meeting the value requirement as below

Execution of at least one order for “similar work for a value of not less than **Rs.6.58 Lakhs.**

OR

Execution of two orders for “similar works for a value each not less than of **Rs. 4.11 Lakhs.**

OR

Execution of three orders for “similar works for a value each not less than of **Rs. 3.29 Lakhs.**

Definition of Similar work(s):

“Any agency, having successfully executed Civil Maintenance /maintenance activities and/or supply of Skilled workmen to any industry.

In proof of the above PQ requirement, bidder is required to submit copy of the W.O/S.C along with completion/satisfactory performance certificate.

(ii) Financial Soundness :

Average Financial turn over **during last three years ending March 2019 shall not be less than Rs.2.46 Lakhs.** Financial Statements / IT Returns for the above periods is to be submitted. In case of Public/ Private Limited companies, Published annual accounts will be accepted.

Documents against the Pre-qualification criteria as above complete in all respect must be uploaded. Failure to compliance of above shall make the bid incomplete and as such it shall be rejected. In the absence of receipt of Pre-qualification criteria, the offer will not be considered under any circumstances

The offers of the bidders who have defaulted in the past in execution of the contracts or in complying with the obligations as per the contract shall not be considered.

EVALUATION BASIS FOR TENDER:

- Evaluation of the technically qualified offers as per pre-qualification criteria shall be done based on the total landed price at IREL (INDIA) Limited , OSCOM.
- Evaluation shall be done on overall L-1 basis after taking net off Input Tax Credit.
- Parties who have defaulted in execution of contracts in previous instances at IREL (INDIA) Limited ,OSCOM shall not be considered.
- MSME and startup enterprises shall be allowed relaxation on prior experience and turnover as per policy circular 1(2)(1) 2016-MA dated:10th March 2016. Provided they can prove that they are technically capable to deliver as per quality Specification

GENERAL CONDITIONS OF CONTRACT (GCOC)

1. DEFINITIONS AND INTERPRETATIONS

- 1.0 Unless inconsistent with or otherwise indicated by the context, the following terms stipulated in this CONTRACT shall have the meaning as defined hereunder.
- 1.1 **CONTRACT**
Shall mean a written CONTRACT signed between IREL(INDIA)LIMITED and the CONTRACTOR (the successful bidder) including subsequent amendments to the CONTRACT in writing thereto.
- 1.2 **IREL(INDIA)LIMITED:**
Shall mean IREL(INDIA)LIMITED., India and shall include its legal representatives, successors and permitted assignees.
- 1.3 **SITE**
Shall mean the place in which the operations/services are to be carried out or places approved by IREL(INDIA)LIMITED for the purposes of the CONTRACT together with any other places designated in the CONTRACT as forming part of the site.
- 1.4 **IREL(INDIA)LIMITED'S SITE REPRESENTATIVE/ ENGINEER**
Shall mean the person or the persons appointed by IREL(INDIA)LIMITED from time to time to act on its behalf at the site for overall co-ordination, supervision and project management at site.
- 1.5 **CONTRACTOR:**
Shall mean any person/ persons/ firm/ company etc. to whom work has been awarded and whose bid has been accepted by IREL(INDIA)LIMITED and shall include its authorized representatives, successors and permitted assignees.
- 1.6 **SUB-CONTRACT:**
Shall mean order/ contract placed by the CONTRACTOR for any portion of the CONTRACT or work sublet with necessary written consent of IREL(INDIA)LIMITED on third party. Such sub-letting shall not relieve the CONTRACTOR from any obligation, duty or responsibility under the CONTRACT.
- 1.7 **SUB-CONTRACTOR:**
Shall mean any person or persons or firm or their legal representatives, successors, assignees to whom part of CONTRACT has been sublet by the CONTRACTOR after necessary consent of IREL(INDIA)LIMITED.
- 1.8 **CONTRACTOR'S REPRESENTATIVE**
Shall mean such person/or persons duly appointed representative at the site and base as the CONTRACTOR may designate in writing to the IREL(INDIA)LIMITED as having authority to act for the CONTRACTOR in matters affecting the work and to provide the requisite services.
- 1.9 **CONTRACT PRICE**
Shall mean the sum accepted or the sum calculated in accordance with the rates accepted by IREL(INDIA)LIMITED and amendments thereof, and shall include all fees, registration and other charges paid to statutory authorities without any liability on IREL(INDIA)LIMITED for any of these charges. The prices will remain firm during currency of the CONTRACT unless specifically agreed to in writing by IREL(INDIA)LIMITED.

- 1.10 **DAY**
Shall mean a calendar day of twenty-four (24) consecutive hours beginning at 0000 hours with reference to local time at the site.
- 1.11 **EQUIPMENT/MATERIALS/GOODS:**
Shall mean and include any equipment, machinery, instruments, stores, goods which CONTRACTOR is required to provide to the IREL(INDIA)LIMITED for/under the CONTRACT and amendments thereto.
- 1.12 **WORKS / OPERATIONS:**
Shall mean all work to be performed by the CONTRACTOR as specified in the Scope of Work under this CONTRACT.
- 1.13 **GUARANTEE:**
Shall mean the period and other conditions governing the warranty/ guarantee of the works as provided in the CONTRACT.
- 1.14 **MOBILISATION:**
Shall mean rendering the resources as per CONTRACT and ready to begin work at site designated by IREL(INDIA)LIMITED and IREL(INDIA)LIMITED's acceptance in this regard. The date and time of IREL(INDIA)LIMITED's acceptance will be treated as the date and time of mobilisation.
- 1.15 **DEMOBILISATION:**
Shall mean the removal of all things forming part of the mobilisation from the site of IREL(INDIA)LIMITED. The date and time of above shall be treated as the date and time of de-mobilisation.
- 1.16 **FACILITY:**
Shall mean all property of the IREL(INDIA)LIMITED owned or hired by IREL(INDIA)LIMITED.
- 1.17 **SINGULAR/ PLURAL WORDS:**
Save where the context otherwise requires, words imparting singular number shall include the plural and vice versa and words imparting neutral gender shall include masculine or feminine gender and vice versa.
- 1.18 **GROSS NEGLIGENCE**
Shall mean any act or failure to act (whether sole, joint or concurrent) by a person or entity which was intended to cause, or which was in reckless disregard of or wanton indifference to, avoidable and harmful consequences such person or entity knew, or should have known, would result from such act or failure to act. Notwithstanding the foregoing, Gross negligence shall not include any action taken in good faith for the safeguard of life or property,
- 1.19 **WILLFUL MISCONDUCT**
Shall mean intentional disregard of good and prudent standards of performance or proper conduct under the CONTRACT with knowledge that it is likely to result in any injury to any person or persons or loss or damage of property.
- 2.0 **ENGINEER-IN-CHARGE (EIC)/ OFFICER-IN-CHARGE(OIC):**
The Engineer-in-charge/ Officer-in-Charge shall have authority for General supervision, Follow up of supply and direction of the work direction to stop the work whenever such stoppage may be necessary to ensure the proper execution of the Contract to reject all works/ materials/services which do not conform to the contract.

The EIC/OIC shall have no authority to either relieve the successful tenderer of any of his duties or obligations under this contract or except as expressly provided here-in-under or elsewhere in the contract to order any work involving delay or any extra payment by the company or to make any variation of or in the work.

3.0 Singular and Plural

Words imparting the singular only also include the plural and vice versa where the context requires; words imparting persons include firms or corporations and vice versa where the context requires. Word imparting masculine gender includes the feminine gender and vice versa where the context so requires.

4.0 CONFLICT AND INTERPRETATION OF DOCUMENTS:

4.1 The several documents forming the contract are to be taken as mutually explanatory of one another.

4.2 In case conflicting statements or directives should occur among the contract documents, it shall be the responsibility of the successful bidder to notify the contractee, with a copy sent concurrently to the EIC/OIC, immediately in writing and obtain instructions from the contractee to eliminate the conflict.

4.3 The successful bidder shall notify the contractee, with a copy sent concurrently to EIC/OIC, promptly of any discrepancies, omissions or doubts it may have, regarding drawings, specifications or other documents. Noted or calculated dimensions shall always be followed

4.4 In the event of conflict between various documents forming the contract, the relevant terms and conditions of the work order shall prevail over those of all such other documents forming the contract and binding on the Parties.

5.0 CORRESPONDENCE:

5.1 All correspondence among the contractee, the engineer and the successful bidder and the titles and written notations on drawings etc. shall be in **English** language only

5.2 The contractee /engineer/ inspector designates the following address:

**IREL(India) Ltd,
(Orissa Sands Complex)
P.O. Matikhalo-761045,
Dist-Ganjam, Orissa, INDIA**

6.0 Standards

The Machinery and Services supplied under this Contract shall conform to the standards mentioned in the Technical Specifications and, when no applicable standard is mentioned, the latest current edition or revision of the relevant Indian Standards and Codes shall be considered.

7.0 Scope of Order and Specifications

Contractor shall supply the material or execute the work/ provide service according to the specifications enclosed and in accordance with all conditions both general and specific enclosed with order, unless any or all of them have been modified or cancelled in writing either as a whole or in part by IREL(INDIA)LIMITED.

8.0 Inspection of site

The bidder or his representative shall be deemed to have inspected and examined the site and surroundings before submitting his tender and shall obtain the necessary information as to risks and other circumstances which may influence or affect his tender.

9.0 DEATH, BANKRUPTCY ETC.:

If the Contractor dies or dissolve or go into bankruptcy, or being a corporation cause to be wound up except for reconstruction purposes or carry on its business under a receiver, the executors, successors or other

representatives in law of the estate of the Contractor or any such receiver, liquidator, or any person in whom the contract may become vested, shall forthwith give notice thereof in writing to IREL(INDIA)LIMITED and shall remain liable for the successful performance of the contract, and nothing aforesaid shall be deemed to relieve the Contractor or his successors of his or their obligations under the contract under any circumstances. IREL(INDIA)LIMITED may terminate the Contract by notice in writing to the Contractor.

10.0 ASSIGNMENT AND SUBLETTING:

- (i) The contractor shall not assign, sublet or transfer the contract or any part thereof or any benefit or interest therein or there under without the written consent of company.
- (ii) The contractor shall not sublet the whole or any part of the work without the written consent of the company and such consent, if given, shall not establish any contractual relationship between the sub-contractor (s) and the company and shall not relieve the contractor of any responsibility, liability, or obligations under the contract and the contractor shall be responsible for the acts, defaults or neglects of any sub-contractor or his agent or workmen.

11.0 FORCE MAJEURE:

- (i) Force majeure is an event beyond the control of supplier/contractor and not involving the supplier's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to acts of the IREL(INDIA)LIMITED/ Supplier either in its sovereign or contractual capacity, wars or revolution, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, and freight embargoes. The decision about force majeure shall rest with IREL(INDIA)LIMITED which shall be final and binding.
- (ii) If there is delay in performance or other failures by the supplier to perform obligations under its contract due to event of a Force Majeure, the supplier/contractor shall not be held responsible for such delays/failures.
- (iii) If a Force Majeure situation arises, the supplier shall promptly notify IREL(INDIA)LIMITED in writing of such conditions and the cause thereof within fifteen days of occurrence of such event. Unless otherwise directed by IREL(INDIA)LIMITED in writing, the supplier shall continue to perform its obligations under the contract as far as reasonable/practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- (iv) If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period of exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.

12.0 DUTIES AND POWER /AUTHORITY:

12.1 The duties and authorities of the IREL(INDIA)LIMITED's site representative are to act on behalf of the IREL(INDIA)LIMITED for:

- (i) Overall supervision, co-ordination at site
- (ii) Proper utilization of equipment and services.
- (iii) Monitoring of performance and progress
- (iv) Commenting/ countersigning on reports made by the CONTRACTOR's representative at site in respect of works, receipts, consumption etc. after satisfying himself with the facts of the respective cases.
- (v) He shall have the authority, but not obligation at all times and any time to inspect/ test/ examine/ verify any equipment machinery, instruments, tools, materials, personnel, procedures and reports etc. directly or indirectly pertaining to the execution of the work. However this shall not construe to imply an acceptance by the inspector. Hence, the overall responsibility of quality of work shall rest solely with the CONTRACTOR.

- (vi) Each and every document emerging from site in support of any claim by the contractor has to have the countersignature/ comments of the IREL(INDIA)LIMITED's representative/ engineer without which no claim will be entertained by the IREL(INDIA)LIMITED.

12.2 CONTRACTOR's representative:

- (i) The CONTRACTOR's representative shall have all the powers requisite for the performance of the works.
- (ii) He shall liaise with IREL(INDIA)LIMITED's representative for the proper co-ordination and timely completion of the works and on any matter pertaining to the works.
- (iii) He will extend full co-operation to IREL(INDIA)LIMITED's representative/inspector in the manner required by them for supervision/inspection/observation of equipment, material, procedures, performance, reports and records pertaining to works.
- (iv) To have complete charge of CONTRACTOR's personnel engaged in the performance of the work and to ensure compliance of rules and regulations and safety practice.

13.1 CONTRACT DOCUMENT:

13.1 Governing language:

The governing language for the CONTRACT shall be English. All CONTRACT documents and all correspondence and communication to be given and all other documentation to be prepared and supplied under the CONTRACT shall be written in English and the CONTRACT shall be construed and interpreted in accordance with English language.

13.2 Modification in CONTRACT:

All modifications leading to changes in the CONTRACT with respect to technical and/or commercial aspects, including terms of delivery, shall be considered valid only when accepted in writing by IREL(INDIA)LIMITED by issuing amendment to the **CONTRACT**. IREL(INDIA)LIMITED shall not be bound by any printed conditions, provisions in the CONTRACTOR's BID, forms of acknowledgement of **CONTRACT**, invoice, packing list and other documents which purport to impose any condition at variance with or supplement to **CONTRACT**.

13.3 Waivers:

It is fully understood and agreed that none of the terms and conditions of this CONTRACT shall be deemed waived by either party unless such waiver is executed in writing only by the duly authorised agents or representative of both the parties. The failure of either party to execute any right shall not act as a waiver of such right by such party.

14.0 Alteration of specifications, patterns and drawings:

During the progress of the work, IREL(INDIA)LIMITED may require deviations from, additions to or omission in the drawings, specifications and the scope of work originally agreed upon between the Contractor and IREL(INDIA)LIMITED. Such changes shall not invalidate the Contract. The Contractor shall make such changes of whatever character they may be, as part of the Contract. As from that date the Stores shall be in accordance with the specifications, patterns and drawings so altered which the contractor is bound to comply with.

No change in the scope of the work shall be made without a written instruction issued therefore by IREL(INDIA)LIMITED. Revised drawings, bills of materials or specifications, shall also be considered as written instructions.

In the event of such alteration involving a revision in the cost, the same shall be discussed and mutually agreed to taking into account the unit rates of similar items in the contract. In case of disagreement, the decision of IREL(INDIA)LIMITED, in the cost, shall be final and conclusive.

15.0 Method of Black Listing/ banning Vendors and revocation of ban:

Any failure by the vendor to supply/execute the contract as per order may result in black listing of vendors name from approved list of vendors. The black listed vendor shall not be considered for a minimum period of one year from the date of black listing. However, Our Competent Authority can revoke any black listing order subject to adequate justification for the same.

Further, our Competent Authority may blacklist the bidder, if the bidder changes bid either techno-commercial and / or price or withdraws his bid after receipt of the same and during the validity period of bid.

Further, the vendor shall be banned from doing any business with the company with the approval of Competent Authority in case of:

- a. If security considerations including question of loyalty to the state so warrant.
- b. If the proprietor of the firm, its partner or representative is convicted by a court of law following prosecution for offences relating to business dealings.
- c. If there is strong justification for believing that the proprietor or employee or representative of the firm has been guilty of malpractice such as bribery, corruption, fraud, substitution of tenders, interpolation, misrepresentation, evasion or habitual default in payment of any tax levied by law, etc.

An order for ban / suspension passed for a certain specified period shall be deemed to have been automatically revoked on expiry of that specified period and it will not be necessary to issue a specific formal order of revocation, except that an order of suspension/ban passed on account of doubtful loyalty or security consideration shall continue to remain in force until it is specifically revoked.

An order of ban on grounds of conviction by Court of Law may be revoked if, in respect of the same facts, the accused has been wholly acquitted by a court of law.

16.0 Secrecy

The Contractor shall not at any time during the pendency of the contract or there after disclose any information furnished to them by IREL(INDIA)LIMITED or any drawings, designs, reports and other documents and information prepared by the Contractor for this contract, without the prior written approval of IREL(INDIA)LIMITED except in so far as such disclosure is necessary for the performance of the Contractor's work and service hereunder.

17.0 Indemnity

The contractor shall indemnify IREL(INDIA)LIMITED and keep IREL(INDIA)LIMITED indemnified to the extent of the value of free issue materials to be issued till such time the entire contract is executed and proper account for the free issue materials is rendered and the left over/surplus and scrap items are returned to IREL(INDIA)LIMITED. The contractor shall not utilize IREL(INDIA)LIMITED's free issue materials for any job other than the one contracted out in this case and also not indulge in any act, commission or negligence which will cause/result in any loss/damage to IREL(INDIA)LIMITED and in which case, the Contractor shall be liable to IREL(INDIA)LIMITED to pay compensation to the full extent of damage/loss and undertake to pay the same.

18.0 DISCIPLINE:-

CONTRACTOR shall maintain strict discipline among its employees and and shall abide by and conform to all rules and regulations promulgated by the IREL(INDIA)LIMITED governing the operations. Should IREL(INDIA)LIMITED feel that the conduct of any of CONTRACTOR/SUB-CONTRACTOR's employees is detrimental to IREL(INDIA)LIMITED's interest, the IREL(INDIA)LIMITED shall have the unqualified right to request for the removal of such employee either for incompetence, unreliability, misbehavior, security reasons etc. while on or off the job. The CONTRACTOR shall comply with any such request to remove such

personnel at CONTRACTOR's expense unconditionally. The CONTRACTOR will be allowed a maximum of 7 working days to replace the person by competent qualified person at CONTRACTOR's cost.

19.0 SAFETY AND LABOUR LAWS:-

CONTRACTOR shall comply with the provision of all laws including Labour Laws, rules, regulations and notifications issued there under from time to time. All safety and labour laws enforced by statutory agencies and by IREL(INDIA)LIMITED shall be applicable in the performance of this CONTRACT and CONTRACTOR shall abide by these laws.

CONTRACTOR shall take all measures necessary or proper to protect the personnel, work and facilities and shall observe all reasonable safety rules and instructions.

The CONTRACTOR shall report as soon as possible any evidence which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.

During the tenure of this CONTRACT nothing shall be done by the CONTRACTOR in contravention of any law, act and/or rules/regulations, there under or any amendment thereof. Pl. refer Annexure-I for Compliance of all statutory obligations.

20.0 Accident or Injury to Workmen

The Contractor shall be solely liable for any accident or injury that may happen to any of his personnel engaged in the Contract. The company shall not be liable for, or in respect of, any damage or compensation payable at law in respect of, or in consequence of, any accident or injury to any personnel in the employment of the Contractor and the Contractor shall indemnify and keep indemnified the company against all such claims, damages, compensations and proceedings.

The Contractor shall forthwith report to the company all cases of accidents to any of his personnel and shall make every arrangement to render all possible assistance and aid to the victims of the accident.

21.0 INSURANCE:-

CONTRACTOR shall, at his own expense, arrange appropriate insurance to cover all risks assumed by the CONTRACTOR under this CONTRACT in respect of its personnel deputed under this CONTRACT as well as CONTRACTOR's equipment, tools and any other belongings of the CONTRACTOR or their personnel during the entire period of their engagement in connection with this CONTRACT. IREL(INDIA)LIMITED will have no liability on this account.

22.0 TERMINATION

22.1 Termination on expiry of the CONTRACT

This Agreement shall be deemed to have been automatically terminated on the expiry of the CONTRACT period unless the IREL(INDIA)LIMITED has exercised its option to extend this CONTRACT in accordance with the provisions, if any, of this CONTRACT.

22.2 Termination on account of force majeure

Either party shall have the right to terminate this CONTRACT on account of Force Majeure.

22.3 Termination on account of insolvency

In the event the CONTRACTOR or its collaborator at any time during the term of this Agreement becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the IREL(INDIA)LIMITED shall, by a notice in Writing have the right to terminate this CONTRACT and all the CONTRACTOR's rights and privileges hereunder, shall stand terminated forthwith.

22.4 Termination for unsatisfactory performance

If IREL(INDIA)LIMITED considers that the performance of the CONTRACTOR is unsatisfactory or, not upto the expected standard, the IREL(INDIA)LIMITED shall notify the CONTRACTOR in writing and specify in detail the cause of such dissatisfaction. The IREL(INDIA)LIMITED shall have the option to terminate this Agreement by giving 30 days notice in writing to the CONTRACTOR, if, CONTRACTOR fails to comply with the requisitions contained in the said written notice issued by the IREL(INDIA)LIMITED.

22.5 Termination for delay in mobilization

Successful bidder shall be required to mobilise complete resources for commencement of services at the specified site within a maximum number of 15 days from the date of order. If the CONTRACTOR (successful bidder) fails to mobilise as above, IREL(INDIA)LIMITED shall have, without prejudice to any other clause of the CONTRACT, the right to terminate the contract.

22.6 Consequences of termination

In all cases of termination herein set forth, the obligation of the IREL(INDIA)LIMITED to pay shall be limited to the period upto the date of termination. Notwithstanding the termination of this Agreement, the parties shall continue to be bound by the provisions of this Agreement that reasonably require some action or forbearance after such termination. In case of termination of Contract herein set forth, except under 22.1 and 22.2, and / or annulment of the contract due to non-submission of Security Deposit, following actions shall be taken against the Contractor:

- i. IREL(INDIA)LIMITED shall conduct an inquiry against the Contractor and consequent to the conclusion of the inquiry, if it is found that the fault is on the part of the Contractor, then they shall be put on holiday [i.e neither any tender enquiry will be issued to such a Contractor by IREL(INDIA)LIMITED against any type of tender nor their offer will be considered by IREL(INDIA)LIMITED against any ongoing tender(s) where contract between IREL(INDIA)LIMITED and that particular Contractor (as a bidder) has not been concluded] for a period of two years from the date the order for putting the Contractor on holiday is issued. However, the action taken by IREL(INDIA)LIMITED for putting that Contractor on holiday shall not have any effect on other ongoing contract(s), if any with that Contractor which shall continue till expiry of their term(s).
- ii. Pending completion of the enquiry process for putting the Contractor on holiday, IREL(INDIA)LIMITED shall neither issue any tender enquiry to the defaulting Contractor nor shall consider their offer in any ongoing tender.

23. **CHANGE IN LAW:**

23.1 In the event of introduction of any new legislation or any change or amendment or enforcement of any Act or Law, rules or regulations of Government of India or State Government(s) or Public Body which becomes effective after the date of submission of Bid for this CONTRACT and which results in increased cost of the works under the CONTRACT through increased liability of taxes, duties, the CONTRACTOR shall be indemnified for any such increased cost by the IREL(INDIA)LIMITED subject to the production of documentary proof to the satisfaction of the IREL(INDIA)LIMITED to the extent which directly is attributable to such introduction of new legislation or change or amendment as mentioned above and adjudication by the competent authority & the courts wherever levy of such taxes / duties are disputed by IREL(INDIA)LIMITED.

23.2 Similarly, in the event of introduction of new legislation or any change or amendment or enforcement of any Act or Law, rules or regulations of Government of India or State Government(s) or Public Body which becomes effective after the date of submission of Bid for this CONTRACT and which results in any decrease in the cost of the works through reduced liability of taxes, (other than personnel and Corporate taxes) duties, the CONTRACTOR shall pass on the benefits of such reduced cost, taxes or duties to the IREL(INDIA)LIMITED, to the extent which is directly attributable to such introduction of new legislation or change or amendment as mentioned above.

- 23.3 All duties, taxes (except where otherwise expressly provided in the Contract) as may be levied / imposed in consequences of execution of the Works/Services or in relation thereto or in connection therewith as per the Acts, Laws, Rules, Regulations in force on the date of submission of Price Bid or revised price bid, if any, for the this CONTRACT shall be to CONTRACTOR's account. Any increase / decrease in the net amount of such duties, taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes / duties paid on input services / input) after the date of submission of bid but within the contractual completion / mobilization date as stipulated in the CONTRACT will be to the account of IREL(INDIA)LIMITED.
- 23.4 Any increase in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes / duties paid on input services / inputs) after the contractual completion / mobilization date during the extended period will be to the contractor's account, where delay in completion /mobilization period is attributable to the CONTRACTOR. However, any decrease in net amount of the duties and taxes (i.e. the amount of taxes/duties payable minus eligible credit of taxes / duties paid on input services / inputs) after the contractual completion / mobilization date will be to IREL(INDIA)LIMITED's account.
- 23.5 The Contract Price and other prices mentioned in the Schedule of Prices shall be based on the applicable tariff as indicated by the CONTRACTOR in the Schedule of Prices. In case this information subsequently proves to be wrong, incorrect or misleading, IREL(INDIA)LIMITED will have no liability to reimburse/pay to the CONTRACTOR the excess duties, taxes, fees, if any finally levied / imposed by the concerned authorities. However, in such an event, IREL(INDIA)LIMITED will have the right to recover the difference in case the rate of duty/tax finally assessed is on the lower side.
- 24.0 **EMPLOYMENT LIABILITY:**
- i. The Agency shall solely and exclusively be responsible for engaging or employing persons for the execution of this work. All employees engaged by the Agency shall be in its pay roll and be paid by them. IREL(INDIA)LIMITED will have no liability whatsoever concerning the workmen engaged for this service of the Agency. The Agency shall indemnify IREL(INDIA)LIMITED against any loss/damage/liability arising out of in the course of its employing persons or out of relations with its employees. The Agency shall make regular and full payment of wages along with statutory dues in cash in the presence of the representative of IREL(INDIA)LIMITED to the workmen within 7th of the following month irrespective of whether the Agency has raised the bill or not and furnish necessary documents whenever required by the competent authority. The agency shall comply with all Acts, Laws and Regulations applicable to the area with regard to performance of the work and including, Minimum Wages Act, 1948, Contract Labour (R&A) Act, 1970, Workmen's Compensation Act, 1923 Industrial Dispute Act, 1947 and take such steps as may be deemed necessary in this regard. It shall be directly responsible for any dispute arising between them and their personnel and keep IREL(INDIA)LIMITED OSCOM indemnified against losses, damages or claims arising thereof.
 - ii. In case of complaint of non-fulfillment of any obligation under the contract, IREL(INDIA)LIMITED reserves the right to with hold the payments due to them and out of such amount or amount of security held, if any or amounts likely to fall due to them (but with out obligation to do so) to make such payment as it may consider necessary for smooth and unhindered working.
 - iii. There will be no relations of employer and employee between our IREL(INDIA)LIMITED and the personnel so engaged by Agency under the contract and no claims for any employment in IREL(INDIA)LIMITED will be entertained or tenable. It shall be the sole responsibility of the Agency to regulate and effect any terms of employment with the engaged persons without any liability whatsoever to the IREL(INDIA)LIMITED.
- 25.0 **Disputes :**
- All disputes and differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by an arbitrator to be

appointed by the Chairman & Managing Director of IREL(INDIA)LIMITED. Proceedings as per Arbitration and Conciliation Act will be conducted. No objection shall be raised on the ground that the Arbitrator so appointed is an employee of IREL(INDIA)LIMITED or is one of the parties to the contract himself or that the persons who appointed had to deal with the matters to which the contract relates in his official capacity. The contractor shall not in any way delay or default or cause to delay or default the carrying out of the Works by reasons of the fact that any matter has been agreed to be referred to and/or referred to Arbitration. The seat of arbitration will be at Chatrapur, Ganjam and only the appropriate Court coming under High Court of Orissa will have jurisdiction to entertain all matters of litigation to the exclusion of all other courts.

26.0 Security regulations

The Contractor shall abide by all the security regulations at site promulgated by IREL(INDIA)LIMITED from time to time. The Contractor shall provide identity badges for all his personnel, which must be properly displayed by them at site.

27.0 NOTICES:

27.1 Service of notices on contractor

Any notice to be given to be Contractor under the terms of contract shall be served by sending the same by registered post or leaving the same at the contractor's principal place of business (or in the event of the contractor being a company to or its Registered office) or at the site.

27.2 Service of notices on Company

Any notice to be given to the company under the terms of the Contract shall be served by sending the same by registered post to CGM & HEAD, IREL(INDIA)LIMITED-OSCOM, Matikhalo -761 045 (Ganjam District) Orissa .

SPECIAL CONDITIONS OF CONTRACT

1.0 GENERAL:

The special conditions of contract shall be read in conjunction with the general conditions of Contract, Specifications or other supplementary documents detailing the work. Providing that where any provision of the General Conditions of Contract is repugnant to or at variance unless a different intention appears, the provision of the Special Conditions of Contract shall to the extent of such repugnance or variation prevail.

2.0 TENDER RATES:

- a) The service charges quoted in the price schedule shall be firm throughout the period of Contract including extension of time, if any.
- b) The successful tenderer shall have to pay the minimum wages at the revised rate without fail, for which they will be allowed to get the differential amount along with Statutory dues thereof, if any, reimbursed, on the certification of the authorised representative nominated by the IREL(INDIA)LIMITED for the purpose of witnessing the wage payment.
- c) Minimum rate of wages which prevailed on the date of opening of the techno-commercial bid will be considered as the base for the agency, which is paying notified minimum wages.

3.0 DURATION OF THE CONTRACT:

This CONTRACT shall remain valid for a period of **06 (six) Months** from the date of placement of Order. IREL(INDIA)LIMITED reserves the right to extend the contract on whole or part thereof upto 100% at its discretion provided the successful tenderer has completed the work satisfactory. However, IREL(INDIA)LIMITED reserves the right to terminate the contract at any time before the expiry of the normal tenure in case service is found to be deficient/ unsatisfactory. Further IREL(INDIA)LIMITED reserves the right to terminate the contract with one month notice period.

4.0 PAYMENT TERMS:

- a. Contractor shall have to raise monthly bills and the 95% payment towards services shall be made per month, effective within 30 days after receipt of their running account (RA) bills and after certification by Officer in charge. The amounts to be made per month shall be kept firm during the contract period and any request for enhancement of the rates due to any reason other than owing to increase in minimum wages by Government shall not be entertained.
- b. Balance 5% along with SD shall be returned **three months after completion of the contract** on submission of no due clearance.
- c. The bills are to be submitted in triplicate in respect of a particular month in the first week of the next month and the payment shall be made after deduction of taxes deductible at source under the law in force.
- d. It is mandatory for the agency to ensure that the bill submitted for the respective months must be supported with the documents confirming the EPF, ESI contribution along with documentary evidence confirming the payment done to the manpower.
- e. Payment to the agency would be strictly on certification of OIC w.r.t satisfactory services of the manpower engaged by them and as per the attendance during the month. The bill is to be supported with monthly attendance sheet duly certified by OIC.
- f. The Agency shall have to submit the final bill within 40 (Forty) days from the date of completion of the contract. The final bill is however not considered clean unless in addition to the details mentioned in the preceding sub-clause as applicable to the final measurements, the following additional details are also furnished.
- g. "Confirmation from EIC/OIC that there are no dues payable to any outside agencies by you".

- h. EIC/ OIC to check the bill within 20 days after its receipt and return the bill to contractor for corrections, if any. The Contractor is to re-submit the bill, with corrections within 20 days of its return by the EIC/ OIC. The re-submitted bill is to be checked and payment shall be made within 30 days of its receipt.

5.0 PENALTY CLAUSE

If any of your employees shall be on continuous leave for more than three consecutive days and no replacement is provided, in addition to the pro rata reduction an additional penalty of Rs 500/- per manpower from category will be deducted from the monthly bill.

6.0 DELAY IN MOBILISATION AND LIQUIDATED DAMAGES

- (a) CONTRACTOR (successful bidder) shall mobilize and deploy the required manpower and the complete equipments if called for so as to commence the services at the specified site (s) within a **maximum of 15 days from the date of order.**
- (b) If the CONTRACTOR fails to mobilize and deploy the required manpower / equipment and / or fails to commence the services within the period specified in sub clause (a) above, IREL(INDIA)LIMITED shall have, without prejudice to any other right or remedy in law or contract including sub clause (c) below, the right to terminate the contract.
- (c) If the contractor is unable to mobilize / deploy and commence the services within the period specified in sub clause (a) above, it may request IREL(INDIA)LIMITED for extension of the time with unconditionally agreeing for levy and recovery of LD. Upon receipt of such a request, IREL(INDIA)LIMITED may at its discretion, extend the period of mobilization and shall recover from the contractor, as an ascertained and agreed Liquidated Damages, a sum equivalent to 0.5 % of unfinished value of the contract, for each week of delay or part thereof, subject to a maximum of 5% of the contract value.
- (d) The parties agree that the sum specified above is not a penalty but a genuine pre-estimate of the loss/damage which will be suffered by IREL(INDIA)LIMITED on account of delay on the part of the CONTRACTOR and the said amount will be payable without proof of actual loss or damage caused by such delay.
- (e) Further, during the contract period in case of unauthorized absence/ non deployment of requisite manpower as called for in the tender the Liquidated damages shall be calculated at the end of the contract as per the rate indicated in (c) above subject to a maximum LD recovery of 5% of the contract value.

7.0 PAYMENT OF MINIMUM WAGES:

The tenderer should note that Wages paid to the worker by the contractor should not be less than the rates notified by the Chief Labour Commissioner (Central), from time to time with regard to the minimum wages applicable to the respective categories of worker. In case of revision of the wages, the successful tenderer shall have to pay the minimum wages at the revised rate without fail, for which they will be allowed to get the differential amount along with Statutory dues thereof, if any, reimbursed, on the certification of the authorised representative nominated by the IREL(INDIA)LIMITED for the purpose of witnessing the wage payment. Minimum rate of wages which prevailed on the date of opening of the techno-commercial bid will be considered as the base for the agency, which is paying notified minimum wages.

The worker should be paid on or before the 7th of the subsequent month. if 7th falls on a holiday or weekly off day, the payment should be made one day prior to that. Payment of PF for the month, both the employer's (in this case contractor) and employee's (in this case workmen employed by the contractor) contributions should be deposited in the bank in the permanent PF/ESI code number and challan obtained before 15th for PF & 21st for

ESI of the subsequent month and forwarded to the Engineer/Officer. In case of failure of the contractor to comply with any of the above, the following action will be taken by IREL(INDIA)LIMITED, OSCOM.

SI	LAPSE	ACTION BY IREL(INDIA)LIMITED, OSCOM.
1	a) Payment of wages at rates less than those notified under the minimum wages.	a) An amount equivalent to the differential amount between wages to be paid under minimum wages notification of the Govt. applicable for the period less actual wages paid shall be recovered from the bills as certified by the Engineer/Officer.
	b) Non-payment of ad-hoc amount	b) An amount equivalent to actual payable towards ad-hoc amount to the workmen engaged for relevant period shall be recovered from the bills as certified by the Engineer/Officer.
2	Non -payment of wages	An amount equivalent to wages payable by the contractor applicable for the relevant period shall be recovered from the bills as certified by the Engineer/Officer.
3	Non Payment of PF & ESI	Recovery of PF/ESI amount and an amount equivalent to maximum penalty leviable by Regional Provident Fund Commissioner for the delayed period under the provisions of ESI ,EPF& MP Act and Rules for delayed remittance of PF contributions (both the employee's and employer's contribution), shall be recovered from the bills of contractor as certified by Engineer/Officer.
4	Delayed Payment of PF & ESI	An amount equivalent to maximum penalty leviable by Regional provident Fund & ESIC Commissioner for the delayed period under the provisions of ESI, EPF& MP & Act and rules for delayed remittance of PF contributions (both the employee's and employer's contribution), shall be recovered from the bills of the contractor as certified by Engineer/Officer.

Note: The final authority for enforcement/ waiver of the above penalties lies with the Chief General Manager & Head OSCOM.

SI No.	Description	Unskilled manpower	Semi Skilled manpower	Skilled manpower	Highly Skilled
1	Minimum Wages	403	503	603	703
2	EPF @ 13% of min wages	52.39	65.39	78.39	91.39
3	ESI @ 3.25% of min wages	13.09	16.34	19.5975	22.8475
4	Holiday wages @ 3.83% min wages	15.43	19.26	23.0949	26.9249
5	Bonus @ 8.33% min wages	33.56	41.89	50.2299	58.5599
6	Leave wages @ 4.79% min wages	19.30	24.0937	28.8837	33.6737
7	Retrenchment compensation (4.79%)	19.30	24.0937	28.8837	33.6737
8	TOTAL per man-day	556	694	832	970

NB: Payment towards SI No.1,2,3,&4 shall have to be made each month and that against SI No.5, 6 & 7 at the end of the year.

- Difference in increase of minimum wages and statutory dues thereof will be reimbursed on submission of documentary evidence regarding payment of the enhanced wages.

8.0 MODE OF PAYMENT:

All payment shall be released after deducting the following:

- (a) Compensation recoverable, if any.
- (b) Recoveries on account of IREL(INDIA)LIMITED's facilities and services
- (c) Deduction towards retention money.
- (d) Deduction if any towards re-coupmnt of any amounts forfeited, adjusted, deducted out of security deposit.
- (e) Statutory deductions such as IT(TDS) as per rules in vogue.
- (f) Any other deductions.

The agency shall be paid monthly service /administrative charges as percentage of total of the CTC of Supervisory/ Engineers along with total wages of the workmen supplied during the period. The service charge shall not be applicable on any other component. The monthly service charge shall be inclusive of all expenses of the agency towards engagement of its personnel in IREL (INDIA) LIMITED. Irrespective of no's of manpower engaged/ skill category/ job specification/ CTC of manpower engaged, service charge rate will remain same during the entire period of contract. In case Bidder fails to supply the required manpower as asked by the EIC,

The monthly attendance data of manpower will be collected by EIC. Based on the data, compiled absentee report/ attendance input shall be sent to the Bidder by the 2nd working day of every calendar month in respect of the previous month by EIC. Based on the attendance data, the Bidder will issue pay slip and credit the salary/ wages in respective bank account of the employed manpower latest by 7th day of every calendar month, maintain leave record, and comply with all statutory provisions. Thereafter, the agency shall raise bill to EIC.

The payment will be made subsequently within 30 working days subject to providing satisfactory provision of services and subject to recovery if any based on the claim, attendance data and verification of proofs of payments made (proof of deposit of mandatory/ statutory dues like EPF, ESI etc. with list of individuals and amount deposited in their a/c, proof of receipt of payment of salary/ wages to personnel deployed, proof of payment of taxes as applicable etc). All payments made by IREL (INDIA) LIMITED shall be after deduction of TDS as per the provisions of relevant Act. Taxes as applicable shall be paid extra as per Govt. norms on and above total amount.

The salary/ wages payment cycle for the manpower supplied by the Bidder shall be once in a month. In case IREL (INDIA) LIMITED receives any complaint regarding non-payment of wages to personnel deployed/ engaged for providing services to IREL (INDIA) LIMITED, the amount so payable to these personnel shall be recovered from agency's bill/ other dues and paid to such personnel.

The Bidder should ensure that no other charges except statutory charges should be deducted from individual concerned. It shall further comply with all tax regulations as prevailing from time to time.

The contractor shall maintain and submit all proofs/ records pertaining to engagement/ payments manpower engaged in IREL (INDIA) LIMITED and in respect of all other compliances under different laws as and when asked by IREL (INDIA) LIMITED.

The contractor will be responsible for making the payment directly to the supplied manpower. If there is any delay in releasing any payment by IREL (INDIA) LIMITED to the Bidder due to contingencies, payment of wages to the supplied manpower by service provider should not be linked with receiving of payment from IREL (INDIA) LIMITED.

The Input Tax Credit (ITC) available, if any, under the GST law as per the relevant Government policies wherever applicable shall be taken into account by the Bidder while quoting bid price. In the event that the Bidder fails to provide the invoice in the form and manner prescribed under the GST Act and Rules, IREL (INDIA) LIMITED shall not be liable to make any payment against such invoice.

The payment(s) to be made are subject to deduction of tax(s), cess leviable by any Government, as per rules from time to time, and will be made against the Bill raised, taking attendance of manpower deployed under consideration from the first of the previous month to last day of the month (1st to 30th or 31th as the case may be), on doing the assigned work, subject to submission of disbursement of payment to the manpower deployed, and proof of statutory challans.

The contractors will ensure that before raising the bill(s) on IREL (INDIA) LIMITED, for the services rendered by the person(s), the remuneration/wages payable to its employees is paid on, or before the 7th day of the following month, and proof of payment shall be annexed to the next monthly bill.

Bidder shall make the payment to the supplied manpower by depositing payment in their bank account by NEFT/ECS/RTGS.

Technical Specification**Scope of Work:-**

You shall provide the services of 4 skilled manpower distributed over three shifts in a day without fail (A, B, C shifts) for monitoring the operations of civil section at IREL, OSCOM on contract basis.

Special Terms:

- a) The skilled manpower engaged shall have Diploma in civil engineering with minimum one year of experience in civil building / civil infrastructure / construction/ maintenance work supervision/ civil site management work (or) Degree in civil Engineering.
- b) The maximum age limit of the skilled manpower shall be preferably less than 35 years as on 01.01.2018
- c) You shall have to undertake the supervision of civil construction / maintenance jobs as and when such requirements arise. Co-ordination and supervision of jobs shall be in your scope of work. Diary of manpower deployed for day to day work done has to be maintained and has to produce the same to Engineer-in-charge as and when required.
- d) The manpower will be engaged in different area of civil section or any other area in shifts as directed by the engineer-in-charge.
- e) You shall ensure that skilled manpower is available in shift as per the schedule provided by EIC / Plant-In-charge. You should follow the relay shift duty timings mentioned herewith (A shift-6AM to 2PM, B Shift – 2PM to 10PM and C shift 10 PM to 6 AM).
- f) If the performance of the skilled manpower is found to be unsatisfactory as reported by the EIC / Plant-IN-Charge the same has / have to be replaced with a new person having sufficient relevant experience as mentioned above.
- g) The Skilled manpower engaged in particular job may / shall be diverted for any other job to be assigned by the shift-in-Charge/ Plant-in charge as per requirement.
- h) You shall ensure that the required no. Of skilled manpower are available in shift and in case of absence of skilled manpower you shall make necessary arrangements to make available the required number of skilled manpower in the respective shifts.
- i) In case of non – availability of required number of skilled manpower arrangement is to be made for over time or extra duty. If any shall be borne by you at no extra cost of IREL.
- j) Safety appliances like helmet, gumboot, goggles, hand gloves etc .OR any other item required during plant operation for the skilled manpower shall be provided by you at no extra cost to IREL.
- k) Attendance of the manpower engaged in each shift shall be jointly signed by your supervisor and the engineer-in-charge / Officer-in-charge.
- l) Payment will be made on the basis of the total manpower engaged and duly certified by the Engineer-in-charge on monthly basis.
- m) Shall maintain all the relevant records related to supervision, quality etc and co-ordinate with EIC time to time.
- n) Carry out any other works as per the instruction of the EIC.

SCHEDULE OF PRICE

Sl. No	Description of items	UOM	Quantity	Total
02	Service charges in % towards engagement of 04(four) skilled manpower as per technical specification	%	1	$(599040 + (599040 * a / 100)) * 1.18$

Total=((4*832)*30)*6=599040/-

NB:

Evaluation shall be done on the Overall L1 basis calculated on Net of Tax Credit. In case two or more agencies happen to be Quote the same rates, L1 will be decided by considering the following:

- 1) MSE agencies/ Party. In case both the parties are MSE then
- 2) Agency having executed higher contract value as asked in PQ (SI No.1).
- 3) IREL (INDIA) LIMITED may or may not engage any one, or more, categories of manpower mentioned above.
- 4) Depending on the needs of IREL (INDIA) LIMITED, the actual number of manpower required in various categories may vary with time. The requirement given in Technical Specification is liable to change.
- 5) Besides the categories mentioned above, IREL (INDIA) LIMITED may ask to provide other categories of manpower also, on outsource hiring basis. The essential qualifications/pay structure for such categories shall be furnished by IREL (INDIA) LIMITED, and the services will be provided as per the terms and conditions and rates of this tender.
- 6) The minimum age of the deployed manpower is eighteen (18) years.
- 7) Qualification and experience will be considered depending upon the overall performance of the candidate.
- 8) In order to fulfill the requirement, if so required, IREL (INDIA) LIMITED reserves the right to raise the minimum eligibility standards/criteria.
- 9) Service charge either zero or in decimals only shall not be considered for evaluation and the offer is deemed unresponsive. Further IREL reserves the right to justify workability of the rates quoted by the bidders. If the bidder is unable to justify the same the offer shall be considered unresponsive and the decision of the EIC in this regard shall be binding.

Techno- Commercial Terms for response by the participating bidders:

Sl No.	Techno- Commercial Terms	Response
1	Bidder should carefully study the Technical specifications and General terms and conditions before participating in the tender. All terms and Conditions of the NIT including Corrigendum if any, shall be applicable.	AGREE
2	(i) Not to provide any gift and/ or inducement to any employee of the company in connection with securing/ being granted favour(s) in my/our dealings with the company and its field Unit namely OSCOM at Orissa, (ii) To immediately report any gift and / or inducement sought by any employee of the company in exchange of the company and /or its field Units granting favour(s) to me/us in my/our dealings with the company and /or its field units.	AGREE
3.	Bidder certifies that they have not been declared ineligible or black listed for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Government Organizations, Public Sector Undertakings (PSUs), Autonomous Bodies, Private organizations etc. in India	AGREE
4	Bidder agrees to execute the work strictly as per the technical specifications and also to comply to the statutory requirements as required for execution of the work.	AGREE
5	Bidder agrees to Special Conditions of Contract	AGREE with Remarks
6	Bidder agrees to submit the signed scanned copy of the Undertaking and Organizational details as requested in General Instruction (Annexure – I points 20 & 21)	AGREE
7	Contact details Name of the organization participating in tender Name & Designation of the Contact person Phone no Email	Remarks

INSTRUCTIONS TO CONTRACTOR FOR STATUTORY COMPLIANCES FOR JOB / WORK / LABOUR CONTRACT

1.0 Statutory registrations and clearances – Pre-Requisites

Contractor shall commence the work only after obtaining the following:

- 1.1) Labour License.
- 1.2) Provident fund code no.
- 1.3) ESI code no.
- 1.4) Notice of commencement in Form 6-A & Maintain Register of workers Form-13.

2.0 Contractor shall ensure following while executing contract.

- 2.1) Employment card as per Contract Labour (Regulation & Abolition) Act.
- 2.2) Annual leave with wages including National Holiday & Festival holiday.
- 2.3) Leave record register.
- 2.4) Shall engage only adult workers who have attained the age of 18.
- 2.5) Work to be done on second/third shift, overtime, Sundays or on other declared holidays with written permission.
- 2.6) Obtain insurance cover for his employees/equipments, tools etc & third party insurance coverage at his own cost.
- 2.7) Remit Provident fund contributions in prescribed 3A & 6A forms.
- 2.8) ESI contributions in Form 6.
- 2.9) Submit challans of PF & ESI contributions every month.
- 2.10) Provide Personal protective equipments for his employees.
- 2.11) Distribute wage slip each month to his employees
- 2.12) Ensure payment as per minimum wages act, 1948 in presence of HRM and concerned dept representative.
- 2.13) Uniform to labours if provided by the Contractor, it must be different from IREL(INDIA)LIMITED employees.

3.0 Appointment and termination of workers by contractor

- 3.1 Contractor shall make appointment of his Employees only for a specific period and same shall be recorded in employment card.
- 3.2 Contractor shall have the sole discretion to decide on employing, rewarding or terminating the services etc. of his employees. However, his employees must possess such qualifications, experience, age requirement and medical and physical standards as required for the work awarded to the contractor.
- 3.3 In case of termination of services of any employee of contractor, the contractor will ensure that wage payment and other dues to his employee is made within 48 hours of termination of services of such employee. While termination of the services of any of his employee, the contractor will discharge all formalities as per the Industrial Dispute Act such as payment of retrenchment compensation and gratuity as due and admissible.

4.0 Leave with wages

- 4.1 Contractor shall allow Annual leave with wages as under Mines Act.
- 4.2 One-day leave for every 20 days of work performed during preceding calendar year after completing 240 days of service in preceding calendar year.
- 4.3 Un-availed leave can be carried forward to next Calendar year but carry forward should not exceed 30 days. Leave should not be taken more than 3 times in a Calendar year and for which application before 15 days should be made.

- 4.4 In addition, festival and National Holidays shall also be availed by employee of contractor during the Calendar year as per the holidays declared by the IREL(INDIA)LIMITED.
- 4.5 Contractor shall maintain leave record register.

5.0 Attendance Card

- 5.1 Contractor has to provide attendance card to his employee who will obtain endorsement of time of arrival at the work place and time of leaving the work place. The contractor shall maintain Attendance card which will be retained by his employee and will be handed over to the contractor after the end of each wage month.

6.0 Statutory obligations

- 6.1 Contractor shall engage only adult workers who have attained the age of 18 years and female workers shall not be employed between 7 PM to 6 Am on all days including Sundays and Holidays.
- 6.2 Contractor shall observe local laws. As far as possible unskilled workers shall be engaged from the local areas only in which work is being executed.
- 6.3 Contractor shall not employ any inter-state migrant workmen as defined in the Inter-State Migrant Workmen Act in the establishment except by prior permission of the Principal Employer.
- 6.4 Contractor shall observe Provisions of the Mines Act in respect of working hours, holidays, rest intervals, leave and overtime to his employee.
- 6.5 In case a contractor employs women as his employee, he will discharge his obligation under law in respect of such women workers such as prohibition of engaging them during night-hours, prohibition of employing them for more than 9 hours per day, provision of creche facility, grant of maternity leave as per rules etc.
- 6.6 Payment of bonus under the Payment of Bonus Act, Payment of gratuity under the payment of Gratuity Act, will be the sole responsibility of the contractor.

7.0 PF & ESI Contribution & Returns

- 7.1 Contractor shall remit Provident fund contribution of employee's together with Employer's within 15 days from the date of disbursement of wages to his employee. Monthly and annual returns in 3A & 6A prescribed forms should be submitted to the RPFC office. Present rate of employer share of PF is 13.61% and employee share is 12%.
- 7.2 Contractor shall remit ESI contributions of employee's together with employer's within 21 days of the last day of the calendar month in which the contribution falls due and shall send a return of contribution in Form 6 before 12th May and 12th November of every year along with receipted challans to ESI office. Present rate of employer share is ESI 4.75% and employee is 1.75%
- 7.3 Contractor shall submit a copy of latest PF& ESI returns and inspection reports from statutory authorities alongwith a copy of challans for having deposited PF & ESI contributions every month.
- 7.4 Contractor shall submit following Certificate for each contract separately every month.
- " It is certified that PF challans of the amount ----- pertains to my workers whose names are appearing in the wage sheet of the month ----- and these workers are engaged in -----
---- (type of work) against work Work order no. ----- in ----- (name of department).

Signature of Contractor

Note : - Similar certificate shall be submitted for ESI also.

- 7.5 Contractor shall fully comply all other formalities as per the PF & ESI statutory provisions and submit a copy of the same for replying to Statutory authorities in case of any complaints.

8.0 Medical care in case of accident

- 8.1 It is the responsibility of contractor to undertake necessary care and make arrangement for transportation and treatment of his employee at ESI Hospital or any tie up hospitals of ESIC.
- 8.2 Contractor should assist and guide his employees for claiming lawful benefits from ESI.

9.0 Supervision

Contractor shall employ adequate number of competent and qualified supervisors to supervise and control his employee at the work spot during execution of work for effective supervision. They will also identify their employee and regulate entry at gate at the time of entering and leaving the factory. Name and address of the Supervisor shall be submitted to the concerned department by the contractor.

10.0 Payment of wages

- 10.1 Payment shall be made by the contractor to his employees as per their category & nature of work, which shall not be less than the rates declared from time to time under Minimum Wages Act, by Govt. of India.
- 10.2 Over and above the daily wage rate, payment shall be made for leave with wages.
- 10.3 Contractor shall be responsible for making payment of wages before expiry of 7 days from the last day of wage period and to ensure disbursement of wages in the presence of the authorised representative of contract operating division who shall record under his signature at the end of entries in the Register of wages in the following form
"Certified that the amount shown in column no. has been paid to the workers concerned in my presence on date at time.....".

Signature of representative

- 10.4 Contractor shall distribute wage slip to his employee one day before the monthly wage payment date.

11.0 Safety and disciplinary action

- 11.1 Contractor shall ensure that his employee does not indulge in any unsafe or hazardous practices. They use safety equipment such as safety belts, safety shoes, goggles, helmet and masks where use of such equipment is required in day-to-day operations. All such safety gadgets will be provided by the contractor failing which the contract operating division will provide safety equipment to such employee of the contractor at the cost of the contractor to be recovered from his bills. Contractor shall fully indemnify IREL(INDIA)LIMITED against any claim for damages for injury to person or property resulting from such accidents.
- 11.2 Contractor to ensure that employee deployed in the premises is physically and mentally fit and do not have any criminal record.
- 11.3 Contractor will be responsible for good conduct of his employees. In case of misconduct, contractor shall take prompt disciplinary action as per "Model Standing Orders" on the advise of Contracting officer.
- 11.4 Contract awarded is liable for termination for any contravention of statutory provisions or any other reasons without assigning any explanation or notice to the contractor.
- 11.5 Contractor shall fully comply provisions of various applicable labour laws.

12.0 Records & information to be furnished by contractor

- 12.1 Contractor shall maintain neatly, completely and legibly registers, records, reports and returns for inspection by various authorities at short notice.
- 12.2 Contractor shall submit the details of work awarded to him by other departments indicating work order No., nature of work and maximum number of workers employed etc.
- 12.3 Contractor shall provide information as required in respect of all of his employees employed by him to enable the Contract operating division to monitor compliance of P.F./ESI and also to enable him to furnish information to Ministry and Labour deptt. as may be required.

- 12.4 Contractor shall provide full particulars of each employee employed by him before start of the work and from time to time. He will also endorse a copy of returns furnished by him to the Labour Department under the Contract Labour (Regulation and Abolition) Act 1970 .

13.0 Compliance of Statutory provisions

Contractor shall fully comply provisions of the following enactments and other enactments as applicable for such contracts.

- Contract Labour (R&A) Act 1970 and rules 1971.
- Payment of Wages Act.
- Minimum Wages act 1948, M.P. Rules 1958.
- Employees State Insurance Act 1948, Rules and Regulations 1950.
- Employees Provident Fund Act 1952 and Pension Scheme 1995.
- Workmen's Compensation Act 1923.
- Maternity Benefit Act 1961.
- Equal Emolument Act 1976.
- Payment of Bonus Act 1963,
- Inter State Migrant Workmen Act
- . Industrial Disputes Act,1947

GUIDE LINES IN CASE OF ACCIDENT

A) Steps to be followed

- 1) Locate the contractor & also inform Welfare Department with the full details of the injured person and accident.
- 2) Take the injured person immediately to OHC for first aid
- 3) The contractor should report the accident in form 16 to Manager (ESI), Berhampur within 24 hours of accident.
- 4) After First aid treatment, the contractor should immediately take his employee for further treatment & admission at ESI Hospital, if required.
- 5) Contractor should inform the concern deptt. & Welfare Department in case where absence is more than 48 hours.
- 6) Contractor should inform the date of joining to the Welfare Department of IREL(INDIA)LIMITED for informing the statutory authority.

Additional clauses to be complied by as per Recommendations of 10th National Conference on Safety in Mines, 2007.

Responsibilities of Contractor :

1. Maintain registers of form-D and form-E under Mines Rules, 1955 for all the employees and produce before the Welfare Section.
2. Prepare written Safe Operating Procedure (SOP) for the work to be carried out, including an assessment of risk and safe methods to deal with it/them.
3. Provide copy of the SOP to the Engineer/Officer Incharge who shall be supervising the contractor's work.
4. Keep an up to date SOP and provide a copy of changes to the Engineer/Officer Incharge.
5. Ensure that all work is carried out in accordance with the Statue and SOP and for the purpose he may deploy adequate qualified and competent personnel for the purpose of carrying out the job in a safe manner.
6. For work of a specified scope/nature, develop and provide to the Engineer/Officer Incharge a site specific Code of Practice (COP).

7. Ensure that all sub-contractors hired by him comply with the same requirement as the contractor himself and shall be liable for ensuring the compliance all safety laws by the sub or sub-sub contractors.
8. All persons deployed by the contractor for working in mine must undergo vocational training(VT), initial medical examination(IME), periodical medical examination(PME). They should be issued cards stating the name of the contractor and the work and its validity period, indicating status of VT & IME.
9. Every person deployed by the contractor in a mine must wear safety gadgets to be provided by the contractor. If contractor is unable to provide, owner, agent and manager of the mine shall provide the same.
10. The contractor shall submit by post to DGMS returns indicating – (i) Name of his firm, (ii) Registration number, (iii) Name and address of person heading the firm, (iv) Nature of work, (v) type of deployment of work persons, (vi) Number of work persons deployed, (vii) how many work persons hold VT Certificate, (viii) how many work persons undergone IME and (ix) type of medical coverage given to the work persons. The return shall be submitted quarterly by 10th of April, July, October and January for contracts of more than one year. However, for contracts of less than one year, returns shall be submitted monthly. A copy of the return is to be submitted to Engineer/Officer Incharge of M/s IRE Ltd. and Mines Manager of M/s IRE Ltd.

Address of DGMS, Bhubaneswar Region

Director of Mines Safety, Bhubaneswar Region,
Plot No.L-1, Nayapalli, Near Swosti Plaza Hotel,
PO : RRL Campus, Bhubaneswar-751013

Responsibilities of Employees engaged by the Contractors :

1. An employee must, while at work, take reasonable care for the health and safety of people who are at the employee's place of work and who may be affected by the employee's act or omissions at work.
2. An employee must, while at work, co-operate with his or her employer or other persons so far as is necessary to enable compliance with any requirement under the act or the regulations that is imposed in the interest of health, safety and welfare of the employee or any other person.

Additional clauses to be complied by Employer, Contractor and Employees engaged by the Contractors as per recommendations of 11th National Conference on Safety in Mines, 2013.

1. IREL(INDIA)LIMITED reserves the right to enforce the requirement of statute/circulars issued by Directorate General of Mines Safety (SMS), Dhanbad issued from time to time subsequent to the finalization of Order based on the present NITs also.
2. The contractor shall not employ or terminate his worker without the knowledge of the mine management.
3. Payment to contractor's workers including leave with wages shall be made through bank only.
4. In case of non-routine type of work in the mine, a Work-Permit system outlining the precautions to be adopted, SOPs, supervision, persons responsible for the job, etc. shall be adopted.

FORMATS

FORMAT – I

BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT

(To be executed on Stamp paper not less than Rs.200/- (Rupees Two Hundred only) or as per appropriate Stamp Act.)
(To be issued by approved Scheduled Banks)

In accordance with Notice Inviting Tender (NIT) No. _____ Dated _____ for the work of _____ (herein after referred to as "the said Works") for Rs. _____ (Rupees _____ only), under _____ OSCOM unit of M/s IREL(India) Ltd, a company incorporated under Indian Companies Act, having its registered office at Plot No.1207, ECIL building, Opp. to Siddhivinayak Temple, Veer Savarkar Marg, Prabhadevi, Mumbai – 400028, India (herein after referred to as IREL(INDIA)LIMITED), M/s _____ Address _____ [Herein after referred to as Contractor (s)] wish /wishes to participate in the said tender and a Bank Guarantee for the sum of Rs. _____ (in words) valid for a period of _____ days (in words) is required to be submitted by the Bidder towards the Bid Security.

We the _____ Bank (hereinafter called the said Bank) do hereby undertake to pay to IREL(INDIA)LIMITED, the sum of Rs. _____ (Rupees _____ only) by reason of the said tenderer's failure to enter into an agreement of contract on intimation of acceptance of his tender and/or to commence the contract works and/or failure to deposit the security deposit within the stipulated period as per the terms and conditions relating to and/or governing the contract and/or specified in the Notice Inviting Tender (NIT). We also agree that any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. We also agree that notwithstanding any dispute or difference or any litigation in respect of or arising from the said contract and/or the acceptance of the tender of the tenderer afore stated by IREL(INDIA)LIMITED including the question as to the tenability of the claim of the IREL(INDIA)LIMITED for forfeiting the Earnest Money being the Bank Guarantee herein, we shall forthwith pay the said amount to IREL(INDIA)LIMITED on demand being made as aforesaid.

We _____ Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for entering into an Agreement of contract and that it shall continue to be enforceable till all the dues of the IREL(INDIA)LIMITED under the terms and conditions of the NIT for the work have been fully paid and its claims satisfied or discharged or till IREL(INDIA)LIMITED certifies, that the terms and conditions of the NIT have been fully and properly carried out by the said tenderer and accordingly discharges the guarantee.

We _____ Bank further agree with the IREL(INDIA)LIMITED that the IREL(INDIA)LIMITED shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the NIT and/or terms and conditions governing the contract or to extend the time of validity of the offer from the said tenderer from time to time or to postpone for any time or from time to time any of the powers exercisable by the IREL(INDIA)LIMITED against the said tenderer and to forbear or enforce any of the terms and conditions of the NIT and we shall not be relieved from our liability hereunder by reason of any such variation, or extension being granted to the said tenderer or for any forbearance, act or omission on the part of the IREL(INDIA)LIMITED or any indulgence by the IREL(INDIA)LIMITED to the said tenderer or by any such matter or thing whatsoever which under the law relating to surety/guarantee would but for this provision have effect of so relieving us.

We _____ Bank do hereby further agree that any change in the Constitution of the said tenderer or the Bank will not affect the validity of this guarantee.

We _____ Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the IREL(INDIA)LIMITED in writing.

Dated the _____ day of _____ 2017

_____ Bank

(Signature with name in Block letters with designation,
Attorney as per power of Attorney No. _____ dt. _____)

Bank's Common seal

FORMAT – II

BG FORMAT FOR SECURITY DEPOSIT

(To be executed on non-judicial stamp paper of Rs.200/- (Rupees Two Hundred only) or as per appropriate Stamp Act.)

WHEREAS on or about the _____ day of _____ M/s _____ (Tenderer's name & address), having its registered office situated at _____ (Postal address) (herein after referred to as 'The Tenderer') entered into a contract bearing reference no. _____ dtd. _____ with _____ OSCOM unit of M/s IREL(India) Ltd, a company incorporated under Indian Companies Act having its registered office at Plot No.1207, ECIL building, Opp. to Siddhivinayak Temple, Veer Savarkar Marg, Prabhadevi, Mumbai – 400 028, India (herein after referred to as IREL(INDIA)LIMITED), for _____ (details of order) (herein after referred to as 'The Contract').

AND WHEREAS under the terms and conditions of the contract the tenderer is required to keep with IREL(INDIA)LIMITED a security deposit of Rs. _____ (Rupees _____ only) or submit a Bank Guarantee in lieu of cash deposit for the fulfillment of the terms and conditions of the contract, and whereas the supplier has chosen to submit a Bank Guarantee.

We _____ Bank do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from IREL(INDIA)LIMITED stating that the amount claimed is due by way of loss or damage caused to or that would be caused to or suffered by IREL(INDIA)LIMITED by reason of breach of any of the terms and conditions of the said contract. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee.

We undertake to pay to IREL(INDIA)LIMITED any money so demanded notwithstanding any dispute or disputes raised by the tenderer in any suit or proceeding pending before any court or tribunal relating thereto, our liability under these present being absolute and unequivocal.

The payment so made by us under this guarantees shall be valid discharge of our liability for payment thereunder and the tenderer shall have no claim against us for making such payment.

We _____ Bank further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of IREL(INDIA)LIMITED under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till IREL(INDIA)LIMITED certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said tenderer and accordingly discharges this Guarantee. Our Guarantee shall remain in force until _____ and unless a demand or claim under this guarantee is made on us in writing within six months from the expiry of the Guarantee period, we shall be discharged from all liability under this Guarantee thereafter.

We _____ Bank, further agree that IREL(INDIA)LIMITED shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extent time of performance by the said tenderer from time to time or to postpone for any time or from time to time any of the powers exercisable by IREL(INDIA)LIMITED against the said tenderer and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contract or for any forbearance, act or omission on the part of IREL(INDIA)LIMITED or any indulgence by IREL(INDIA)LIMITED to the said tenderer or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant.

We _____ Bank lastly undertakes not to revoke this guarantee during its currency except with the previous consent of IREL(INDIA)LIMITED in writing.

Dated the _____ day of _____ 2017

_____ Bank

PERFORMANCE BG FORMAT

WHEREAS on or about the _____ day of _____ M/s _____ (Tenderer's name & address), having its registered office situated at _____ (Postal address) (herein after referred to as 'The Tenderer') entered into a contract bearing reference no. _____ dtd. _____ with _____ OSCOM unit of M/s IREL(India) Ltd, a company incorporated under Indian Companies Act having its registered office at Plot No.1207, ECIL building, Opp. to Siddhivinayak Temple, Veer Savarkar Marg, Prabhadevi, Mumbai – 400 028, India (herein after referred to as IREL(INDIA)LIMITED), for _____ (details of order) (herein after referred to as 'The Contract').

AND WHEREAS the Agreement provides that the tenderer shall furnish a Bank Guarantee for Rs. _____ (Rupees _____ only) being _____% (_____percent) of the total agreement value as Guarantee for the due fulfillment by the tenderer of the terms and conditions contained in the Agreement, the guarantee remaining valid till the completion of the guarantee period.

We _____ Bank do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from IREL(INDIA)LIMITED stating that the amount claimed is due by way of loss or damage caused to or that would be caused to or suffered by IREL(INDIA)LIMITED by reason of breach by the said tenderer of any of the terms or conditions contained in the said Agreement or by reason of the Bidder's failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).

We undertake to pay to IREL(INDIA)LIMITED any money so demanded notwithstanding any dispute or disputes raised by the tenderer in any suit or proceeding pending before any court or tribunal relating thereto, our liability under these present being absolute and unequivocal.

The payment so made by us under this guarantees shall be valid discharge of our liability for payment thereunder and the tenderer shall have no claim against us for making such payment.

We _____ Bank further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of IREL(INDIA)LIMITED under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till IREL(INDIA)LIMITED certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said bidder and accordingly discharges this Guarantee.

We also agree that interest at the rate of 12% (twelve percent) per annum will be paid by us to the IREL(INDIA)LIMITED from the date of demand for payment till the actual date of payment made by us.

Our Guarantee shall remain in force until and unless a demand or claim under this guarantee is made on us in writing within six months from the expiry of the Guarantee period, we shall be discharged from all liability under this Guarantee thereafter.

We _____ Bank, further agree that IREL(INDIA)LIMITED shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extent time of performance by the said tenderer from time to time or to postpone for any time or from time to time any of the distributions exercisable by IREL(INDIA)LIMITED against the said tenderer and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said tenderer or for any forbearance, act or omission on the part of IREL(INDIA)LIMITED or any indulgence by IREL(INDIA)LIMITED to the said tenderer or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

This guarantee will not be discharged due to the change in the constitution of the Bank or the bidder.

We _____ Bank lastly undertakes not to revoke this guarantee during its currency except with the previous consent of IREL(INDIA)LIMITED in writing.

Dated the _____ day of _____ 2017

_____ Bank

(Signature with name in Block letters with designation,
Attorney as per distribution of Attorney No. _____ dt. _____)

ARTICLES OF AGREEMENT

ARTICLES OF AGREEMENT made at _____ this _____ day of _____ 20____ between M/s IREL(INDIA) LTD (hereinafter referred to as contractee) and M/s _____ (hereinafter referred to as contractor, which expression shall include its successors and assigns) of the other part, WHEREAS the contractee is desirous that certain work should be carried out Viz _____ as envisaged in the Tender No: _____ and contractee has accepted a Tender by the contractor “_____”.

NOW THIS AGREEMENT WITNESSTH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the General Conditions of contract (GCOC).
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
 - 1 Work Order (WO)
 - 2 Letter of intent (LOI)
 - 3 Contractors tender letter no. _____ dt. _____ to the extent accepted by IREL(INDIA)LIMITED
 - 4 Special Conditions of contract.(SCOC)
 - 5 Technical Specifications
 - 6 General Conditions of contract. (GCOC)
 - 7 Invitation to Tender (NIT)
3. In consideration of the payments to be made by the contractee to the contractor as hereinafter mentioned, the contractor hereby covenants with the contractee to execute, complete and maintain the works in conformity in all respects with the provisions of the contract.
4. The contractee hereby covenants to pay to the contractor in consideration of the execution, completion and maintenance of the works, the contract price at the time and in the manner prescribed by the contract.
5. The contract will be deemed to have been entered into at Indian Rare Earths Limited, Matikhalo- 761045 (Ganjam) and all cases of action in relation to this contract will therefore be deemed to have arisen within the Jurisdiction of Chatrapur Court, Ganjam District (ORISSA). The contract shall be governed by the Indian Law for the time being in force.
6. The several parts of this contract have been read to us and fully understood by us.

AS WITNESS our hands this _____ day of _____ 20____.

Signed by the said in the presence of

Contractee (at Matikhalo, Dist-Ganjam, ORISSA)

Signed by the said in the presence of

Contractor (at Matikhalo Dist-Ganjam, ORISSA)