



**Ramagundam Fertilizers & Chemicals Limited**  
(A Joint venture company of NFL, EIL & FCIL)  
Fertilizer City, Ramagundam – 505210  
Peddapalli District

**E-Tender No: 56508**

**24-APRIL-2024**

**NIT Ref. No.: RFCL/2024-25/DS/Pur/Manpower/01**

**BIDS ARE INVITED**

**FOR SUPPLYING MANPOWER FOR DATA ENTRY,  
DOCUMENTAION/RECORD KEEPING AND RELATED WORKS IN  
PURCHASE DEPARTMENT FOR ONE YEAR**



रामगुण्डम फर्टिलाइजर्स एंड केमिकल्स लिमिटेड

**Ramagundam Fertilizers and Chemicals Limited**  
(A joint venture Company)

**Fertilizer City, Ramagundam- 505 210**

**Peddapalli (Distt)Telangana State**

Email: pvarshney@rfcl.co.in

Ref: NO.: RFCL/2024-25/DS/Pur/Manpower/01

Dated: 24/04/2024

**TENDER FOR SUPPLYING MANPOWER FOR DATA ENTRY, DOCUMENTAION/RECORD KEEPING AND RELATED WORKS IN PURCHASE DEPARTMENT FOR ONE YEAR**

**Master Index**

Sr. No.	Subject	Page No.
1.	Contents	2
2.	Letter Inviting bid	3-8
3.	Definitions of Terms (Annexure-I)	9
4.	Declaration Form-I (Annexure-II)	10
5.	Declaration form of bidder details Form-II (Annexure-III)	11-12
6.	Banking mandate Form-III (Annexure-IV)	13
7.	Eligibility Criteria (Annexure-V)	14-16
8.	Evaluation Criteria (Annexure-VI)	17
9.	General Terms and conditions of Contract (Annexure-VII)	18-31
10.	Special Terms and Conditions of Contract (Annexure-VIII)	32-33
11.	Scope of Work (Annexure-IX)	34-35
12.	Security Deposit and Performance Bank Guarantee format (Annexure- X)	36-37
13.	Certificate of Statutory compliance (Annexure-XI)	38
14.	Format of Agreement (Annexure-XII)	39-40
15.	Undertaking regarding blacklisting etc. (Annexure- XIII)	41
16.	Check list for bidders (Annexure-XIV)	42-43
17.	Price Bid/Schedule of Rates (SOR) (Annexure-XV)-form part of Technical bid	44
18.	Overtime (Annexure-XVI)	45

**NOTICE INVITING TENDER**  
**(Two Part Bidding)**

Online Tenders under Two Part Bid system are invited through e-Tendering process for Supplying Manpower For Data Entry, Documentation/Record Keeping and Related Works in Purchase Department For One Year mentioned in Annexure- :-

Tender No. and Date	RFCL/2024-25/DS/Pur/Manpower/01
Description of Work	SUPPLYING MANPOWER FOR DATA ENTRY, DOCUMENTAION/RECORD KEEPING AND RELATED WORKS IN PURCHASE DEPARTMENT FOR ONE YEAR.
Type of Bid	Two Part Bid
<b>DUE DATE</b>	<b>06.05.2024 up to 10:30 hrs.</b>
<b>Tender Cost (Non-Refundable)</b>	<b>Rs. 500/- (Rupees Five Hundred only)</b>
<b>EMD</b>	<p><b>Earnest Money:</b> Rs. 25,000/- (Rupees Twenty Five Thousand Only) Tenders can be collected by hand against stipulated tender fee. Otherwise, tender fee to be submitted along with EMD at the time of bid submission.</p> <p>Bidder to submit EMD &amp; Tender Fee in the form of demand draft in favor of 'Ramagundam Fertilizers and Chemicals Limited' payable at Ramagundam branch or through bank transfer (Account No 36727029257, RFCL Branch, SBI, IFSC Code: SBIN0061777).</p> <p>Tender received without tender Cost &amp; EMD will be rejected. MSME/NISC registered bidders are exempted from EMD/Tender fee</p>
Offer Validity period	<b>Minimum 120 days from tender opening date.</b>
Contract Validity	One year from the date of award of work and shall be extendable for three months as per GTCC (Clause No. 1.22.0)

For further details, visit our E-Portal Site <https://rfcl.abcpocure.com>. Tender Particulars are also available on website <https://www.rfcl.co.in>. Any future amendment/modification to the NIT will be displayed only on our E-Tender Portal <https://rfcl.abcpocure.com>. Bidders are requested to visit our E-Tender Portal regularly in their own interest to check for any amendment/modification to the NIT.

## INSTRUCTIONS TO TENDERERS

**1. Mode of Tendering:**

Ramagundam Fertilizers and Chemicals Ltd. Ramagundam (A Joint Venture of NFL, EIL, FCIL) has decided to award "Supplying Manpower For Data Entry, Documentation/Record Keeping and Related Works in Purchase Department For One Year", as per Scope of Work for a period of One Year" in RFCL Plant located at Ramagundam, Telangana through e-tendering. The NIT will be posted on website <https://rfcl.abcprocure.com> from where the registered vendors will be able to download the tender documents for participation in the tender and submit their bids online. The tender submission, tender closing and opening will be done electronically and online. The NIT shall also be posted on company's homepage i.e, [www.rfcl.co.in](http://www.rfcl.co.in).

2. Interested Vendors (viz. our Registered Vendors) shall visit the URL i.e. <https://rfcl.abcprocure.com> for downloading of tender documents, bid preparation, hash submission, bid submission etc. The Tenders shall be duly digitally signed and encrypted by the Tenderers using their Digital Signature Certificate.

It is presumed that accordingly, you can submit your bid and participate in this tender as per the requirements of the system. However, in case of any help/clarification, you may contact any one of the following:

**a) Ramagundam Fertilizers and Chemicals Ltd**

Mr. Pradeep Varshney, General Manager (Materials) RFCL, Fertlizers City, Ramagundam E mail: <a href="mailto:pvarshney@rfcl.co.in">pvarshney@rfcl.co.in</a>	-	Mr. Durgesh Kumar Sharma Assistant Manager (Materials), RFCL, Fertilizers City, Ramagundam Mob No: +91 9918888256 Email: <a href="mailto:durgesh.sharma@rfcl.co.in">durgesh.sharma@rfcl.co.in</a>
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**b) M/s. e-Procurement Technologies Limited**

1	Approval of Profile & DSC Verification	Help Desk	+91 - 63532 17080, +91-90990 90830	<a href="mailto:info@abcprocure.com">info@abcprocure.com</a> <a href="mailto:dsc@abcprocure.com">dsc@abcprocure.com</a>
2	e-Tender Submission	Help Desk	+91 9904406300 , +91 9510812960 , +91 9265562821 , +91 6354919566	<a href="mailto:support@abcprocure.com">support@abcprocure.com</a>
3	e-Auction related Queries	Help Desk	+91 - 98799 96111, 99044 07997, 95108 13415	
4	<b>Office Hours:</b> Monday to Friday - 10:00AM to 07:30PM (IST) 1st, 3rd and 5th Saturday - 10:00AM to 06:00PM (IST) 2nd and 4th Saturday – Holiday			

**3. (a) Pre-Requisites for System using e-Procurement sites:**

Bidders are strongly advised to refer Minimum System Requirement document uploaded on <https://rfcl.abcprocure.com> under download section prior registration and Participating in e-Tenders invited by RFCL.

For Quick Bidder Manual, you can refer this link <https://youtu.be/-E5fiZVYnfg> for Tender Submission **OR** download "Bidder Manual" from <https://rfcl.abcprocure.com> website **OR** Contact us.

(b) Pre-Requisites for DSC Registration:

- The Vendor becomes a valid Vendor only after the registration of the DSC
- Vendors need to possess a valid DSC for participating in e-Tendering (class III DSC)
- Vendors need to procure DSC 24 hours prior to Registration on <https://rfcl.abcprocure.com>.
- It can be procured from any of the Certifying Authority registered under CCA India.eg Sify, nCode, eMudra etc
- DSC can also be procured from the e-tendering service provider i.e. **e-Procurement Technologies Ltd.**
- Respective DSC Drivers needs to be installed.
- DSC needs to be physically inserted into the system.
- DSC should appear in the Browser.
- Vendor should map the DSC with their Log-ID immediately after registration, Email Verification.

(c) Pre-Requisites for Login Credentials:

For registration on the e-tender site <https://rfcl.abcprocure.com>, one can be guided by the "Instructions to Vendors" available under the download section of the homepage of the website. As the first step, bidder shall have to click the "Register" link and fill in the requisite information in the "Bidder Registration Form". Kindly remember your email id (which will also act as the login ID) and the password entered therein. Once you complete this process correctly, you shall get a system generated mail. Thereafter, login in to the portal using your credentials. When you log in for the first time, system will ask you to add your Digital Signature Certificate. Digital Signature Certificate Class 3 Signing + Encryption is mandatory to attach at the time of Registration and to log-in. Bidders should ensure that DSC is in the name of registered firm and person only. If attached DSC does not match with the registered profile then DSC will not be verified and profile will not be approved. Once you have added the Digital Signature Certificate, please inform the vendor administrator [info@abcprocure.com](mailto:info@abcprocure.com), [dsc@abcprocure.com](mailto:dsc@abcprocure.com), Contact no.: +91 - 63532 17080, +91-90990 90830 for approval. Once approved, bidders can login in to the system as and when required.

4. All the vendors participating in the online e-procurement have to abide by the process involved in the entire workflow of the e-procurement.
5. As a pre-requisite for participation in the tender, vendors are required to obtain a valid Digital Certificate of Class III (having both signing and encryption certificates) as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCIA), Controller of Certifying Authorities (CCA). The cost of obtaining the digital certificate shall be borne by the vendor.
6. Corrigendum/amendment, if any, shall be notified on the site <https://rfcl.abcprocure.com>. In case any corrigendum/amendment is issued after the submission of the bid, then such vendors who have submitted their bids, shall be intimated about the corrigendum/amendment by a system-generated email. It shall be assumed that the information contained therein has been taken into account by the vendor. They have the choice of making changes in their bid before the due date and time.
7. Vendors are required to complete the entire process online on or before the due date/time of closing of the tender
8. Directions for submitting online offers, electronically, against e-procurement tenders directly through internet:
9. Vendors are advised to log on to the website (<https://rfcl.abcprocure.com>) and arrange to register themselves at the earliest
10. The system time (IST) that will be displayed on e-Procurement web page shall be the time considered for determining the expiry of due date and time of the tender and no other time shall be taken into cognizance.
11. Vendors are advised in their own interest to ensure that their bids are submitted in eProcurement system well before the closing date and time of bid.
12. If the vendor intends to change/revise the bid already submitted, they shall have to withdraw their bid already submitted, change / revise the bid and submit once again (if this feature "Bid Withdraw" is enabled in e-tender event). However, if the vendor is not able to complete the submission of the changed/revise bid within due date & time, the system would consider it as no bid has been received from the vendor against the tender and consequently the vendor will be out of contention. The process of change / revise may do so any number of times till the due date and time of submission deadline. However, no bid can be modified after the deadline for submission of bids.

13. Once the entire process of submission of online bid is complete, they will get an auto mail from the system stating you have successfully submitted your bid in the following tender with tender details.
14. Bids / Offers shall not be permitted in e-procurement system after the due date / time of tender. Hence, no bid can be submitted after the due date and time of submission has elapsed.
15. No manual bids/offers along with electronic bids/offers shall be permitted except those specifically indicated.
16. No responsibility will be taken by RFCL and/or the e-procurement service provider for any delay due to connectivity and availability of website. They shall not have any liability to vendors for any interruption or delay in access to the site irrespective of the cause. It is advisable that vendors who are not well conversant with e-tendering procedures, start filling up the tenders much before the due date / time so that there is sufficient time available with him/her to acquaint with all the steps and seek help if they so require. Even for those who are conversant with this type of e-tendering, it is suggested to complete all the activities ahead of time. It should be noted that the individual bid becomes viewable only after the opening of the bid on/after the due date and time. Please be reassured that your bid will be viewable only to you and nobody else till the due date/ time of the tender opening. The non-availability of viewing before due date and time is true for e-tendering service provider as well as RFCL officials.
17. RFCL and/or the e-procurement service provider shall not be responsible for any direct or indirect loss or damages and or consequential damages, arising out of the bidding process including but not limited to systems problems, inability to use the system, loss of electronic information etc. In case of any clarification pertaining to e-procurement process, the vendor may contact the following agencies / personnel:
18. RFCL is not responsible for any mistake made by the vendor at the time of bidding process. In case any vendor submits an invalid bid due to any reason including typing mistake / human error, such invalid bid will be disqualified and such vendor shall not be allowed to further participate in that tender. The remaining process shall be completed considering the other valid bids.
19. For submitting price bid through e-Auction, the successful Pre-qualified Vendors will have to use a Class III Digital Signature Certificate issued by any India CA approved by CCA of India as per IT Act 2000.
20. It is mandatory for the vendors to use the Digital Signature Certificate in all their bidding Process. It is the entire responsibility of the vendors to protect their own login id and Password and keep their digital certificate safe so that is not misused by any other person.
21. Tenderers are requested to scrutinize the terms and conditions of this tender thoroughly along with the General Terms and Conditions etc. as given in tender documents before proceeding for preparation of Online Bid.

**22. Tender Schedule:**

The Notice of issue of Tender Enquiry and Detailed Schedule for downloading the NIT documents, Submission of Bids, Tender closing and opening, and subsequent clarification/ amendment in schedule etc. shall be communicated to registered vendors separately by emails. The same is also available on the above-mentioned website against this tender.

Tender Schedule shall be as under:

Sr.No.	Tender Stage	Date and Time
1	Start Date and Time for downloading of Tender Documents	25.04.2024 at 10:00 hrs.
2	End Date and Time for downloading of Tender Documents	06.05.2024 at 10:00 hrs.
3	Last Date and Time for Bid Submission	06.05.2024 at 10:30 hrs.
4	Start Date and Time for opening of Tender (Un-priced Techno-Commercial Bids)	06.05.2024 at 11:00 hrs.
5	Start Date and Time for opening of Price Bids	Will be intimated later only to those Bidders whose Bids are technically and commercially acceptable to RFCL.

**Note:** After expiry of date & time for a particular activity as mentioned above, that particular activity cannot be done unless the schedule for the same is extended/ amended.

Similarly, no activity can be done before start date & time specified for that particular activity unless the schedule for the same is preponed/amended

**23. Tender Opening:**

Tenders will be opened electronically by RFCL. Submission of bids may be done by Vendors from their office or from any place of their choice. However, bids cannot be submitted after expiry of bid submission due date & time as per the schedule. The bids of Vendors shall be opened electronically.

**24. System failures and remedial measures thereof/course of action to be followed:**

RFCL shall make all out efforts to rectify the problem(s) leading to system failure during the live tendering. However, in case the system could not be restored within the reasonable time period as deemed fit by RFCL, the following remedial measures shall be taken under such aneventuality:

1	Tender is prepared and released but vendors are not able to submit their bids.	The due date of closing/opening shall be extended suitably.
2	Bids have been submitted but the same cannot be opened by RFCL.	The due date of opening shall be extended suitably.

**25. Document Submission:**

The following documents are to be submitted with the quotation, failing which the tender will be liable for rejection:

- i. Declaration Forms I & II (As per Annexure- II & III, respectively)
- ii. An undertaking on their letter company head, stating:
  - That party/their associates/sister concerns etc. has not been black listed or put on holiday by any institutional agency/ Govt. Deptt. /Public Sector Undertaking in the last two years for participating in the tender.
  - No other firm/sister concerns/associates belonging to the same group is participating/submitting tender for the job.
- iii. Other details are as under:
  - PAN (Permanent Account No.) issued by Income Tax Deptt.
  - GSTIN (copy of GST registration should be attached)
- iv. Power of Attorney in the Name of Person, who has signed the Tender Document. (In case of Partnership Firm or otherwise as the case may be).

**26. Single Rate:**

The contractor shall quote single rate against each item and not multiple rates in the Schedule of Rates. Any tender with the multiple rates quoted will be summarily rejected. Price should be quoted strictly as per the Performa enclosed for Schedule of Price.

27. All pages shall be initialed at the lower right-hand corner and signed wherever required in the tender papers by the tenderers or by a person holding power of attorney 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.
28. No condition or deviation should be mentioned by tenderer in Price Bid. Offers where the party has mentioned any condition or deviation in Price Bid shall be out rightly rejected.
29. While submitting the offer, bidders may ensure that tender document/offer has 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.
30. 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 negotiation.
31. Conditional Offer: Conditional offers will not be accepted under any circumstances.
32. RFCL reserves the right to reject or accept any tender without giving any reason.

**33. Name & Address of the Consignee/Unit:**

General Manager (Materials)  
Ramagundam Fertilizers and Chemicals Limited  
Ramagundam – 505 210,  
Dis: Peddapalli (Telangana)

**34. RFCL Bank Account Details:**

Name of the Beneficiary: RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED  
Name of the Bank: STATE BANK OF INDIA  
Branch Name: RAMAGUNDAM (11086)  
Account No. 36727029257  
IFSC Code: SBIN0061777

**35. GSTIN No.**

Taxpayer's Trade Name: Ramagundam Fertilizers and Chemicals Limited  
Taxpayer's Legal Name: Ramagundam Fertilizers and Chemicals Limited  
Provisional ID Number: 36AAHCR2335P1ZY  
PAN: AAHCR2335P

**36. In the event of any contradiction between General Terms & Conditions and Special Terms enclosed with this NIT, the latter shall prevail.**

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Thanking you, Yours Sincerely,  
For & On behalf of Ramagundam Fertilizers and Chemicals Limited



Pradeep Varshney  
General Manager - Materials



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**PRADEEP VARSHNEY**  
General Manager (Materials)  
Ramagundam Fertilizers and Chemicals Limited  
Ramagundam, Dist. Peddapalli-505210, (T.S)



Ramagundam Fertilizers and Chemicals Limited  
DEFINITIONS OF TERMS

In the contract documents herein defined where the context so admits, the following words and expression will have the meanings assigned to them respectively:

1. "The OWNER" means the RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED (RFCL), incorporated in India, having its corporate office at 4th Floor, Wing- A, Kribhco Bhawan, Sector-1, Noida, Uttar Pradesh Pin Code- 201301.
2. The "ENGINEER-IN-CHARGE (EIC)" shall mean the person designated as such by RFCL and shall include those who are expressly authorized by him to act for and on his behalf for operation of this contract.
3. The "WORK" shall mean the works to be executed in accordance with the contract or part thereof as the case may be and shall include all extra, additional, altered or substituted works as required for purpose of the contract.
4. "CONSTRUCTION EQUIPMENT" means all appliances and equipment of whatsoever nature for the use in or for the execution, completion operation or maintenance of the work unless intended to form part of permanent work.
5. "SITE" means the areas in which the work is to be performed by the Contractor and shall include a part or portion of the site on which the permanent work is proposed to be constructed.
6. The "TENDER DOCUMENTS" shall consist of Short Tender Notice, General Instructions to the Tender, General Terms Conditions of Contract, Special Terms and Conditions of Contract, Specifications, Drawings, Time Schedule Tender Form, Performa or Agreement Form, Schedule of Rates, and Addendum/Addenda to Tender Documents.
7. "THE CONTRACTOR" means any person or persons or firm or company whose Tender has been accepted by RFCL with the concurrence of the Owner, and the legal personal representatives, successors and permitted assigns of such person, persons firm or company.
8. The "CONTRACT" shall mean the Agreement between RFCL and the Contractor for the execution of the works including therein all contract documents.
9. The "SPECIFICATIONS" shall mean the various Technical specifications attached and referred to in the Tender documents. It shall also include the latest addition of relevant Indian Standard Specifications published before entering into contract.
10. "The DRAWINGS" shall include Maps, Plans and Tracings OR Prints thereof with any modifications approved, in writing by the Engineer-in-charge and such other drawings as may, from time to time, be furnished or approved in writing by the Engineer-in-charge.
11. The "CONTRACT DOCUMENTS" shall consist of Agreement, Tender documents as defined in Clause 6 & 8 above, Acceptance of Tender and further amendments.
12. The "ALTERATION ORDER" means an order given in writing by the Engineer-in-charge to affect additions to or deletion from and alterations in the works.
13. The "COMPLETION CERTIFICATE" shall mean the Certificate to be issued by the Engineer-in-charge when the works have been completed to his satisfaction.
14. The "FINAL CERTIFICATE" in relation to a work means the Certificate issued by the Owner after the period of defect liability is over.
15. The "PERIOD OF DEFECT LIABILITY" in relation to work means the specified period from the date of issue of Completion Certificate up to the date of issue of Final Certificate during which the Contractor stand responsible for rectifying all defects that may appear in the works.
16. 'ZERO DATE' shall mean the date of issue of LETTER OF ACCEPTANCE (LOA) or issue of WORK ORDER, whichever is earlier.
17. "GTCC" means General Terms & Conditions of Contract.
18. Technical Terms and Conditions & Special Terms and conditions are succeeding to GTCC. Any clause under different head shall be succeeded by clause in the succeeding head.

**Declaration Form-I**  
**DECLARATION FOR SUBMISSION OF TENDER FORM**

To

General Manager (Materials),  
Ramagundam Fertilizers and Chemicals Limited,  
Fertilizer City, Ramagundam  
District: Peddapalli (Telangana)  
Pin Code- 505 210

Sir,

I/We hereby submit tender for **Supplying Manpower For Data Entry, Documentation/Record Keeping and Related Works in Purchase Department For a Period of One Year at RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED, RAMAGUNDAM (TELANGANA)** as per tender separately signed and accepted by me/us, and rates quoted by me/us in Price bid/Schedule of Rates (SOR) (Annexure XV) in accordance with Notice Inviting Tender, terms and conditions of Tender, other documents and papers as detailed in the tender document.

I/We hereby agree to abide by and fulfill all terms and conditions referred to in the Tender Document /Work Order etc. and in default thereof, to forfeit and pay to the RFCL or its successors or its authorized nominees such sums of money as are stipulated in Terms and Conditions contained in the Tender Document.

I/We confirm having deposited the Earnest Money of Rs. 25,000/- (Rupees Twenty Five Thousand Only) vide Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ in favour of Ramagundam Fertilizers and Chemicals Limited payable at Ramagundam (not applicable to MSME/NSIC registered as per tender)

It is certified that Price bid/Schedule of Rates (SOR) is unconditional and quoted for all the items in the prescribed format in figures and words both and no item is left blank/unquoted.

If, I/We fail to start execution of the said contract in the time, specified in the tender documents or fail to deposit the amount of security deposit specified in the Tender Document, I/We agree that Ramagundam Fertilizers and Chemicals Limited shall forfeit the said Earnest Money. The said owner shall also be at liberty to cancel the notice of acceptance of tender if I/We fail to remit Security Deposit amount as aforesaid or to execute an agreement or to start work as stipulated in the tender document/perform the contract faithfully.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2023

Signature of Tenderer with the seal  
Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
Mobile/Telephone No. \_\_\_\_\_

**DECLARATION FORM-II**

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

Sr.	Description			
1.	Name of Applicant/Firm/Company			
2.	Complete Address			
3.	Contact Person name, mobile number and email id			
4.	Company Profile:	✓ Please Tick below at applicable		
i.	Public/Private Limited Company			
ii	Undivided Hindu Family/Individual			
iii	Partnership Firm			
Iv	Others (Please specify)			
<b>(Please attach latest copy of partnership deed duly attested by Notary Public and self-attested firm registration copy/Incorporation certificate. Articles of association and memorandum of association and power of attorney who is signing documents on behalf of applicant/firm/company).</b>				
5.	Year of Establishment			
6.	If a Bidder has relations whether by blood or otherwise with any of employees of RFCL (Including employees on deputation), the Bidder must disclose the relation at the time of submission of Tender, failing which, RFCL shall reserves the right to reject the Tender or rescind the Contract.	<b>YES / NO (If Yes, give the following details)</b>		
		<b>Name &amp; Designation of the Employee</b>	<b>Place of Posting</b>	<b>Relation with the Employee</b>
7.	P.F. Registration No. of the Contractor to be intimated along with Documentary proof thereof.			
8.	PAN No. of the Contractor to be intimated along with Documentary Proof thereof.			
9.	Whether bidders are registered or unregistered as per GST Laws. If registered the following details shall be provided-			
10.	GST Registration Number with Documentary Proof.			
11.	Service Accounting Code No.			

12.	Rate of GST applicable on the quoted rates	IGST ____%	SGST ____%	CGST ____%
13.	We have assessed & ascertained the rate of GST applicable on quoted services. It is clearly understood that RFCL will not have any liability towards payment of GST over & above the GST rate quoted for any reason whatsoever except for statutory variation against documentary evidence.	<b>Agreed</b>		
14.	ESI Registration No. of the Contractor to be intimated along with Documentary proof thereof.			
15.	If the party is registered as Micro/Small/Medium Enterprises as per MSMED Act,2006, the same may be confirmed by the party and submit a photocopy (Self-certified) of the registration certificate in support thereof. Otherwise it will be construed that the party is not registered as per MSMED Act, 2006.			
16.	The bidder shall submit the name and address of the firm/company along with its constitution giving status of the same such as sole proprietorship/partnership or limited/private firm etc. Along with its copies duly attested by Notary Public as evidence.			
17.	The bidder shall submit undertaking regarding Labour License, as per the following format “ Incase this job is awarded to us i.e. M/s _____, we shall obtain Labour License from the appropriate Licensing Authorities i.e. Central / State Government , as applicable from time to time , under the Contract Labour (R &A) Act, 1970 &the rules enacted thereunder and submit a copy of the same to RFCL, Ramagundam before start of execution of contract work in RFCL,Ramagundam”	<b>In case Applicable</b>		

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2023

**Signature of the Contractor/ Bidder with SEAL  
(Signature of Bidder with Seal)**

Name & Address \_\_\_\_\_

Email: \_\_\_\_\_

Mobile no: \_\_\_\_\_

PRINT ON LETTER HEAD OF THE CUSTOMER/VENDOR DECLARATIO FORM-III  
E-BANKING MANDATE FORM

SL NO	PARTICULARS	DETAILS TO BE FILLED HERE
1	Vendor/Customer Name	M/s _____
2	Vendor/Customer Code	Optional
3	Vendor/Customer Address	
4	Vendor/Customer e-mail Id	
5	Particulars of Bank Account	
	(i) Name of the Beneficiary	
	(ii) Name of the Bank	
	(iii) Name of the Branch	
	(iv) Branch Code	
	(v) Address	
	(vi) Telephone No.	
	(vii) Type of Account	
	(viii) Account No	
	(ix) RTGS/IFSC number of the Bank	
	(x) 9 Digit MICR Code	

I/We hereby authorize Ramagundam Fertilizers and Chemicals Limited (RFCL) to release any amount due to me/us in the bank account as mentioned above. I/we hereby declare that the particulars given above are correct and complete. If the transactions is delayed or lost because of incomplete or incorrect information, we would not held RFCL responsible for that.

*SEAL & SIGNATURE of the Vendor/Customer*

We certify that M/s \_\_\_\_\_ has an account no. \_\_\_\_\_ with us and we confirm that the details given above are correct as per our record.

Bank Stamp:

Date:

Signature of authorized officer of the Bank

**NOTE: In case if it is not possible to get it certified/endorsed from the bank, a copy of cheque shall be attached.**

ELIGIBILITY CRITERIA

## A. Eligibility Criteria

Sr. No.	Conditions	Documents required (To be submitted along with Technical bid)
1.	<p>Bidder should be Service Provider / Contractor having successful experience of <i>(particular work for which tender has been issued)</i> during the last seven (7) years.</p> <p><b>Note:</b></p> <p>“The last 7 years shall be counted from last date of the preceding month in which tender has been Issued.”</p>	<p>1. Bidder must submit the copy of valid industrial License issued by Statutory authority for being a manufacturer along with ISO certificate/ GST Registration certificate / Udyog Adhaar / certificate issued by statutory authority / NSIC certificate or equivalent certificate.</p> <p>2. In case the manufacturer wants to quote through their authorized dealer/distributor or their authorized dealer wants to quote separately then authorization certificate from the manufacturer is required in addition to (i) above, the Authorization certificate should be issued for specific tender/enquiry.</p> <p>3. Authorization letter from the company on behalf of the person signing the document be provided with technical bid.</p> <p>4. For Proprietorship firm - Name of the proprietor to be mentioned. Affidavit of proprietorship in original duly notarized (Latest) to be submitted.</p> <p>5. For partnership firms - Affidavit in originals duly notarized, confirming the current status of the firm along with names of the partners. Copy of partnership deed duly notarized (latest) to be submitted.</p> <p>6. For Transport unions/Co-operative societies/Registered societies/Registered Companies, Limited or Pvt- Copy of Registration certificate/Copy of Resolution of members/Authority letter to participate in the tender.</p>
2.	<p>Bidder should have successfully completed similar work for providing of Unskilled/Semi-Skilled/Skilled/Highly Skilled manpower for office related works in industries of Fertilizer/Petrochemical/Refinery/Power Plant /Mining / Coal/Steel / Copper / Aluminum / Oil &amp; Gas /Cement/any continuous process industries during immediate last 7 years (i.e., 01.04.2017 to 31.03.2024) as mentioned below:</p>	<p>Copy of Completion Certificate along with copy of Work Order from the organization where the work is executed is to be enclosed mentioning the completed value of each single work executed and performance certificate issued by the client.</p>

	<p>One similar completed work costing not less than the amount of Rs. 18 Lakhs per annum (excluding taxes).</p> <p>or</p> <p>Two similar completed work costing not less than the amount of Rs. 11 Lakhs per annum (excluding taxes).</p> <p>Or</p> <p>Three similar completed work costing not less than the amount of Rs. 9 lakhs per annum (excluding taxes).</p>	
3.	<p>The Annual turnover of the bidder shall not be less than Rs. 7 Lakhs in at least one of the preceding three financial years as on the date of issuance of this Tender.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>In case financial year closing date is within 6 months of date of issue of enquiry and audited annual report of preceding financial year is not available, bidder has the option to submit the financial details of the three previous years immediately prior to the last financial year. Otherwise, it is compulsory to submit the financial details of the immediate three preceding financial years. (Example, in case, audited annual report of immediately preceding financial year (year ending 31st March) is not available and where enquiry issue date is up to 31st December, the financial details of the three previous years immediately prior to the last financial year may be submitted. However, in case the enquiry issue date is after 31st December, it is compulsory to submit the financial details of the financial criteria subject to statutory auditor of Parent Company /Chartered accountant of the Bidder certifying that separate annual report of the Bidder is not prepared and audited.</li> <li>In case bidder is having subsidiaries but only a single consolidated annual report is prepared as per prevailing law of land and audited which includes the financial details of their subsidiaries, consolidated</li> </ul>	<p>Bidder shall submit financial standing through Audited* Balance Sheet/ Profit &amp; Loss Account and Form 16A/26AS for the last three financial years. (FY 2020-21,2021-22, 2022-2023/2023-2024)</p> <p>* Where audited accounts are not mandatory as per law, bidder can submit financial standing duly certified by practicing Chartered Accountants (not being an employee or a director or not having any interest in the bidder's company).</p>

	<p>audited annual report shall be considered for establishing the financial criteria subject to statutory auditor/chartered accountant of the bidder certifying that separate annual report of Bidder (without the financial data of subsidiaries) is not prepared and audited.</p> <p>• Further, in case a bidder is a subsidiary company and separate annual report of the Bidder is not published, but only a consolidated annual report of the parent company is available, consolidated annual report shall be considered for establishing the financial criteria subject to statutory auditor of Parent Company/Chartered accountant of the Bidder certifying that separate annual report of the Bidder is not prepared and audited</p>	
4.	<p>The net worth of the bidders should be positive for the financial year 2022-23/2023-24 ending 31<sup>st</sup> March' 2023/2024.</p>	<p>A Copy of Audited* Balance Sheet should be submitted in support of your claim.</p> <p>* Where audited accounts are not mandatory as per law, bidder can submit financial standing duly certified by practicing Chartered Accountants (not being an employee or a director or not having any interest in the bidder's company).</p>
5.	<p>Bidder should have minimum working capital of Rs. 2 lakhs as per Audited Financial result of FY 22-23/23-24.</p> <p>"Working capital should be current assets minus current liabilities.</p>	<p>Copy of audited balance sheet for the Financial year ending 31<sup>st</sup> March' 2023/2024 should be submitted.</p> <p>Or,</p> <p>Requisite document issued either from any Indian scheduled Bank (except co-operative bank and Gramin Bank) for availability of unutilized fund based line of credit for at least of ₹ 2 lakhs as on preceding month in which tender has been issued.</p>
6.	<p>I. Bidder must not be <b>black listed</b> by any government department/public sector undertaking/co-operative Unit.</p> <p>II. Bidder must not be <b>delisted / on Negative List</b> by any government department/public sector undertaking/co-operative Unit in the last two years, as on date of participating in the tender.</p> <p>III. Bidder must not be on the <b>Holiday list</b> of RFCL.</p>	<p>Self-certification(s) for both should be submitted on Party's letterhead for the same.</p>



EVALUATION CRITERIA

Since the bids are being invited under two-part system, therefore the following bid evaluation criteria shall be followed

1. The Technical Bids of only such tenderers shall be opened who has deposited the EMD in the requisite format as per NIT and tender fee as prescribed in the tender document.
2. Price Bid(s) of the tenderer(s) meeting the Eligibility criteria shall only be opened.
3. Bidder's Bid should be workable. Service charge/profit margin/Administrative Charges quoted by the Bidders for schedule (A) necessarily has not to be less than 1.00 %. Any Service charge/profit margin/Administrative Charges not adhering to these guidelines shall be considered as unresponsive and such bid will be rejected summarily. In case the bidder quotes service charge/profit margin percentage with more than two decimals, then up to two decimals without rounding up shall be considered for evaluation.
4. If there is any difference between service charge/profit margin percentage (%age) quoted and in absolute amount, then the service charge/profit margin percentage (%age) will be treated as final.
5. Evaluation of the price bids shall be on overall basis and work shall be awarded to L-1 bidder.
6. The rates to be quoted by party should be inclusive of all duties, taxes, levies, entry tax etc. but excluding GST. The GST will be extra and as applicable.
7. If the tenderer does not quote rate for any item, it may be noted that for evaluation purposes the same shall be taken based on the highest rates quoted by the other tenderers. However, order shall be placed for the same item based on the lowest rate quoted by the other tenderers.
8. Multiple rate quotations against single item work, if quoted by the party, shall be rejected forthwith.
9. If, the SOR Service Charges/Profit Margin/ Administrative Charges quoted by two or more bidders are happened to be same, those bidders will be given a stipulated time period in which they have to submit a closed envelope quoting the percentage of discount on their previously submitted SOR Service Charges/Profit Margin/ Administrative Charges. The bidder who offers highest percentage of discount will be awarded contract. However, bids after discount should not be lesser than percentage mentioned at above clause 3 and those bids shall not be considered. Further, If two or more bids after discount also happens to be same, Lowest bid will be selected based on draw/lottery system.
10. RFCL reserves the right to reject or accept any tender without giving any reason.
11. RFCL may ask form 16A/26AS in support of work completion certificate for workorders submitted in response to BQC.
12. Average of executed value in proportion to monthly may be taken into consideration for yearly/per annum calculation if the original contract period is more than one year.

General Terms and Conditions of Contract

- 1.1.0 The execution of the work may entail working in all the site and weather condition and no extra rate will be considered on this account. The Contractor may have to carry out the jobs to work round the clock as per our requirement to be decided by Engineer in-charge and the Contractor should take this aspect into consideration for formulating his rates and quotation. No extra claim/overtime will be paid on this account.
- 1.2.0 Electricity, Water and Service Air will be provided free of cost at one point as per requirement of the job subject to availability.
- All lifting tools & tackles are to be got tested, wherever applicable, under the Competent Person engaged by State Government from time to time and the certificates duly verified by Competent Authority are to be submitted to the Department before taking up the job.
- 1.3.0 **Accommodation and Land for Contractor's Godown/Workshop:**
- 1.3.1 Suitable accommodation will be provided for the Contractor or his authorized representative on chargeable basis, if available.
- 1.3.2 RFCL may allocate land for putting temporary Godown/ workshop for making storage, work site by the Contractor, free of cost.
- 1.3.2.1 The CONTRACTOR shall at his own cost construct temporary structures as required by them for their office, fabrication shop and construction stores only in the area allocated to them on the project site by the RFCL or his authorised representative and provide suitable water supply and sanitary arrangement and get the same approved by the ENGINEER-IN-CHARGE. No unauthorised buildings, constructions or structures should be put up by the CONTRACTOR anywhere on the project site
- 1.3.2.2 On completion of the works undertaken by the CONTRACTOR, he shall remove all temporary works erected by him and have the SITE cleaned as directed by ENGINEER-IN-CHARGE.
- 1.3.2.3 If the CONTRACTOR shall fail to comply with these requirements, the ENGINEER-IN-CHARGE may at the expenses of the CONTRACTOR remove such surplus, and rubbish materials and dispose of the same as he deems fit and get the site cleared as aforesaid; and CONTRACTOR shall forthwith pay the amount of all expenses so incurred and shall have no claim in respect of any such surplus materials disposed of as aforesaid.
- 1.3.2.4 RFCL reserves the right to ask the CONTRACTOR any time during the pendency of the CONTRACT to vacate the land by giving 7 days' notice on security reasons or on national interest or otherwise.
- 1.3.2.5 No person except for authorised watchman shall be allowed to stay in the plant area/CONTRACTOR's area after completion of the day's job without prior written permission from ENGINEER-IN-CHARGE.
- 1.3.2.6 **Land for Residential Accommodation:** No Land shall be made available for residential accommodation for staff and labour of CONTRACTOR
- 1.4.0 The Contractor shall have to make his own arrangements for all Tools & Tackles, Skilled and Unskilled labours etc. required for the job. The work is subject to inspection at all time by the Engineers-in-charge and the Contractor shall have to carry out the work to the entire satisfaction of the Engineer-in-charge.
- 1.5.0 **Sub-Contracting:** Sub-Contracting of the job will not be allowed without prior written permission of the owner (RFCL).
- 1.6.0 Statutory deduction on account of Income Tax and GST TDS on works contract shall be made at the rates applicable at the time of release of payment to the bidder.
- 1.7.0 The rates quoted will be firm for the currency of the contract period and will not be subjected to escalation irrespective of any increase what so ever. The rates quoted for materials, if any, are F.O.R. RFCL Site, Ramagundam and are inclusive of all taxes. No taxes will be paid extra (excluding GST). However, the escalation pertaining to labour deployment component will be allowed as per clause 1.30.0

### **1.8.0 Earnest Money Deposit:**

- a) The Tenderer should make a deposit of Earnest Money and Tender Fees as prescribed in NIT/Tender by an A/C Payees Demand Draft (Separate for both) drawn on any Scheduled Bank except Rural or Co-Operative Bank in favour of "Ramagundam Fertilizers and Chemicals Limited," payable at Ramagundam. The Earnest Money and Tender Fees shall not be accepted in any other form except specified.
- b) The Earnest Money and Tender Fees should accompany the Tender in separate Envelope without which tender may not be opened and it may be considered as rejected at the sole discretion of RFCL. However, Bidders firm registered, Prior to bid submission due date, with NSIC/MSE (Micro & small) vendors are exempted from submission of Tender fee and EMD subject to submission of documentary evidence that the bidder is a Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises or Udyam.
- c) In case tenderers are required to collect tenders from RFCL Office, the tender sets may be given upon the submission of the tender fee in prescribed mode/form as above. In case parties download the tenders from the website, tenderer are required to submit the respective tender fee along with EMD.
- d) Earnest Money Deposit will be refunded to all unsuccessful bidders after award of Contract/Placement of Order against the tender to Successful bidder. Earnest Money Deposit will be refunded to all Technically unsuitable bidders within 30 days after expiry of tender validity period or placement of order against tender whichever is earlier. No Interest shall be payable by RFCL for amount deposited as Earnest Money.
- e) Earnest Money is liable to be forfeited if tenderer:
  - i. Withdraws or modifies offer in full or part during the validity period
  - ii. Failure of the bidder to honour their offer.
  - iii. Does not accept Purchase / Work Order if placed by RFCL
  - iv. Does not Confirm of acceptance of order within the stipulated time after placement of order.
  - v. Inability to perform satisfactorily after receipt of order in case of successful bidder.
  - vi. If documents submitted along with the bid are found false, fabricated etc.

### **1.9.0 The following tenders will be liable to summary rejection:**

- a) Tenders submitted by Tenderer who resort to canvassing.
- b) Tenders, which do not fulfill any of the conditions, laid down in the Tender Documents or are incomplete, in any respect.
- c) Tenders, which contain uncalled for remarks or any alternative additional conditions.
- d) The company reserve the right to accept the lowest or any other Tender in part or in full or award parallel contracts or reject all OR any of the Tender without assigning any reasons thereof.
- e) Tenders received late / delayed.
- f) Bidder's bid should be workable and price bids quoting "Nil" consideration or "Negative" or "Zero or its derivatives as contractor's service charge/ profit margin will be rejected summarily.
- g) Bids having less than current minimum wages as specified by Govt of India/Telangana State Govt. whichever is higher and not fulfilling the related statutory requirements as per applicable labour laws/other laws from time to time.
- h) Tenders not accompanying the Earnest Money and Tender fee of prescribed value and prescribed mode/form.
- i) Ring tendering/ Cartel formation.

**1.10.0** If the Tenderer has relations whether by blood or otherwise with any of the employees (including employees on deputation) of the RFCL, the tenderer must disclose the relation in the Form of Declaration attached, at the time of submission of tender failing which RFCL shall reserve the right to reject the tender or rescind the Contract.

**1.11.0** The Contractor shall at all times indemnify RFCL against any claim which may be made under the ESI Act 1948, regulation/ scheme or any statutory modifications thereof or otherwise for or in respect of any damage or compensation payable in consequence of any accident or injury sustained by any workman or other person whether in the employment of the Contractor or not.

**1.12.0** In every case in which by virtue of provision of ESI Act 1948 or any other Law for the time being in force, RFCL is obliged to pay compensation to a Workmen employed by the Contractor for the execution of the work, RFCL will recover the amount of the compensation so paid from the Contractor's bill, Security Deposit, Bank Guarantees.

- a) The Contractor will be solely responsible for any liability for his workers in respect of any accident, injury etc. arising out of and in the course of Contractor's employment. For this purpose, he shall obtain ESI Registration Number from Appropriate Authorities and deposit both Employer's as well as employees share of ESI contribution each month with ESI Authorities and also make necessary compliance of the provisions of the ESI Act, its regulations and scheme. The Contractor shall be responsible for recovery of employees share of ESI contribution from the concerned Contract Labour and RFCL will not bear any liability whatsoever on this account. Further, the Contractor also indemnifies RFCL against any damages/interest that may be imposed by ESI Authorities on account of non-payment/delayed payments towards ESI.
- b) The Contractor shall ensure that contribution on account of ESI is deposited by due date of month and he will be required to furnish photocopy of ESI challan every month by 21st of the month following the month to which it relates. For this purpose, every month the Contractor shall submit to RFCL a copy of wages sheet as a proof of wages paid to the staff, treasury challan regarding depositing of ESI amount etc. for perusal of officer in charge and will also submit quarterly/periodically statements of ESI etc. as required under various labour laws in respect of staff engaged in execution of jobs. He will also submit half yearly return of ESI.

**c) Insurance Cover for Workmen:**

All workers whose salary is more than Rs 21,000/- per month need not to be covered by ESI. However, contractor to take insurance policy to cover the risk towards temporary disablement and permanent disablement for the workmen.

The contractor shall obtain adequate Insurance Policy in respect of his workmen to be engaged for the work compulsorily towards compensations as admissible under the Workmen's Compensation Act 1923, and Rules framed there under upon death/disablement of a worker. Photocopy of this Insurance policy is required to be submitted by the Contractor to RFCL immediately after the issue of LOA but before the start of the work. Payment against the work done will not be released to the Contractor until and unless photocopy of the Insurance policy is submitted to the RFCL.

CONTRACTOR shall at his cost and expense take out insurance policy from a suitable insurance company acceptable to owner and maintain for the entire period until ACCEPTANCE OF WORKS or until such time thereafter as the CONTRACTOR may consider appropriate the following insurances.

- i. **Workmen's Compensation Insurance (WCI):** This insurance shall confirm to and satisfy all the requirements of the applicable laws and regulations of the country, state territory or province having jurisdiction over the CONTRACTOR 's employees engaged in the WORKS.
- ii. **Employer's Liability Insurance (ELI):** The insurance shall cover the liability of the CONTRACTOR as employer, for compensation beyond the coverage of the Workmen's Compensation Insurance for bodily injury to or loss of life the CONTRACTOR's employees while engaged in the WORKS.
- iii. **Third Party Liability Insurance (TPL):** This insurance shall cover legal liability for bodily injury to loss of life of and/or damage to and loss of properties of the third person party arising out of the performance by the CONTRACTOR of the works.
- iv. **Automobile Liability Insurance (ALI):** This insurance shall cover all the CONTRACTOR's liabilities in connection with use by the CONTRACTOR for the WORKS of any mobile equipment and automobile and when used which are owned, non-owned hired and otherwise placed under the CONTRACTOR's administration and control, or bodily injury to loss of life of and/or property damage of any person or party.
- v. **Other Insurance:** Other insurance which shall be necessary or which the CONTRACTOR deems necessary for proper performance of the WORKS

Inclusion of such insurance requirements in such contracts as aforementioned however, shall not release the CONTRACTOR from any of his responsibilities and liabilities under the CONTRACT.

- 1.13.0** Wages shall be paid by the Contractor to the workman directly into their bank accounts through Electronic Fund Transfer without the intervention of any Jamadars or Thekedars and contractor shall ensure that no amount by way of commission or otherwise is deducted or recovered by Jamadars from the wages of workman.
- 1.14.0** The Contractor may employ such employees/ labours as he may think fit and the employees so employed shall be employees of Contractor for all purposes whatsoever and shall not be deemed to be in the employment of RFCL for any purpose whatsoever. The Contractor shall abide by all rules, laws and regulations that may be in force from time to time regarding the employment or conditions of service of the employees. If under any circumstances whatsoever, RFCL is held responsible in any manner whatsoever for the default or omission on the part of the Contractor in abiding by the aforesaid rules, regulations and laws or held liable or responsible to the employees of the Contractor in respect of any matter whatsoever and called upon to make payments on that account, RFCL shall be reimbursed by the Contractor for the same as also any other expenses costs and charges incurred by RFCL in any proceeding or litigation arising out of any claim, demand or act on the part of the employees of the Contractor, RFCL shall be entitled to claim, demand or compensation from the Contractor in that event. RFCL shall also be entitled to recover the aforesaid amount from the Contractor from any amounts that may become due and payable to Contractor.
- 1.15.0** In case of any difference of any of the terms and conditions either in the meaning or understanding or contradictory terms or conditions at different places/portions in this document, the stricter terms favoring RFCL will apply. Interested tenderer after studying the tender documents carefully, may obtain necessary clarifications, if any in writing before tendering, submitting of tender implies that the Tenderer has obtained all the clarifications required. No claim on ground for want of knowledge in any respect will be entertained. No claim for extra charge consequent upon any misunderstanding or otherwise will be allowed.
- 1.16.0** The Contractor shall be liable to RFCL for any omission or commission on his part or on the part of his employees thereby causing any loss, damage or inconvenience to RFCL.
- 1.17.0** The Contractor shall make his own arrangement for removal of old as well as unused material, including packing materials and empty cases free of cost from work site to the place indicated by the Engineer-in-charge after completion of work and nothing extra will be paid.
- 1.18.0** The decision of Engineer-in-charge in regard to all matters relating to the Tender and for determine the category of work with reference to material of an item not mentioned in scope of work shall be final.
- 1.19.0** If the Contractor gives an undertaking (along with Technical bid) citing that the PF Code will be obtained before start of work and failure to do so, then RFCL shall have the right to terminate the Contract without any compensation or payment.
- 1.20.0 Quantum of Job:**  
The estimated quantity and value of work has been given on the basis of technical assessment and indicates the approximate quantities. The Contractor shall have to execute any or all the jobs depending upon the requirement of the RFCL. However, RFCL will not give any guarantee for minimum billing or minimum quantum of work to be executed against the contract. The rates shall remain firm for the increased or decreased quantities. Payment shall be made on the basis of actual quantities executed.
- 1.21.0 Rights of Owner (RFCL):** If the Contractor is unable to execute the work and any loss is incurred by the Contractor in this respect, it will be to the Contractor's account. The Company may also terminate the contract after giving 15 (Fifteen) days' notice, if in its opinion, the work under the contract is not being done to its satisfaction.  
A unilateral stoppage of work by the Contractor shall be considered a breach of the CONTRACT and the OWNER reserves its right to take necessary and suitable action as it may deem fit, to adequately protect his/its interest at the risk and cost of the contractor. Any aforesaid action shall be without prejudice to any other action rights and remedies etc. that may also be available  
In the above events, RFCL shall have right to get the job done by any other agency/ own resources at the risk and cost of the Contractor till the expiry of period of the contract and recover the cost plus 25% to the Contractor.
- 1.22.0 Validity and Extension of Contract:**

- a. **Validity of Contract:** The contract shall remain valid for a period as specified in NIT reckoned from the date of its award. The job can, therefore, be got done any time during the tenure of the contract. In such case, normally, a notice of 7 days would be given for starting the job but the Contractor should be able to mobilize within 24 hours, if the necessity so arises.
- b. **Extension of Contract:** The extension of contract can be given on the same rates, terms & conditions for a period of three months as per mutual consent. Further extension may be given only in exceptional circumstances based on justification and merit of the case.

#### **1.23.0 FORCE MAJEURE:**

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, Revolutions, Civil Commotion, Strike, Epidemics, Accidents, Fires Flood, Earthquake, regulation or ordinance or requirement of any Government or any subdivision 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/bidders hereto or because of any act of GOD. The party so affected, upon giving prompt notice to the other party 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 diligence whenever such causes are removed. Should one or both parties be prevented from fulfilling their contractual obligations by a state of Force Majeure lasting continuously for a period of one week, the two parties to the contract shall meet and decide about the future course of action for implementation of the contract.

#### **1.24.0 Deleted.**

**1.25.0** RFCL shall have power to make any alteration in, omission from, addition to, or substitutions for original Specifications and instructions which may be considered necessary, during the progress of work and Contractor shall have to carry out the work in accordance with any instruction which may be given to him in writing duly signed by Engineer-in-charge. Such alteration, omission, additions, substitutions, shall not invalidate the contract and any altered, additional or substituted work which the Contractor may be directed to do in the manner above specified as a part of the work, shall be carried out by the Contractor on the same condition in all respects on which he has agreed to do the main work.

**1.26.0** If the rate for the additional altered or substituted work are specified in the contract for the work, the Contractor is bound to carry out the additional, altered or substituted work at the same rate as per specifications in the rate contract for that work.

- a) In the event the extra or substituted items of the work does not fall in category as above, the cost will be calculated on the basis of actual labour and consumable materials utilized for the job. The quoted rates will be inclusive of overhead and profit. The quantum of labour and consumable material used will be assessed by the Engineer-in-charge, whose decision in this respect will be final and binding upon the Contractor. The Contractor will be required to obtain prior approval of RFCL for rates payable to him for such extra items.
- b) In case, the Contractor fails to do the extra and/or substituted work. RFCL will have the option to get the work done through another agency at the Contractors' risk and cost as per clause no. 1.21.0 of General Terms and Conditions.

#### **1.27.0 Security Deposit:**

- a. The Security Deposit together with EMD/Initial Security Deposit shall be 10% of the contract value.
- b. In case of work awarded, Initial Security Deposit (ISD) shall be 2.5 % of the Contract Value which is required to be deposited within 10 days of the issue of the letter of acceptance by the successful tenderer. EMD can be adjusted against Initial Security Deposit. The balance amount of Security Deposit (S.D.) @ 7.5% of the bill value shall be deducted from each Running Bill of the Contractor so as to make the total recovery of Security Deposit @ 10% of the Contract / Work Order Value.
- c. Alternatively, Successful bidder can furnish Performance Bank Guarantee (PBG)/ Bank Guarantee (BG), in lieu of ISD & SD, from any Nationalized / Scheduled Bank except Rural and Co-operative bank equivalent to the 10% of the

contract value valid up to the expiry of Defect Liability period + three months claim period within 10 days of the issue of the letter of acceptance (As per proforma attached at **Annexure-VI**).

- d. In case work is split between two or more parties, SD shall be submitted based on the value of split order.
- e. No interest shall be paid on security deposit. EMD shall be considered as part of SD.
- f. RFCL is entitled without being bound to do so, to adjust the whole or any portion of the security deposit towards the recovery of any amount due to RFCL from the successful tenderer/Contractor.
- g. Security deposit or such portion thereof that has not been adjusted towards recovery of amount due from the successful tenderer/Contractor shall be returned to contractor after obtaining 'No objection certification' from executive department after expiry of 'Defect Liability Period' on demand within 30 days.
- h. If the Contractor submits security deposit in the form of Bank Guarantee (BG) as above, EMD shall be refunded along with first RA Bill payment.
- i. Security deposit shall be forfeited in case the vendor fails to execute the order.

#### **1.28.0 Period of liability (Defect Liability Period) :**

The Contractor shall guarantee for the work done for a period of 3 months from the date of issue of Completion Certificate. Any damage or defect may arise or lie undiscovered at the time of completion certificate, in the workmanship shall be rectified or replaced by the Contractor to the satisfaction of RFCL. In default, the Engineer-in-charge may cause the same to be made good by other Contractor and deduct expenses (of which the certificate of Engineer-in-charge shall be final) from any sums that may be there or at any time thereafter become due to the Contractor from his Security Deposit.

#### **1.29.0 PROCEDURE FOR MEASUREMENT/BILLING OF WORKS IN PROGRESS:**

##### **a. Measurement and Billing:**

All measurement shall be in Metric System. All the works shall be measured jointly by Representatives of Engineer In charge and Contractor. Contractor shall prepare measurements on prescribed proforma and get it verified from Sectional Heads and Area In charges of the Executive Department at RFCL before raising the bill.

The Contractor will submit a bill in approved proforma in triplicate to the Engineer In-Charge of the work giving abstract and detailed measurements for the various items executed during a month before expiry of the 1st week of the succeeding month along with the copy of the following documents and all other documents to comply with the statutory requirement.

- i. Self-attested copy of the challan and ECR with respect to PF deposit relating to previous month.
- ii. Self-attested copy of ESI challan relating to previous month and its payment receipt.
- iii. Self-attested copy of the wage sheet
- iv. Self-attested copy of the proof for transfer of salary to the workers bank account through online transfer (EFT only).
- v. Self-attested copy of GST Deposit relating to previous month
- vi. Any other document if required as per NIT.

##### **b. Running Account Payments:**

All running account payments shall be considered as advance payment against the final bill payment and not as payments for work actually done.

##### **c. Completion Certificate/Final Bill:**

The Engineer In-charge shall normally issue to the Contractor the completion certificate within one month after receiving an application thereof from the Contractor after verifying from the completion documents and satisfying himself that the work has been completed in all respects in accordance with the instructions, specifications of contract documents. The Contractor after obtaining the completion certificate is eligible to present the final bill for the work executed by him. The final bill shall be prepared in the prescribed proforma with reference to the total work covered by the contract. Such bill to be drawn up applying the applicable rates specified in the schedule of rates to the relative measured quantities. The final bill shall also include all additional claims of the Contractor and considered as conclusive.

The final bill, complete in all respects, shall be submitted by the Contractor within 30 days of the completion of work. No further claim shall be allowed by RFCL after Final bill. The following documents shall be submitted to comply with statutory requirements apart from the documents to be submitted with the RA bills:

- i. Undertaking against the compliance of the labour laws in the prescribed format
- ii. No claim certificate in the format approved by RFCL
- iii. Copy of the Form 19 (or) Form 13 of employees send to PF office if required.
- iv. Material reconciliation statement for all materials issued by RFCL to the contractor whether on free-issue basis or chargeable basis if any.
- v. No dues certification for facilities provided by RFCL to the contractor.
- vi. Certificate of clearing of temporary establishments of the contractor at site.
- vii. Indemnity certificate towards all Labour payments and statutory payments, indemnifying RFCL/Consultant in this regard.

In case final bill is not submitted within 30 days, as specified above, the Engineer-in-Charge shall be at liberty to carry out their own measurement/recording of work done and may make payment or recover balances based on such measurement/recording which shall be binding on the contractor.

**d. Final Certificate:**

Within 15 days of Contractors application made after the expiry of the period of defect liability provided in clause 1.28.0 here of satisfaction of all liabilities of the Contractor in respect there of the Engineer In-charge that the Contractor has performed the obligations in respect of the defect liability period and until issue of such final certificate, the contractor shall be deemed not to have performed such liabilities, notwithstanding issue of completion certificate or payment of the final bill by RFCL.

**1.30.0 Terms of Payment:**

- a. Payment of monthly running account bill complete in all respect shall be made after making necessary recoveries as per contract within 30 days of receipt of bill. Payment of final bill shall be released within 60 days after receipt of bill completed in all respect. Payment of 10 % security deposit/deducted shall be released after completion of defect liability period on demand within 30 days.
- b. All payments shall be made to Contractor through Electronic Funds Transfer (NEFT/RTGS Process) as per information furnished by the Contractor in prescribed e-banking mandate form. Any change in the particulars shall be immediately informed to RFCL.

**c. Escalation in Rates:**

- i. The escalation/de-escalation in wages, if any, will be reimbursed for the component for the statutory part of the payment like, minimum wages (Basic+VDA), PF, ESI, Bonus, Leave Payment etc., however no escalation/de-escalation will be paid on the contract profit margin.
- ii. Escalation/de-escalation is applicable only in the case of Complete/Pure Man power supply contracts. For all other contracts, prices/rates quoted shall remain firm and fixed till the completion of work/Final certificate as per tender and shall not be subject to escalation. However, if any Contract labour component identifiable in the Contract, RFCL may pay the differential Minimum wages only to the extent of labour component if claimed by the Contractor, in case Minimum Wages are increased subject to submission of supporting documentary evidence.
- iii. The escalation/de-escalation in wages, if any will be reimbursed as per following:

**Formula= Billed amount \*Wt.avg. factor\*(% of labour component)**

**Note: Billed amount is an amount excluding GST and Contractors Profit Margin**

For example- Calculation of increase in Minimum Wages Impact as given below:

Sr.No.	Category	Old Rate (Rs./day)	New rate (Rs./day)	Difference (Rs./day)	Proportion factor (Rs.)	Manpower deployed (No's)	Wt.avg difference (Rs./day)
1	A	B	C	D=C-B	E=D/B	F	G=E*F



2	High Skilled	816	832	16	0.0196	1	0.0196	
3	Skilled	695	709	14	0.0201	5	0.1007	
4				Total	0.0398	6	0.1203	
5	Wt.avg factor (G4/F4)							0.0201

\* The above figures mentioned at B & C are indicative and actual figures may change depending upon the minimum wage notifications from GOI/ Telangana State Govt. whichever is higher (Minimum of wages of either Telangana state govt. or GOI whichever is higher shall be considered at the time of Price bid opening or as referred in the NIT and the same shall be continued till the currency of the Contract)

**d. Tax Liability:**

- i. The rates to be quoted by the bidder should be inclusive of all duties, taxes, levies, entry tax etc. but excluding GST. The GST will be reimbursed to the contractor against Tax invoice subject to submission of documentary evidence.
- ii. No variation on account of taxes and duties, statutory or otherwise, shall be payable by RFCL to Contractor/Vendor except for GST. However, any statutory variation for GST shall be payable up to date of completion against documentary evidence except for period for which is completion is delayed due to delay by Contractor. Any reduction/deletion in Taxes / duties / cess / levies / fees shall be passed on to RFCL
- iii. Addition of new taxes imposed by the State Governments/Central Government after submission of tender documents and during contractual period shall be to RFCL's account.
- iv. Statutory deductions on account of any law for time being in force shall be made at the rates applicable at the time of release of payment to the bidder.

**e. Raising of Invoice/Bill:**

Contractor shall issue the tax invoice in accordance with GST Law within stipulated time i.e. 30 days of rendering the service.

If Contractor is a registered taxable person, a tax invoice is issued based on the rules regarding details required in a tax invoice, following are the mandatory fields in an invoice.

- i. Invoice number and date
- ii. Customer name
- iii. Shipping and billing address
- iv. Customer and tax payer GSTIN
- v. Place of supply
- vi. HSN code/ Accounting code of services
- vii. Taxable value and discounts
- viii. Rate and amount of Taxes i.e. CGST/SGST/IGST
- ix. Item details i.e. description, unit price, quantity

In the event that the Contractor fails to provide the invoice in the form and manner prescribed under GST act, RFCL shall not be liable to make any payment against such invoices.

**f. Debit notes and credit notes:**

All revisions, rectifications, modification, settlement of taxable value or tax charged may have to be carried out through debit notes and credit notes as early as possible. Further, Credit note shall be issued not later than September month following the end of the financial year in which supply was made or date of filing of the relevant annual return, whichever is earlier. If Contractor fails to issue debit/ credit note as the case may be RFCL may withhold the payment till rectification of such differences.

**g. Uploading of Taxable Invoices:**

Uploading of taxable invoice and credit/ debit notes shall be done by the Contractor strictly within the period prescribed in GST act. In the event that the input tax credit of GST charged by Contractor is denied by the tax authorities to RFCL for the reason whatsoever, then RFCL shall be entitled to recover such amount from the Contractor by way of adjustment from the next invoice / security deposit. RFCL shall also be entitled to recover interest and penalty, in case it is imposed by the tax authorities on RFCL.

h. **Income Tax Permanent Account Number (I-Tax PAN):** The Tenderer shall mention the Permanent Account Number allotted by the Income Tax Authorities in his Tender.

**1.31.0 Preservation of Free Issue Material:**

All materials issued to the Contractor by RFCL shall be preserved against deterioration and storage while under Contractor's custody. Any damage / losses suffered on account of non-compliance with the requirement stipulated herein shall be considered as losses suffered due to willful negligence on the part of the Contractor and he shall be liable to compensate RFCL for the losses suffered at penal rates to be determined by the Engineer In-Charge with reference to the rates charged for the purpose of recovery and shall be final and binding on the Contractor.

**1.32.0 Scrap Allowance (For Free Issue Material only):**

Contractor will plan the work in such a way that the wastage to be minimum Following scrap allowance will be allowed. Beyond the allowance, the wastage will be chargeable to the contractor on RFCL rate +25% + All Taxes will be charged extra.:

S No	PARTICULARS	SALVAGEABLE
A	STRUCTURE	2.5 %
B	PIPE	3.0 %

**1.33.0 Issue of material from RFCL:**

Any issue of materials from RFCL stores not covered in RFCL obligation will be issued and charged on RFCL issue rate +25% + All Taxes will be charged extra. The issue of such material will be sole discretion of RFCL.

**1.34.0 Issue of Gas Cylinder:**

Contractor has to make his arrangement for Oxygen and Acetylene Gas. However, the Oxygen and Acetylene gas can be issued on chargeable basis in exigencies subject to the availability constituting following components.

- a) Invoice price of gas.
- b) Rent for each Cylinder per day.
- c) Department charges.
- d) Cost of collection and return of empty Cylinder.

**1.35.0 Material Transportation:**

The Contractor shall make his own arrangement for Transportation of the material from stores to site of work and to the place of erection etc. at his own cost for making temporary stores/work sites, RFCL may indicate an area at its own discretion for putting up of a temporary hut/shed.

**1.36.0 Price Reduction Schedule:**

It shall be obligation on the Contractor to adhere strictly to the time schedule as stipulated in Letter of Acceptance/Work order. In the event of work is not completed according to the time schedule, then, unless such failure is due to Force Majeure as defined in Clause 1.23.0 here above or due to RFCL's defaults, then the total contract price shall be reduced by 1 % (One Percent) of the total value of work for every day of delay or part thereof, subject to a ceiling of 10 % of the total value of work, by way of reduction in price for delay and not as penalty. The invoice raised shall take into account the above price reduction, if applicable and payment shall be released for reduced value only. If the Contractor does not raise invoice for reduced value, then the Contractor shall issue a credit note equivalent to the price reduction amount." The decision of Engineer-in-Charge with regard to applicability of Price Reduction Schedule shall be final and binding on the Contractor.

**1.37.0 Engineer-In-Charge:**

The Engineer-In-Charge shall have general supervision and direction of the work. He has authority to stop the work whenever such a stoppage may be necessary to ensure the proper execution of the contract. He shall also have authority to reject all work, direct the application of forces to any portion of the work as, in his judgment, is required and order force

increased or diminished and to decide disputes which arise in the execution of the work. The Officer-In-Charge reserves the right to suspend the work or the part thereof at any time and no claim whatsoever on this account will be entertained. In case of any dispute the Contractor may appeal to the Officer-In-Charge whose decision shall be final and binding.

**1.38.0 Jurisdiction:** For any disputes regarding this contract, the exclusive Jurisdiction shall lie in courts situated at Peddapalli (Telangana state) 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/Telangana state.

**1.39.0 Conciliation & Arbitration:** " Except where otherwise provided in the contract all matters, questions, disputes or differences 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 contractor 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 Parties to the contract be referred to the Designated Unit Head / E.D /CFO/CEO, Ramagundam Fertilizers and Chemicals Limited or his / her nominee for appointment of Arbitrator. : "Except where otherwise provided in the contract all matters, questions, disputes or differences (Dispute/s) whatsoever, which shall at any time arise between/among 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 hereinafter. On failure of amicable resolution/settlement as above, the dispute/s shall be referred / adjudicated through Arbitration under/in accordance with "Arbitration Centre (Domestic and International), High Court of Judicature at Hyderabad for the state of Telangana and the State of Andhra Pradesh Rules 2015" as amended or modified or re-enacted from time to time. Where the said rules are silent or in conflicts with Indian Laws, same shall be governed by Arbitration & Conciliation Act 1996, as amended or 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 or 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. For the convenience of parties, the venue of Arbitration shall be as per above rules ie. Arbitration Centre, Hyderabad, However, The Seat of the Arbitration Shall be Ramagundam, Peddapalli District, State of Telangana. The courts at Ramagundam Peddapalli District, State of Telangana shall have exclusive Jurisdiction. It is also agreed by and between the parties that in case a reference is made to the Sole Arbitrator / 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."

**1.40.0 Contractor to Remove Unsuitable Employees:** The Contractor shall, on instruction of the Engineer-In-Charge, immediately remove from the work any person employed thereon who misbehaves or causes any nuisance or otherwise in the opinion of the Engineer-In-Charge is not a fit person to be retained on the work and such person shall not be again employed or allowed on the works without the prior written permission of the Engineer -In-Charge.

**1.41.0 Safety Regulations:** The Contractor shall observe and abide by all fire and Safety regulations of the RFCL. Before starting maintenance work, the Contractor shall consult RFCL's Safety Officer or the Engineer-in-charge. If the Safety Engineer is not available, he will do familiarize him with such regulations, copies of which will be furnished to him by RFCL, when requested. He shall be responsible for and must make good to the satisfaction of the RFCL any loss or damage due to fire to any portion of the work to be done under this agreement or to any of the RFCL's existing property. All the accidents to Contractor's staff will be reported to the Safety Officer promptly. This will, however, not relieve the Contractor of any other statutory obligations.

The Contractor shall not undertake any hot job without safety work permit. He has to maintain First Aid Box in his office. Also, necessary safety equipment like Helmets, Hand Gloves, Face Shield, Safety Belt etc. are to be provided to his workmen by the contractor. However, special Safety equipment required as per the job requirement will be provided by RFCL free of cost.

For any default / accident / loss due to negligence of Contractor/ workers, the liability of Contractor shall be "Absolute liability".

However, Personal Protective Equipment's shall be provided to the Contractor's workmen by RFCL, on chargeable and permanent (non- returnable) basis. The cost of the item plus 25 % overhead charges shall be recovered from the Contractor.

- 1.42.0 Contractor to Execute Agreement:** The Contractor's responsibility under this Contract will commence from the date of issue of the LOA / DLOA. The Tender Documents, Other Documents exchanged between the Tenderer and RFCL, the Letter of Acceptance, DLOA and Work Order shall constitute the Contract. The successful Tenderer shall have to execute an Agreement with Ramagundam Fertilizers and Chemicals Limited, on a non-judicial stamp paper as notified by Telangana state (Presently Rs.200.00) purchased from Ramagundam/State of Telangana, within 10 (Ten) days of date of issue of LOA/DLOA OR Start of Work whichever is earlier. The cost of stamp paper shall be borne by the Contractor.

The agreement shall remain valid for the initial period of WO and all extensions. No separate agreement for extension period shall be required.

The Agreement to be executed shall be in the Proforma which is specified by RFCL in NIT (ANNEXURE XII).

- 1.43.0 Bidder to Acquaint Himself Fully:**

The Bidder may visit the site and shall acquaint himself fully and thoroughly with the conditions and limitations including scope, requirements and official/statutory regulations, under which, conforming to which and subject to which, services/work are to be performed by him. Failure to comply with the aforesaid requirements will not relieve the BIDDER of his obligations in the event of his tender being accepted nor any claim whatsoever will be entertained on the plea of ignorance or overlooking.

The Bidder shall give an undertaking that the terms and conditions of NIT and other aforesaid conditions are acceptable to him without reservations and no deviations to NIT have been taken while making the offer.

Unless otherwise specifically stated in his bid, it will be assumed that all terms and conditions of NIT are accepted by the bidder without any reservations whatsoever.

- 1.44.0 Payment for Preparation of Bid Document:**

The Bidder shall not be entitled to claim any cost, charges, expenses, losses incidental to the preparation and submission of this tender in any case.

- 1.45.0 Termination of Contract and its Consequences:**

**1.45.1 Termination of Contract**

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 Contractor 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 Contractor of any of his obligations under the Contract including but not limited to the following, the Contract is liable to be terminated if the Contractor

- a. 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 or any insolvency proceedings have been initiated under Insolvency Bankruptcy Code, 2016, Or
- b. Abandons the work, Or Persistently disregards the instructions of the RFCL/ Engineer in Charge in contravention of any provision of the CONTRACT, Or
- c. persistently fails to adhere to the agreed program of work

Or

- d. Sublets the work in whole or in part thereof without RFCL's consent in writing assigns, transfers or sublets or attempts to do so., Or
- e. Performance is not satisfactory or work is abnormally delayed, Or
- f. Defaults in the performance of any material undertaking under this CONTRACT and fails to correct such default to the reasonable satisfaction of RFCL within fifteen days after written notice of such default is provided to the Contractor.
- g. Failure to pay minimum wages to the employees/workmen of the Contractor and related statutory payments to the concerned authorities for consecutive period of Three months, or
- h. In the event of theft/untoward incident happened due to act of Contractor and/or its employees, or
- i. Ring tender/Cartel formation/Non-bonafide method, or
- j. RFCL 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 RFCL.
- k. Failure to submit the PF code before start of Work and Labour license, if applicable, along with first RA bill.

Such termination will be by 15 (fifteen) days' notice in writing and no claim/compensation shall be payable by the RFCL as a result of such termination (except clause 1.45.1 (k)), excepting the fees and costs for the meaningful services rendered by the Contractor and acceptable to RFCL, up to the date of termination. In case of termination of this contract on its expiry or otherwise, the staff deployed by the Contractor will have no claim for any employment in the regular / or any other capacity in RFCL.

#### **1.45.2 Consequences of Termination:**

If the contract is terminated by RFCL for the reason detailed under clause above or for any other reason whatsoever:

- a. 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 (plus 25%) 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.
- b. Security Deposit/Performance Bank Guarantee Bond submitted by the Contractor shall stand forfeited.
- c. 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 advances on account of or with a view to the execution of the works, or on account of expected profits.
- d. 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.

#### **1.46.0 Deleted**

#### **1.47.0 TIME EXTENSION:**

If the Contractor requires any extension of time for completing the Work under the CONTRACT, he must apply to RFCL within seven days from the date of the occurrence of the event on account of which he desires such extensions and RFCL may, if he thinks such request reasonable, grant such extension of time as he may think necessary.

**1.48.0 Continued Performance:** The Contractor shall not stop work in case of any dispute pending before arbitrator/court/Tribunal in relation to the contract or otherwise unless further progress of works has been rendered impossible due to non-fulfilment of any reciprocal promise. Unilateral stoppage of work by the Contractor shall be considered a breach of CONTRACT and the RFCL shall be within its rights to take suitable and necessary action as it may deem fit to adequately protect its own interests.

**1.49.0** The Contractor shall comply with the provisions of Factories Act, 1948 & Contract Labour (Regulation & Abolition) Act 1970 and rules framed there under & amended from time to time.

**1.50.0** The Contractor shall abide by all the Acts / Labour Laws related to PF, Wages, Holidays, Leaves, Bonus and Overtime etc. The Contractor is required to comply with all statutory provisions, from time to time, during the tenure of the contract.

**1.51.0** The Contractor shall ensure that the payment of the minimum wages to the labourers through EFT, specified by the government (State Government or Central Govt. whichever is higher) from time to time, has been made in accordance with the Minimum Wages Act. If at any time, it is noticed or it comes to the knowledge that the payment, to the laborer's employed by the Contractor, is not made in accordance with the Minimum Wages Act, RFCL shall reserve the right to take remedial action to regulate the payments.

In case contractor fails to provide the requisite documents pertaining to statutory payments of contract workers along with the bill, an amount equivalent to 40% of the billed amount pertaining to labour wages may be withheld to take care of fulfilment of statutory requirements such as PF, ESI, Bonus, leave payment etc. by the contractor. Further, the Contractor has to make the payment to his workmen on or before 7th day of the following month directly into their bank accounts. In case Contractor fail to do so, RFCL being the Principal Employer will disburse the payment to Contractor's workmen employed for this work and deduct the amount so paid from his bill. For this, RFCL will recover additional 25% of the total wage bill of the labour, as departmental/ administrative charges.

**1.52.0 Loss to Owner (RFCL) during execution of Contract:** It is understood by the Contractor that in the event of any losses/damages caused to the owner (RFCL) due to the reasons whatsoever within his control and the same losses/damages are approved, the Contractor has to make good all the consequential damages/losses to the Owner without any protest and demur. The damages/losses shall be apart from other claims/damages to which the Owner is entitled under the contract or in the course of Law. Except with the written consent from RFCL, the Contractor shall not disclose the contract or any provision of the contract to any third party

**1.53.0** The Contractor shall ensure that all formalities, permissions, licenses required be complied under the existing laws of India and amendments thereof time to time for and in connection with this contract including engagement / employment of laborers are duly complied with along with maintenance of all records and registers as required under laws. The Contractor shall indemnify and keep indemnified RFCL from and against all actions, claims, demands and liabilities whatsoever under and in respect of the breach of any provisions pertaining to labor laws and/or against any claim, action or demand by any workman/ employee deployed by the Contractor or any third parties, in relation to work under this Contract.

**1.54.0 Deleted**

**1.55.0 INDEMNIFICATION**

The contractor shall have to furnish Indemnity Bond (as per format enclosed as Annexure-II) for value of Rs.....towards the material being sent for repair (This Clause shall be applicable for repair of materials).

**1.56.0** "If a Bidder resorts to any frivolous, malicious or baseless complaints/allegations with an intent to hamper or delay the tendering process or resorts to canvassing/rigging/influencing the tendering process, RFCL reserves the right to debar such Bidder from participation in the present/future Bids up to period of 2 years".

**1.57.0 Time Limit for Any Claim:**

In case the Contractor fails to claim compensation, from RFCL on account of any claim under the contract, in writing to the Engineer In-Charge, within a period of one month of cause of action of such a claim arise, the Contractor shall be deemed to have waived of his right to claim the same.

**1.58.0** Where any portion of the General Condition of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, unless a different intention appears the provisions of the Special Conditions of Contract shall be deemed to over-ride the provisions of the General Conditions of Contract and shall to the extent of such repugnancy, or variations, prevail.

**1.59.0 Priority of documents:**

Except if and the extent otherwise provided by the Contract, the provisions of the General Conditions of Contract and Special Conditions shall prevail over those of any other documents forming part of the CONTRACT. Several documents forming the CONTRACT are to be taken as mutually explanatory of one another, but in case of ambiguities or discrepancies the same shall be explained and adjusted by the ENGINEER-IN-CHARGE who shall thereupon issue to the Contractor instructions thereon and in such event, unless otherwise provided in the Contract, the priority of the documents forming the Contract shall be as follows:

- a. The Contract Agreement and its Appendices
- b. The Letter of Acceptance/Work Order:
- c. Special Terms and Conditions of Contract (STCC);
- d. General Terms and Conditions of Contract (GTCC);
- e. Instruction to Bidder or letter Inviting bid
- f. Any other document forming part of the Contract.

**1.60.0** Contractor engaging 20 or more workers must obtain valid Labour License for employing no., of persons as Contract Labour and it should mention the location and the maximum no. of contract labours to be employed/ engaged before actual execution of work and copy be forwarded to HR Dept., before actual execution of work. The contractor shall not undertake or execute any work through contract labour except under and in accordance with the license issued on that behalf by the Licensing Officer. The license may be renewed as per the requirement.

**1.61.0 PROHIBITION OF CHILD LABOUR:**

Engagement of child labour/adolescent is prohibited and any one violating this clause will be black listed and whenever there are violation of the provisions, the Company will resort to legal action as deemed fit. Person below the age of 18 should not be employed

**1.62.0 Corporate Governance Certificate about Compliance of all Labour Laws:** Under Companies Act, 2013 (Clause 49), it is mandatory requirement of the Principal Employer to certify that the Contractors are complying with all Labour Laws pertaining to the Payment of Minimum Wage including temporary Contract workers, Contribution deposited Regularly towards ESI & PF, Payment of Statutory Bonus so as to state that the Contractors of the Company are strictly adhering to the rules and regulations and are not violating any applicable Labour Laws. Hence, each Contractor/Agency to give monthly Undertaking with supportive documents stating that they are complying all Laws applicable for all the Contract workers including temporary workers engaged at RFCL site (Proforma attached as Annexure "X"). and which should be counter verify by the Execution Dept. and after certification month wise, it is forwarded to HR Department

**1.63.0 Weekly Off/Holiday:**

All the Contract Employees must mandatorily be given a weekly day off (full day). All Contract Employee to get at least a three National Holidays (26th January, 15th August and 2nd October) as paid Holidays and also RFCL's Paid Holidays.

**Pay during leave and holidays:** Every employee shall be paid at a rate equivalent to the daily average of his wages for the days on which he actually worked during the preceding month exclusive of any earning in respect of overtime.

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SPECIAL CONDITIONS OF THE CONTRACT

Important Note:

1. GTCC Clause No.1.27.0 may be read as “percentage reduction of CPBG/SD from 10% to 03%” as per government guideline issued vide ministry of finance OM No. F.9/4/2020-PPD Dated 12th NOV 2020. of Total LOA Value (Excluding GST).
2. The following clauses of GTCC are not applicable to this contract;  
1.2.0;1.3.0;1.28.0;1.31.0;1.32.0;1.33.0;1.34.0;1.35.0;1.36.0;1.55.0
3. The contractor shall visit site for discussion with concerned authorities for understanding the nature of job.
4. **Contract Period:** The contract shall be for one-year period from the date of award.
5. **Time Schedule:** Contractor shall Mobilize required manpower at site within 7 (Seven) days of award of the Work Order/LOA or date as mentioned in Workorder/LOA.
6. The personnel provided will be required to perform duties as assigned to them by Engineer-in-charge (EIC)/Officer in Charge (OIC) or RFCL authorities from time to time.

**SCHEDULE - A**

**1. WORKING HOURS:**

- 1.1 Normal working hours shall be 8.45 am to 5.45 pm with one-hour lunch i.e. 8 hrs./day, six days a week leading to a working schedule of 48 hrs./week. Any change in the working hours will be intimated in advance.
- 1.2 Contractor will have to work on all the days except on weekly off, closed holidays of RFCL Ramagundam site and National Holidays. In the event of job requirement contractor may have to deploy his operation and labors on shift basis with an 8-hrs./day shift leading to 48 hrs. per week and a weekly off as per the instruction of Engineer-in-charge (EIC)/Officer in Charge (OIC). In case of absenteeism contractor will arrange the manpower.

**2. OVERTIME:**

Overtime compensation shall be paid for working beyond 8hrs./day on normal days and for working on weekly off, closed holidays and on National Holidays. As mentioned in 1.1 above, there is a working schedule of 48hrs./week and NO OVERTIME will be paid till for working of 48hrs./week is done during normal week that don't have closed holidays and National Holidays. Contractor will have to take permission from Engineer-in-charge (EIC)/Officer in Charge (OIC) for continuing any work where overtime is involved.

In such cases, personnel shall be entitled to overtime payment at double the rate of 1/8th of their daily wage. Overtime for normal working days is to be calculated after 5.45pm only. Contract employees will be allowed for payment of RFCL holidays. Up to 6: 00 PM no over time will be paid, over time will be paid after 6 PM only for working days.

**3. MANPOWER DEPLOYMENT**

- 3.1 Contractor has to deploy manpower as and when required at the agreed rates as per the instruction of Engineer-in-charge.
- 3.2 Contractor may deploy manpower between 18 to 45 years' age. Replacement of Manpower to be completed within 3 working days. In case, the Contractor fails to provide the services as per provisions of the contract for any duration, an additional penalty of Rs.1000.00 shall be levied per day per workmen beyond the permissible days of absence up to the maximum of Rs.5000/- in one stretch. However, the total penalty during the contract period shall not exceed 10 % of the total contract executed value.
- 3.3 The Manpower deployed under this contract should not be under influence of liquor or any other intoxicant while on duty.
- 3.4 The contractor has to deploy the manpower with no criminal records relevant document to be provided at the time of appointment.
- 3.5 The Manpower deployed preferably be able to converse in Telugu, Hindi or English.
- 3.6 Deputed workers shall be polite, courteous, well behaved and honest.
- 3.7 Contractor shall be completely responsible for any theft, burglary, fire or any other mischievous deeds committed by workers.



- 3.8 The contractor must plan in advance for suitable replacement/substitute in case of any of the above workers proceeds on leave beyond three continuous days. Necessary approval must be taken from Engineer-in-charge before any replacement is made
- 3.9 The number of Manpower is approximate and this may increase or decrease, even during contract period also, as per the requirements without any changes in unit price or other terms and conditions.
4. The payment shall be made on pro-rata basis on Number of Manpower deployed as instructed by RFCL .
  5. Contractor ~~Administrative supervisor/~~ Supervisor shall generate and submit all required documents/reports as desired by the RFCL Management in approved formats.
  6. The Contractor shall furnish Bio-Data along with passport size photograph of the Personnel they propose to deploy for the prior approval of the RFCL.
  7. Extra wages for 12 RFCL closed holidays shall be paid by contractor and rates quoted are inclusive of the same.
  8. Contractor will get the Medical Check-up of their employees done thoroughly before they are taken into service. Only persons found medically fit shall be allowed to join the duty. The contractor to make his own arrangements for Medical facilities for their staff. Medical fitness certificate to be provide while appointment time.
  9. The contractor to make his own arrangements for their staff and workers for commuting/Conveyance between the work site and their place of stay.
  10. The contractor to comply with statutory regulations such as provision of PF and ESI and other Act. mentioned in the tender/NIT document which are applicable for industry.
  11. In case of any accident involving Contractor or his workman and departmental enquiry concluding that accident has taken place due to violation of any safety norms by you or your staff or due to any unsafe act performed by your staff during execution of the job, the contractor shall be solely responsible for that and RFCL reserves the right to impose appropriate penalty/action depending on the nature of the accident.
  12. In case violation of safety or gross negligence on part of your staff is observed which may have caused the accident, RFCL reserves the right to terminate the contract and get the job executed through another contractor at your risk and cost.
  13. Bidder's bid should be workable and price bids quoting contractor's service charge/profit margin less than 1.00 % will be rejected summarily.
  14. The 100 % escalation/de-escalation in wages is payable for Schedule A only. However, the service charges/profit margin amount quoted by the bidder for these items will be remain same throughout the currency of the contract. No escalation/de-escalation is payable on this service charges/profit margin amount. This clause supersedes the clause 1.30.0.c of GTC.
  15. Minimum wages prevailing as on date (i.e., with effective from 01.10.2023) are as follows as per GOI order, dated 26.09.2023
    - High Skilled Manpower Rs. 832.00/ day
    - Skilled Manpower Rs. 709.00 /day
  16. **Schedule of Rates (SOR):**
    - A. The prefilled rates of the SOR, are filled (Schedule A ), considering Minimum wages and statutory payment to be made to the manpower to be deployed to execute the contract. Overhead expenses and statutory deductions are to be considered by the bidder in Service Charges/Profit Margin.
    - B. The bidder shall have to submit the Schedule of Rates Performa duly filled in, failing which their Price bid will not be accepted.
    - C. The Amount quoted should be inclusive of all Taxes except GST. Unless specified to the contrary in the bid, all present taxes and statutory levies other than GST shall be borne and paid for by the bidder. The GST will be reimbursed to the contractor against Tax invoice subject to submission of documentary evidence. Payment of the taxes and other statutory levies shall be the responsibility of the bidder and shall not be payable by RFCL.
    - D. Rates filled in by bidder in SOR are immutable and final. If the bidder has forgotten or missed any item at the time of quotation, only null rates shall be considered. Bids shall be evaluated as per evaluation criteria of NIT.
    - E. Wage Per Day Per Person (including statutory benefits with full break-up (Basic & VDA, ESI, EPF, Bonus Gratuity and others) (Minimum wages prescribed by the Minimum Wages Act of the Central Government should be protected.
    - F. Entire amount of wages after deduction for statutory benefits to the personnel engaged will be paid to them in full by RTGS/NEFT into the individuals Account and proof of the same will be submitted every month along with the bills/invoices.
  17. **Manpower:**

The contractor should ensure to depute the manpower accordance with the requirement as under;

    - A. **Job Description for Highly Skilled Manpower:**
      - a. Candidates should be deployed having minimum graduate from any recognized university.
      - b. Computer Knowledge is essentially in typing, Data Entry in MS Office, MS Excel, Internet.
      - c. Two years Experience in Tendering Process/Experience in Purchase/Materials would be prefer.

- d. Preparation of different reports required for C&P.
- e. Preparation of draft NIT/PO/LOA.
- f. Evaluation of Bids & Preparations of Comparative Statements.
- g. Preparation of Notes.
- h. Preparing of Local Purchase Voucher (LPV's)/ Tracking the bill status.
- i. Support in Vetting of Draft MOM and signing of Final MOM by committee Members.
- j. Any other matter as may be assigned by HOD Materials from time to time.
- k. The age of the candidate should not be more than 45 years.

**B. Job Description for Skilled Manpower:**

- a. Candidates should be deployed having minimum graduate from any recognized university.
  - b. Computer Knowledge is essentially.
  - c. Candidates should have proficiency in typing, Data Entry in MS Office, MS Excel, Internet.
  - d. Knowledge of Tendering Process/Experience in Purchase/Materials would be prefer.
  - e. Proficient in Office records Maintaining etc. having understanding of English as well Hindi language and must have Excellent verbal and written communication skills.
  - f. Keeping the office records updated, File maintenance and file movement.
  - g. Other functions of Data entry Operators assigned by the office.
  - h. Any other related work assigned by the office.
  - i. The age of the candidate should not be more than 45 years.
18. The contractor shall always be responsible for the safe custody of the property of the company in his hand and shall ensure that the company's equipment's when under his charge shall always be used for the purpose of the company only.
  19. RFCL reserves the right of conducting trade test for the above-mentioned category or workers before accepting them for job, however, it is the responsibility of contractor to deploy competent personnel fit for their respective jobs.
  20. At any stage, if it is felt that any of the workers is not capable, contractor will have to change him with a competent person to the entire satisfaction of Engineer-in-charge. Further, in case the conduct of any of the workers engaged is found undesirable, RFCL may ask to replace the person with a suitable substitute.
  21. The contractor must plan in advance for suitable replacement/substitute in case of any of the above workers proceeds on leave. Necessary approval must be taken from Engineer-in-charge before any replacement is made.
  22. The Contractor shall be responsible to arrange Gate-Pass to service persons engaged by him for entering into office premises under scope of work as per procedures laid down by RFCL from time to time. In case services are not provided due to absence of persons on account of non-availability or renewal of Gate-Pass, Penalty shall be levied.
  23. In case of any accident involving Contractor or his workman and departmental enquiry concluding that accident has taken place due to violation of any safety norms by you or your staff or due to any unsafe act performed by your staff during execution of the job, RFCL reserves the right to impose appropriate penalty/action depending on the nature of the accident.
  24. Contractor shall Deploy manpower within/ after office hours or working on Sundays/Holidays for any emergency's shutdown on need basis as informed by Engineer- In- Charge.

**Scope of Work**

**Annexure-IX**

**25. Job description: Includes but not limited to :**

- Upkeeping of EMD's & SD's data along with follow-ups for release, accounting etc.
- Upkeeping of Manual Tenders data, e-tenders data, Tender Register etc.
- Preparation of PO Register, LPV Register, Daily Indents Status and any other MIS report required for management from time to time.
- Preparation of Quarterly Vigilance reports required for C&P.
- Scanning of NIT's, PO's, WO's and LOA's.
- Taking Printouts, filling & Numbering of offers (due to extensive e-tendering).
- Support in Vetting of Draft MOM and signing of Final MOM by committee Members.
- Processing of Local Purchase Voucher (LPV's).
- Collection of Quotations from local Market/ Follow-up & support for e-tendering.
- Record Keeping of In-Process, Processed, Closed and Dropped Indents.
- Obtaining and maintenance of material receipt status from Stores Dept.
- Upkeeping of file Inward and outward data.

- Upkeeping of Payment Details and Status.
- To undertake commercial evaluation of the bid received from bidders.
- To Prepare/check bid comparative statement.
- To Check bank guarantee data against all purchase orders, etc. and regular reporting to concerned reporting officer regarding necessary action to be taken
- Any other matter as may be assigned by concern officer from time to time
- Scanning the documents, computer data entry, preparing of reports and other general office documents.
- Typing the official letters/Note and other documents.
- Keeping the office records updated.
- Taking backup of data at regular intervals & storage of data.
- Other functions of Data entry Operators assigned by the office.
- Knowledge of working in MS office.
- File maintenance and file movement.
- Handling of documents including sorting, storing properly in the racks/storage space
- The contractor hereby indemnifies RFCL for any loss or damaged that may occur by reasons of discloser of any information to third person

The contractor (or) deputed manpower under this contract, is not having any right to claim Regular position in RFCL during the tenure of the contract.

26. Job description mentioned at sl.no. 26 is indicative only and having understanding of English as well Hindi language.
27. The number of manpower (Four) is approximate and this may increase or decrease, even during contract period also, as per the requirements without any change in unit price or other terms and conditions.
28. RFCL is having the option of continuing existing Man power at Purchase. However, it is the sole responsibility of contractor to ensure the correctness of credentials and candidature of the manpower. Based on the qualification, past experience and performance of candidate in interview (if required) RFCL may select the candidate for job work and decision of RFCL will be final in this regard. If performance of candidates is not satisfactory, man power will be replaced at the sole discretion of RFCL and Contractor is required to provide the replacement as per instructions of Engineer-in-charge (EIC)/Officer in Charge (OIC).
29. The contract shall be for one-year period from the date of award unless it is curtailed or terminated by RFCL owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract, reduction or cessation of the work requirements etc. (Also refer clause 1.45.0 of GTCC regarding termination of Contract and clause 1.22.0 for validity and extension of Contract)
30. The Man power so deployed shall have to strictly adherence to punctuality with regard to office timings. Late arrivals, early departures and short leaves shall not be permitted in any manner. In case, the person deployed is absent on a particular day or comes late/leaves early on three occasions, proportionate deduction of wages/salary for one day will be made.
31. The monthly bills in triplicate must be submitted along with the list of employees with their date of engagement, summary of attendance, wage sheet, PF deposit challan, ESI deposit challan for the previous month and Electronic Challan cum Return (ECR) attested by the Contractor, declaration of contractor regarding the compliance of EPF/ESIC and other laws as applicable from time to time. This clause is to read along with the clause of 1.29.0 of GTCC.

SECURITY DEPOSIT-CUM-PERFORMANCE BANK GUARANTEE FORMAT

(To be prepared on Stamp paper of Rs.500 issued in the name of Bank)

This BANK GUARANTEE No. \_\_\_\_\_ made this \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ a bank incorporated and having its registered office at \_\_\_\_\_ (hereinafter called BANK) which expression shall unless repugnant to the context or contrary to the meaning thereof include its successors and assigns on the one part and RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED a Company registered in India under Companies Act, 2013 and having its registered office at **Scope Complex, Core No. III 7, Institutional Area, Lodhi Road, New Delhi-110003** India to the context or contrary to the meaning thereof include its successors and assigns on the other part.

WHEREAS in pursuance to the agreement dated \_\_\_\_\_ (hereinafter called CONTRACT) entered into between RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED (hereinafter called OWNER and \_\_\_\_\_ a Company incorporated in \_\_\_\_\_ (hereinafter called CONTRACTOR) which expression shall unless repugnant to the context or contrary to the meaning thereof include its successors and assigns, for supply of \_\_\_\_\_ as envisaged in the Contract, Contractor has to submit a Security Deposit-cum-Performance Bank Guarantee for Rs. \_\_\_\_\_.

CONTRACTOR accordingly agrees to furnish the Security cum performance Bank Guarantee as hereinafter contained towards fulfilment of all of its obligations under the contract.

NOW THIS DEED WITNESSES AS FOLLOWS:

The decision of the Owner as to whether the terms and conditions of this Security Deposit- cum-Performance Bank Guarantee have been observed or not shall be final and binding on the BANK. In any case, however the Bank's responsibility under this Security Deposit-cum- Performance Bank Guarantee is limited to Rs. \_\_\_\_\_.

1. In pursuance of the Contract, the Bank hereby guarantees as a direct responsibility to OWNER that the BANK is holding the amount of Rs. \_\_\_\_\_ at Owner's disposal and hereby promises and shall be bound to pay to OWNER, forthwith at Owner's written notice stating that the contractor has failed to fulfil its obligations under the contract for reasons for which contractor is liable and without any protest or demur and without recourse to contractor and without asking for any reasons as to whether the amount if lawfully asked for by Owner or not, the entire amount or the portion thereof as mentioned by Owner in the notice.
2. This Security Deposit-cum-Performance Bank Guarantee shall be valid for an initial period of \_\_\_\_\_ months from the date of this Bank Guarantee No. \_\_\_\_\_ dated \_\_\_\_\_ given by the Bank to Owner become effective. Upon issuance of Commissioning / certificate according to terms of contract on expiry of \_\_\_\_\_ months after the issuance of the above mentioned certificate of commissioning / erection / completion certificate, the Security Deposit-cum- Performance Bank Guarantee shall become null and void.
3. This Security Deposit-cum-Performance Bank Guarantee shall be in addition to and shall not affect or be affected by any other security now or hereafter held by Owner on account of money hereby intended to secure and Owner at its discretion and without any further consent from the Bank, and without affecting its rights against the Bank, may compound with, give time or other

indulgence to or make any other arrangement with Contractor and nothing done or omitted to be done by Owner in pursuance of any authority or permission contained in this guarantee, shall effect discharge of the liability of the Bank.

4. UNLESS PREVIOUSLY CANCELLED BY THE OWNER, this Security Deposit-cum-Performance Bank Guarantee will remain in force initially upto \_\_\_\_\_ months from the effective date of Bank Guarantee No. \_\_\_\_\_ dated \_\_\_\_\_ given by the Bank to the Owner and subject to provisions of paragraph 2 above will stand automatically cancelled on the expiry of the said period. Unless demand or claim under this Bank Guarantee is made on Bank in writing within three months from the date of expiry of this Bank Guarantee, all the rights of Owner against the Bank shall be forfeited and Bank shall be relieved and discharged from all the liabilities hereunder.
5. Any notice by way of request, demand or otherwise hereunder may be sent by post to the Bank, addressed as aforesaid, and if sent by post, it shall be deemed to have been given at the time when it would be delivered in due course of post, and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate, signed by an Engineer of the owners, to the effect that the envelope was so posted, shall be conclusive.
6. The Security Deposit-cum-Performance Bank Guarantee is to be returned to the Bank after its expiry in terms of Paragraph 4 above.
7. The Bank declares that it has the power to issue this guarantee and the undersigned have full power to do so.

Dated \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2023

**(Indicate the name of the Bank with stamp)**

(Undertaking for Statutory obligations to be given in the letter head along with every Running Bill)

**Certificate of Compliance**

**Of**

**Statutory Provisions of Labour Laws**

Certified that provisions of contract Labour (Regulations and Abolition Act-1970) and other relevant Laws as mentioned below have been complied with towards the contract for awarded to M/s.

\_\_\_\_\_ having work order

No \_\_\_\_\_ dated \_\_\_\_\_ for which RA Bill No \_\_\_\_\_

has already been submitted for Rs. \_\_\_\_\_ against which payment has been made through Electronic Fund Transfer to the bank accounts of the employees and is as per Minimum wages act, bonus and other laws and no complaint has been lodged till date by any contract employee of the above contractor, who has paid wages and applicable statutory payments on account of EPF, ESI, Bonus, Leave Payment for the month of \_\_\_\_\_.

Maintained proper registers, records, documents and books and filed proper returns, forms and statement and furnished necessary particulars to the relevant authorities. EPF and ESI Contributions for the above referred month have been deposited with concerned authorities on or before due dates in respect of the manpower deployed as mentioned in Sl. No \_\_\_\_\_ to \_\_\_\_\_ of wage payment register.

1. Minimum Wages Act 1970, Factories Act-1948 & 2013, Workman Compensation Act 1923.
2. Employee's Provident Fund & Miscellaneous Provision Act 1952
3. The Payment of Bonus Act – 1965
4. Any other Labour Law formed by State/ Central Government from time to time and relevant to the above contract.

WE have gone through the terms and conditions stipulate in the tender document and confirm to abide by the same and not done or committed any act or entered into any transaction in violation of any statutory provisions.

No other charges would be payable by RFCL.

(Signature & Seal of Authorized signatory  
of the Agency/Contractor with seal)

Signature & Seal of  
Authorised Signatory  
of the Executing Department)

Verified by  
Authorised Signatory  
(Signature & Seal of  
HR Department, RFCL)

**FORM OF CONTRACT (on a Non-Judicial stamp paper of Rs. 20)**

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

AND

----- carrying on business in sole proprietor/partnership/company etc. under the name and style of -----, having its office at ----- (hereinafter referred to as the "Contractor" which expression shall include his/their executors, representatives and permitted assigns/ successors) of the OTHER PART.

WHEREAS the owner is desirous of executing certain works more specifically mentioned and described in the Work Order No. --- Dated ----- for and WHEREAS the contractor has agreed to execute the work as specified in the Tender Documents/ Work Order referred to above.

**NOW, THEREFORE, THIS CONTRACT WITNESSETH AS FOLLOWS:**

**ARTICLE-1**

**1.1 CONTRACT DOCUMENTS:**

The following documents shall constitute the contract documents, namely:

- a) This agreement of contract;
- b) NIT/Tender documents;
- c) Acceptance of Tender;
- d) Letter of Intent dated -----;
- e) Work Order dated -----; and
- f) Further amendments, if any.

A copy of each tender document is annexed hereto and the said copies have been collectively marked Annexure-I.

**ARTICLE-2**

**2.1 WORK TO BE PERFORMED**

In consideration of the payments to be made to the contractor as hereinafter provided, he shall, with due care, promptness, accuracy execute the work in accordance with the Notice Inviting Tenders, Special Terms & conditions of Contract, Work Order and Letter of Intent.

**ARTICLE-3**

**3.1 COMPLETION PERIOD**

The contract work shall be duly completed in all respect and handed over to . within stipulated time schedule from the date of issue of Letter of Intent. The time mentioned herein shall be the essence of the contract.

**ARTICLE-4**

**4.1 JURISDICTION**

Notwithstanding any other Court or Courts having jurisdiction to decide the question(s) forming subject matter of a suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of a competent civil jurisdiction in this behalf at Peddapalli District of Telangana (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.

**ARTICLE-5**

**5.1 ENTIRE CONTRACT**

The contract documents mentioned in Article-1 hereof embody the entire contract between the parties. The parties declare that in entering into this contract they do not rely upon any previous representation whether expressed or implied and whether written or oral, or any inducement, understanding or agreement and all prior negotiations, representations, contract and/or agreements and understanding are hereby cancelled.

**ARTICLE-6**

**6.1 NOTICE**

Subject to any provisions in the contract documents to the contrary, any notice or order or communications 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 acknowledgement due post to the engineer-in-charge as defined in the general conditions of contract.

Without prejudice to any other mode of service provided for in the contract documents or otherwise available to the owner any notice, order or other communications sought to be served by the owner on the contractor with reference to the contract, shall be deemed to have been sufficiently served if delivered by hand or through registered acknowledgement due to the principal

office of the contractor at his/their address mentioned on page No.1.

**ARTICLE-7**

**7.1 WAIVER**

No failure or delay by the owner in enforcing any right or remedy in terms of the contract or any obligations 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 and notwithstanding such failure or delay, the owner shall be entitled at any time to enforce such right, remedy, obligations or liability, as the case may be.

**ARTICLE-8**

**8.1 NON-ASSIGNABILITY**

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.

**ARTICLE-9**

**9.1 ARBITRATION**

" Except where otherwise provided in the contract all matters, questions, disputes or differences 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 contractor 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 Parties to the contract be referred to the Designated Unit Head / E.D /CFO/CEO, Ramagundam Fertilizers and Chemicals Limited or his / her nominee for appointment of Arbitrator. : "Except where otherwise provided in the contract all matters, questions, disputes or differences (Dispute/s) whatsoever, which shall at any time arise between/among 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 hereinafter. On failure of amicable resolution/settlement as above, the dispute/s shall be referred / adjudicated through Arbitration under/in accordance with "Arbitration Centre (Domestic and International), High Court of Judicature at Hyderabad for the state of Telangana and the State of Andhra Pradesh Rules 2015" as amended or modified or re-enacted from time to time. Where the said rules are silent or in conflicts with Indian Laws, same shall be governed by Arbitration & Conciliation Act 1996, as amended or 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 or 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. For the convenience of parties, the venue of Arbitration shall be as per above rules ie. Arbitration Centre, Hyderabad, However, The Seat of the Arbitration Shall be Ramagundam, Peddapalli District, State of Telangana. The courts at Ramagundam Peddapalli District, State of Telangana shall have exclusive Jurisdiction. It is also agreed by and between the parties that in case a reference is made to the Sole Arbitrator / 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."

IN WITNESS WHEREOF the parties hereto executed this contract on ----the day of -----, 2023 and shall come into force w.e.f. -----  
-----.

**SIGNED AND DELIVERED FOR AND ON BEHALF OF**

Ramagundam Fertilizers and Chemicals Limited  
(With Rubber stamp)

Contractor  
(With Rubber stamp)

Witness

Witness

1.

1.

2.

2.



**Undertaking on Party's letterhead**

With reference to NIT No. \_\_\_\_\_ dt. \_\_\_\_\_ of Ramagundam Fertilizers and Chemicals Limited, Ramagundam for \_\_\_\_\_, at RFCL Ramagundam site.

I \_\_\_\_\_ S/oShri \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ Authorized Representative of  
(the Institution) \_\_\_\_\_ do solemnly.

affirm and declare as under: -

- i) That our Institution/sister concern etc. has not been blacklisted or put on holiday by any Institutional Agency/Government Department/Public Sector Undertaking.
- ii) That no other Institution/Sister Concerns/Associates belonging to the same group are participating/submitting the Tender for the job.
- iii) That the information furnished by me/us in respect of above Tender is true and correct and nothing has been concealed. In case any of information is found to be false and incorrect at any stage, RFCL shall be fully competent to take the necessary action as deemed fit.

The contents of above paras are true and correct to the best of my knowledge and belief and nothing has been concealed therein. Verified at ..... on this .....day of .....2023.

**Signature of Bidder with Seal**

## CHECK LIST FOR BIDDERS

Sl. No	Documents	Yes/No or N/A
1	<b>Cost of Tender documents:</b> DD No. _____ Amount _____ Date _____ or for fee exemption valid self-attested registration certificate issued by MSME/NSIC as per tender document.	
2	<b>EMD</b> DD No. _____ Amount _____ Date _____ or for fee exemption valid self-attested registration certificate issued by MSME/NSIC as per tender document.	
3	Whether all the pages of tender document are stamped and signed & properly tagged with all documents?	
4	Whether Declaration form-I is filled up?	
5	Whether declaration form-II (bidders' details) filled up?	
6	Whether e-banking mandate form is filled up?	
7	Whether self-attested copy of registration of the firm (for partnership firm or Pvt. Ltd./ Pub. Ltd. company) is attached??	
8	Attach Notarized Affidavit towards sole proprietorship of firm/ Self Attested Partnership deed or Incorporation certificate of Company/Article of Association /Memorandum of Association as applicable)	
9	Self-attested copy of PAN Card	
10	Self-attested copy of GST Certificate	
11	Self-attested copy of EPF Certificate	
12	Self-attested copy of ESI certificate.	
13	Power of Attorney in original, in case tender document is signed by person other than tenderer or tendering company.	
14	Undertaking on Party's letter head about Blacklisted/Non-Blacklisted company. The certificate should be exactly in the same format as given on page no. 41 of tender document (Annexure-XIII)	
15	The Annual turnover of the bidder shall not be less than Rs 7 Lakhs in at least one of the preceding three financial years as on the date of issuance of this Tender. <b>(Attach copy of Audited Profit &amp; Loss Account and B/S for the Financial Years 2020-21, 2021-22, 2022-23 /2023-24).</b>	
16	The net worth of the bidders should be positive for the financial year 2023-24 ending 31 <sup>st</sup> March' 2023/2024.	
17	Bidder should have minimum working capital of Rs. 2 lakhs as per Audited Financial result of FY 22-23/23-24. "Working capital should be current assets minus current liabilities.	

Sl. No	Documents	Yes/No or N/A
--------	-----------	---------------

18	Give details of the major similar contracts handled by the tendering Company/Firm/Agency during last seven years (ending last day of month previous to the one in which applications are invited)		
Sr. no.	Details of client	Amount of Work completed (Rs.)	Contract period (From and to)
A			
B			
C			
D			
<b>(If the space provided is insufficient, a separate sheet may be attached.)</b>			
19	Documents showing completion of <b>one similar works of value not less than Rs. 18 Lacs per annum</b> (excluding taxes) related to provision of similar services in a single contract during the last seven years (ending last day of month previous to the one in which applications are invited) <b>(Attach copies) OR</b>		
20	Documents showing completion of <b>two similar works of value not less than Rs. 11 Lacs per annum</b> (excluding taxes) <b>OR</b>		
21	Documents showing completion of <b>three similar works of value not less than Rs. 9 Lacs per annum</b> (excluding taxes)		
22	Enclosed copy of work orders of similar works and satisfactory performance/completion certificates having the detailed mentioned as per the annexure – (attached)		
23	All annexures have been signed as per tender document.		
24	SOR written “Quoted” for technical bid		
25	<p>I. Bidder must not be <b>black listed</b> by any government department/public sector undertaking/co-operative Unit.</p> <p>II. Bidder must not be <b>delisted / on Negative List</b> by any government department/public sector undertaking/co-operative Unit in the last two years, as on date of participating in the tender.</p> <p>III. Bidder must not be on the <b>Holiday list</b> of RFCL.</p>		

**ANNEXURE XV**  
**SCHEDULE OF RATES**  
**Supplying Manpower For Data Entry, Documentation/Record Keeping and Related Works in Purchase Department For One Year at RFCL, RAMAGUNDAM**  
(Tender No.: RFCL/2024-25/DS/Pur/Manpower/01 dated: 24.04.2024)

Rates for providing manpower Semi-skilled, Skilled and Highly Skilled categories at Ramagundam Fertilizers and Chemicals Limited, Ramagundam

Schedule (A)												
A	Manpower	Category	Min Wage	Total wages per month (Rs.)	Total no of manpower	Total wages (Rs.) 1x2	ESI @3.25% on basic wages of column 3 (Rs.)	EPF @13% on basic wages of column 3 (Rs.)	Bonus @ 8.33% of basic wages of column 3 (Rs.)	Leave payment @ 5% of basic wages of column 3 (Rs.)	Monthly Total Amount 3 TO 7 (Rs.)	Total Amount Per Year 8X12 months
A1	Materials (Supervisor)	Highly-Skilled	832	21,632.00	1	21,632.00	703.00	2,812.16	1,801.95	1,081.95	₹28,030.71	₹ 3,36,368.47
A2	Data Entry Operators	Skilled	709	18,434.00	5	92,170.00	2,996.00	11,982.10	7,677.76	4,608.50	₹1,19,434.36	₹ 14,33,212.33
A3	Total Amount: ₹ 17,69,580.80											
Price Bid - Schedule (A)												
A4	Service Charge / Profit margin %age _____											Margin in Value
A4	Service Charge / Profit margin in words _____											
A5	Sub Total (A3+A4) In Figure _____											
A6	Sub Total (A5) In Words : _____											
Note - GST shall be paid extra as applicable.												

**NOTE: Extra wages for 12 RFCL closed holidays shall be paid by contractor and rates quoted are inclusive of the same.**

## Rates for Payment of Overtime Wages

Sr. No.	Manpower	Category	Min Wage (Rs.)	Min wages per Hour (Rs.)	Total no of Hours for 1 year	Total wages (Rs.) 5x6	ESI @3.25% on basic wages of column 7 (Rs.)	Total Amount Per Year (Rs.)
1	2	3	4	5	6	7	8	9=7+8
1	Materials (Supervisor)	Highly-Skilled	832	208	200	41,600	1,352	42,952.00
2	Data Entry Operators	Skilled	709	177.25	1000	1,77,250	5,760.62	1,83,010.63
<b>Total Amount:</b>								<b>2,25,962.63</b>