



रामागुण्डम फर्टिलाइजर्स एण्ड केमिकल्स लिमिटेड

Ramagundam Fertilizers & Chemicals Limited
(A Joint venture company of RFCL, EIL & FCIL)
Corporate Office- 4th Floor, Wing-A, Kribhco Bhawan,
Sector-1, Noida, UP-201301

BIDS ARE INVITED FOR

**Lining up Annual Rate Contract (ARC) for Supply of Pantry Items,
Housekeeping Items & Water Bottles/Jar**

**Tender No:- RFCL/C&P/HR/Pantry,Housekeeping Items Etc/25-26/084
dtd 10.12.2025**

December-2025

Tenderer's Sign & Stamp

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Note: The bidders shall satisfy themselves before submitting that no page or document listed above is missing from the tender issued to him/them.

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**COVERING LETTER OF NIT/
Instructions to The Tenderer And General Terms & Conditions**

Ref. No. RFCL/C&P/HR/Pantry,Housekeeping Items Etc/25-26/084

Date: 10.12.2025

To,
All Interested Suppliers

Sub: Notice Inviting Tender for “Annual Rate Contract (ARC) for Supply of Pantry Items, Housekeeping Items & Water Bottles/Jar for RFCL Office situated at 4th Floor, Wing-A, Kribhco Bhawan, Sector-1, Noida-UP”

Dear Sirs,

Sealed TENDERS are invited for the work as detailed below:

1.	Name of Work	Tender for “Annual Rate Contract (ARC) for Supply of Pantry Items, Housekeeping Items & Water Bottles/Jar for RFCL Office situated at 4th Floor, Wing-A, Kribhco Bhawan, Sector-1, Noida-UP”
2.	Validity of Tender	120 days from the Date of Opening of tender/Technical Bids for the acceptance.
3.	Validity/Period of the Contract	One year from the date of award of work.
4.	Last date and time of Receipt of Tenders:	Up to 12:00 PM on 31.12.2025
5.	The date and time of Opening of Tenders:	At 12:30 PM on 31.12.2025
6.	Place of receipt and Opening of Tenders:	Chief Manager (C&P), RFCL,4th Floor, Wing-A, Kribhco Bhawan, Sector-1, Noida, UP-201301

7. All requests for interpretation, clarification & queries in connection with tender shall be addressed, in writing to SM / DM (C&P) at least 7 (Seven) days prior to the closing date of the tender.
8. Any corrections made in the prices shall be authenticated with signatures at all places. The Tenderer shall have to submit the Schedule of Rates Performa duly filled in, failing which their Price bid will not be acceptable.
9. RFCL reserves the right to reject any or all tenders without assigning any reason whatsoever and are not bound to accept the lowest tender. The tender can be split between two or more tenderer without assigning any reason thereof as per the requirement on case-to-case basis.
10. Incomplete Tenders or Tenders not accompanied with the required Details /Documents / or Tenders received late would be liable to be rejected without any further reference whatsoever.
11. **Submission of Tenders:**
 - i) No oral, telephonic, fax or telegraphic tenders or modification thereof will be entertained.
 - ii) Tender documents should be submitted along with duly filled in all Annexures.
 - iii) **The tender only comprises only one part (Single Part):**
 - a) Technical and Price Bid

The technical & Price bid both should be enclosed and SEALED in a **Single ENVELOPE** and that envelope shall be super scribed with:-

- i) **Name of Work**
- ii) **Tender No., and date,**
- iv) **Date of Opening of Tender**
- v) **Name and complete address of the tenderer**

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12. Opening of Tender: Both Technical & Price Bid will be opened on the same day of Tender opening.
13. **The following documents have to be submitted with the offer in the envelope, failing which the tender will be liable for rejection:**
- (a) Tender documents duly signed & stamped on all pages as token of your acceptance.
 - (b) Bidder Details (Section-V)
 - (c) Self-Declaration for Non-Blacklisting/De-listing) as per Section-VI
 - (d) Power of Attorney/authorization for submission of tender document, **as applicable.**
 - (e) Certified copy of Permanent Account Number (PAN) from Income Tax Authorities.
 - (f) Certified copy of GST Registration No. along with documentary proof thereof, if applicable.
7. All pages shall be initialled at the lower left hand corner and signed wherever required in the tender papers by the tenderers or by a person holding power of attorney/ authorization authorizing him to sign on behalf of the tenderer before submission of tender. All corrections and alterations in the entries of tender paper will be signed in full by the tenderer with date. No eraser or overwriting is permissible.
8. The prospective tenderer having any common Partner / Director / Managing Director etc. Or having any other common criteria shall be considered as sister /group / Associates Company. In such cases only one of them will be eligible for participating in the tender.
9. While submitting the offer, bidders may ensure that tender documents /offer have been signed by authorized signatory of the company. Subsequent withdrawal of offer / non-acceptance of orders placed based on the offer submitted by them will not be entertained on the ground that the offer was not signed by the authorized person.
10. One person will be allowed to represent only one company during discussion/negotiation with RFCL. If same person is representing different companies with authorization letter from more than one company, such person will be allowed to represent only the first company called for negotiations.
11. RFCL reserves the right to postpone the tender opening date and / or time and will intimate all the tenderers well in time, of such postponement along with notice of revised opening date and time.
12. In case, due to some unforeseen circumstances, the date of receiving /opening of the tender happen to be a holiday / closed day, the tender will be received / opened on the next working day.
13. More than one quotation in a single sealed envelope will not be considered. Not more than one tender shall be submitted by a tenderer or by a firm of tenderers. Further, more than one bid shall also include two or more bidders having common power of attorney holder .No two or more concerns in which an individual is interested as a proprietor and / or a partner shall tender for the execution of the same works. If they do so, all such tenders shall be liable to be rejected.
14. The tender is non-transferable. Unsigned tenders shall be out-rightly rejected.
15. Tenders, which do not fulfill all or any of the conditions laid-down in Tender Document or stipulate additional conditions, shall be liable to be rejected.
16. RFCL do not bind themselves to accept the lowest or any tender or to give any reasons for their decision.
17. RFCL reserves to themselves the right of accepting the whole or any part of the tender and the Tenderer shall be bound to perform the same at his quoted rates. If he fails to do so, earnest money will be forfeited.
18. **The Tenderer shall sign on every page of the Tender Document in token of acceptance of RFCL's conditions and for the purpose of identification.**
19. **Fraud and Corruption:** RFCL will reject a proposal for award of Contract if it determines that the Tenderer or the Contractor, recommended for award of Contract, has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practice in competing for the Contract.
20. If the tender submitted is not in the name of an individual, the tender shall disclose the nature, constitution and registration of the tendering firm and shall be signed by persons or a person duly authorized by the firm by means of a legal document/power of attorney, a duly certified copy of the same shall be attached with the tender.
21. The offers submitted by MSE, shall be considered in Accordance With Public Procurement Policy for MSEs of March 2012. The parties claiming benefits Under MSEs policy must enclose requisite valid Registration Certificate as per said policy along with their offer. Please also indicate whether the MSEs owned by SC/ST Entrepreneurs. If yes, please attach relevant certificate issued by authorities concerned. However, RFCL reserve the right to cancel the order (if any) and blacklist/debar a firm in case it is determined that the firm benefitted wrongly from the Public Procurement Policy. Few Highlights of the benefits proposed to MSMEs are as under:

There is an exemption from payment of earnest money to registered MSEs (Applicable only for Manufacturers and not to dealers).

MSEs quoting price within price band L-1 + 15%, when L1 is from someone other than MSE, shall be allowed to supply at least 25% of tendered value at L-1 subject to lowering of price by MSEs to L-1.

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22. Force Majeure:

- a. Neither Party is responsible for any failure to perform its obligations under the Contract, to the extent it is prevented or delayed in performing those obligations by an event of Force Majeure.
- b. An event of Force Majeure is an event or circumstance which is beyond the control and without the fault or negligence of the party affected ("Affected Party") and which by the exercise of reasonable diligence the Affected Party was unable to be prevented and which is not caused or contributed by the Affected Party, provided that event or circumstance is limited to the following:
 - i. Act of terrorism;
 - ii. Riot, war, invasion, act of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection of military or usurped power;
 - iii. Ionizing radiation or contamination, radio activity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosive or other hazardous properties of any explosive assembly or nuclear component;
 - iv. Epidemics, earthquakes, flood, fire, hurricanes, typhoons or other physical natural disaster, but excluding weather conditions regardless of severity; and
 - v. Freight embargoes, strikes at national or state-wide level or industrial disputes at a national or state-wide level in any country where Works are performed and which affect an essential portion of the Works but excluding any industrial dispute which is specific to the performance of the Works or the Contract.
- c. For the avoidance of doubt, inclement weather, third party breach, delay in supply of materials (other than due to a nationwide transporters' strike) or commercial hardship shall not constitute a Force Majeure event.
- d. Where there is an event of Force Majeure, the Affected Party must notify the other Party in writing as soon as possible and in any event within 10 (ten) days of becoming aware of or the date it ought to have become aware of the occurrence of an event of Force Majeure, giving full particulars of the event of Force Majeure and the reasons for the event of Force Majeure preventing the Affected Party from, or delaying the Affected Party in performing its obligations under the Contract. The Affected Party must use its reasonable efforts to mitigate the effect of the event of Force Majeure upon the performance of its obligations under the Contract and notify the other party of the measures being taken to mitigate the effect(s) of the event of Force Majeure.
- e. Upon completion of the event of Force Majeure, the Affected Party shall, as soon as reasonably practicable, recommence the performance of its obligations under the Contract. Where the Affected Party is the Contractor, the Contractor must provide an amended Works Programme rescheduling the Works to minimize the effects of the prevention or delay caused by the event of Force Majeure.
- f. An event of Force Majeure does not relieve a party from liability for an obligation which arose before the occurrence of that event, nor does that event affect the obligation to pay money in a timely manner which matured prior to the occurrence of that event.
- g. The Contractor has no entitlement and RFCL has no liability for:
 - i. any costs, losses, expenses, damages or the payment of any part of the Contract Price during an event of Force Majeure; and
 - ii. any delay costs in any way incurred by the Contractor due to an event of Force Majeure.
- h. If an event of Force Majeure occurs and its effect continues for a period of 180 (one hundred eighty days or more in a continuous period of 365 (three hundred sixty-five) days after notice has been given under this Clause, either Party may terminate the Contract by issuing a written notice of 30 (thirty) days to the other Party.
- i. In the event that the Parties are unable to agree in good faith about the existence or occurrence of a Force Majeure event, such dispute shall be finally settled in accordance with the dispute resolution mechanism provided herein; provided however that the burden of proof as to the occurrence or existence of such Force Majeure event shall be upon the Party claiming relief on account of such Force Majeure event.

23. Dispute Resolution:

“Except where otherwise provided in the contract all matters, questions, disputes or differences (Dispute/s) whatsoever, which shall at any time arise between the parties hereto, touching the construction, meaning, operation or effect of the contract, or out of the matters relating to the contract or breach thereof, or the respective rights or liabilities of the parties, whether during or after completion of works or whether before or after termination shall after written notice by either party to the contract shall be resolved / settled amicably through negotiation by the parties. For the same, one party shall issue dispute notice in this regard, to the other party. If the said dispute/s could not be settled amicably within 45 days from the date of receipt of dispute notice by other party, then, party/ies may refer the said dispute/s for adjudication through Arbitration, as prescribed hereunder.

On failure of amicable resolution/settlement as above, the dispute/s shall be referred / adjudicated through Arbitration under / in accordance with “Delhi International Arbitration Centre (DIAC) (Arbitration Proceedings) Rules” as amended, modified, or re-enacted from time to time. The fees and cost of Arbitration shall be governed by The Delhi International Arbitration Centre (DIAC) (Administrative Cost Arbitrators’ Fees) Rules (DIAC (Fee) Rules, as amended, modified, or re-enacted from time to time.

The number of Arbitrator shall be three (3) in case of matter involving total amount of claims (without considering claim of interest) more than Rs.3 Crore, otherwise number of Arbitrator shall be one (1) i.e. (Sole) Arbitrator.

The language of Arbitration shall be English.

The Governing Law Shall be Laws of India and dispute/s shall be adjudicated as per Indian Laws.

The Venue and Seat of the Arbitration Shall be Delhi / New Delhi. The courts at Delhi/ New Delhi shall have exclusive Jurisdiction.

It is also agreed by and between the parties that in case a reference is made to the Arbitrator or the Arbitral Tribunal for the purpose of resolving the dispute/s arising out of the contract by and between the parties hereto, the Arbitrator or the Arbitral Tribunal shall not award interest on the awarded amount more than the SBI MCLR Rate applicable to RFCL on the date of award of contract.”

24. **Jurisdiction:** For any disputes regarding this contract, the exclusive Jurisdiction shall lie in courts situated at New Delhi generally where the contract is being executed and jurisdiction of all other courts is explicitly excluded. This Contract shall be interpreted and governed as per the laws of India/New Delhi.

25. **FORECLOSURE:**

If at any point of time, after the acceptance of the tender, the Company decides to abandon or reduce the scope of the contract work or to terminate the contract due to any reason including force majeure, regulations or ordinance of any government or for any reasons whatsoever, the Officer in Charge shall give notice in writing, to that effect to the Contractor and the Contractor shall have no claims to any payment, on account of compensation or on account of profit advantage, that he would have derived by way of execution of work, but could not do so, because of foreclosure. Such foreclosure will be by 15 (fifteen) days’ notice in writing and no claim / compensation shall be payable by the OWNER as a result of such termination, excepting the fees and costs for the meaningful services rendered by the CONTRACTOR and acceptable to OWNER up to the date of termination.

26. RFCL shall not be responsible for delay, loss or non-receipt of tender document sent by post.
27. The personnel of the contractor shall not enter into any unlawful activity within the premises of RFCL and have a good character.
28. In case the tender is received in open condition, then the entire risk for loss of confidentiality shall be with the party. RFCL shall not be responsible on this account whatsoever.
29. The contractor shall not appoint any sub company / agency to carry out any obligation under the contract without prior written permission from RFCL. If at any time such a discrepancy is detected, the contract shall stand terminated without any notice and the security deposit shall be forfeited.
30. The offers received after scheduled date and time of submitting the offer would be out rightly rejected.
31. If the tenderer(s) expire(s) after the submission of his / their tender or after the acceptance of his / their offer, RFCL shall deem such tender cancelled. If a partner of a firm expires after the submission of their tender or after the acceptance of their tender, RFCL shall deem such tender as cancelled, unless the firm retains its character.
32. RFCL will have the right to issue addendum to tender documents to clarify, amend, modify, supplement or delete any of the conditions, clauses or items stated. Addendum so issued will form part of original invitation to tender.
33. If a tenderer resorts to any frivolous, malicious or baseless complaints /allegations with intent to hamper or delay the tendering process or resorts to canvassing/ rigging/ iRFCLuencing the tendering process, RFCL reserves the right to debar such tenderer from participation in the present / future tenders up to a period of 2 years.
34. Any revision, clarification, corrigendum, time extension, etc. to this Tender Document will be notified.
35. Throughout the Tender Documents, the terms 'Bid', 'Tender' & 'Offer' and their derivatives [Bidder/Tenderer, Bid/Tender/Offer etc.] are synonymous.
36. “Bidder shall not be affiliated with a firm or entity:
- (a) That has provided consulting services related to the work to the RFCL during the preparatory stages of the work or of the project of which the works/services forms a part of.

OR

(b) That has been hired (proposed to be hired) by the RFCL as an Engineer/Consultant for the contract.”

37. The Bidder shall submit Power of Attorney/ Authorization in favour of the authorized signatory(s) of the Bid. In case of partnership firm, one or more of the partners of the firm or any other person (s) shall be designated as the authorized

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person (s) on behalf of the firm, who will be authorized by all the partners to act on behalf of the firm through a "Power of Attorney", specially authorizing him / them to submit & sign the tender, sign the agreement, receive payment, witness measurements, sign measurement books, make correspondences, compromise /settle / relinquish any claim (s) preferred by the firm, sign "No Claim Certificate",refer all or any dispute to arbitration and to take similar such action in respect of the said tender / contract. In case of Company, Notarized/Certified copy of Authorization/Power of Attorney (backed by the resolution of Board of Directors) in favour of the individual to sign the tender on behalf of the company and create liability against the company should be submitted. Such "Power of Attorney" should be stamped and authenticated by a Notary Public or by Magistrate and submitted along with the tender."

38. In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to RFCL by the bidder. It shall be the sole responsibility of the bidder to inform about their status on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders.
39. RFCL reserves the right to verify all statements, information and documents submitted by the bidder in his tender offer, and the bidder shall, when so required by RFCL, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by RFCL shall not relieve the bidder of its obligations or liabilities hereunder nor will it affect any rights of RFCL thereunder."
40. After Receiving the Work Order/ Purchase Order, Successful bidder have to sign the Contract Agreement as per Section-VII.
41. **This letter/NIT/instructions shall form part of the contract document and shall be signed and returned along with the tender documents.**
42. **The Tender shall be addressed to CM (C&P) , RFCL,4th Floor, Wing-A, Kribhco Bhawan, Sector-1, Noida, UP-201301**

Thanking you,
Yours Sincerely,
For & on behalf of
M/s. Ramagundam Fertilizers & Chemicals Ltd.

(Sankalp Sharma)
Deputy Manager (C&P)
E-mail: sharma.sankalp@rfcl.co.in
Mob: 7405017575

Encl.: Tender Documents & Schedule of Rates (Section-II to X)

I/We have read all the terms and conditions, scope of work of the NIT and agree to accept the same. The above quotation has been prepared after taking into account all the terms and conditions of NIT.

Dated: _____
(Tenderer or their Authorized Representative)
Place.....
Name _____
Address of tenderer _____

Seal & Signature

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Special Terms & Conditions / Scope Of Work

1. **Discount / Profit Margin quoted are for delivery of items mentioned at Section-IV (SOR/Price Bid) Page 10 of NIT at RFCL's Office at 4th Floor, Kribhco Bhawan, Sector-1, Noida(201301) which would be inclusive of GST, P&F, insurance, freight upto RFCL, Noida.**
2. The Discount / Profit Margin quoted shall remain firm till complete execution of order and no enhancement in the prices shall be allowed on whatsoever account/reason except statutory compliance.
3. **CONTRACT VALIDITY:** The contract shall be valid for the **period of 1(One) Year** from the date of issuance of Purchase order/Work Order. If delivery order is placed within validity period, then the contract will be valid to the extent of validity of delivery order or validity of contract whichever is later.
4. **Delivery:** Supplier has to supply material in **staggered manner as per RFCL requirement** against issue of **Delivery Order (DO) by RFCL** which would be maximum 3 DO's in a month i.e. 3 times Delivery in a month for Pantry & Housekeeping Items. Supplier has to supply the material within **7 days** from the date of issuance of Delivery Order (DO) through Email & for **Water 20 Ltrs Jar, frequency of delivery would be three(3) times in a week (Excluding Saturday, Sunday & Govt. Holiday)**
5. **Liquidated Damages (LD):** The time and date of completion of work as stipulated in the contract shall be deemed to be essence of the contract. In the event of work is not completed according to the time schedule, the contractor shall have to pay Liquidated Damages to the RFCL at the rates of 1 % of the total value of work excluding taxes for delay of every week or part thereof, subject to a ceiling of 10 % of the total value excluding taxes of the work plus if applicable GST thereon. These Liquidated Damages shall be recovered from the RA/Final Bill of the contractor of this work, or from any other dues of the contractor against any other contract, or from any other dues of contractor lying with RFCL.
6. **Payment Terms:** Payment shall be made through Electronic Fund Transfer within 30 days from the date of receipt and acceptance of materials at RFCL-Noida.
7. **Expiry/Shelf:** Bidder has to provide fresh stock for Pantry & Housekeeping Items with minimum shelf of **2(Two) Months** from the date of receipt of materials at RFCL, Noida.
8. Among all qualified bids, lowest bid shall be termed as L-1.
9. **Bid Evaluation:** Evaluation of bids shall be done on **Highest Discount / Lowest Profit Margin Offered by the party on overall 3(Three heads) i.e. Pantry Items, Housekeeping Items & Water Bottles at RFCL-Noida office including GST, Packing & Forwarding, Insurance & Freight and all charges leviable to RFCL upto RFCL-Noida.** RFCL at its sole discretion may vary quantities, if so, required at the time of PO/WO placement.
10. **Bid Rejection:**
 - a). **Multiple Discount / Profit Margin quoted against 3(Three heads) i.e. Pantry Items, Housekeeping Items & Water Bottles will not be allowed and such offer will be summarily rejected.**
 - b). **Bidder to quote Discount / Profit Margin against all 3(Three heads) i.e. Pantry Items, Housekeeping Items & Water Bottles. Non Quoting of Discount / Profit Margin in any of the 3 (Three Heads) will leads to rejection.**
 - c). **Conditional Bids will be summarily Rejected.**
11. **Bidder should note that there would be no Guarantee for taking Minimum Quantities of the above (Pantry/Housekeeping/Water Jars). The Quantitates mentioned under the 3(Three) Heads i.e. Pantry Items, Housekeeping Items & Water Bottles may be increased by 10 % during currency of contract i.e. 1(One) Year.**
12. **ACCEPTANCE/REJECTION OF MATERIAL**

The material should be supplied as per specifications, Pack Size etc. mentioned in this RFQ /Work Order/PO and the same will be accepted without deviation and any rejection of material shall be final and binding on the supplier and it has to be lifted back from RFCL Noida Office by the supplier on its own cost within 7 Days. Payment of only the accepted Item will be done to the supplier as per Point No: 6 above.

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BID SUBMISSION & EVALUATION CRITERIA

BID SUBMISSION: -

The tender will comprise only one part (Single Part) i.e. Technical and Price Bid

The technical & Price bid both should be enclosed and SEALED in a **Single ENVELOPE** and that envelope shall be super scribed with: -

- i) Name of Work
- ii) Tender No., and date,
- iii) Date of Opening of Tender
- iv) Name and complete address of the tenderer and

Bid envelope should contain the following documents: -

- (a) Tender documents duly signed & stamped on all pages as token of your acceptance.
- (b) Bidder Details (Section-V)
- (c) Self-Declaration for Non-Blacklisting/De-listing) as per Section-VI
- (d) Power of Attorney/authorization for submission of tender document, **as applicable.**
- (e) Certified copy of Permanent Account Number (PAN) from Income Tax Authorities.
- (f) Certified copy of GST Registration No. along with documentary proof thereof, if applicable.

Place of receipt of Tenders:- Chief Manager (C&P), RFCL, 4th Floor, Wing-A, Kribhco Bhawan, Sector-1, Noida, UP-201301

Last date and time of Receipt of Tenders: Up to 12:00 PM on 31.12.2025

EVALUATION CRITERIA: -

- a. Evaluation of bids shall be done on Highest Discount / Lowest Profit Margin Offered by the party on overall 3(Three heads) i.e. Pantry Items, Housekeeping Items & Water Bottles at RFCL-Noida office including GST, Packing & Forwarding, Insurance & Freight and all charges leviable to RFCL upto RFCL-Noida. RFCL at its sole discretion may vary quantities, if so, required at the time of PO/WO placement.
- b. The revise bids, on due date of opening of the tenders or after the extension of tender opening, whatsoever the case may be, shall not be entertained. No Deviation in this regard would be entertained.

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Section-IV

SCHEDULE OF RATES (SOR) / Price Bid

S.N	NAME OF ITEM	Indicative Brands	Tentative Qty for One Year & UOM	Pack Size	Discount (- %) / Profit margin (+%) on MRP after including GST*, Delivery Charges etc. (To be Quoted by the Bidder)
Pantry Items					
1	Tea Bag	Taj Mahal, Lipton, Tetley, Red Label, Wagh Bakari	192 Box	100 pcs/box	
2	Ice Lemon Tea (Powder)	Nestle, Lipton	108 Pkt	400 gm/pkt	
3	Milk Powder	Nestle, Mother Dairy, Everyday	240 Pkt	1kg/pkt	
4	Sugar	Local or Branded	240 Pkt	1kg /pkt	
5	Chips	Lays	720 pkt	24 gm /pkt	
6	Nutrinochoice Biscuit	Nutrinochoice	240 pkt	75 gm /pkt	
7	Monaco Biscuit	Monaco	180 pkt	69.6 gm/pkt	
8	Gooday Biscuit	Gooday	120 pkt	58.4gm /pkt	
9	Nutcracker-Namkeen	Nutcracker	720 pkt	42 gm/pkt	
10	Coffee	Nescafe	72 pkt	500gm/pkt	
11	Green Tea	Lipton, Brookbond, Tetley, Organic India	72 Box	100 pcs/box	
12	Table Salt	Catch	24 pkt	200 gm/pkt	
13	Chat masala	Catch	24 pkt	100gm/pkt	
Housekeeping Items					
16	Black Hit Mosquito spray	Hit, Baygon, Mortein	16 Bottle	400ml / bottle	
17	Tissue Box	Paseo, Presto, Premier, Softouch, Wintex, Origami, Elegance	144 pkt	--	
18	Toilet Roll	Emporia or Any Brand	1080 Roll	250 sheets of 10 cm X 20cm each per roll	
19	House Keeping Brush	Any Brand	16 pcs	--	
20	Urinal Screen Mat	Any Brand	60 pkt	2pcs/pkt	
21	Handwash	Dettol, Savlon, Lifebuoy, Himalaya	60 bottle	675 ML	
22	Toilet Cleaner	Harpic, Sanifresh, Gaiinda	88 bottle	1 ltr	
23	Drain Cleaner Powder	Kiwi Drainex, Wonder Fresh, Pidlite D-Klog,	44 pkt	50 gm/pkt	
24	Nephthalene Balls	Gaiinda, Wonder Fresh, Trishul	30 pkt	200g/pkt	
25	Floor cleaner	Cleanzo, Gaiinda	16 bottle	5ltr/bottle	
26	Tissue Packet	Any Brand	96 Pcs	100 Pcs/Pkt	
27	Glass and Surface Cleaner	Colin, Gaiinda, Mr Muscle	16 bottle	5 ltr/bottle	
28	Urinal Cubes	Any Brand	44 pkt	12 pcs/pkt	
29	Air Freshner Cube	Odonil	130 Pcs	48 gm/pc	
30	Room Freshner	Odonil, Godrej	16 Bottle	150 ml to 220 ml / bottle	
31	Duster Big	Any Brand	360 Pcs	--	
32	Yellow Duster	Any Brand	360 Pcs	--	
33	Pocha big/ Dry MOP Blue	Any Brand	192 Pcs	--	
34	Scotch Brite (Green Juna)	Any Brand	60 pcs	--	
35	Steel juna	Any Brand	30 pcs	--	
36	Vim Gel	Any Brand	48 pcs	500 ml /pcs	
37	Washing Powder	Surf or Any Brand	16 pkt	500 gm / pkt	
38	Garbage Bag (20x26 Inch)	Any Brand	116 pkt	25pcs/pkt	
39	Garbage Bag (30x40 Inch)	Any Brand	60 pkt	25pcs/pkt	
40	Lizol	Lizol	16 bottle	5ltr /bottle	
41	Battery (AAA) Alkaline	Dura Cell Ultra, Panasonic, Eveready	44 pcs	--	
42	Battery (AA) Alkaline	Dura Cell Ultra, Panasonic, Eveready	44 pcs	--	
43	Hand Gloves Disposable	Any Brand	16 pkt	100 pcs/pkt	
44	Wiper big	Any Brand	16 pcs	--	
45	Soft Jhaddu (Phool Jhaddu)	Any Brand	16 pcs	--	
46	Wiper Blade	Any Brand	16 pcs	--	
47	Small Dustbin without Lid	Any Brand	12 pcs	--	
Water Bottles/Jar					
48	Water Bottle /Jar/Cans	Bisleri/Kinley/Himalayan/Bailley/Aquafina	1800 Jars	20 L/Jar	

Note : *GST & Freight upto RFCL Noida is Inclusive in the above Discount / Profit margin.

Tenderer's Sign & Stamp

Section-V**BIDDER DETAILS**

The following declaration to be signed by Tenderer / Contractor and to be submitted along with required documents which would be duly self-certified:

Sr.	Description			
1.	Name of Firm			
2.	Complete Address along with Contact Person name, mobile number and Email Id	Address:		
		Contact Person Name:		
		Contact Person Mob No:		
		Email ID:		
3.	Type of Firm to be specified (Proprietor / Partnership / Limited Co. etc.)			
4.	If a Tenderer has relation(s) whether by blood or otherwise with any of employees (including employees on deputation) of RFCL, the Bidder must disclose the relation at the time of submission of Tender, RFCL shall reserve the right to reject the Tender or rescind the Contract, if such information is found incorrect.	YES / NO (If Yes, give the following details)		
		Name & Designation of the Employee	Place of Posting	Relation with the Employee
5.	PAN No. (Permanent Account Number) of the firm / company issued by Income Tax Deptt. along with Documentary Proof thereof.			
6.	GST Registration No. of the firm /company issued by GST authorities along with Documentary Proof thereof.			
7.	MSME Registration If the firm is registered as Micro/Small/Medium Enterprises as per MSMED Act, 2006, the same may be confirmed by the tenderer and submit a photocopy (Self certified) of the registration certificate of relevant services, in support thereof. Otherwise it will be construed that the firm is not registered as per MSMED Act,2006.	Yes / No (If Yes, a Self-certified copy of registration certificate to be submitted) Mention the category i.e. Micro / Small / Medium		
8.	Bank Account Details:			
	Name of Beneficiary/Account holder			
	Complete Bank Account No:			
	Account type (SB/Current/CC/OD) Pl. Specify			
	Name of Bank and Branch Address:			
	IFSC Code:			
9.	Other information if any			

I/We are hereby confirming that the above information/details are given true and correct to the best of my/our knowledge and belief and nothing has been concealed therein. I/We also undertake to advise any future changes to the above details

Signature of the Contractor/ Tenderer with SEAL

Place:.....

Dated:.....

Tenderer's Sign & Stamp

Performa for declaration of Non-Blacklisting/De-listing

With reference to NIT No. **RFCL/C&P/HR/Pantry,Housekeeping Items Etc/25-26/084 Dt.10.12.2025** of Ramagundam Fertilizers and Chemicals Ltd., for the work of **Annual Rate Contract (ARC) for Supply of Pantry Items, Housekeeping Items & Water Bottles/Jar.**

I, _____ S/o Sh. _____ R/o _____

do hereby solemnly affirm and declare as Proprietor / Partner / Authorized signatory of the firm on

behalf of M/s _____ as under :

i) That my / our firm / sister concern/their associates etc. has not been black listed, debarred, de-listed or put on holiday by any Institutional Agency / Government Department / Public Sector Undertaking for participating in the Tender, in last 3 years.

ii) No other Firm / Sister Concerns / Associates belonging to the same group are participating / submitting the Tender for this job.

iii) That information furnished by me / us in respect of the above tender is true and correct and nothing has been concealed. In case any of the information is found to be false and /or incorrect at any stage, RFCL shall be at liberty to take the necessary action as deemed fit.

DEPONENT

Dated: _____

VERIFICATION

It is certified that the above contents / facts are correct and true to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

Place _____

Date: _____

Tenderer's Sign & Stamp

FORM OF CONTRACT
(On non-judicial stamp paper of Rs. 100)

THIS CONTRACT made at RFCL,Noida on the ----- day of ----- BETWEEN RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED, registered in India under the Indian Companies Act 2013, having its registered office at Ramagundam Fertilizers and Chemicals Limited (RFCL), Scope Complex,Core No. III, 7 Institutional Area, Lodhi Road, New Delhi - 110003 India (hereinafter referred to as the "Owner", which expression shall be deemed to include its successors and assigns) through its authorized representative of the ONE PART.

AND

M/s. ----- carrying on business in sole proprietor/partnership/company etc. having its office at ----- (hereinafter referred to as the "Contractor" which expression shall be deemed to include his/its representatives/successors and permitted assigns) through its authorized representative of the OTHER PART.

WHEREAS the owner is desirous of executing certain works more specifically mentioned and described in the Work Order No./Letter of Intent No -----Dated ----- for total Contract value of Rs.(Only) and WHEREAS the contractor has agreed to execute the work as specified in the Tender Documents and Work Order/ Letter of Intent referred to above and also in the contract documents.

NOW, THEREFORE, THIS CONTRACT WITNESSETH AS FOLLOWS:

ARTICLE-I

1.0 CONTRACT DOCUMENTS:

1.1 The following documents shall constitute the contract documents, namely:

- a) This contract;
- b) NIT/Tender documents;
- c) Work Order No..... dated.....
- d) Letter of Intent / Notification of Award No..... dated.....
- e) Contractor Quotation/bid dated.....
- f). Owner's Tender Document/ NIT No.....dated.....
- g) Amendment/ Addendum/ Corrigendum dated(If any) to Tender Document/NIT.
- h) Owner's Letter/email dated.....(If any).
- i) Contractor's Letter/email dated (If any).

1.2 A copy each of the above documents (a) to (h) are annexed hereto and the said copies have been collectively marked Annexure-I.

ARTICLE-2

2.0 SCOPE OF WORK

2.1 In consideration of the payments to be made to the contractor as hereinafter provided, he shall, with due care, promptness, accuracy and workmanship execute the work in accordance with approved plans,Notice Inviting Tenders(NIT), Special Terms & conditions of Contract,General Terms & Conditions of the Contract,Technical Specifications and the Work Order/Letter of Intent.

ARTICLE-3

3.0 TERM

3.1The contract work shall be duly executed and completed in all respect and handed over to Ramagundam Fertilizers And Chemicals Limited within a period ofmonths/year w.e.f to The time mentioned herein shall be the essence of the contract.

Tenderer's Sign & Stamp

ARTICLE-4

4.0 TERMINATION OF CONTRACT

4.1 Notwithstanding anything elsewhere herein provided and in addition to any other right or remedy of RFCL under the Contract or otherwise including right of RFCL for compensation for delay the Engineer-in-charge/officer-in-charge may, without prejudice to his right against Consultant in respect of any delay, bad workmanship or otherwise or to any claims for damage in respect of any breaches of the Contract and without prejudice to any rights or remedies under any of the provisions of this Contract or otherwise and whether the date for completion has or has not elapsed by intimation in writing, absolutely, determine the Contract: Default or failure by Contract of any of his obligations under the Contract including but not limited to the following, the Contract is liable to be terminated if the Consultant becomes bankrupt or insolvent or goes into liquidation or is ordered to be wound up or has a receiver appointed on its assets or execution or distress is levied upon all or substantially all of its assets.

-Abandons the work

Or

-Persistently disregards the instructions of the Owner in contravention of any provision of the Contract

Or

- Persistently fails to adhere to the agreed program of work

Or

-Sublets the work in whole or in part thereof without Owner consent in writing

Or

-Performance is not satisfactory or work is abnormally delayed

Or

-Defaults in the performance of any material undertaking under this Contract and fails to correct such default to the reasonable satisfaction of the Owner within fifteen days after written notice of such default is provided to the Contractor

Or

- Conceals or submit any false document or information furnished by the contractor regarding past experience and or contents of any document etc. are found false.

4.2 Owner may terminate the Contract due to any reason including reasons due to force majeure, regulations or ordinance of any Government or any other reasons beyond the reasonable control of the Owner.

Such termination will be by 15 (fifteen) days' notice in writing and no claim/compensation shall be payable by the Owner as a result of such termination, excepting the fees and costs for the meaningful services rendered by the Contractor and acceptable to Owner up to the date of termination.

4.3 CONSEQUENCES OF TERMINATION

If the contract is terminated by RFCL for the reasons detailed under clause no. 4.1 of above or for any other reason whatsoever:

i) RFCL reserves the right to get the work completed at the risk and cost of the Contractor and to recover from the Contractor any amount by which the cost of completing the work by any other agency exceeds the value of the contract, without prejudice to any other remedies/rights/claims etc. that may be available with RFCL.

ii) Security Deposit/Performance Bank Guarantee Bond submitted by the Contractor shall stand forfeited.

iii) The Contractor shall have no right to claim any compensation for any loss sustained by him by reason of his having entered into any commitment or made any advance on account of or with a view to the execution of the works, or on account of expected profits.

iv) All the dues payable to the Contractor for the work executed by him before and up to termination shall only be released after making adjustments for the expenses, charges, damages and expected losses etc. incurred by RFCL as a consequence of the termination of the contract.

v) Apart from above RFCL reserves the right to delist/ blacklist the contractor from the approved list of pre-qualified parties or debar from participating in tendering process of RFCL in all units / offices as per RFCL's rules & regulations.

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ARTICLE-5

5.1 FORCE MAJEURE CLAUSE (FMC)

The terms and conditions agreed upon under the contract shall be subject to Force Majeure. Neither the contractor nor RFCL shall be considered in default in the performance of their obligation contained therein, if such performance is prevented or delayed or restricted or interfered with by reason of War, Hostilities, Acts of Public Enemy, Civil Commotion, Strike, Lockouts, Epidemics/Pandemics, Accidents, Fires, Explosions, Flood, Earthquake, regulation or ordinance or requirement of any Government or any sub-division thereof or authority or representative of any such Govt., and/or due to technical snag/reasons or any other Act whatsoever, whether similar or dissimilar to those enumerated beyond the reasonable control of the parties hereto or because of any act of GOD. The party so affected, upon giving prompt notice to other party of such conditions and cause thereof from within 15(Fifteen) days of occurrence of such event, shall be excused from such performance to the extent of such prevention, delay, restriction or interference for the period it persists provided that the party so affected shall use its best efforts to avoid or remove such causes of non- performance if possible and shall continue performance hereunder with the utmost dispatch whenever such causes are removed.

If the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 90(Ninety) days, either party may at its option terminate the contract by giving notice to the other party.

For delays arising out of Force Majeure neither RFCL nor the Contractor shall be liable to pay extra costs or to make good any losses incurred consequent to the happening of any of the event, provided it is mutually established that Force Majeure condition did actually exist.

ARTICLE-6

6.1 INDEMNITY BY CONTRACTOR

The Contractor shall indemnify and save harmless Owner from and against all actions, suit, proceedings, losses, costs, damages, charges, claims and demands of every nature and description brought or recovered against the Owner by reason of any act or omission of the Contractor, his agents or employees, in the execution of the works or in his guarding of the same. All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to the actual loss or damage sustained, and whether or not directly or indirectly any damage shall have been sustained.

ARTICLE-7

7.1 ENTIRE CONTRACT

The contract documents mentioned in Article-I hereof embody the entire contract between the parties hereto and the parties declare that in entering this contract, they do not rely upon any previous representation whether express or implied and whether written or oral or any inducement, understanding or agreement of any kind not included within the contract documents and all prior negotiations, representations contract and/or agreements and understanding are hereby cancelled.

ARTICLE-8

8.0 NOTICE

8.1 Subject to any provisions in the contract documents to the contrary, any notice, order of communication sought to be served by the Contractor on the Owner with reference to the contract shall be deemed to have been sufficiently served upon the Owner (notwithstanding any enabling provisions under any law to the contrary) only, if delivered by Hand or by Registered Post/ Speed Post or email to the Officer/Engineer-In-Charge as defined in the General Terms and Conditions of the contract.

8.2 Without prejudice to another mode of service provided for in the contract documents or otherwise available to the Owner, any notice, order or other communication sought to be served by the Owner on the Contractor with reference to the contract shall be deemed to have been sufficiently served upon the Contractor if delivered by Hand or through Registered Post/Speed Post or email to the Contractor at his specified address at.....

ARTICLE-9

9.0 WAIVER

9.1 No failure or delay by the Owner in enforcing any right or remedy of the Owner in terms of contract or any obligation or liability of the Contractor in terms thereof shall be deemed to be a waiver of such right, remedy, obligation or liability, as the case may be, by the Owner or notwithstanding such failure or delay, the Owner shall be entitled at any time to enforce such right remedy, obligation or liabilities as the case may be.

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ARTICLE-10

10.0 NON-ASSIGNABILITY

10.1 The contract and benefits and obligations thereof shall be strictly personal to the Contractor and shall not on any account be assignable or transferable by the Contractor, except without written prior permission of Owner.

ARTICLE-11

11.1 DISPUTE RESOLUTION

For Indian Parties "Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be resolved amicably through negotiations by the Parties.

A "Notice of Dispute" shall be given by the party seeking resolution of a dispute to other party. If the dispute is not resolved within Thirty (30) days from the notice, the dispute shall be referred to arbitration as per the procedure mentioned herein below:

A written notice shall be given by the contractor invoking arbitration to Ramagundam Fertilizers and Chemicals Ltd through Designated Authority(as mentioned in General Terms and Conditions).

Where the claim including determination of interest, if any, being claimed upto the date of commencement of arbitration does not exceed Rs. Five crore, the reference shall be made to a sole arbitrator. The parties shall mutually agree on the name of sole arbitrator. In case of disagreement upon the name of the sole arbitrator, the appointment of Sole Arbitrator shall be done in accordance with the provisions of Arbitration & Conciliation Act, 1996.

Where the claim including determination of interest, if any, being claimed, upto the date of commencement of arbitration exceeds Rs. Five crore, the reference shall be made to arbitral tribunal consisting of three arbitrators. Each party shall nominate one arbitrator each within 30 days from the date of receipt of notice of invocation of arbitration and two nominated arbitrators shall appoint the presiding arbitrator within 30 days thereafter. If a Party to the dispute refuses or neglects to nominate an arbitrator on its behalf within the period specified, or the two arbitrators fails to nominate Presiding arbitrator, appointment of Arbitrator(s) shall be done in accordance with the provisions of Arbitration & Conciliation Act, 1996.

The Arbitration proceeding shall be governed by the Arbitration & Conciliation Act,1996 and any further statutory modification or re-enactment thereof and the rules made thereunder.

It is agreed by and between the parties that in case a reference is made to the Arbitrator for the purpose of resolving the disputes/differences arising out of the contract by and between the parties hereto, the Arbitrator shall not award interest on the awarded amount more than the rate SBI PLR/Base Rate applicable to RFCL on date of award of contract.

The seat and venue of arbitration shall be Delhi/Place of respective Unit/Place of Zonal Office.

The cost of the proceedings shall be equally borne by the parties, unless otherwise directed by the arbitral tribunal. The decision of the arbitral tribunal shall be final and binding on all parties."

11.2 For Foreign Parties

"Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration administered by the Singapore International Arbitration Centre ("SIAC") in accordance with the Arbitration Rules of the Singapore International Arbitration Centre ("SIAC Rules") for the time being in force, which rules are deemed to be incorporated by reference in this clause.

The seat and venue of the arbitration shall be at New Delhi, India.

The language of the arbitration shall be English.

This Contract/LOI/NIT shall be governed by and construed in accordance with the Laws of India."

11.3 For CPSEs and Government Department

In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (Other than those related to taxation), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.

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ARTICLE-12

12.0 JURISDICTION

Notwithstanding any other Court or Courts having Jurisdiction to decide the question(s) forming the subject matter of the reference, if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the court of Competent Civil Jurisdiction in this behalf at (where this contract has been signed on behalf of the Owner) and only the said Court(s) shall have jurisdiction to entertain and try such action(s) and/or proceeding(s) to the exclusion of all other Courts.

IN WITNESS WHEREOF the parties hereto have duly executed this Contract in duplicate at the place, day and year first above written.

SIGNED AND DELIVERED FOR AND ON BEHALF OF

Ramagundam Fertilizers and Chemicals Limited
(With Rubber stamp)

Contractor
(With Rubber stamp)

Date:
Place:

Date:
Place:

In the Presence of:

In the Presence of:

Witness

Witness

1.

1.

Signature
Name of Signatory
Address

Signature
Name of Signatory
Address

2.

2.

Signature
Name of Signatory
Address

Signature
Name of Signatory
Address

Tenderer's Sign & Stamp