



रामागुण्डम फर्टिलाइजर्स एण्ड केमिकल्स लिमिटेडः

## **Ramagundam Fertilizers & Chemicals Limited**

(A Joint venture company of NFL, EIL & FCIL)

Site Office: Fertilizer City, Ramagundam-505210,

Dist- Peddapalli, Telangana

**BIDS ARE INVITED**

**FOR**

Annual Rate Contract for Instrument Maintenance jobs

And

Manpower supply for Instrumentation works

at RFCL, Ramagundam

**e-Tender No:55561**





## Ramagundam Fertilizers and Chemicals Limited

(A joint venture of NFL, EIL & FCIL)

Fertilizer City – 505 210, Ramagundam, Peddapalli (Distt),

Telangana State, Email: [rfcl.ramagundam@rfcl.co.in](mailto:rfcl.ramagundam@rfcl.co.in)

Ref: RFCL/INST /Cont-01/ARC/2023-24

Dated: 01/09/2023

Tender for “Annual Rate Contract for Instrument Maintenance Jobs and Manpower supply for Instrumentation work” at RFCL, Ramagundam.

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## Ramagundam Fertilizers and Chemicals Limited

(A joint venture of NFL, EIL & FCIL)

Fertilizer City – 505 210, Ramagundam, Peddapalli (Distt),  
Telangana State, Email: rfcl.ramagundam@rfcl.co.in

### SPECIAL INSTRUCTIONS TO THE BIDDERS FOR E -TENDERING

Ref. No: RFCL/INST /Cont-01/ARC/2023-24

Date: 01/09/2023

Sub: Tender for “Annual Rate Contract for Instrument Maintenance Jobs and Manpower supply for Instrumentation work” at RFCL, Ramagundam.

1. Mode of Tendering:

Ramagundam Fertilizers and Chemicals Ltd. (A Joint Venture of NFL, EIL, FCIL, HTAS, GAIL & Govt. of Telangana) has decided to Tender for “Annual Rate Contract for Instrument Maintenance Jobs and Manpower supply for Instrumentation work” at RFCL, Ramagundam 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.

RFCL has appointed M/s. e-Procurement Technologies Ltd, Ahmedabad as service provider for carrying out e-Procurement. Also, as per IT ACT 2000, use of digital signature certificate shall be mandatory for participating in e-tendering process.

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:

**Ramagundam Fertilizers and Chemicals Ltd**

1) Mr. K.V.L.N.Murthy, DGM (Inst), RFCL, Fertilizer City, Ramagundam. Email: kvlnmurthy@rfcl.co.in	2) Mr. Patal Parag, Manager (Inst), RFCL, Fertilizer City, Ramagundam. Email: patal.parag@rfcl.co.in
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**M/s. e-Procurement Technologies Limited**

1	Approval of Profile & DSC Verification	Help Desk	+91 - 63532 17080, +91-90990 90830	info@abcprocure.com dsc@abcprocure.com
2	e-Tender Submission	Help Desk	+91 9904406300, +91 9510812960, +91 9265562821, +91 6354919566	support@abcprocure.com
3	e-Auction related Queries	Help Desk	+91 - 98799 96111, 99044 07997, 95108 13415	
4	Office Hours: 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			

2.
  - (a) Pre-Requisites for System using e-Procurement sites:
  - (b) 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.
  - (c) 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.
  - (d) 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 hrs 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.
  - (e) 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.
3. All the vendors participating in the online e-procurement have to abide by the process involved in the entire workflow of the e-procurement.
4. 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.
5. 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.
6. Vendors are required to complete the entire process online on or before the due date/time of closing of the tender.





7. Directions for submitting online offers, electronically, against e-procurement tenders directly through internet:
  - (i) Vendors are advised to log on to the website (<https://rfcl.abcprocure.com>) and arrange to register themselves at the earliest
  - (ii) 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.
  - (iii) 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.
  - (iv) 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.
  - (v) 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.
  - (vi) 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.
  - (vii) No manual bids/offers along with electronic bids/offers shall be permitted except those specifically indicated.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.



13. Tender Schedule:

The notice of issue of enquiry and detailed schedule for downloading the NIT documents, submission of bids, tender closing, tender opening, and subsequent clarification/ amendment in schedule etc. shall be communicated to registered vendors separately by emails/fax message. The same is also available on the above-mentioned website against this tender.

Tender Schedule is as under: -

S.N	Tender Stage	Date and Time
1.	Start Date & Time of Document Downloading	01/09/2023 at 17 00 hrs
2.	End Date & Time of Document Downloading	28/09/2023 at 12 00 hrs
3.	End Date & Time of Bid submission	28/09/2023 at 15 00 hrs
4.	Date & Time for Techno commercial Bid opening	28/09/2023 at 15 30 hrs onwards
5.	Date & Time for Price Bid Opening	Date shall be informed separately to all technically suitable bidders

Note: After expiry of date and 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

14. The activity defined for vendors are Download of Tender document, Bids Preparation, Uploading of bids and Reverse Auction. Matching of Prices will be done manually. During the Download sequence, the vendors who have been invited will be able to download the main tender document and the supporting documents.

15. Tender Opening:

The tenders will be opened electronically by us from our RFCL Site Office in the presence of authorized representatives of Vendors who wish to attend the bid opening. The submission of bids may however be done by vendors from their office or from place of their choice. However, bids can't be submitted after the bid submission due date & time as per the schedule.

16. RFCL takes no responsibility for delay, loss or non-receipt of EMD sent by post/courier/By Hand. The bids not accompanied with the requisite Earnest Money may not be opened.

17. RFCL reserves the right to reject or accept any tender without giving any reason.

18. 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 an eventuality:

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.
3.	Bids including price bid have been opened and reverse auctioning could not start.	Under such eventuality, the reverse auction event shall be rescheduled and the new schedule shall be informed to all the bidders who have participated in the tender & submitted their bids online.

19. Name and Address of the Consignee/Unit (Address for communications)

The Deputy General Manager (Instrumentation)  
Technical Building,  
Ramagundam Fertilizers and Chemicals Limited  
Ramagundam – 505 210,  
Peddapally (Dist)  
Telangana State.




20. GST Nos.

Unit	GST NO.
Ramagundam, Telangana	36AAHCR2335P1ZY

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

**Thanking You**

**For & On Behalf of Ramagundam Fertilizers and Chemicals Limited**

  
**(K.V.L.N. Murthy)**  
DGM(Inst), RFCL

**KVLN MURTHY**  
DEPUTY GENERAL MANAGER (Instrumentation)  
Ramagundam Fertilizers and Chemicals Limited  
Ramagundam-505210, Dist. Peddapalli (T.S)



## NOTICE INVITING TENDER

Ref. No: Ref. No: RFCL/INST /Cont-01/ARC/2023-24

Date: 01/09/2023

Sub: Tender for "Annual Rate Contract for Instrument Maintenance Jobs and Manpower supply for Instrumentation work" at RFCL, Ramagundam.

Dear Sirs,

Sealed Bids are invited for the work as detailed below:

1. **Name of Work** Tender for "Annual Rate Contract for Instrument Maintenance Jobs and Manpower supply for Instrumentation work" at RFCL, Ramagundam"
2. **Earnest Money Deposit** Bidder to submit Earnest Money of Rs. 1,00,000.00 (Rupees One Lakh Only) in the form of Crossed / A/c payee Demand Draft in favor of "Ramagundam Fertilizers and Chemicals Limited, payable at Ramagundam". Tender received without EMD are likely to be rejected. Alternatively, EMD can be deposited online in RFCL site bank account with prior intimation to RFCL.
3. **Tender Cost** Rs.1000.00 (Rupees One Thousand Only) inclusive of GST in the form of Crossed / A/c payee Demand Draft in favor of "Ramagundam Fertilizers and Chemicals Limited, payable at Ramagundam". Tender fee is non-refundable. Alternatively, tender cost can be deposited online in RFCL site bank account with prior intimation to RFCL.
4. **Contract Validity** Twelve months from the date of issue of Letter of acceptance & extendable for three months if mutually agreed.
5. **Validity of the Tender** 120 days from the Date of Opening of Tender.
6. **Last Date & Time for Receipt of Bids** 28/09/2023 up to 15.00 Hrs.
7. **Date & Time for Opening of Bids** 28/09/2023 at 15.30 Hrs.
8. All request for interpretation, clarification & queries in connection with tender shall be addressed in writing to Issuing Authority i.e. Deputy General Manager (Instrumentation) at least 7 (Seven) days prior to the closing date of the tender.
9. Ramagundam Fertilizers & Chemicals Limited, Ramagundam reserves the right to reject any or all Bids without assigning any reasons whatsoever and it also does not bind itself to accept the Lowest Tender.
10. **Procedure for Submission of Tender:**

The bidders shall upload duly signed copies of their bids / Documents in the following manner:

  - 10.1 The bidders shall upload one set of Tender document and NIT duly signed on each page as token of acceptance of all terms and conditions
  - 10.2 The bidder shall upload scanned copies of
    - (1) Crossed Demand Draft / RTGS/NEFT towards EMD and
    - (2) DD/RTGS/ NEFT of tender document Cost.

Original DD/BG etc should reach DGM (Inst) before opening of Techno-commercial bid.



- 10.3 The ORIGINAL Demand Draft (DD) / Bank Guarantee of EMD and DD of Tender Fee should reach Ramagundam at following address before opening of Techno commercial bid:  
Dy. General Manager (Instrumentation),  
Ramagundam Fertilizers And Chemicals Limited,  
Fertilizers City, Ramagundam – 505 210,  
Peddapally (Dist)  
Telangana State.
- 10.4 Submission of price bid as per "Schedule of Rates"  
The price details as per format of "Schedule of Rates" given in Annexure-XVI shall be uploaded
- 11. Procedure for Opening of tender:**
- 11.1 The tenders will be opened electronically by RFCL from Ramagundam Office in the presence of representatives of Tenderer(s) / Bidder(s) who wish to attend the technical / price bid opening.
- 11.2 On the scheduled date of opening, EMD and Technical bid shall be opened first.
- 11.3 All the Technical & Un-priced Commercial Bid and EMD shall be examined.
- 11.4 Those bids that are found meeting the Eligibility Criteria and the other requirements shall only be considered for further opening of their price Bids (i.e. Schedule of rates).
- 11.5 Price Bids of those technical suitable and acceptable bidders only will be opened electronically on date & time to be intimated later.
- 11.6 Decision of RFCL in this regard shall be final and binding on all bidders
12. The following documents are to be uploaded with the quotation, failing which the tender will be liable for rejection
- 12.1 Address of office/works
- 12.2 Declaration forms I & II duly filled (Annexure II Form I & Form II)
- 12.3 Duly signed NIT and Tender documents.
- 12.4 An affidavit as per Annexure-XII
- 12.5 Check list as per Annexure-XIII
- 12.6 Un-priced SOR (Annexure-XV Part-A, Part-B & Part-C) along with technical Bid (NIT & TENDER DOCUMENTS).
- 12.7 Priced Bid separately (Annexure-XVI Part-A, Part-B & Part-C).
- 12.8 Integrity Pact, Annexure-XIV
- 12.9 Copy of the PAN Card
- 12.10 Documentary Proof for GSTIN Registration No, Code No./Accounting Code.
- 12.11 Copy of PF registration No.
- 12.12 Copy of ESI Registration Number / Code
- 12.13 Blank cancelled cheque or bank A/c particulars as per annexure II Form III
- 12.14 Power of attorney in the Name of the Person, who has signed the Tender Document
- 12.15 If a Tenderer has relations whether by blood or otherwise with any of the employees of RFCL, the Tenderer must disclose the relations in the form of a Declaration at the time of submission of Tender, failing which RFCL shall reserve the right to reject the Tender or rescind the Contract.
- 12.16 Duly signed MSME proof.
- 12.17 Last three-year profit and loss and Bank savings audited.
- 12.18 Income tax return If any.
- 12.19 Working Capital details.
13. As per Guidance of GOI, vide Gazette of India No. 503 dated 26.03.2012 Clause vi for non-split able/non-dividable tender item: MSE quoting price within price band L 1 (Other than MSE)+15% may be awarded the contract subject to matching of L1 price. It is non-split able/non-dividable tender.

14. No condition or deviation should be mentioned by Bidder in Price Bid. Offers where the party has mentioned any condition or deviation in Price Bid shall be out rightly rejected.
15. This letter shall form part of the contract document and shall be signed and uploaded along with the Tender Documents.
16. Every communication by tender shall be made in the English Language. All other information such as documents and drawings supplied by the Bidder will also be in English Language.
17. Bids containing erasures and alterations of the tender documents are liable to be rejected unless these are authenticated by the persons signing the tender documents.
18. All the pages of the tender documents/offer must be signed by the bidders or by the authorized representative of the Company. Withdrawal of offer/non-acceptance of orders placed based on offers submitted by the bidder on their letter head will not be allowed on the grounds that the offer was not signed by authorized person, in such case EMD shall be forfeited.
19. 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.
20. Bidder shall confirm in their quotation the acceptance of all terms and conditions of NIT including scope of work, failing which the offer is likely to be rejected.

Thanking you,  
Yours faithfully,  
for M/s. Ramagundam Fertilizers & Chemicals Ltd.

  
(K.V.L.N. Murthy)  
Dy. General Manager (Inst.)  
E-mail: kvlnmurthy@rfcl.co.in  
Mob: 9671905973

**KVLN MURTHY**  
DEPUTY GENERAL MANAGER (Instrumentation)  
Ramagundam Fertilizers and Chemicals Limited  
Ramagundam-505210, Dist. P.oddaballi (T.S)

## 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 & CHEMICAL LIMITED (RFCL), incorporated in India, having its corporate office at 4th Floor, Kribhco Bhawan, Sector-1, Noida , Uttar Pradesh.
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 Tender Notice, General Instructions to the Tender, General Terms and 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 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 LIABILITY (DEFECT)" 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/DETAILED LETTER OF ACCEPTANCE, 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 FOR SUBMISSION OF TENDER FORM-I

To  
 DGM (Inst),  
 Ramagundam Fertilizers and Chemicals Limited,  
 Fertilizer City, Ramagundam  
 District: Peddapalli (Telangana)  
 Pin Code- 505 210  
 Dear Sir,

I/We hereby submit tender for "Annual Rate Contract for Instrument Maintenance Jobs and Manpower supply for instrumentation work" at Ramagundam Fertilizers And Chemicals Limited, Fertilizer City, Ramagundam, Telangana, for a period of one year as per tender separately signed and accepted by me/us, and rates quoted by me/us in attached schedule of rates 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/LOA 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. 1,00,000/- (Rs. One Lakh Only) vide Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ in favor of Ramagundam Fertilizers and Chemicals Limited payable at Ramagundam. EMD is not applicable to MSME/NSIC registered as referred in NIT/tender document

It is certified that Price Bid/Schedule of Rates is unconditional and quoted for all the items of the in the prescribed format 'Schedule of Rates / price bid 'in Figures and Words both and no item is left blank /unquoted.

It is also certified that rates quoted by me/us in the price bid/ SOR are workable. The consideration / margin quoted above estimate is not less than zero percent including all derivatives of zero up to 0.9999% and thereof ( which means service charge / profit margin shall not be less than 1.00%), which is required to fill statutory levies/ duties, taxes, administrative charges/ service charges and other expenditure to maintain employees in the contract. I further understand that inability to full fill worker's liability shall lead to contract termination.

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 FOR BIDDER DETAILS FORM-II

A. The following declaration to be signed by Bidder 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 along with Contact Person name, mobile number and Email Id			
3	Company Profile: <input checked="" type="checkbox"/> Please Tick			
i.	Public or Private Limited Company/ Undivided Hindu Family/Individual/ Partnership Firm/Co-operative Society/LLP/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>				
4	Year of Establishment & Registration No along with documentary proof if any			
5	If a Bidder has relations whether by blood or otherwise with any of employees of RFCL/NFL/EIL/FCIL (Owner), 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>
6	P.F. Registration No. of the Contractor to be intimated along with Documentary proof thereof.			
7	PAN No. of the Contractor to be intimated along with Documentary Proof thereof.			
8	Whether bidders are registered or unregistered as per GST Laws. If registered the following details shall be provided-			
9	GST Registration No. with Documentary Proof.			
10	Service Accounting Code No.			
11	Rate of GST applicable on the quoted rates	IGST ____%	SGST ____%	CGST ____%



12	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.	
13	ESI Registration No. of the Contractor to be intimated along with Documentary proof thereof.	
14	If the bidder is registered as Micro/Small/Medium Enterprises as per MSMED Act,2006, the same may be confirmed by the bidder and submit a photocopy (Self certified) of the registration certificate in support thereof. Otherwise it will be construed that the bidder is not registered as per MSMED Act, 2006. <b>Registration month &amp; Year should be prior to bid submission due date.</b> Udyam registration is must for availing MSME benefit.	
15	<p>The Bidder has to submit Labour License along with bid submission in envelope no. 2. In case the bidder do not have Labour License, it shall submit undertaking on their company letterhead regarding Labour License, as per the following format:-</p> <p>“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 &amp;A) Act, 1970 &amp; the rules enacted thereunder and submit a copy of the same to RFCL, Ramagundam before start of execution of contract work in RFCL,Ramagundam.</p> <p>If we fail to submit Labour License in time i.e. before start of execution of contract work, we agree that RFCL shall forfeit our deposits EMD /SD and terminate the contract”.</p>	

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

Signature of Tenderer with the seal

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

E-Mail Address \_\_\_\_\_

Mobile/Telephone No. \_\_\_\_\_



**DECLARATION OF BANK DETAILS (E-BANKING MANDATE) FORM-III**

<b>SL NO</b>	<b>PARTICULARS</b>	<b>DETAILS TO BE FILLED HERE</b>
1	Vendor/Customer Name	M/s _____
2	Vendor/Customer Code	
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

(OR)

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



### BIDDER QUALIFICATION CRITERIA FOR RFCL TENDERS

S. N.	Conditions	Documents required (To be submitted along with Technical bid)
1.	<p>Bidder should be Supplier / 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> "The last 7 years shall be counted from last date of the preceding month in which tender has been Issued."</p>	<p>i) 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 Aadhar / certificate issued by statutory authority / NSIC certificate or equivalent certificate.</p> <p>ii) 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>iii) Authorization letter from the company on behalf of the person signing the document be provided with technical bid.</p> <p>iv) For Proprietorship firm - Name of the proprietor to be mentioned. Affidavit of proprietorship in original duly notarized (Latest)</p> <p>v) 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>vi) For Transport unions / Co-operative societies/Registered societies- Copy of Registration certificate /Copy of Resolution of members/Authority letter to participate in the tender.</p>
2.	<p>The bidder shall submit documentary evidence with respect to experience of having successfully completed "similar works" in Chemical/Petrochemical/Fertilizer Industry/Power/cement Plants/ Continuous Process Industry. The "Similar Works" means execution of Misc. Instrument jobs such as removal /installation of valves /control valves /measuring instruments and installation</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>of cables, piping, tubing, instrument cable laying, terminations, SOR items etc. Work executed by the bidder during the last seven years (ending 31.07.2023) should be either of the following:</p> <ol style="list-style-type: none"> <li>The tenderer should have Completed Three similar works costing not less than Rs. 55.97 lakhs, including Taxes (or)</li> <li>The tenderer should have Completed Two similar works costing not less than Rs. 69.96 lakhs, including Taxes (or)</li> <li>The tenderer should have Completed One similar work costing not less than Rs. 111.94 lakhs, including taxes</li> </ol>	
3.	<p>The average annual financial turnover of the tenderer during last three financial years ending on 31st March 2022 shall not be less than Rs. 35.57 lakhs, excluding Taxes</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 immediate 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 immediate three preceding financial years only.</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 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</li> </ul>	<p>Bidder shall submit financial standing through Audited* Balance Sheet/ Profit &amp; Loss Account for the last three financial years. (FY 2019-20, 2020-21 &amp; 2021-22)</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>data of subsidiaries) is not prepared and audited.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	
4.	<p>The net worth of the bidders should be positive for the Financial year <b>2021-22</b> ending <b>31.03.2022*</b>.</p> <p><b>Note:</b>  “* date of last Financial year should be mentioned considering the period in which tender is issued”.</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.</p>
5.	<p>Bidder should have minimum Working Capital of the bidder must be minimum Rs 11.85 Lakhs on the last audited financial year (2021-22) as per Audited Financial result of FY (Current Financial year in which tender has been issued). “Working capital should be current assets minus current liabilities.”</p>	<p>Copy of audited balance sheet for the Financial year ending 31.03.2022 (end date of current financial year) should be submitted.</p> <p>Or,  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 Rs 11.85 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>

**NOTES:**

- a) Self-attested certified Audited balance sheet and profit & loss A/C for three financial years (2019-20, 2020-21 & 2021-22) are to be enclosed.
- b) Self-attested documentary evidences for executed Work Orders/ Purchase orders given above to be enclosed in support of Clause A1.
- c) Self-attested documentary evidences for Performance/Completion Certificate from the concerned organization of above given Work Orders to be enclosed.
- d) Order / Completion Certificates issued by the contractors are not acceptable
- e) Experience relevant documents are to be taken for a period of 6 months and above. If the period is more than one year then average of executed contract value in proportion to month will be taken. However, short term orders / contract execution period less than 6 months will not be considered eligible against this tender. For works executed above 6 months and below 1 year, contract value should be equal to one work order value.
- f) All above indicated amounts are exclusive of GST/ Service tax/VAT.
- g) RFCL may ask for Form 16 A/26AS in support of work completion certificate for work orders submitted for assessing the eligibility criteria.
- h) For the purpose of this tender document
  - I) Annual turnover shall be sale value / Operating income.
  - II) Working capital shall be "Current assets less current liabilities"
  - III) Net worth shall be paid up share capital plus free reserves and surplus less accumulated losses deferred expenditure and miscellaneous expenses not written off, if any.
- i) Person signing the NIT should be owner of the firm participating in the tender or should have power of attorney in his/her name.



**BIDS EVALUATION CRITERIA****Evaluation Criteria for Price Bid/ Schedule of Rates (SOR)**

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

- a. Techno-commercial bids (unpriced bids) of only those tenderers shall be opened who have deposited the requisite Earnest Money as prescribed in the tender document in envelop I.
- b. The price bid of only such tenderer shall be opened who fulfill the Eligibility Criteria as defined under 'Annexure III' above and agrees to all other terms and conditions stipulated in the NIT after due notice to eligible bidders.
- c. The Bidder shall quote Single Rate against each item and not the multiple rates in the Schedule of Rates. Any Tender with the multiple rates quoted will be summarily rejected.
- d. The work shall be awarded on overall L-1 basis after evaluation of the bids based on quoted rates by the bidders as per quantities given in the schedule of quantities. **It may be noted that, for evaluation purposes, if the tenderer does not quote rate for any item, the same shall be taken based on the highest rate quoted by any of the other tenderer. However, if such bidder happens to be lowest evaluated bidder, price of unquoted item shall be taken as Nil and considered as included in the bid price.**
- e. The Bidder shall quote with +ve or -ve Percentage rate for Part "A" and only with +ve percentage for Part "B". The quoted percentage will be applicable for all SOR items rates and to the total amount. Any bid with the multiple rates quoted will be summarily rejected. In case bidder quotes service charge/ profit margin more than two decimals then up to two decimals without rounding up shall be considered for evaluation.
- f. Service charge/ Profit Margin/ Administrative charges quoted by the bidders necessarily has to be over and above zero percent. Further, zero percent includes all derivatives of zero up to 0.9999 % and thereof. (Which means contractor's service charge/profit margin shall not be less than 1.00%) as contractor's service charge/ profit margin will be rejected summarily.
- g. The bidder shall have to submit the Schedule of Rates Performa duly filled in, failing which their Price bid will not be accepted
- h. If two or more bidders quote same margin then they will be asked to offer maximum discount subject to min margin not less than 1 %. This will be done immediately on price bid date. All bidders who have quoted margin more than 1 % and are willing to offer discount, must come prepared-to-offer discount if required. Bidders must remember that discount offer must not make total service margin less than 1 % otherwise their bid will be rejected. If two or more bidders have quoted margins equal to 1% either right at the time of opening or after offering discount, below which any further discount is not acceptable, then lottery system shall be resorted to, **to ascertain the name of contractor to whom the job shall be awarded.**



- i. If there is any difference between the Service charge/Profit margin percentage (%age) quoted and in absolute amount, then the Service charge/Profit margin percentage (%age) will be treated as final. If there is any discrepancy between the words and figures, the amount in words shall prevail. In case absolute amount is not filled them, absolute amount will be derived by applying percentage quoted.
- j. The rates to be quoted by the party should be inclusive of all duties, taxes, levies, entry tax etc. but excluding GST. The GST will be extra and as applicable.
- k. RFCL reserves the right to accept or reject any tender including the lowest one, in part or full, without assigning any reason whatsoever.
- l. Bidders or their authorized representatives, if desire, can remain present at the time of bid opening. If required, they their selves can only be allowed to note down any or all rates or total quoted value of other competitors from the price bid documents
- m. Minimum wages considered as per Circular No. File No, 1/5(3)/2023-LS-II dated 03/04/2023 from office of Chief Labour Commissioner (c) New Delhi, Ministry of Labour and Employment GOI.

Sl.No	Category	Unit	Min Wages per day	EPF @ 13% on basic wages	ESI @ 3.25% on basic wages	Bonus @ 8.33% on basic wages	Leave payment @ 5% on basic wages	Total wage per day in INR
1	Skilled Manpower	Mandays	695	90.35	22.59	57.89	34.75	900.58
2	Semi Skilled Manpower	Mandays	577	75.01	18.75	48.06	28.85	747.68
3	Un-Skilled Manpower	Mandays	494	64.22	16.06	41.15	24.70	640.13



## SCOPE OF WORK

### I. Contractor Scope:

1. **Piping Jobs:** Complete fabrication, erection, laying, removing, Instrument Impulse piping, Inst air Header Piping with necessary clamps and supports. SOR Job no 3a & 3b.
2. **Tubing Jobs:** Laying & Removal of SS tubes, steam tracing tubes of sizes from 6 mm to 12mm with all interconnecting fittings etc. SOR Job no 11.
3. **Cabling Jobs:** Laying & Removal of Power cables, Control Cables & T/C cables up to 24cores, 4.0 Sq.mm. SOR Job no 10.
4. **Structure Jobs:** Complete fabrication, erection, laying, of MS/CS / SS structure, Tray's required for cabling, tubing and instrument mountings including control panels & Junction Boxes. SOR Job no 20.
5. **Field related instrument jobs:**
  - a. Removal and installation of control valves, solenoid valves, air filter regulators, limit switches, positioners, temperature gauges, pressure gauges, level gauges, rotameter, mass flow meter, turbine flow meter, level transmitter, radar level transmitters, pressure transmitter, differential pressure transmitter, temperature transmitters, signal converter, alarm annunciator, thermowell assembly, RTDs, thermocouples, pH meters, conductivity meters etc. Removal and installation of Gas Detectors, power cylinders etc. as per SOR Items.
  - b. Performing LLF (Look, Listen, Feel) inspections on instruments in running plant.
  - c. Assisting RFCL staff in Preventive maintenance of instruments.
  - d. Assisting RFCL staff in breakdown and shutdown maintenance of instruments.
  - e. Assisting RFCL staff routine checks of junction boxes, local control panels and remote-control panels, DCS panels in running plant.
  - f. All activities not covered in RFCL scope but required for completion of jobs shall be in the ARC contractor scope.
  - g. Personal safety equipment Like Safety Shoes & Safety Helmets Shall be provided to all personnel deputed inside the factory premises.
  - h. Personal Protective equipment for welding, grinding and gas cutting shall be provided to working personnel by contractor.
  - i. Gas cylinders required for gas cutting jobs shall be in contractor's scope.

### II. RFCL Scope

1. To provide all Instrument hardware execution of SOR maintenance jobs including consumable material like Teflon tape, Hacksaw blade, insulation tape, welding electrodes, Rustolene, cleaning agents required for the Jobs.



2. Special Safety Equipment Like Safety Belts and Dongre will be issued on returnable basis for safe execution of Job.
3. For Shifting of Control valves above 2" size, Hydra/ Jumbo/ Fork Lifter will be provided. GTCC clause no 1.35 is not applicable here.





**SPECIAL TERMS AND CONDITIONS OF CONTRACT**

1. This Contract includes all types of Instrument Maintenance jobs as specified in the SOR and Scope of Jobs and as per directions of Engineer-in-Charge from time to time.
2. Completed jobs shall be measured as per units given in the schedule of rates and verified by the Engineer-in-Charge.
3. In case, interpretation of any job is not clear, the decision of Engineer-in-charge shall be final and binding. In case of doubt, contractor shall consult the Engineer-in-charge for clarification before the start of work.
4. Wherever specifications are not clear, clarification for the same can be had from the authority concerned before quoting the rate. Reasoning of any ignorance shall not absolve the contractor of his commitment to the execution of job.
5. All materials including tools and tackles and other materials viz. ladders etc. if required are to be shifted by the contractor for jobs to be attended by the contractor for which no extra payment will be made.
6. All the jobs are to be carried with safety norms applicable for carrying out the specific job under the instruction of Engineer- In –charge and safety authorities. Contractors to ensure usage of all personal safety equipment by the persons deputed for carrying out the specific job.
7. At the time of start of the contract by the contractor, the list of tool & tackle or any other equipment brought by the contractor at site is to be submitted by them which will be verified by RFCL Engineer. If any addition and deletion is there, they have to inform to RFCL in writing. If any item more than the list submitted by the bidder will be found, strict action will be taken against the contractor.
8. Every care shall be taken while doing the job for quality completion of the job. Any intentional damage or damage caused to the equipment due to careless working, shall be recovered from the contractor.
9. Cables in general shall be got issued/returned to stores in rolled condition over the cable drum.
10. Before taking over any material/equipment from stores or site stores, it will be the responsibility of contractor to check for the healthiness of material/equipment. Once material has been issued to contractor, its upkeep till the handing over shall be the responsibility of the contractor.
11. Wherever supply of material is in the scope of contractor the same shall be got approved from Engineer-in-charge before its installation.



12. If any item is appearing at two or more places or in various sub heads of the contract, the payment to the contractor shall be made on the basis of lowest quoted rates in the contract /under various sub-heads.
13. The manpower if taken, may be put in any shift i.e. A/B/C shift in addition to general shift depending upon the requirement of job as the factory is operating round the clock. No additional shift allowance is to be paid to the contractor over and above the rate quoted for eight hours working.
14. **Workers's qualifications:**
- i. Supervisor: All the work carried out under the contract shall be supervised by supervisor separately. The supervisor must have minimum qualification of Graduate Engineer with one-year experience or Diploma holder with three years' experience or ITI with seven experience. The salary of the supervisor is to be borne by the contractor.
  - ii. Skilled work men: The Skilled Work men must have minimum qualification of ITI in respective fields with minimum one-year experience. The Instrument Mechanic, Instrument Fitter, Electrician (wireman) Welder, Gas utter, Rigger, Mechanical Fitter are required to have ITI Passed Qualification in relevant discipline with Minimum one years of experience or any bachelor degree or already working in previous contract of same nature. Entry Gate pass will be issued on satisfactory verification of the above certificates.
  - iii. Semi-Skilled work men: The Semi-skilled workmen must have minimum qualification of SSC with minimum one-year experience in previous Instrument ARC contract in RFCL, Ramagundam unit. Entry Gate pass will be issued on satisfactory verification of the above certificates.
  - iv. Unskilled work men: The person must have completed at least primary education and must be literate. He must have ability to read write and understand the instructions of his senior colleagues and supervisors. He must have exposure to industrial environment as Helper for at least three years or already working in previous contract. No experience bar for higher qualified.
15. **Additional requirements:**
- i) Supplied manpower will be engaged in Instrument maintenance jobs of nature as per SOR items of SI 1 no 24.
  - ii) The deputed Skilled workmen may be good in Telugu but, must be able to understand and speak Hindi or English. It is essential from safety point of view as most people understand Hindi and English in RFCL. Unskilled workmen must be literate and shall be good at Telugu.
  - iii) The contractor has to supply minimum manpower averaging in month of i) skilled manpower of 10 Nos, Semi-skilled manpower of 4 nos, Unskilled manpower of 10 Nos.

16. In case, any deputed manpower is not acceptable to Engineer-in-Charge on account of his lack of skill/competence, misbehavior or otherwise, he has to be replaced by the contractor with suitable/acceptable hand.
17. All tools and tackles required for completion of the jobs shall be in scope of contractor. Minimum list of Tools and tackles required to maintain at site are Given below.

- Two sets of All size spanners (Ring & DE) up to 32" Size
- All Size Screw drivers and sets
- Hammers of different sizes
- Different Pliers and Adjustable spanners
- Slogging Spanners set up to 60" Size
- Hand Trolley for shifting Material: 2 nos
- Chain Pulley Blocks: 2 nos
- Slinks & D shackles
- Tube Benders of all sizes
- Pipe Cutting & Threading Tools along with Pipe Wrenches
- Portable welding Machine
- Drilling and Grinding Machines
- Gas Cutting Set on trolley
- Working Bench & Vice
- Multimeter & Meggar
- Approach Ladders

18. As per the requirement of RFCL, contractor shall deploy any additional manpower with the approval of Engineer In-charge. All new workmen suitability shall be judged by RFCL before deploying for work.
19. The Contractor shall not engage any workman having age below 18 years and having age above 60 years. During the contract period if any contractor's workman attains the age of 60 years, the contractor shall replace such workman with new workman.
20. Integrity Pact: Bidders will sign the integrity Pact as per enclosed format (Annexure-XIV), which is an integral part of tender document, failing which the tenderer / bidder will stand disqualified from tender process and the bid of the bidder will be rejected. Details regarding integrity pact can be viewed on RFCL website. The name and e-mail Id's of IEMS are as under.

- a. Sh Rakesh Chopra, Mail ID: chopra.rakesh@gmail.com
- b. Sh.Chander Prakash, Mail ID: chandraprakash@gmail.com

21. In event of failure by the contractor to mobilize manpower / services within the time allowed as specified by RFCL or of the services are not acceptable as per provisions of the contract or as absence of minimum man power for continuous period of 3 days are more an amount of Rs 1000/-per person / worker per day shall be deducted. In addition to this

amount shall not be payable for the period for which the services are not rendered. This is in addition to clauses mentioned in Tender document.

22. MSME Clauses:

- i. The Procurement Policy for Micro and Small Enterprises, 2012 has been notified by the Government in exercise of the powers conferred in Section 11 of the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006. Details of the policy are available on the MSME website. This policy is also applicable to procurement of Services.
- ii. Micro and Small Enterprises (MSE) must, along with their offer, provide proof of their being registered as MSE (indicating the terminal validity date of their registration) for the item tendered, with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME), indicated below:
  - a. District Industries Centres
  - b. Khadi and Village Industries Commission
  - c. Khadi and Village Industries Board
  - d. Coir Board
  - e. National Small Industries Corporation
  - f. Directorate of Handicraft and Handloom; and
  - g. Any other body specified by the Ministry of MSME
- iii. For ease of registration of Micro and Small Enterprises (MSEs), Ministry of MSE has started Udyog Aadhar Memorandum which is an online registration system (free of cost) w.e.f. 18th September, 2015 and all Micro & Small Enterprises (MSEs) who are having Udyog Aadhar Memorandum should also be provided all the benefits available for MSEs under the Public Procurement Policy for Micro and Small Enterprises (MSEs), Order 2012
- iv. The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, Subject to furnishing of relevant valid certificate for claiming exemption.
- v. Chapter-V of the MSMED Act, 2006 also has provision for ensuring timely payments to the MSE suppliers. The period agreed upon for payment must not exceed forty-five days after the supplies. For delays in payment the buyer shall be liable to pay compound interest to the supplier on the delayed amount at three times of the bank rate notified by the Reserve Bank.
- vi. In tender, participating Micro and Small Enterprises (MSE) quoting price within price band of L-1+15 (Fifteen) per cent shall also be allowed to supply a portion of requirement by bringing down their price to L-1 price in a situation where L-1 price is from someone other than a MSE and such MSE shall be allowed to supply up to 25 (Twenty five) per cent of total tendered value. A sub-target of 4% within 25% has been earmarked for procurement from MSEs owned by the SC or ST entrepreneurs and 3% from within 25% has been earmarked for supply from the MSEs owned by Women entrepreneurs. Provided that, in event of failure of such MSEs to participate in tender process or meet tender requirement and L-1 price, 4% /3% sub-target for procurement earmarked for MSEs owned by SC or ST entrepreneurs and women entrepreneurs respectively shall be met from other MSEs.
- vii. Within this 25% (Twenty Five per cent) quantity, a purchase preference of Four per cent (that is, 20 (Twenty) per cent out of 25 (Twenty Five) per cent) is reserved for MSEs





owned by Scheduled Caste (SC)/Scheduled Tribe (ST) entrepreneurs (if they participate in the tender process and match the L- 1 price). Provided that, in event of failure of such SC/ ST MSE to participate in tender process or meet tender requirements and L-1 price, Four per cent subtarget shall be met from other MSE. MSEs would be treated as owned by SC/ST entrepreneurs:

- a. In case of proprietary MSE, proprietor(s) shall be SC/ST
  - b. In case of partnership MSE, the SC/ST partners shall be holding at least 51% (Fifty-one per cent) shares in the unit
  - c. In case of Private Limited Companies, at least 51% (Fifty-one per cent) share shall be held by SC/ST promoters.
- viii. In the opinion of Ministry of MSME, in case of tender item is nonsplitable or non-dividable, etc. MSE quoting price within price band L-1+15% (Fifteen per cent) may be awarded for full/complete supply of total tendered value to MSE, considering spirit of policy for enhancing the Govt. procurement from MSE, in terms of sub-para vi) above.
- ix. This policy is meant for procurement of only goods produced and services rendered by MSEs and not for any trading activities by them. An MSE Unit will not get any purchase preference over another MSE Unit.
- x. The Public Procurement Policy for MSEs is meant for procurement of only Goods produced & Services rendered by MSE and do not apply to Works Contract as notified vide IOM No. NFL/MTLS/MSE/5 dated 17-03-2017. The relevant clauses on MSME being specific to nature of contract may be incorporated in Special Conditions of Contract (STC) of NIT/Tender

Document on case to case basis considering applicability thereof to contract / work and above said IOM dated 17-03-2017.

23. If some discrepancies are found between the rates given in words and figures or the amount shown in the tender, the following procedure shall be followed:
- a. When there is a difference between the rates in figures and words, the rates which correspond to the amount worked out by the tenderer shall be taken as correct.
  - b. When the rate quoted by the tenderer in figures and words, tallies but the amount is incorrect, the rate quoted by the tenders shall be taken as correct.
  - c. When it is not possible to ascertain the correct rate in the manner prescribed above, the rate as quoted in words shall be adopted
24. Percentage of labour component for calculation of Escalation on minimum wages as per GTCC 1.30.0.C will be 100%.

**Exemptions from GTCC clause 1.8.0.a.**

Original DD/BG etc. should reach DGM (Inst) before opening of Techno-commercial bid. If not reached in time, RFCL at its discretion to allow bidders to provide sufficient time to submit EMD or any other techno-commercial documents considering exceptional circumstances like Covid-19 situation or any other justifiable ground. RFCL takes no responsibility for delay, loss or non-receipt of EMD & Tender Fee sent by post / courier.



**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 Udyog Aadhaar Memorandum.
  - 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, tendered 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 honor 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:**

- i. Tenders submitted by Tenderer who resort to canvassing.
- ii. Tenders, which do not fulfill any of the conditions, laid down in the Tender Documents or are incomplete, in any respect.
- iii. Tenders, which contain uncalled for remarks or any alternative additional conditions.
- iv. 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.
- v. Tenders received late / delayed.
- vi. 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.
- vii. 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.
- viii. Tenders not accompanying the Earnest Money and Tender fee of prescribed value and prescribed mode/form.
- ix. 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 sub-division thereof, or authority or representative of any such Govt. and/or due to technical snag/reasons or any other Act whatsoever, whether similar or dissimilar to those enumerated beyond the reasonable control of the parties/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 **10 %** 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.
- 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 3% 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 I**).
- 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 3 % 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:

S.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	Skilled	*522	*527	5	0.0096	5	0.0479
3	Semi-skilled	*433	*437	4	0.0092	2	0.0185
4	Un-skilled	*370	*373	3	0.0081	11	0.0892
5				<b>Total</b>	<b>0.0269</b>	<b>18</b>	<b>0.1556</b>
	<b>Wt.avg factor (G5/F5)</b>						<b>0.0086</b>

\* 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 Peddapally (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 Dispute Resolution Clause:**

Except where otherwise provided in the Contract all matters, questions, disputes or differences (Disputes/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 the dispute notice by the other party, then party/ies may refer the said dispute/s for adjudication through Arbitration as prescribed herein after.

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

The language of Arbitration shall be English.

The governing law shall be laws of India and dispute/s shall be adjudicated as per Indian Laws

For the convenience of parties, the venue of Arbitration shall be as per above rules i.e., Arbitration Centre, Hyderabad. However, the Seat of Arbitration shall be Ramagundam, Peddapally District, State of Telangana. The Courts at Ramagundam Peddapally 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-III).

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 what so ever 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:

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.

- a. Security Deposit/Performance Bank Guarantee Bond submitted by the Contractor shall stand forfeited.
- b. 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.
- c. 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 override 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 Contact 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 "IV"). 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 as per the direction from RFCL.

**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.



**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, 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 expiry of \_\_\_\_\_ months from the issuance of Commissioning / erection / completion certificate according to terms of contract 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 up to \_\_\_\_\_ 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 officer 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.

8. The last date of claim under this Security Deposit-cum-Performance Bank Guarantee shall be \_\_\_\_\_ (date of expiry + 3 months).

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

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



**PROFORMA FOR INDEMNITY BOND**

(To be prepared on Stamp paper of Rs.500)

This DEED OF INDEMNITY made between M/s .....having its registered office at .....and place of business at..... (hereinafter called 'The Contractor'), which expression shall include its successor and assigns of the one part and M/s RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED , a company incorporated under the Indian Companies Act, 2013 and having its registered Office Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi – 110003, India (herein under called 'the Owner') which expression shall include its successors and assigns of the other part

WHEREAS the Owner has placed a Work Order No. ....on the Contractor for .....and whereas one of the conditions of the said Contract, is that the Owner will supply to the contractor free issue Material for..... As specified in the said Contract for the purpose of .....

.....and WHEREAS the Owner has agreed to send the said Free issue Material in the terms of the said Contract upon the terms that the Contractor should enter into covenants hereinafter contained.

**NOW THIS DEED WITNESSETH AS FOLLOWS**

1. In pursuance of the said agreement and in consideration of the promises the Contractor hereby permits and acknowledges that the Contractor holds and shall always hold the said Free Issue Materials (which will from time to time be sent by the Owner to the Contractor) under the said contract, in trust for to the order of and on account of the Owner.
2. The Contractor hereby assume full responsibilities for the said Free Issue Materials shall keep the said Free Issue Materials free of charge to the Owner in the safe place and in good condition.
3. The Contractor hereby agrees to indemnify and keep the Owner indemnified at all times hereafter against all claims, demands, proceedings, losses, damages, costs charges and expenses which may be or brought against the owner of which the Owner may suffer or incur by reason of any loss or damage to the Contractor or its employees caused by the default or negligence of the Contractor or its employees or agent and/or by reasons of breach by the Contractor or its covenants obtained in clause 1 and/or clause 2 hereof.
4. The Contractor agrees that the FIM shall be used only for purpose intended by the Owner.
5. NOTWITHSTANDING anything stated herein above, Contractor's liabilities under this Guarantee is restricted to Rs..... (Rs..... only) and it will remain in force till.....unless an action to enforce claim under the guarantee is filed against Contractor before the aforesaid date all Owner's rights under the said guarantee shall be forfeited and Contractor shall be relieved and discharged from all the liabilities thereunder.

Dated:





(To be prepared on stamp paper of Rs 200/-)

**FORM OF CONTRACT**

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, 7  
Institutional Area, Lodhi Road, New Delhi – 110003, India (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-I**

**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 Pedapally 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 Dispute Resolution Clause

Except where otherwise provided in the Contract all matters, questions, disputes or differences (Disputes/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 the dispute notice by the other party, then party/ies may refer the said dispute/s for adjudication through Arbitration as prescribed herein after.

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

The language of Arbitration shall be English.

The governing law shall be laws of India and dispute/s shall be adjudicated as per Indian Laws

For the convenience of parties, the venue of Arbitration shall be as per above rules i.e., Arbitration Centre, Hyderabad. However, the Seat of 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.



**CERTIFICATE OF COMPLIANCE OF STATUTORY PROVISIONS OF LABOUR LAWS**

Certified that provisions of contract labour (Regulation and Abolition act-1970) and other relevant laws as mentioned below has 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 directly in to bank accounts of Contract employees and is as per Minimum Wages Act, Bonus & 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 \_\_\_\_\_

EPF and ESI contributions for above referred month have been deposited in to r/o manpower deployed as mentioned at SI no. \_\_\_\_\_ to \_\_\_\_\_ of Wage payment register.

1. Minimum Wages Act-1970, Factories Act-1948 & 2013 and Workman Compensation Act-1923
2. Employees Provident Fund & Miscellaneous Provisions 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 & conditions stipulated in the tender document and confirm to abide by the same.

No other charges would be payable by RFCL.

**Signature & Seal of Authorized Signatory of the  
Agency/Contractor**

**Signature & Seal of  
Authorized Signatory  
of the Executing department**

**Verified by  
Authorized Signatory  
(Signature & Seal of  
HR department)**



**UNDER TAKING ON PARTY'S LETTER HEAD**

With reference to NIT No. \_\_\_\_\_ dated. \_\_\_\_\_ of Ramagundam Fertilizers And Chemicals Limited, Ramagundam for "Annual Rate Contract for Instrument Maintenance Jobs and Manpower supply Instrumentation work" for a period of One year I

\_\_\_\_\_ S/o Shri. \_\_\_\_\_

R/o \_\_\_\_\_ Authorized

Representative of (the Institution) \_\_\_\_\_ do

solemnly affirm and declare as under: -

i) That our Institution/sister concern etc. has not been black listed 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 the above paras are true.

**Seal & Signature of Bidder**





## Annexure-XIII

**CHECK LIST FOR BIDDERS FOR SUBMISSION OF DOCUMENTS**

[ Please write yes / no in Col (V ) ]

Document No (I)	Name of Document (II)	Remarks (III)	Envelope (IV)	Complied Yes / No (V)
1	<b>EMD demand draft of Rs 100000 /-</b> in favour of Ramagundam Fertilizers and Chemicals Limited payable at Ramagundam	Not To be submitted by bidders registered under National small Scale Industries / MSME Industries	1	
2	<b>Tender Cost Demand draft of Rs 1000/-</b> in favour of Ramagundam Fertilizers and Chemicals Limited payable at Ramagundam	To be submitted by bidders not registered under National small Scale Industries / MSME Industries	1	
3	All NIT documents including covering letter duly signed	All pages to be signed and stamped	2	
4	Deviations with regard to NIT. No list of deviations means all terms and conditions of NIT are accepted	No deviation allowed. However if any to be submitted	2	
5	DECLARATION FOR SUBMISSION OF TENDER FORM-I Annexure-II	To be signed and stamped at bottom after filling all details.	2	
6	Declaration of bidder Details form –II Annexure II	To be signed and stamped at bottom after filling all details.	2	
7	Declaration of Bank details ( E Banking Mandate) Form III, Annexure II	To be signed and stamped at bottom after filling all details	2	
8	Check List of Documents to be submitted by Bidder Annexure XIII	Properly read, ticked in column (v), signed and stamped	2	
9	Undertaking on bidders letter head Annexure XIV	Properly read, signed and stamped	2	
10	<b>Eligibility Criteria Annexure IV</b>	-	-	-
-	<b>A) Technical Criteria</b>	-	-	-
-	<b>1.0 Similar Work Definition</b>	-	-	-
11	i) Work Completion Certificates		2	
-	2.0 Experience of having completed similar work in last seven years i.e. between 01.08. 2015 to 31.07.2023		-	-
12	1. Self attested copies of WO along with satisfactory completion certificate for One Similar work completed 111.94 lacs	Self attested copies. Only Execution quantity shall be considered for evaluation. Supply shall not be considered. WO shall be for similar work as defined on PN 11 of NIT under Ann III i.e Eligibility criteria. Experience relevant documents are to	2	-
13	2. Self attested copies of WO along with satisfactory completion certificate for Two Similar work completed 69.96 lacs			



14	3. Self attested copies of WO along with satisfactory completion certificate for three Similar work completed 55.97 lacs	be taken for a period of 6 months and above. If the period is more than one year then the Contract value should be interpolated for one year. However, short term orders / contract execution period less than 6 months will not be considered eligible against this tender. For works executed above 6 months and below 1 year, contract value for evaluation will be calculated on prorata basis		
	<b>B. Financial criteria</b>	-	-	-
15	Self-attested audited Financial statement for three years	Self-attested copies	2	
a.	i.e. F Y 2019-20 ending on 31.03.2020,			
b.	F Y 2020-21 ending on 31.03.2021 and			
c.	F Y 2021-22 ending on 31.03.2022 for			
16.	Average annual Financial Turn Over of value more than or equal to Rs 35.57 lac.			
	<b>C Documents to be submitted</b>	-	-	-
17	i) WOs as mentioned above	All documents to be submitted after self-attestation and duly stamped.	2	-
18	ii) Annual returns as stated above			
19	iii) Copy of Permanent Account No			
20	iv) Copy of GSTIN Registration			
21	v) Copy of PF registration issued by Govt Authorities.			
22	vi) Copy of ESI registration.			
23	vii) Copy of MSME Certificate / UAM (Udyog Aadhar Memorandum)			
24	viii) Copy of labour License / undertaking as per declaration form II			
25	Schedule of Rates Annexure XV	To be carefully filled after reading all notes and signed by bidder	3	

SEAL AND SIGNATURE OF BIDDER



**INTEGRITY PACT**

**(To be executed on plain paper and submitted along with technical bid/tender documents for tenders having a value of Rs.1 crore or more. To be signed by the bidder and RFCL.)**

Ramagundam Fertilizers and Chemicals Limited (RFCL) hereinafter referred to as "The Principal".

AND

Hereinafter referred to as "The Bidder / Contractor"

**PREAMBLE**

The Principal intends to award, under laid down organizational procedures, contract/s for

(Bid document no/RFQ no.: .....)

The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section I – Commitments of the Principal.**

The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles: -

No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the personal is not legally entitled to.

The Principal will during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the process or the contract execution.

The Principal will exclude from the process all known prejudiced persons.



If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

## **Section 2 – Commitments of the Bidder(s)/Contractor(s)**

The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

The Bidder(s)/contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or during the execution of the contract.

The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractors will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or documents provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.

The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.



### **Section 3: Disqualification from tender process and exclusion from future contract**

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

### **Section 4: Compensation for Damages**

If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, The Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### **Section 5: Previous Transgression**

The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the TII's anti-corruption approach or with any other public sector enterprise in India that could justify his exclusion from the tender process.

If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

### **Section 6 : Equal treatment of all Bidders/Contractors / Sub-contractors.**

The Principal will enter into agreements with the identical conditions as this one with all bidders, contractors and sub-contractors.

The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

### **Section 7: Criminal charges against violation Bidder(s)/Contractor(s)/Sub-contractors(s).**

If the Principal obtains knowledge of conduct of a Bidder(s)/ Contractor(s) which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

### **Section 8 : Independent External Monitor/Monitors**

The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.



The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. It will be obligatory for him to treat the information and documents of bidders /contractors as confidential. He reports to the Chairman & Managing Director, RFCL.

The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality.

The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective

action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

The Monitor will submit a written report to the Chairman & Managing Director, RFCL within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should be occasion arise, submit proposals for correcting problematic situations.

Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on BFL Board.

If the Monitor has reported to the Chairman & Managing Director, National Fertilizers Limited, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director, RFCL has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

The word "Monitor" word include both singular and plural.

### **Section 9: Pact Duration**

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidder 6 months after the contract has been awarded.



If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairman & Managing Director of RFCL.

### Section 10: Other Provisions

This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal i.e. New Delhi.

Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

- If the contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & on behalf of the Principal)

(For & on behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Place \_\_\_\_\_

Date \_\_\_\_\_

Witness 1:  
(Name & Address)

Witness 1:  
(Name & Address)

Witness 2 :  
(Name & Address)

Witness 2:  
(Name & Address)



## SOR LIST-PART A

SOR Items for ARC of Instrument Maintenance Jobs for the period of one year with estimated rates

Tender No: RFCL/INST/Cont-01/ARC 2023-24

Dt. 01/09/2023

Sr. No.	DESCRIPTION OF JOBS	UNIT	Qty.	Unit Rate	Amount
1a	Removal of Control Valves from pipelines at all elevations in plant, PR. Rating up to and including 600 LBS & Valve Body size up to and including 2"	Nos.	40	180.2	7208
b)	Fixing of Control Valves at all elevations in Plant after repairs, End connections to be cleaned and new Gaskets to be provided, PR. Rating up to and including 600 LBS & Valve Body size up to and including 2"	Nos.	40	270.3	10812
c)	Removal of Control Valves from pipelines at all elevations in plant, Pr. Rating > 600 LBS & Valve Body size up to and including 2"	Nos.	20	360.4	7208
d)	Fixing of Control Valves at all elevations in Plant after repairs, End connections to be cleaned and new gaskets to be provided, Pr. Rating > 600 LBS & Valve Body size up to and including 2"	Nos.	20	450.5	9010
e)	Transportation of Control Valves to & from Workshop. (Test Place) Of any Rating & Valve Body size as under :				
i)	up to and including 2"	Nos.	40	45.05	1802
ii)	above 2", up to & including 4"	Nos.	50	54.06	2703
iii)	Above 4" size to all sizes.	Nos.	30	27.03	810.9
2 a)	Removal of Control Valve from Bonnet & Refixing, old Gasket to be removed & new Gasket to be provided. Valve Body size up to & including 6"	Nos.	40	360.4	14416
b)	Removal of Control Valve from Bonnet & Refixing, old gasket to be removed & new gasket to be provided. Valve Body size above 6", up to & including 24"	Nos.	30	450.5	13515
c)	Removal & Fixing of Actuator of control valve Body size up to & including 8"	Nos.	30	225.25	6757.5
d)	Removal & Fixing of Actuator of control valve. Body size above 8", up to & including 24"	Nos.	25	360.4	9010
e)	Removal of Valve positioner From Control Valve all types and Sizes.	Nos.	80	90.1	7208
f)	Fixing of Valve positioner From Control Valve all types and Sizes.	Nos.	80	135.15	10812
g)	Removal of SOLENOID VALVES including Electrical/ Pneumatic Connections of all types and Sizes.	Nos.	120	67.575	8109
h)	Fixing of SOLENOID VALVES including Electrical/ Pneumatic Connections of all types and Sizes.	Nos.	120	67.575	8109
I)	Removal of Valve LIMIT SWITCH assemblies including Electrical Connections of all types	Nos.	120	67.575	8109
J)	Fixing of Valve LIMIT SWITCH assemblies including Electrical Connections of all types	Nos.	120	67.575	8109
k)	Removal of Volume Booster or Pneumatic of Control Valves of all types	Nos.	50	45.05	2252.5
l)	Fixing of Volume Booster or Pneumatic of Control Valves of all types	Nos.	50	45.05	2252.5
m)	Transportation of Actuator to & from Workshop. (Test Place) Of any Rating & size	Nos.	40	45.05	1802
n)	Removal of AIR Filter Regulator all Sizes and Types.	Nos.	60	45.05	2703
o)	Fixing of AIR Filter Regulator all Sizes and Types.	Nos.	60	45.05	2703
3 a)	Laying of Inst Air headers lines of 1/2" size of ss pipe from Air Header to Consumption Point By Threaded Pipe Fabrication.	Mtrs.	25	45.05	1126.25

Sr. No.	DESCRIPTION OF JOBS	UNIT	Qty.	Unit Rate	Amount
b)	Laying of Inst Impulse Pipe lines of 1/2" size SS/ CS Pipe after Fabrication.	Mtrs.	50	63.07	3153.5
4	Removal of Different Type Flow Meters (Magnetic/ Mass/Flange Rotameters/Ultrasonic).				
a)	size up to & including 4" Irrespective of Pr. Rating	Nos.	20	180.2	3604
b)	Transportation to & from W/shop (Test Place) of Different Type Flow Meters (Magnetic/Mass/Flange Rotameters/Ultrasonic) irrespective of Pr. Rating & Size.	Nos.	20	45.05	901
c)	Fixing of Different Type Flow Meters (Magnetic/Mass/Flange Rotameters/Ultrasonic) size up to & including 4" Irrespective of Pr. Rating.	Nos.	20	225.25	4505
5 a)	Removal of orifice plates at all elevations in the plant and provision of new gaskets, for following Line size up to & including 4" all pressure ratings	Nos.	15	180.2	2703
b)	Fixing of orifice plates at all elevations in the plant and provision of new gaskets, for following Line size up to & including 4" all pressure ratings	Nos.	15	270.3	4054.5
6	Fabrication, clamping, supporting, painting of inclined sheds on junction boxes and instruments etc. made of MS angle & aluminium sheet.				
a)	Size 3 feet x 2 feet	Nos.	20	180.2	3604
b)	Size 4 feet x 2 feet	Nos.	20	202.725	4054.5
7 a)	Complete fixing of RADAR/displacer type/ capacitance type/ magnetic type / Capillary type /level transmitters, level gauges, level switches (all sizes and pressure ratings) from various vessels at all elevations in the plant, and to provide new gaskets.	Nos.	30	180.2	5406
b)	Complete removal of RADAR/displacer type/ capacitance type/ magnetic type / Capillary type /level transmitters, level gauges, level switches (all sizes and pressure ratings) from various vessels at all elevations in the plant, and to provide new gaskets.	Nos.	30	135.15	4054.5
c)	Transportation to & from Workshop (Test Place) of Radar/displacer type/ capacitance type/ magnetic type / level transmitters, level gauges, level switches (all sizes and pressure ratings) from various plants.	Nos.	30	45.05	1351.5
8 a)	Removal of power cylinders of dampers/control valves etc.				
i)	Up to and including 3" dia.	Nos.	30	135.15	4054.5
ii)	above 3" up to and including 6" dia.	Nos.	15	225.25	3378.75
8 b)	Fixing of power cylinders of dampers/control valves etc.				
i)	Up to and including 3" dia.	Nos.	30	225.25	6757.5
ii)	above 3" up to and including 6" dia.	Nos.	15	270.3	4054.5
8 c)	Transportation to & from Workshop (test Place) of Power Cylinder:			0	
i)	Up to and including 3" dia.	Nos.	30	45.05	1351.5
ii)	above 3" up to and including 6" dia	Nos.	15	45.05	675.75
9	Laying of cable trays with proper angle iron supports (welding & grouting included), for following sizes of trays :-				
a)	50 mm wide cable tray	Mtrs.	350	31.535	11037.25
b)	100 mm wide cable tray	Mtrs.	100	36.04	3604
c)	150 mm wide cable tray	Mtrs.	120	40.545	4865.4
d)	300 mm Wide cable tray	Mtrs.	200	45.05	9010
10 a)	Laying and clamping of armoured signal power, conduit pipes or thermocouple extension cables (armoured) with conductor size up to 2.5 mm <sup>2</sup> on cable trays/ Angle/Ducts with proper glanding at both ends of following sizes :-				
i)	2/3/4 core x 0.5/1.5 mm <sup>2</sup>	Mtrs	1000	13.515	13515

Sr. No.	DESCRIPTION OF JOBS	UNIT	Qty.	Unit Rate	Amount
ii)	12/19/24 core x 0.5/1.5 mm <sup>2</sup>	Mtrs.	1500	18.02	27030
b)	Clamping & fixing of already layed cable in various plants of following sizes having bunch up to 10-15 cables:				
i)	2/3/4 Core x 0.5/1.5 mm <sup>2</sup>	Mtrs.	500	4.505	2252.5
ii)	12/19/24 Core x 0.5 /1.5 mm <sup>2</sup>	Mtrs.	1000	9.01	9010
11	Laying and clamping of SS tubes in trays/ducts/angles, making connections at both ends using compression fittings., leakage checking and rectification Tubes in following sizes:-				
a)	6 mm OD SS tube	Mtrs.	300	36.04	10812
b)	8 mm OD SS tube	Mtrs.	200	40.545	8109
c)	10 mm OD SS tube	Mtrs.	200	45.05	9010
d)	12 mm OD SS tube	Mtrs.	300	54.06	16218
12 a)	Removal of analyser cylinders of all sizes from analyser including transportation to store	Nos.	80	90.1	7208
b)	Installation of analyser cylinders of all sizes with respective analyser including transportation from store	Nos.	80	90.1	7208
c)	Analysers Sample filters cleaning and replacement	Nos.	50	45.05	2252.5
d)	Sample Coolers Cleaning and boxing up	Nos.	50	90.1	4505
e)	Removal Of pH meters/ Conductivity Meters	Nos.	60	67.575	4054.5
f)	Fixing Of pH meters/ Conductivity Meters	Nos.	60	67.575	4054.5
h)	Removal of Gas detectors any type and any gas	Nos.	150	90.1	13515
i)	Fixing of Gas detectors any type any and gas	Nos.	150	90.1	13515
13 a)	Removal of 2/3 way Ex. Proof junction boxes. The job includes removal of cables	Nos.	15	67.575	1013.625
b)	Fixing of 2/3-way Ex. Proof junction boxes. The job includes Mounting of new junction box after fabrication and painting of new mounting bracket and cable glanding.	Nos.	15	112.625	1689.375
14 a)	Removal 6/8/12 way Ex. Proof junction boxes. The job includes removal of cables from old junction boxes.	Nos.	15	90.1	1351.5
b)	Fixing of 6/8/12 way Ex. Proof junction boxes. The job includes mounting of new junction box after fabrication and painting of new mounting bracket and cable glanding.	Nos.	15	135.15	2027.25
15 a)	Fixing of Flange type isolation valves of level trolls, level gauges, level switches at all elevations in the plant, cleaning of end connections and providing new gaskets. Size up to and including : 50 NB, PN 250.	Nos.	40	67.575	2703
b)	Removal of Flange type isolation valves of Level Trolls, Level Gauges and Level Switches at all elevations in the plant and providing blind flanges. Cleaning of end connections and new gaskets to be provided. Size up to & including: 50 NB,PN250.	Nos.	40	67.575	2703
c)	Removal of 1/2" Threaded Isolation of Any Type and rating	Nos.	40	22.525	901
d)	Removal of 1/2" Threaded Isolation of Any Type and rating	Nos.	40	22.525	901
16 a)	Removal of Normal Differential Pressure/Pressure transmitters of any rating	Nos.	100	90.1	9010
b)	Fixing of Normal Differential Pressure/Pressure transmitters of any rating	Nos.	100	135.15	13515
17 a)	Removal of Seal type Differential Pressure/Pressure transmitters of any rating any size	Nos.	40	135.15	5406
b)	Fixing of Seal type Differential Pressure/Pressure transmitters of any rating any size	Nos.	40	180.2	7208
18 a)	Removal of Temperature transmitters Including of cables and cable glands	Nos.	100	90.1	9010
b)	Fixing of Temperature transmitters including of cables and cable glands	Nos.	100	135.15	13515





Sr. No.	DESCRIPTION OF JOBS	UNIT	Qty.	Unit Rate	Amount
19 a)	Removal of Pressure gauges/ Temperature gauges without capillaries	Nos.	200	45.05	9010
b)	Fixing of Pressure gauges / temperature gauges without capillaries	Nos.	200	45.05	9010
c)	Removal of Pressure gauges / Temperature gauges with capillaries any size and any rating.	Nos.	50	90.1	4505
d)	Fixing of Pressure gauges / Temperature gauges with capillaries any size and any rating	Nos.	50	112.625	5631.25
e)	Removal of Thermowell Threaded or Flanged any size and any rating.	Nos.	50	36.04	1802
f)	Fixing of Thermowell Threaded or Flanged any size and any rating.	Nos.	50	45.05	2252.5
g)	Transportation of Diaphragm seal type differential pressure / pressure transmitter/Pr. Gauge with capillary/ temperature gauge with capillary to & from Workshop (Test Place)	No.	20	45.05	901
h)	Transportation of Normal differential pressure / pressure transmitter/Pr. Gauge / temperature gauge to & from Workshop (Test Place)	No.	400	27.03	10812
20	Fabrication of mounting frames and supports for instruments from angle irons/flats/channels or pipes, applying primer & painting the fabricated frames/supports.	Kgs	1800	9.01	16218
21 a)	Tightening of flange of control valve, valve body size up to and including 4 "	No.	60	450.5	27030
b)	Replacement of flange gaskets on both sides of control valve, valve body size up to and including 4"	No.	60	450.5	27030
22	Cleaning Of control Panels / JB's/ Field instruments				
a)	Local Junction Boxes	No.	500	22.525	11262.5
b)	Local Control Panels	No.	60	45.05	2703
c)	DCS /ESD Control Racks	No.	1000	36.04	36040
d)	Operator Consoles / Monitors	No.	250	18.02	4505
e)	Field Mounted Gauges& Transmitters	No.	1000	9.01	9010
f)	Cleaning of gas detectors any type and any size	No.	250	45.05	11262.5
23	Providing rat cages at with bait in Instrument panels / control rooms				
a)	Providing rat cages at with bait in Instrument panels / control rooms	No.	1500	30	45000
b)	Removing of captured rat and disposing outside factory premises	No.	250	50	12500
c)	Provision of rat repellent cakes at various locations inside panels and removal of old cakes	No.	1500	65	97500
d)	Removal of dead rats for panels / control rooms.	No.	100	200	20000
24 a)	New Earth pit construction including all materials and manpower	No.	2	19100	38200
b)	Earth pit maintenance including digging, charcoal, salt filling and watering	No.	30	1500	45000
<b>Total Estimated Value</b>					<b>₹ 9,03,135.80</b>
<b>Profit (+/-) Margin Percentage</b>		<b>To Fill "+/-"</b>	<b>Fill %</b>	<b>Blank</b>	
<b>To fill Quoted / Not Quoted</b>				<b>Blank</b>	
<b>GST at applicable % rates (to fill Quoted / Not Quoted)</b>				<b>Blank</b>	

**Manpower SOR Priced Format**  
**Scope of work/ Performa for quoting Rates for AMC of Instrument Maintenance jobs for the year 2023-24**  
**SOR LIST-PART B**

Sl.No	Category	Unit	Qty	Min Wages per day	EPF @ 13% on basic wages	ESI @ 3.25% on basic wages	Bonus @ 8.33% on basic wages	Leave payment @ 5% on basic wages	Total wage per day in INR	Total manpower Expenses
1	Assistance for execution of intermittent instrumentation maintenance jobs including up keeping and cleaning of various instruments & equipment installed in plant for reliable and trouble free operation during plant start-up, normal operation and shutdowns / un foreseen breakdowns during round the clock									
a)	Skilled Manpower	Mandays	4900	695	90.35	22.59	57.89	34.75	900.58	₹ 44,12,846.90
b)	Semi-skilled Manpower	Mandays	3400	577	75.01	18.75	48.06	28.85	747.68	₹ 25,42,100.44
c)	Un-Skilled Manpower	Mandays	5380	494	64.22	16.06	41.15	24.70	640.13	₹ 34,43,873.58
		1	Total amount for supply of Manpower for a),b) and c)							₹ 1,03,98,820.92
		2	Estimated Service charges or percentage Profit margin against statutory levies, taxes, admin and fixed charges/ service margin of contractor ( to be specified by contractor and it must not be less than 0% and all derivatives of 0 upto 0.9999% and thereof, which means service charge / profit margin shall not be less than 1.00%)					To fill Quoted/Not Quoted		
		3	Total amount including service margin (1 & 2)					To fill Quoted/Not Quoted		
		4	GST at applicable % rates					To fill Quoted/Not Quoted		

- Notes: 1. The rates above indicated are based on Minimum wages notification dates 31/03/2023.  
2. Evaluation of offers shall be on overall L-1 basis.  
3. The contractor has to supply minimum manpower averaging in month of i) skilled manpower of 10 Nos, Semi-skilled manpower of 4 no's, Unskilled manpower of 10 Nos.



**SOR rates of Overtime for unplanned unforeseen / breakdown/Shutdown jobs (Beyond normal working Hours) of Instrument Maintenance Jobs**

**SOR LIST-PART C**

Description	Unit	SOR Qty	OT. Rates as per Min wages /Hr. (B)	EPF @ 13% on basic Wages	ESI @ 3.25% on Basic Wages (c)	Bonus @ 8.33 of basic wages	Leave payment @ 5%	Rate /Mandays (or) Man hours (D)=(B)+(C)	Total amount (E)=(A)*(D)
a Skilled Manpower	Hrs.	1125	₹ 173.75	₹ 0.00	₹ 5.65	₹ 0.00	₹ 0.00	₹ 179.40	₹ 2,01,821.48
b Semi-Skilled Manpower	Hrs.	525	₹ 144.25	₹ 0.00	₹ 4.69	₹ 0.00	₹ 0.00	₹ 148.94	₹ 78,192.52
c Un-Skilled Manpower	Hrs.	1350	₹ 123.50	₹ 0.00	₹ 4.01	₹ 0.00	₹ 0.00	₹ 127.51	₹ 1,72,143.56
<b>Grand Total (Part-C)</b>									<b>₹ 4,52,157.56</b>

**Notes:**

- The rates above indicated are based on Minimum wages notification dates 31/03/2023.
- The overtime shall be paid for working beyond 8 Hrs./Day on normal days and for working on weekly off. There is working schedule of 48 Hrs./week and no Overtime shall be paid till working of 48 Hrs./week. Contractor will have to take permission from Engineer in-Charge for continuing any work where overtime is involved.
- For overtime period/Hours, the rate of double /twice the rate of the wages shall be paid [Section 59 of the Factories Act 1948 ]
- The total no of Hrs. in a week, including overtime shall not exceed **sixty** and the total no. of hours. Of overtime shall not exceed fifty for any one quarter, wherein quarter means a period of three consecutive months beginning on 1<sup>st</sup> January, 1<sup>st</sup> April, 1<sup>st</sup> July & 1<sup>st</sup> October [Section (64)4 of the Factories Act ]

