



**RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED  
RAMAGUNDAM**

**Ref: RFCL /Site/HR/Cont-55/ Guest House**

**TENDER: Contract for "Upkeep of VIP Guest House, India House and International Guest House at RFCL, Ramagundam (Telangana) for the period of One year"**

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

	<b>Ramagundam Fertilizers and Chemicals Ltd.</b> <b>रामागुण्डम फर्टिलाइजर्स एण्ड केमिकल्स लिमिटेड</b> <small>(A Joint Venture Company of NFL, EIL &amp; FCIL)</small>
	Site office: Fertilizers City, Ramagundam-505210, Dist: Peddapally, Telangana. Telephone: +91 8728 257488 E mail: rfcl.ramagundam@rfcl.co.in CIN: 424100DL2015PLC276753

Tender No.: RFCL/Site/HR/Guest House/Cont-55.

Date: 13-12-2022

### **INSTRUCTIONS TO TENDERERS FOR E-TENDERING**

#### **1. Mode of Tendering:**

Ramagundam Fertilizers and Chemicals Ltd. (A Joint Venture of NFL, EIL, FCIL, HTAS, GAIL Govt, of Telangana) has decided to award **"Upkeep of VIP Guest House and International Guest House at RFCL, Ramagundam (Telangana) for the period of One year"** through e-tendering. The NIT will be posted on website <https://rfcl.abcprocure.com> from where the registered vendors will be able to download the tender documents for participation in the tender and submit their bids online. The tender submission, tender closing and opening will be done electronically and online. The NIT shall also be posted on company's homepage i.e., [www.rfcl.co.in](http://www.rfcl.co.in).

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:

#### **a) RAMAGUNDAM FERTILIZERS AND CHEMICALS LTD**

1) Mr. Somnath Sanka, CM (HR) RFCL, Fertilizers City, Ramagundam-505210 Mob No. 7547879111 E mail: <a href="mailto:somnathsanka@rfcl.co.in">somnathsanka@rfcl.co.in</a>	2) Mr. Ashish Singh Manager(HR) RFCL, Fertilizers City, Ramagundam-505210 Mob No.7547879111 E mail: <a href="mailto:ashishsingh@rfcl.co.in">ashishsingh@rfcl.co.in</a>
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#### **b) M/s. e-Procurement Technologies Limited**

1	Approval of Profile & DSC Verification	Help Desk	+91-6353217080, +91-9099090830	<a href="mailto:info@abcprocure.com">info@abcprocure.com</a> <a href="mailto:dsc@abcprocure.com">dsc@abcprocure.com</a>
2	E-Tender Submission	Help Desk	+91 9904406300, +91 9510812960, +91 9265562821, +91 6354919566	<a href="mailto:support@abeprocure.com">support@abeprocure.com</a>
3	E-Auction Related Queries	Help Desk	+91-9879996111, 99044 07997, 95108 13415	





4	<p style="text-align: center;"><b>Office Hours:</b></p> <p>Monday to Friday- 10:00AM to 07:30PM (IST) 1st, 3rd and 5th Saturday-10:00AM to 06:00 PM (IST) 2nd and 4th Saturday - Holiday</p>
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2. a) Pre-Requisites for System using e-Procurement sites:

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

(c) For Quick Bidder Manual, you can refer this link <https://youtu.be/-E5fiZVYnfg> for Tender Submission **OR** download "Bidder Manual" from <https://rfcl.abcpocure.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.abepocure.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. into the system.
- DSC needs to be physically inserted >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.abcpocure.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@abcpocure.com](mailto:info@abcpocure.com) , [dsc@abcpocure.com](mailto:dsc@abcpocure.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 A from the licensed Certifying Authorities operating under the Root Certifying Authority 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> who have case any corrigendum amendment is issued after the submission of the bid, then such vendors 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 of the due date and time.
6. Vendors are required to complete the entire process online on or before the due date/time 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 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 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 the vendor is not able to complete the submission of the changed/revise bid within again (if this feature "Bid Withdraw" is enabled in e-tender event) However, if the vendor against the tender and consequently the vendor will be out of due date & time, the system would consider it as no bid has been received from 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/Offer 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 the time date and you nobody else till due 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 and 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 available on the above-mentioned website against this tender.

### **Tender Schedule**

S. No	Tender Stage	Date & Time
1	Start Tender Document Download	14.12.2022 at 15:00 hrs.
2	Pre-Bid Meeting	No
3	End Tender Document Download	30.12.2022 at 15:00 hrs.
4	Due/ last date of submission Bids	30.12.2022 at 15:30 hrs.
5	Techno-commercial Bids Opening	30.12.2022 at 15:45 hrs.
6	Price Bid Opening	To be intimated

**Note:** After expiry of date & time for a particular activity as mentioned above, that particular activity cannot be done unless the schedule for the same is extended/ amended. Similarly, no activity can be done before start date & time specified for that particular activity unless the schedule for the same is preponed/amended.

14. The activity defined for vendors are Download of Tender document, Bids Preparation, Uploading of bids. 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
17. RFCL reserves the right to reject or accept any tender without giving any reason. The bids not accompanied with the requisite Earnest Money may not be opened.

### **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:

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

Mr. Somnath Sanka,  
CM (HR) RFCL,  
Ramagundam Fertilizer and Chemical Limited.,  
Fertilizers City- 505210  
Ramagundam(Mandal), Peddapalli(District),  
Telangana State, India

**20. GST Nos:**

Unit	GST NO.
Ramagundam, Telangana	36AAHCR2335PIZY

21. The rates should be quoted as per price bid given in the enquiry only. Quotation should be valid for should be quoted both in figures and in words. a minimum period of 30 days from the date of opening of the tender (Technical bid). The rates should be quoted both in figures and in words.
22. Your GST Registration No. and Permanent Account No., allotted by the concerned Department should be mentioned in the quotation positively.
23. The offers submitted by MSE, shall be considered in Accordance with Public Procurement Policy for MSEs of March 2012. The parties claiming benefits Under MSEs policy must enclose requisite Valid Registration Certificate as per said policy along with their offer. Please also indicate whether the MSEs owned by SC/ST Entrepreneurs. If yes, please attach relevant certificate issued by authorities concerned. However, RFCL reserve the right to cancel the order (if any) and blacklist/debar a firm in case it is determined that the firm benefitted wrongly from the Public Procurement Policy.

Thanking You  
For & On Behalf of Ramagundam Fertilizers and Chemicals Limited

**(Somnath Sanka)**  
**Chief Manager (HR)**





**Ramagundam Fertilizers and Chemicals Ltd.**  
**रामागुण्डम फर्टिलाइजर्स एण्ड केमिकल्स लिमिटेड**  
A Joint Venture Company of NFL, FIL & FCIIL

Site office: Fertilizers City, Ramagundam-505210, Dist: Peddapally,  
Telangana. Telephone: +91 8728 257488  
E mail: rfcl.ramagundam@rfcl.co.in  
CIN: 424100DL2015PLC276753

**Ref. No.: RFCL /Site/HR/Cont-55/ Guest House**

**Date: 13.12.2022**

**To,**

Sub: Contract for "Upkeep of VIP Guest House and International Guest House at RFCL, Ramagundam (Telangana) for One year"

Dear Sir,

Sealed Bids are invited for the work as detailed below:

1.	<b>Name of Work</b>	<b>"Tender for ARC for Upkeep of VIP Guest House, India House and International Guest House at RFCL, Ramagundam (Telangana) for One year"</b>
2.	<b>Earnest Money Deposit &amp; Tender Fees</b>	Bidder to submit Earnest Money of <b>Rs. 1, 00,000.00 (Rupees One lakh only)</b> in the form of Demand Draft in favor of "Ramagundam Fertilizers and Chemicals Limited, payable at Ramagundam". Tender received without EMD and Tender Fee are likely to be rejected. Bidders registered under National Small-Scale Industries/MSME Act. are exempted from submission of E.M.D. as detailed in GTCC Cl. No.1.8.0 <b>Tender Fees:</b> Rs. 1000/- (One Thousand only)
3.	<b>Contract period</b>	One Year from the date of issue of Letter of acceptance and extendable for another 3 months as per GTCC Clause no 1.22.
4.	<b>Validity of the Tender</b>	<b>60 days</b> from the Date of Opening of Tender.
5.	<b>Last Date and Time for Receipt of Bids</b>	30.12.2022 up to 15:30 hrs.
6.	<b>Date and Time for Opening of Bids</b>	30.12.2022 at 15:45 hrs.
7.	<b>Place of Receipt and Opening of Bids</b>	Chief Manager(HR), Conference Room, Technical building Ramagundam Fertilizers and Chemicals Ltd., Fertilizer City, Ramagundam-505210
8.	The rates should be quoted in the Units given in the Schedule of Rates/Price Bid. The rates/amount should be quoted in both in figures as well as words. In case of any discrepancy, the amount quoted in words shall be treated as final. Any corrections made in the prices shall be authenticated with signatures at all places. If there is error in calculation with respect to unit rate and total value, unit rate shall prevail and total value	

	is reworked accordingly.
9.	Ramagundam Fertilizers and Chemicals Ltd., 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.	<p><b><u>Procedure for Submission of Tender:</u></b></p> <p>The Tender shall be submitted in Three Sealed Envelopes by mentioning NIT No. and Date on envelopes as under:</p> <p>10.1 Envelope No. 1: Will be superscripted '<b>Earnest Money</b>' and shall contain Earnest Money Deposit &amp; Tender Fees as per Clause No. 2 above. The payment shall be made in the form of crossed A/C Payee Demand Draft (Separate for both amount) issued by any scheduled bank except Rural &amp; Co - operative banks in favour of Ramagundam Fertilizers and Chemicals Limited payable at Ramagundam.</p> <p>10.2 Envelope No. 2: Second sealed envelope super scribed "<b>TECHNICAL AND COMMERCIAL BID</b>" containing the following documents:</p> <p>Signed copies of complete tender documents, including Proforma for schedule of quantities WITHOUT prices as enclosed &amp; documents as asked in Para 22 along with. Tenderer should sign each copy of these documents in token of acceptance of our terms</p> <p>10.3 Envelope No. 3: Third sealed envelope super scribed, "<b>PRICE BID/SCHEDULE OF RATE(SOR) — DO NOT OPEN</b>" (in RED ink). This envelope should only contain the 'Schedule of Quantities &amp; Rates/' 'Price Bid' with prices given in respective columns against each item, as enclosed herein, duly completed and signed &amp; stamped on each page by the tenderer.</p> <p>a) The price bid should be submitted clearly inscribing the name of the tenderer in the prescribed Proforma.</p> <p>The three envelopes should in turn be put together in a separate envelope duly signed super-scribed with "<b>Upkeep of VIP Guest House and International Guest House at RFCL, Ramagundam (Telangana) for the period of One year</b>"</p>
11.	<p><b><u>Opening of Tender:</u></b></p> <p>The Tender shall be opened as under:</p> <p>11.1 Envelope No. 1: Super scribed '<b>Earnest Money</b>' containing either of EMD or Tender Fee shall be opened first, on the Scheduled Date and Time of Opening of Bids in the presence of those Bidders who wish to be present there.</p> <p>11.2 Envelope No. 2: Super scribed '<b>Technical &amp; Commercial bid</b>' shall then be opened for those parties who have submitted EMD and Tender Cost or MSME certificate if applicable and discussion would be carried out with the respective Bidders for clarifications, if any.</p> <p>11.3 Envelope No. 3: Super scribed '<b>Price Bid</b>' shall be opened subsequently on the same day or at a later date, which shall be intimated to the Bidders.</p>
12.	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
13.	This letter shall form part of the contract document and shall be signed and returned along with the tender documents.
14.	All requests for interpretation, clarification & queries in connection with Tender shall be addressed in writing to Chief Manager (HR), RFCL, Ramagundam at least 7 (Seven) days prior to the closing date of the tender.



15.	Every 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 as will be any further information supplied by RFCL.
16.	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.
17.	Evaluation of offer shall be on overall L-1 basis i.e., lowest landed cost to RFCL.
18.	"Bidders may ensure that tender documents/offer have been signed by appropriate/authorized representative of the Company. Withdrawal of offer/non-acceptance of orders placed based on offers submitted by bidders on their letter head; will not be allowed on the grounds that 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 tender opening. 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 discussion.
20.	All Pages shall be initialled/signed at the lower right-hand corner and signed wherever required in tender by tenderer or by the person holding the Power of Attorney on behalf of the tenderer before submission of the tender. All corrections and alterations in the entries of tender paper will be signed in full by the tenderer with date.
21.	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.
22.	RFCL reserves its right to open the Price bids of only such tenderers who are found to be meeting the eligibility criteria based on the documents submitted by him/them in the Technical bids.
23.	No condition or deviation should be mentioned by tenderer in Price Bid. Price Bids with any condition or deviation shall liable to be rejected.
24.	The prospective tenderer having any common Partner / Director / Managing Director etc. Or having any other common criteria shall be considered as sister / group / Associates Company. In such cases only one of them will be eligible for participating in the tender.
25.	While submitting the offer, bidders may ensure that tender documents /offer have been signed by authorized signatory of the company. Subsequent withdrawal of offer / non-acceptance of orders placed based on the offer submitted by them will not be entertained on the ground that the offer was not signed by the authorized person.
26.	One person will be allowed to represent only one company during discussion/negotiation with RFCL. If same person is representing different companies with authorization letter from more than one company, such person will be allowed to represent only the first company called for negotiations
27.	RFCL reserves the right to postpone the tender opening date and / or time and will intimate all the tenderers well in time, of such postponement along with notice of revised opening date and time.
28.	In case, due to some unforeseen circumstances, the date of receiving / opening of the tender happen to be a holiday / closed day, the tender will be received / opened on the next working day.
29.	More than one quotation in a single sealed envelope will not be considered. Not more than one tender shall be submitted by a tenderer or by a firm of tenderers. Further, more than one bid shall also include two or more bidders having common power of attorney holder .No two or more concerns in which an individual is interested as a proprietor and / or a

	partner shall tender for the execution of the same works. If they do so, all such tenders shall be liable to be rejected.
30.	The tender is non-transferable. Unsigned tenders shall be out-rightly rejected.
31.	RFCL further reserves its right to accept / reject any / all tenders in whole or in part without assigning any reason thereof. Conditional tenders are liable to be rejected.
32.	RFCL shall not be responsible for delay, loss or non-receipt of tender document sent by post. The personnel of the contractor shall not enter into any unlawful activity within the premises of RFCL and have a good character.
33.	In case the tender is received in open condition, then the entire risk for loss of confidentiality shall be with the party. RFCL shall not be responsible on this account whatsoever
34.	The contractor shall not appoint any sub company / agency to carry out any obligation under the contract without prior written permission from RFCL. If at any time such a discrepancy is detected, the contract shall stand terminated without any notice and the security deposit shall be forfeited.
35.	The offers received after scheduled date and time of submitting the offer would be out rightly rejected.
36.	If the tenderer(s) expire(s) after the submission of his / their tender or after the acceptance of his / their offer, RFCL shall deem such tender cancelled. If a partner of a firm expires after the submission of their tender or after the acceptance of their tender, RFCL shall deem such tender as cancelled, unless the firm retains its character.
37.	RFCL will have the right to issue addendum to tender documents to clarify, amend, modify, supplement or delete any of the conditions, clauses or items stated. Addendum so issued will form part of original invitation to tender.
38.	If a tenderer resorts to any frivolous, malicious or baseless complaints / allegations with intent to hamper or delay the tendering process or resorts to canvassing/ rigging/ influencing the tendering process, RFCL reserves the right to debar such tenderer from participation in the present / future tenders up to a period of 2 years.
39.	Any revision, clarification, corrigendum, time extension, etc. to this Tender Document will be hosted on the above mentioned website(s) only. Bidders are requested to visit the website regularly to keep themselves updated.
40.	Throughout the Tender Documents, the terms 'Bid', 'Tender' & 'Offer' and their derivatives [Bidder/Tenderer, Bid/Tender/Offer etc.] are synonymous
41.	"Bidder shall not be affiliated with a firm or entity: (a) That has provided consulting services related to the work to the RFCL during the preparatory stages of the work or of the project of which the works/services forms a part of. OR (b) That has been hired (proposed to be hired) by the RFCL as an Engineer/ Consultant for the contract."
42.	Eligibility of any bidder from a country which shares a land border with India shall be dealt in accordance with the provisions mentioned in Annexure-XII. The Bidder shall submit Power of Attorney/ Authorization in favour of the authorized signatory(s) of the Bid. In case of partnership firm, one or more of the partners of the firm or any other person (s) shall be designated as the authorized person (s) on behalf of the



	firm, who will be authorized by all the partners to act on behalf of the firm through a "Power of Attorney", specially authorizing him / them to submit & sign the tender, sign the agreement, receive payment, witness measurements, sign measurement books, make correspondences, compromise / settle / relinquish any claim (s) preferred by the firm, sign "No Claim Certificate", refer all or any dispute to arbitration and to take similar such action in respect of the said tender / contract. In case of Company, Notarized/Certified copy of Authorization/Power of Attorney (backed by the resolution of Board of Directors) in favour of the individual to sign the tender on behalf of the company and create liability against the company should be submitted. Such "Power of Attorney" should be stamped and authenticated by a Notary Public or by Magistrate and submitted along with the tender."
43.	In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to RFCL by the bidder. It shall be the sole responsibility of the bidder to inform about their status on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders.
44.	RFCL reserves the right to verify all statements, information and documents submitted by the bidder in his tender offer, and the bidder shall, when so required by RFCL, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification, by RFCL shall not relieve the bidder of its obligations or liabilities hereunder nor will it affect any rights of RFCL thereunder."
45.	This letter/instructions shall form part of the contract document and shall be signed and returned along with the tender documents.
46.	The Tender shall be addressed to <b>Chief Manager (HR), Ramagundam Fertilizers and Chemicals Ltd., Fertilizer City, Ramagundam-505210, Dist. Peddapalli, (T. S.)</b>

**Yours faithfully,**  
**for M/s. Ramagundam Fertilizers and Chemicals Ltd**

**(Somnath Sanka)**  
**Chief Manager (HR)**  
**Encl: Tender Documents annexure I to XVI**



**DECLARATION FOR SUBMISSION OF TENDER FORM**

To  
Chief Manager (HR),  
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 of Tender No. XXX **"Upkeep of VIP Guest House, India House and International Guest House at RFCL, Ramagundam (Telangana) for the period of One year"** 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 (Annexure-XV A) 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 ₹ 1,00,000.00 (Rupees One Lakh only) vide Demand Draft No.\_\_\_\_\_ dated\_\_\_\_\_ in favor of Ramagundam Fertilizers and Chemicals Limited payable at Ramagundam. (Not applicable for MSME/NSIC registered bidders as mentioned in tender documents).

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

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

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2022

Signature of Tenderer with the seal

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address \_\_\_\_\_

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





**DECLARATION 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 Limited Company/Private Limited Company							
ii	Undivided Hindu Family/Individual							
iii	Partnership Firm / Co-operative society / others (Pl. Specify)							
	<b>(Please attach duly attested copy of partnership deed (Latest) by Notary Public/Self-attested Firm Registration copy/Incorporation Certificate of articles of association and memorandum of association and power of attorney who is signing documents on behalf of applicant/firm/company).</b>							
1.	Year of Establishment /Registration No along with documentary proof if any							
2.	If a Bidder has relations whether by blood or otherwise with any of employees of RFCL including employees on deputation / secondment basis, 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> <table border="1"> <thead> <tr> <th>Name &amp; Designation of the Employee</th><th>Place of Posting</th><th>Relation with the Employee</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	Name & Designation of the Employee	Place of Posting	Relation with the Employee			
Name & Designation of the Employee	Place of Posting	Relation with the Employee						
3.	P.F. Registration No. of the Contractor to be intimated along with Documentary proof thereof.							
4.	PAN No. of the Contractor to be intimated along with Documentary Proof thereof.							
5.	Whether bidders are registered or unregistered as per GST Laws. If registered the following details shall be provided-							
6.	GST Registration No. with Documentary Proof.							
7.	Service Accounting Code No.							

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

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 2022

**(Signature of Bidder with Seal)**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Place \_\_\_\_\_





<b>E-BANKING MANDATE FORM</b>		
<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	
<p>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.</p>		
		<b>SEAL &amp; SIGNATURE of the Vendor/Customer</b>
<p>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.</p>		
Bank Stamp:		
Date		
<p style="text-align: right;">Signature of authorized officer of the Bank (OR)</p>		

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

**DEFINITIONS OF TERMS**

**RAMAGUNDAM FERTILIZERS AND CHEMICAL LIMITED**

**DEFINITIONS OF TERMS**

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

1. "The OWNER or RFCL" means the RAMAGUNDAM FERTILIZERS AND CHEMICAL LIMITED., incorporated in India, having its registered office at

"Bid" (including the term 'tender', 'offer', 'quotation' or 'proposal' in certain contexts) means an offer to supply goods, services or execution of works made in accordance with the terms and conditions set out in a document inviting such offers.

"The Bidder" (including the terms "tenderer", "consultant" or "service provider") in certain context means any eligible person , firm or company participating in the tendering process.

"Notice Inviting Tenders( NIT)" (including the term 'Invitation to bid' or 'request for proposals' in certain contexts) means a document and any amendment theretopublished or notified by the owner, which informs the potential bidders that it intends to procure goods, services and/ or works.

2. The "ENGINEER-IN-CHARGE" 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.

The "TENDER DOCUMENTS" shall consist of Short Tender Notice, General Instructions to the Tender, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, Time Schedule Tender Form, Performa or Agreement Form Schedule of Rates, and Addendum/Addenda to Tender Documents.

6. "THE CONTRACTOR" means any person or persons or firm or company whose Tender has been accepted by RFCL with the concurrence of the Owner, and the legal personal representatives, successors and permitted assigns of such person, persons firm or company. Contractor includes "Service Provider or Consultant" also.



7. The "CONTRACT" shall mean the Agreement between RFCL and the Contractor for the execution of the works including therein all contract documents.
8. 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.
9. "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.
10. The "CONTRACT DOCUMENTS" shall consist of Agreement, Tender documents as defined in Clause 6, 7 & 8 above, Acceptance of Tender and further amendments.
11. 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.
12. The "COMPLETION CERTIFICATE" shall mean the Certificate to be issued by the Engineer-in-charge when the works have been completed to his satisfaction.
13. The "FINAL CERTIFICATE" in relation to a work means the Certificate issued by the Owner after the period of liability is over.
14. The "PERIOD OF LIABILITY" in relation to work means the specified period from the date of issue of Completion Certificate upto the date of issue of Final Certificate during which the Contractor stand responsible for rectifying all defects that may appear in the works.
15. "ZERO DATE" shall mean the date of issue of LETTER OF INTENT (LOI) or issue of WORK ORDER, whichever is earlier.
16. "GTC/GTCC" means General Terms & Conditions of Contract. "STC" shall mean Special Terms and Conditions of the contract.
17. Technical Terms and Conditions & Special Terms and conditions are succeeding to GTC. In case of any discrepancy or inconsistency between technical terms and conditions, special terms and conditions and general terms and conditions, the following order of preference shall be followed:
- a) Scope of Work /Technical Terms and Conditions
  - b) Special Terms and Conditions
  - c) General Terms and Conditions (GTC/GTCC)

## BIDS ELIGIBILITY CRITERIA

S.No	Conditions	Documents required (To be submitted BIDDER QUALIFICATION CRITERIA along with technical bid)
1	<p>Bidder should be Service Provider/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>	<ul style="list-style-type: none"> <li>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 Adhaar / certificate issued by statutory authority/ NSIC certificate or equivalent certificate.</li> <li>ii) In case the manufacturer wants to quote through their authorized dealer/distributor or their authorized dealer through their authorized 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.</li> <li>iii) Authorization letter from the company on behalf of the person signing the document be provided with technical bid.</li> <li>iv) For Proprietorship firm - Name of the proprietor to be mentioned. Affidavit proprietorship in original duly notarizes (Latest).</li> <li>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.</li> <li>vi) For Transport unions/Co-operative societies/Registered Companies, Limited or Pvt- Copy of societies/Registered companies, Limited or Pvt-Copy of Registration certificate /Copy of Resolution of members/Authority letter to participate in the tender.</li> </ul>
2	<p>Bidder should have successfully completed <b>Similar work</b> operation, maintenance, upkeep of Guest house in central &amp; State Govt. PSU, Private Industries, Govt. Organizations statutory bodies etc. during immediate last 7 years.</p> <p><b>Note:-Similar Work</b> means work running of Guest house/Hotels on "Leave and License" basis or at its own.</p>	<p>Copy of Completion Certificate along with copy of Work Order from the organization where the work is executed is to be enclosed maintenance, upkeep of Guest house in mentioning the completed value of each single work executed and performance certificate issued by the client.</p>



	<p>One work not less than Rs. 43.38 Lakhs (excluding taxes) of the estimated cost of NIT</p> <p>Or</p> <p>Two works of not less than Rs. 27.11 Lakhs each (excluding taxes) estimated cost of NIT</p> <p>Or</p> <p>Three works of not less than Rs. 21.68 lakhs each (excluding taxes) of the estimated cost of NIT</p>	
3	<p>The Annual turnover of the bidder shall not be less than Rs. 16.27 Lakhs.</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</li> </ul>	<p>Bidder shall submit financial standing through Audited* Balance Sheet/ Profit &amp; Loss Account and Form 16A/26AS for the last three financial years.</p> <p><b>Note:</b> (FY 2019-2020, 2020-2021 &amp; 2021-2022)</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>years immediately prior to the last financial year may be submitted. However, in case the enquiry issue date after 31st December, it is compulsory to submit the financial details of the immediate three preceding financial years only.</p> <ul style="list-style-type: none"> <li>• In case bidder having is 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 statutory auditor accountant of /chartered the bidder certifying that separate annual report of Bidder (without the financial data of subsidiaries) is not prepared and audited</li> <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</li> </ul>	
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	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.	
4	<p>The net worth of the bidders should be positive for the financial year 2021-22.</p> <p>"* date of last Financial year should be which tender is issued".</p>	<p>A Copy of Audited* Balance Sheet should submit in support of your claim.</p> <p>*Where audited accounts are not mandatory as per law, bidder can submit financial standing duly certified by Chartered Accountants (not being an employee or a director or not having any interest in the bidder's company).</p>
5	<p>Bidder should have minimum working capital of <b>Rs. 05.42 lakhs</b> as per Audited Financial result of FY 21-22.</p> <p>"Working capital should be current assets minus current liabilities."</p>	<p>Copy of audited balance sheet for the financial year 21-22 ending 31st march 2022 should be submitted Or,</p> <p>Requisite document issued either from any Indian scheduled Bank (except co-operative bank and Gramin Bank) for availability of unutilized fund-based line of credit for at least of <b>Rs. 05.42 lakhs</b> 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>

7.

**PROVISIONS FOR START UPS (AS DEFINED IN GAZETTE NOTIFICATION NO.D.L.- 33004 /99 DATED 18.02.2016 AND 23.05.2017 OF MINISTRY OF COMMERCE AND INDUSTRY AND AS AMENDED FROM TIME TO TIME)**

As mentioned in Bids eligibility criteria in above points, Prior turnover and prior experience shall not be required for all Startups [ Whether Micro & Small Enterprises (MSEs) or otherwise] subject to their meeting the quality and technical specifications specified in tender document. Further, the startups are also exempted from submission of EMDs. For availing the relaxation, bidder is required to submit requisite certificate towards Startup enterprise registration issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp. If a Startup [whether Micro & Small Enterprises (MSEs) or otherwise] gets qualified without turnover and experience criteria specified in tender and emerges lowest bidder, the order on such start up shall be placed for entire tendered quantity/group/item/part wise as stated in tender. If a startup emerge lowest bidder, the LoA on such startup shall be placed for entire tendered quantity/group/item/part (as the case may be). However, during the kick of Meeting monthly milestones/check points would be drawn. Further, the performance of such contractor/service provider will be reviewed more carefully and action to be taken as per provision of contract in case of failure/poor performance.



**BIDS EVALUATION CRITERIA:**

1. Price bid/Schedule of Rate (SOR) of those bidders, who accepts and confirms to all the terms and conditions of NIT without any deviation, will be opened after due notice to eligible bidders.
2. Bidder's bid should be workable and price bids quoting "Nil" consideration or "Zero" or Negative percent as contractor's profit margin will be rejected summarily. Service Charges/Profit Margin/ Administrative Charges quoted by the Bidder necessarily has to be over and above Zero Percent.  
Further Zero Percent includes all derivatives of zero up to 0.9999 and thereof. Any service charges /Profit Margin/ Administrative Charges not adhering to these guidelines shall be considered unresponsive and such bid shall not be considered. In case the bidder quotes service charge/profit margin percentage with more than two decimals, then up to two decimals without rounding up shall be considered for evaluation
3. 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.
4. If, the SOR Service Charges/Profit Margin/ Administrative Charges quoted by two or more bidders are happened to be same, those bidders will be given a stipulated time period in which they have to submit a closed envelope quoting the percentage of discount on their previously submitted SOR Service Charges/Profit Margin/ Administrative Charges. The bidder who offers highest percentage of discount will be awarded contract. However, bids after discount should not be lesser than percentage mentioned at above clause 2 and those bids shall not be considered. Further, if two or more bids after discount also happens to be same, lowest bid will be selected based on draw/lottery system among these bids.
5. In case, it is found that L-1 tenderer has quoted non-workable rates for one / more items due to which they become L-1, RFCL reserves the right to reject such tender. This condition shall be applicable on next lowest tender (s) also.
6. Evaluation of the price bids shall be on overall basis and work shall be awarded to L-1 bid.
7. 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.
8. Average of Executed Contract value in proportion to month may be taken if the original contract period is more than one Year.
9. RFCL may ask form 16A/26AS in support of work completion certificate for work orders submitted in response to BQC.
10. RFCL reserves the right to accept or reject any tender including the lowest one, in part or full, without assigning any reason whatsoever.



**1. SCOPE OF WORK**

**2.**

**Scope of Work includes but not limited to the following:**

- a) Upkeep, operate & maintain following Guest Houses of RFCL situated in RFCL, Township, Ramagundam.
- b) International Guest House having 20 Nos. doubles bed A.C. Rooms, Reception, Dining Hall, Lounge, Kitchen and Garden.
- c) VIP Guest House having 4 Nos. double bed VIP Rooms, Reception, Dining Hall, Lounge, Kitchen and Garden
- d) India House having 41 Nos.AC/Non-A/C Rooms and transit accommodations.

**3.** To provide following services in Guest Houses:

**2.1 CATERING SERVICES:** To provide Breakfast, Lunch, Dinner, Tea, Snacks, etc. on the rates fixed by RFCL as per items mentioned in Annexure-VIII, as and when required.

On special occasions, items other than mentioned in Annexure-VIII, shall be provided on MRP printed on packing or on market rates.

The Indian and Chinese Food as per requirement will be provided to the guests on chargeable basis.

**2.2 HOUSE KEEPING**

- a) Daily cleaning and upkeep of rooms including bathrooms and also sweeping/mopping of corridors, staircases and pathways leading to the entrance. harpic, lizol, microban, domex, presto cleaner will be used for cleaning the toilet seat, bathroom wash basin. Use of Acid for cleaning of these items is not allowed at all. Cleaning of flooring will be done by surface disinfectants or good quality phenol.
- b) Sanitary services including washing of linen such as bed sheets, towels, bedcovers, pillow covers, curtains etc.
- c) To provide fresh linen in the rooms at the time of allotting rooms to the guest every time and to change linen every third day, if the guest continues to stay.
- d) To provide small size New Soaps & shampoo pouches in bathrooms for bathing and cleaning hands in bathrooms of International Guest House without any extra cost to RFCL. The Contractor shall also provide towels in all the occupied rooms which shall be supplied by RFCL.
- e) To spray room freshener in all the occupied rooms, reception, lounge, dining hall and other places every day. The room freshener shall be arranged by contractor at their own.
- f) To provide electric liquid vaporizer mosquito (Cartridge make Good Night advance or All-out) repellent in the occupied rooms without any extra cost to RFCL.
- g) To provide Room Kit (in transparent packet) including Premium quality soap, Shampoo pouch, tooth paste and brush (small sizes/ disposable) in room in VIP Guest House. The cost of same shall be reimbursed to the contractor on submission of bills for the same.
- (h) The washing of curtains shall be done on monthly basis with register.



- (i) Guest can avail the facility of laundry services at IGH & VIP on a paid basis price chat detail is as below:

Description	Unit	Unit Price in Rs.		
		Only Wash	Wash with Iron	Only Iron
Shirt/T-Shirt, Pant/Jeens,Innear Wear	One Pair	15	30	15
Dress,Saree,Night Gowns	One Unit			
Socks	One Unit	10	-	-
Hand Kerchief	One Unit	5	-	-

### 2.3 SUPPLY AND MAINTENANCE OF REGISTERS AND RECORDS

- To maintain stock register of items issued to contractor as prescribed by RFCL.
- To maintain Guest Entry, Register as prescribed by RFCL.
- To maintain a complaint / inspection register and make it available as and when asked for, by Engineer In-charge. The contractor or his Supervisor shall get filled feedback form the Guest(s) at the time of leaving Guest from Guest House and submit the same along with daily report to the Engineer in-charge of the guest house.
- In case of company guests, the individual food vouchers shall be got signed/verified by the guests or by the officer of entertaining department and shall be produced to RFCL's representative entertaining department as the case may be along with the bills. In case of unsigned vouchers for any items, no payment shall be made to the contractor.
- The contractor shall always keep and maintain a list of persons employed by him in the guest house and show the same to the Engineer in-charge of the guest house of Ramagundam Fertilizers and Chemicals Limited as and when asked for.
- On arrival of the Guest, the contractor or his representative shall inform the Engineer In-charge and will allot the accommodation as per his instructions. No accommodation shall be allotted without the instructions of Engineer In-charge.
- The contractor shall allot the rooms and charge the rent against receipt as per the instructions of the Engineer In-charge and the collections will be deposited by the Contractor's representative with receipts with F&A Department through HR on weekly basis i.e., 2nd working day of the Week.
- The contractor shall ensure that all AC/Coolers/Lights/Fans, Water Taps etc. are in working condition and if any fault is found by him, he shall lodge complaint with the appropriate authority under the intimation to Engineer In-charge
- Any other Work/Instructions issued by Engineer In-charge

### 4. CONTRACTOR'S SCOPE

- To deploy the manpower as per Annexure IX.1.12.v of Special terms & condition for Upkeep,operation,maintenance & catering of International / VIP Guest House and India House .
- To maintain adequate stock of good quality of food items to ensure smooth Services of Guest Houses on round the clock basis.
- All material for cooking of food, Washing of Linen, Cleaning, Stationary, Cash Memo, etc. without any extra cost to RFCL.

- d) In International/ VIP Guest House and India House, all Crockery, Cutlery & Utensils shall be provided by Contractor free of cost to be used for official Guests/Company parties etc. and maintained by the Contractor.
- e) Refilling of the Only Commercial Gas Cylinders for cooking purpose without any extra cost to RFCL.
- f) To provide Uniform to all the manpower during the contract as below:

Supervisors	Black/Blue Trouser, Plane Shirt and shoes
Cook and Helpers	Black/Blue Trouser ,White Apron & cap, black shoes
Waiters / Room Attendant	Black/Blue Trouser, Green/Equivalent Color Shirt(with contractor Logo) and Black Shoes
Sweeper	Black/Blue Trouser ,Sky Blue uniform(With Logo) and black shoe

- g) The contractor staff shall wear the above uniform while on duty. To maintain Hygiene in Kitchen & during serving the food, Contractor staff will wear Disposable White Caps & Transparent Plastic Gloves.
- h) Providing Manpower against the extra manhours mentioned in the SOR as and when required by the RFCL.
- i) To provide suitable photo identity cards as per RFCL format to all the staff members.
- j) Supervision of job shall be in Contractor's scope. However, a close liaison shall be maintained with the RFCL's Engineer In-Charge for day-to-day progress of the job.
- k) To & fro Local Travelling, Lodging and Boarding of their staff and workers from work site to their place of stay.
- l) Medical facilities for their staff & worker

#### **5. RFCL'S SCOPE:**

- a) The initial furnishings of the International/VIP Guest House and India House have been done by RFCL (as per the stock register).
- b) To provide Only Commercial Gas connection with cylinders & regulators for cooking. However, cost of filling of cylinders will be borne by contractor.
- c) Water for Drinking, Cleaning, sanitary etc.



**MENU & RATES FIXED BY RFCL FOR THE GUEST HOUSES**

	<b>Description of Items</b>	<b>Rates</b>
1	Tea 60 ML	10.00
2	Coffee 60 ML	15.00
3	Juice fresh or tinned/Cold Drink/Soda/Bisleri	On MRP
4	Dahi Lassi / Butter Milk (200 ML)	20.00
5	Milk (250 ML)	15.00
6	Soup (Veg) 100 ML	20.00
7	Pea nut Masala 100gms	30.00
8	2 Egg Bhurji /Egg omelet of two eggs	35.00
9	2 Nos. Vegetable Sandwich / Cheese Sandwich	35.00

**Vegetable Snacks (Per Plate)**

1	Papad (1 No.)	05.00
2	Masala Papad (1 Pc)	20.00
3	Onion / Veg / Mirchi Pakora /Potato finger (200 gms.)	25.00
4	Finger Chips (100 gm)	35.00
5	Veg. cutlets (2 Pcs.)	30.00
6	Paneer Pakora (150 gms)	30.00
7	Namkeen (Mixture) / chips	On MRP
8	Samosa (80 Gm)	10.00

**Non-Veg. Snacks (Per Plate)**

1	Fish Fry (200 gm)	60.00
2	Chicken roasted (Plate of 1/4 chicken.)	60.00
3	Chicken curry per plate (4 pcs.)	60.00
4	Chicken 65 (100 Gm)	60.00
5	Chili Chicken (100 Gm)	60.00
6	Mutton curry per plate (4 pcs.)	75.00
7	Boiled Egg (1 Pc)	10.00
8	Egg Curry (2 eggs per plate.)	30.00

**BREAKFAST**

1	4 Bread Slice (Toasted) with Butter, Jam, 2 Egg Omelet <b>OR</b> 4 Bread Slice (Toasted) with Butter, 2 Veg. Cutlets, Sauce <b>OR</b> 2 Stuffed Parantha with 100 gm. Curd, Sauce <b>OR</b> 4 Poori with Chole curry / Aloo curry <b>OR</b> 01 Masala Dosa with Sambar & chutney 135 gms <b>OR</b> 02 Plain Dosa with Sambar & chutney 50 gms each <b>OR</b> Uthappam with chutney (100 gm) <b>OR</b> 02 Onion Dosa 50 gms each <b>OR</b> 03 Sambar Vada 50 gms each <b>OR</b> 04 Idly with chatni 50 gms each <b>OR</b> 03 Dahi Vada 50 gms each	40.00
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**LUNCH/DINNER**

<b>M-1</b>	<b>ORDINARY LUNCH/DINNER</b> Salad, Rice, Dal/Rajmah, two Seasonal Vegetables dish / curry, Curd (100 gms), Papad, Chapati(6.no), pickle	65.00
<b>M-2</b>	<b>OFFICIAL LUNCH/DINNER</b> Shahi Paneer/Malai Kofta, Dal/Chhole/ Rajmah, two Seasonal Vegetables dish / curry, Dahi/Raita, rice pickle Salad, Papad, Chapati(6.no),, Sweet dish (Gulab Jamun / Kheer/Laddu / Custard/ Ice-cream)	90.00
<b>M-3</b>	<b>PARTY MENU (Veg)</b> Veg. Soup, Shahi Paneer/Malai Kofta, Dal/Rajmah, two Seasonal Vegetable Dish, Dahi/Raita, Basmati Rice Pullou, Green Salad, Papad, Chapati(6.no),, Pickle, Ice-Cream (50 ML), Sweet Dish (Gulab Jamun / Kheer/Laddu / Custard.	120.00
<b>M-4</b>	<b>PARTY MENU (Non-Veg)</b> Veg. Soup, Chicken / Fish Curry, Dal, Dahi/Raita, one Seasonal Vegetable Dish / curry, Basmati Rice Pullou, Green Salad, Papad, Chapati(6.no),, Pickle, Ice-Cream (50 ML), Sweet Dish (Gulab Jamun / Kheer/Laddu / Custard.M3 Menu with Non-Veg. item	140.00
<b>M-5</b>	<b>PARTY MENU (Non-Veg)</b> Veg. Soup, Mutton curry, Dal, Dahi/Raita, one Seasonal Vegetable Dish / curry, Basmati Rice Pullou, Green Salad, Papad, Chapati(6.no),, Pickle, Ice-Cream (50 ML), Sweet Dish (Gulab Jamun / Kheer/Laddu / Custard)	170.00

**OTHER ITEMS LUNCH/DINNER**

1	Vegetable curry	30.00
2	Sweet dish (on demand)	On MRP
3	Plain Rice per plate	20.00
4	Dal (100 ML)	20.00
5	Curd (100 gm)	10.00
8	Shahi Paneer / Malai Kofta (2 pcs per plate)	30.00
9	Mushroom Curry (150 gms per plate)	50.00
10	Coconut Water (100 ml)	20.00
11	Green Salad (Plate)	20.00

**\*\*For extra item to the above shall be offered with extra charge based on the rates.**





**SPECIAL TERMS AND CONDITIONS OF CONTRACT**

1. Rates of items fixed by RFCL as per Annexure-VIII for eatables will remain firm during the Contract period and no escalation will be allowed.
2. The contract gives the contractor a mere license to enter the premises of the guest houses to execute the work awarded. This contract does not confer any financial rights or ownership. The absolute possession & ownership of VIP guest house and International Guest House shall remain with RFCL.
3. All the materials issued by RFCL to the contractor shall be returned by the contractor on expiry/ Termination of the contract and any shortfall or damage due to negligence of the contractor shall be recoverable from him. The recovery of items shall be the original cost of item plus 25% departmental charges.
4. Payment of Salaries towards workers shall be made on or before the 07th of every month. In any exception cases shall be extended till the 10th of the month. (Let consider this month is January, the salary/wage for the period of January need to be credited by contractor into workers account on or before 7<sup>th</sup> of next month (February) in any expectation case it can be 10<sup>th</sup> of that month (February)).
5. The rooms will be provided to the visitors on chargeable basis at the specified rent fixed by Ramagundam Fertilizers and Chemicals Limited. The contractor will have to make weekly statement of occupancy of guests from Monday to Sunday and submit the same to RFCL's Engineer In - Charge.

In case of company's guests, he shall have to submit a copy of approval along with the statement of occupancy of the rooms. The room rent collected from the occupants from Monday to Sunday shall have to be deposited with F&A Department / Bank in RFCL account after verification by Engineer In- charge on the following Tuesday. In case, rent so collected during a week is less than Rs. 1000/- the same will be deposited with room collected in subsequent week.

In case the rent received is not deposited within three working days after Tuesday, the penalty @ **Rs.500/-per day** from third day onwards will be imposed and recovered from the contractor. For delay on administrative grounds on the part of RFCL in getting the rent from the official guests or verifying the rent, no penalty will be imposed on the contractor.

The contractor or his authorized Supervisor shall report to the Engineer in-charge Guest House/ senior officer daily at 6.00 AM and 10.00 PM. Supervisor can take help or any guideline at any time daily from Engineer in-charge of Guest house /Senior officer.

6. The reservation of rooms for the Guests will be done by the Engineer In-charge of Guest Houses and the contractor shall not allow any visitor/Guest to stay in the Guest House unless permitted by Engineer In-charge.
7. Security deposit/furniture deposit towards crockery, kitchen utensil and furniture's shall be 2% of the contract value.
8. The contractor shall ensure that the food items served in the VIP Guest house and International Guest House are hygienically prepared.
9. The contractor shall allow the Food Inspector to inspect the food items as per the provisions of the Food Adulteration Act.
10. The Iron & washing expenses of the linen shall be borne by the contractor. He shall not use electricity for cooking purpose except for toasters, electric kettle, baking oven and cooking range in the VIP Guest house and International Guest House. The contractor shall use only commercial gas cylinders for cooking.
11. The contractor shall have to keep the guest houses open on all days including (Sundays & holidays) between 05.30 hours to 23.30 hours. At night, one Attendant shall remain on duty to attend the guests. However, in case of requirement, the contractor shall provide the services of Guest Houses on round the clock basis.



12. The contractor shall make their own residential arrangement for their working staff and Supervisor. At night one Attendant shall be kept on duty to attend the guests in VIP Guest house and also at International Guest House as per requirement. The contractor Supervisor and his Cook shall stay in near to RFCL Township to meet any exigency of work to manage guest houses on round the clock basis.
13. RFCL will provide suitable accommodation if available to the contractor as per requirement in RFCL Township on chargeable basis as per RFCL rules.

14. The quality / brand of raw material and spices to be used shall be of ISI mark / Agmark. For maintaining the quality of food items, the brands of Oil, Rice, Flour which contractor can use for cooking at RFCL should also be fixed as below:

Rice	Kurnool Sona Masuri, Lalitha, Jai Sri Ram
Cooking Oil	Vijaya, Freedom, Saffola, Fortune, Sundrop, Patanjali
Atta	Annapurna, Pillsbury Chakki Fresh Atta, Patanjali Atta, Aashirvaad

15. Age Limit: "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."
16. The security deposit together with EMD/Initial Security deposit shall be 3% of the contract value. This clause will prevail over the GTCC clause no 1.27.0 remains unchanged additionally SD/BG/furniture deposit @ 2% of the contract value for the safe custody of material
17. The Clause no's 1.30.0, 1.32.0, 1.34.0 and 1.55.0 of GTCC are not applicable to this contract.
18. MSE quoting nearest price within price band of L1+15 % may be allowed full/complete job/contract of total tendered value subject to bringing down their price to L-1 in a situation where L-1 price is from someone other than MSE, considering spirit of public procurement policy for MSEs, order - 2012 for enhancing the Govt procurement from MSE. Being the spirit of the said Govt policy the L1 Non - MSE party shall accept the same and no representations on their part whatsoever shall be entertained by RFCL.
19. Deputed workers shall be polite, courteous, well behaved and honest.
20. MSME

- 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.
- 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: i) District Industries Centers; ii) Khadi and Village Industries Commission; iii) Khadi and Village Industries Board; iv) Coir Board; v) National Small Industries Corporation; vi) Directorate of Handicraft and Handloom; and vii) Any other body specified by the Ministry of MSME.
- 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.
- 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.



- e) Chapter-V of the MSMED Act, 2006 also has provision for ensuring timely payments days after the supplies. For delays in payment the buyer shall be liable to pay to the MSE suppliers. The period agreed upon for payment must not exceed forty-five compound interest to the supplier on the delayed amount at three times of the bank rate notified by the Reserve Bank.
- f) 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 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
- g) 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 L1 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 sub target 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.
- h) In the opinion of Ministry of MSME, in case of tender item is non-split able 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
- i) 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.
- j) 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. RFCL/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.
- k) Startups:

The condition of prior turnover and prior experience may be relaxed for Startups (as defined by Department of Industrial Policy and Promotion) subject to meeting of quality & technical specifications and making suitable provisions in the Tender document. The quality and technical parameters are not to be diluted. The exemption from submission of EMD may also be provided to all 'start-up' as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)., For availing the relaxation, bidder is required to submit requisite certificate towards Startup enterprise registration issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry. The Contractor has to comply the GST Laws and file the GST Returns within the due date, so as to enable RFCL to avail ITC benefits in time. Further it may be noted that RFCL is bond to withhold / deduct from Running Account Bills / Final bills in case of any notices



received from the commercial taxes / GST Dept towards non compliances of the contractor.

**21. NORMS OF BEHAVIOUR:**

- a) The contractor or his Supervisor shall inspect all rooms daily and report in writing to the Engineer In-charge of guest houses.
- b) No employee of contractor will use any of the rooms for eating / sleeping/ bathing etc.
- c) AC / Desert cooler will not be switched on till the occupancy of the rooms.
- d) Only Guests/Occupants of Guest House shall be allowed to take food in the guest house. The Management may permit other employees to take meals, if required.
- e) No hard drinks will be served in the VIP Guest House & International Guest House premises.
- f) All unoccupied rooms shall be kept locked after daily sweeping and cleaning.
- g) The behavior of the Supervisor and deployed staff should be humorous and decent in all respects.
- h) In case of not maintaining for Complaint register he will be liable to pay to the RFCL a sum of **Rs. 50/- per day as penalty**.
- i) The Contractor shall remove all his material and workmen from RFCL premises on Completion / termination of the contract. It is the term of the contract that it shall be total responsibility of the contractor to clear the premises after the completion of the job. If the contractor stays on the premises thereafter, he shall be deemed to be a trespasser and in addition he will be liable to pay to the RFCL a sum of **Rs. 1000/- per day as penalty**.
- j) The contractor will not erect any kind of structure in the guest house(s) premises without the prior consent in writing of the RFCL. Any such structure on expiry of the contract or sooner termination of the contract becomes the property of RFCL without payment of any compensation.
- k) The contractor shall ensure that the staff engaged by him are medically fit and shall keep with him a certificate to the effect that all his employees have been medically examined and found fit. The contractor shall submit medical fitness certificate of all recruited staff including Cook and Supervisor issued by Doctor six monthly and before placement or start of the contract at site to the Engineer in-charge of guest house. RFCL Doctor may examine Contractor's employees any time and those declared unfit shall be replaced by the contractor immediately.
- l) The contractor shall ensure that the persons appointed for services in the premises of Guest Houses do not suffer from any legal disqualification from service by reason of their age or any law/ statute in force from time to time or any other reasons whatsoever and has to submit the certificate of police verification of all staff members including supervisor and cooks to the Engineer in-charge of guest houses before start of contract and before placement of new staff member at site.
- m) On completion / termination of Contract, the contractor will return all furniture / furnishings/Utensils/Crockery etc. provided by RFCL in good conditions. In case of default their price as determined by RFCL plus 25% departmental charges payable by the contractor shall be recovered from his bills etc. Normal wear & tear is excluded.
- n) The contractor shall ensure that there is no service complaints from the guests staying in the Guest House(s) in respect of quality, quantity or services provided by the Contractor.
- o) All food material prepared and supplied by the contractor in the VIP Guest house and International Guest House shall be wholesome and of good quality. Any authorized representative of RFCL shall be entitled to inspect the Guest House & kitchen or the place where meals, snacks etc. are prepared and shall also be entitled to inspect food articles & raw material to be used for the aforesaid purpose. In case, RFCL rejects the



raw material procured by the contractor, the contractor will not prepare food, items out of the rejected raw materials.

In case the food items are of inferior quality or the rates higher than that specified in the menu have been charged by the contractor or rejected raw material is used, the contractor will be liable for a penalty of Rs. 1000/- for first default and for subsequent default he will be liable for penalty of Rs.5 000/- for each default.

- p) For each non-compliance of instructions like non-providing soap, towels, crockery, utensils etc., to the guests and not keeping the premises clean, non-submission of occupancy position of Guest House to Engineer In-charge of guest house, Rs.200/- shall be imposed as penalty. For each major fault like misconduct, misbehaving with Guests/Employees, recurrence of minor faults, disobedience or refusing to provide food or service on order or provide substandard food, not wearing prescribed uniform etc., a minimum penalty of Rs.500/- may be imposed on the contractor. However, Engineer In-charge reserve its right to levy penalty up to Rs.1000/- per default keeping in view the nature of defaults like charging different rates from persons which have not been specified by RFCL and allowing guest in Guest Houses without entry in Guest House Registers etc.
- q) The Service provider shall not be entitled to serve pre-cooked food items purchased from outside vendor unless authorized by RFCL.
- r) The Service provider shall maintain quality and quantity in respect of the menu served in the canteen. In the event of any dispute with regard to the quantity and quality of the menu, proportionate deduction shall be made by Engineer-In charge of RFCL and his decision shall be final and binding on both the parties.
- s) Caustic Soda and tastemaker like ajinomoto etc. should not be used in the preparation of food items including banned/prohibited items.
- t) RFCL has the right to fix the menu and no new item shall be introduced in the menu without prior permission of RFCL in writing.
- u) The raw-materials used for preparation shall be of FSSAI approved only. RFCL reserves the right to check the quality in any approved laboratory at any time. In case the material/stuff is found to be sub-standard quality, RFCL reserves the right to impose penalty on the service provider with an assurance of proper quality standard by them and in case of repeated instances of substandard quality, even terminate the contract by giving 15 days' notice.
- v) In case of misconduct of serious nature or the services have not been satisfactory or any other noncompliance of terms of NIT, RFCL Engineer In-charge may levy a penalty of Rs. 2000/- keeping in view of the misconduct or noncompliance. Total penalty on non-compliance of the contract shall be imposed max. of 10% of the contract value.
- w) Keeping in view the requirements of VIP Guest House and International Guest House and for smooth running of both the guest houses, the contractor shall deploy following manpower including off days / holidays. The manpower will be deployed in shifts as per the requirement of RFCL:

S.No	Category of Manpower	No.Of Persons	Remarks
1	Head Cook (Skilled)	4	G,A&B shift and One Reliever
2	Supervisor cum Receptionist (Skilled)	2	A&B shift
3	Cook (Semi-Skilled)	2	A&B shift
4	Helper/Room Attendants (Un-skilled)	7	A,B & C shift
5	Cleaner/Safai Karmchari (Un-skilled)	6	G,A&B shift
Total		21	

The above manpower will be deployed in shifts / general shifts on daily basis including off days / holidays as per requirement and will be inclusive of reliever for giving weekly off days to them. RFCL will not be liable to pay any overtime due to shortage in deployment of the above-mentioned staff. Apart from the above, the contractor should provide manpower against the extra man days mentioned in the SOR Point No: XV (B)



The qualification and experience of the manpower to be deployed by the contractor shall be as under:

S.No.	Particulars	Specifications
1	Supervisor-cum receptionist	Supervisor shall be young, cheerful personality, smart, educated, competent & Minimum Graduate pass and having a good knowledge in speaking & writing of Hindi and English. He must have minimum one year's working experience in a reputed Hotel/ Guest House/Canteen.
2	Providing Cooking for	Head Cook shall be adequate experienced having experience in cooking all Indian food (Veg. and Non-Veg).
3	Breakfast, Lunch, Dinner	Other Cooks shall be experienced in cooking all Indian food (Veg. and Non-Veg) and will assist the Head cooks in food preparation.
4	Providing Services for Room	Room Attendants shall be experienced/trained staff for providing catering services, dusting and cleaning of all furniture items in the premises of both Guest Houses. The attendant shall also help the cooks in preparation of food items.
5	Cleaning of rooms, Dining room etc. & all premises of Guest Houses	Cleaner / Safai Karamcharis shall be dedicated to clean all the rooms and premises of VIP Guest House and International Guest House twice a day.

**Note: -**

- 1) RFCL reserves the right to relax the qualification of staff recruited by contractor and same shall be final & binding on the contractor.
- 2) "Any bid received with its quoted value less than the amount equivalent to (monthly minimum wages & statutory allowances of the No. persons to be deployed as per Annexure IX.1.21.v + Standard deductions from RA Bill payment) i.e. lower than 4%, will be liable to rejected".

As per GOI MO File No.1/16(1)/2022-LS-II, dated 28.09.2022 the Minimum daily wages of skilled are Rs. 671, Semi-Skilled Rs. 557 & Unskilled are Rs. 477 as indicated in CP-06

- 3) The contractor has to ensure the working staff as mentioned 11(v). In case minimum staff are not available, in that case following penalty shall be imposed on the contractor and shall be deducted from the running bill(s): -

Designation	Penalty (Rs.) per day per staff
Supervisor, Head Cook, Cook, Other working staff	1000.00

**II. TIME SCHEDULE**

The Contractor shall have to mobilize the manpower within 1 week from the date of issue of Letter of acceptance/Work Order, whichever is earlier.



**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 authorized representative and provide suitable water supply and sanitary arrangement and get the same approved by the ENGINEER-IN- CHARGE. No unauthorized 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/ labors 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 2.5 % of the Contract Value which is required to be deposited within 10 days of the issue of the letter of acceptance by the successful tenderer. EMD can be adjusted against Initial Security Deposit. The balance amount of Security Deposit (S.D.) @ 7.5% of the bill value shall be deducted from each Running Bill of the Contractor so as to make the total recovery of Security Deposit @ 10% of the Contract / Work Order Value.
- c. Alternatively, Successful bidder can furnish Performance Bank Guarantee (PBG)/ Bank Guarantee (BG), in lieu of ISD & SD, from any Nationalized / Scheduled Bank except Rural and Co-operative bank equivalent to the 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 XI**).
- 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 WORK IN PROGRESS:**

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

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

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

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

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

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

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



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

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

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

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

**d. Final Certificate:**

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

**1.30.0 Terms of Payment:**

- a. Payment of monthly running account bill complete in all respect shall be made after making necessary recoveries as per contract within 30 days of receipt of bill. Payment of final bill shall be released within 60 days after receipt of bill

completed in all respect. Payment of 10 % security deposit/deducted shall be released after completion of defect liability period on demand within 30 days.

- b. All payments shall be made to Contractor through Electronic Funds Transfer (NEFT/RTGS Process) as per information furnished by the Contractor in prescribed e-banking mandate form. Any change in the particulars shall be immediately informed to RFCL.

**c. Escalation in Rates:**

- 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.
- 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.
- 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	Catego ry	Old Rate (Rs./ day)	New rate (Rs./ day)	Difference (Rs./day)	Proportion factor (Rs.)	Manpower deployed (Nos)	Wt.avg difference (Rs./day)
1	<b>A</b>	<b>B</b>	<b>C</b>	<b>D=C-B</b>	<b>E=D/B</b>	<b>F</b>	<b>G=E*F</b>
2	Skilled	*656	*671	15	0.022866	7	0.16006098
3	Semi- skilled	*544	*557	13	0.023897	3	0.07169118
4	Un- skilled	*466	*477	11	0.023605	15	0.35407725
5				<b>Total</b>	<b>0.07037</b>	<b>25</b>	<b>0.58582941</b>
<b>Wt.avg factor (G5/F5)</b>							<b>0.0234332</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)

**a. Tax Liability:**

- 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 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.

**b. 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.

**c. 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.

**d. 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.

- e. **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.

- Invoice price of gas.
- Rent for each Cylinder per day.
- Department charges.
- Cost of collection and return of empty Cylinder.

#### **1.35.0 Material Transportation:**

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

#### **1.36.0 Price Reduction Schedule:**

It shall be obligation on the Contractor to adhere strictly to the time schedule as stipulated in Letter of Acceptance/Work order. In the event of work is not



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

**1.37.0 Engineer-In-Charge:**

The Engineer-In-Charge shall have general supervision and direction of the work. He has authority to stop the work whenever such a stoppage may be necessary to ensure the proper execution of the contract. He shall also have authority to reject all work, direct the application of forces to any portion of the work as, in his judgment, is required and order force increased or diminished and to decide disputes which arise in the execution of the work. The Officer-In-Charge reserves the right to suspend the work or the part thereof at any time and no claim whatsoever on this account will be entertained. In case of any dispute the Contractor may appeal to the Officer-In-Charge whose decision shall be final and binding.

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

**1.39.0 Conciliation & Arbitration:**

Except where otherwise provided in the contract all matters, questions, disputes or differences whatsoever, which shall at any time arise between the parties hereto, touching the construction, meaning, operation or effect of the contract, or out of the matters relating to the contractor breach thereof, or the respective rights or liabilities of the parties, whether during or after completion of works or whether before or after termination shall after written notice by either Parties to the contract be referred to the Designated Unit Head / E.D /CFO/CEO, Ramagundam Fertilizers and Chemicals Limited or his / her nominee for appointment of Arbitrator.

The Arbitration & Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under shall govern the Arbitration proceedings.

It is agreed by and between the parties that in case a reference is made to the Arbitrator or the Arbitral Tribunal for the purpose of resolving the disputes / differences 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 rate of SBI MCLR/PLR / Base Rate as applicable to RFCL on the date of award of contract. The arbitration shall be conducted in English. The award shall be final and binding upon the parties.

**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-XIII**).

**1.43.0 Bidder to Acquaint Himself Fully:**

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



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

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

#### **1.44.0 Payment for Preparation of Bid Document:**

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

#### **1.45.0 Termination of Contract and its Consequences:**

##### **1.45.1 Termination of Contract**

Notwithstanding anything elsewhere herein provided and in addition to any other right or remedy of RFCL under the Contract or otherwise including right of RFCL for compensation for delay, the Engineer-in-charge/officer-in-charge may, without prejudice to his right against Contractor in respect of any delay, bad workmanship or otherwise or to any claims for damage in respect of any breaches of the Contract and without prejudice to any rights or remedies under any of the provisions of this Contract or otherwise and whether the date for completion has or has not elapsed by intimation in writing, absolutely, determine the Contract:

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

- a. Becomes bankrupt or insolvent or goes into liquidation or is ordered to be wound up or has a receiver appointed on its assets or execution or distress is levied upon all or substantially all of its assets or any insolvency proceedings have been initiated under Insolvency Bankruptcy Code, 2016, Or
- b. Abandons the work, Or Persistently disregards the instructions of the RFCL/ Engineer in Charge in contravention of any provision of the CONTRACT, Or
- c. persistently fails to adhere to the agreed program of work  
Or
- d. Sublets the work in whole or in part thereof without RFCL's consent in writing assigns, transfers or sublets or attempts to do so., Or
- e. Performance is not satisfactory or work is abnormally delayed, Or
- f. Defaults in the performance of any material undertaking under this CONTRACT and fails to correct such default to the reasonable satisfaction of RFCL within fifteen days after written notice of such default is provided to the Contractor.
- g. Failure to pay minimum wages to the employees/workmen of the Contractor and related statutory payments to the concerned authorities for consecutive period of Three months, or
- h. In the event of theft/untoward incident happened due to act of

Contractor and/or its employees, or

- i. Ring tender/Cartel formation/Non-bonafide method, or
- j. RFCL may terminate the Contract due to any reason including reasons due to force majeure, regulations or ordinance of any Government or any other reasons beyond the reasonable control of the RFCL.
- k. Failure to submit the PF code before start of Work and labour license, if applicable, along with first RA bill.

Such termination will be by 15 (fifteen) days' notice in writing and no claim/compensation shall be payable by the RFCL as a result of such

termination (except clause 1.45.1 (k)), excepting the fees and costs for the meaningful services rendered by the Contractor and acceptable to RFCL, up to the date of termination. In case of termination of this contract on its expiry or otherwise, the staff deployed by the Contractor will have no claim for any employment in the regular / or any other capacity in RFCL.

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

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

- a. RFCL reserves the right to get the work completed at the risk and cost of the Contractor and to recover from the Contractor any amount (plus 25%) by which the cost of completing the work by any other agency exceeds the value of the contract, without prejudice to any other remedies/rights/claims etc. that may be available with RFCL.
- b. Security Deposit/Performance Bank Guarantee Bond submitted by the Contractor shall stand forfeited.
- c. The Contractor shall have no right to claim any compensation for any loss sustained by him by reason of his having entered into any commitment or made any advances on account of or with a view to the execution of the works, or on account of expected profits.
- d. All the dues payable to the Contractor for the work executed by him before and up to termination shall only be released after making adjustments for the expenses, charges, damages and expected losses etc. incurred by RFCL as a consequence of the termination of the contract.

#### **1.46.0 Deleted**





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

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

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

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

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

**1.51.0** The Contractor shall ensure that the payment of the minimum wages to the laborer's 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-XII) for value of Rs.....towards the material being sent for repair (This Clause shall be applicable for repair of materials).

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

**1.57.0 Time Limit for Any Claim:**

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

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

**1.59.0 Priority of documents:**

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

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





f. Any other document forming part of the Contract.

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

**1.61.0 PROHIBITION OF CHILD LABOUR:**

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

**1.62.0 Corporate Governance Certificate about Compliance of all Labour Laws:**

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

**1.63.0 Weekly Off/Holiday:**

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

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



**SECURITY DEPOSIT-CUM-PERFORMANCE BANK GUARANTEE FORMAT**  
**(To be prepared on RS.500 Stamp paper issued in the name of Bank)**

This BANK GUARANTEE No \_\_\_\_\_ made this \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ a \_\_\_\_\_ bank incorporated and having its registered office at \_\_\_\_\_

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

WHEREAS in pursuance to the agreement dated \_\_\_\_\_ (hereinafter called CONTRACT) entered into between RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED (hereinafter called OWNER and \_\_\_\_\_ a Company incorporated in \_\_\_\_\_

(hereinafter called CONTRACTOR) which expression shall unless repugnant to the context or contrary to the meaning thereof include its successors

and assigns, for supply of \_\_\_\_\_ as envisaged in the Contract,

Contractor has to submit a Security Deposit-cum-Performance Bank Guarantee for Rs--- ---

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

NOW THIS DEED WITNESSES AS FOLLOWS:

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

1. In pursuance of the Contract, the Bank hereby guarantees as a direct responsibility to OWNER that the BANK is holding the amount of Rs. \_\_\_\_\_ at Owner's disposal and hereby promises and shall be bound to pay to OWNER, forthwith at Owner's written notice stating that the contractor has failed to fulfil its obligations under the contract for reasons for which contractor is liable and without any protest or demur and without recourse to contractor and without asking for any reasons as to whether the amount if lawfully asked for by Owner or not, the entire amount or the portion thereof as mentioned by Owner in the notice.
2. This Security Deposit-cum-Performance Bank Guarantee shall be valid for an initial period of \_\_\_\_\_ months from the date of this Bank



Guarantee No. \_\_\_\_\_ dated \_\_\_\_\_ given by the Bank to Owner become effective. Upon 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 \_\_\_\_\_ 2022

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



**FORM OF CONTRACT**

**(To be prepared on RS.200 Stamp paper issued in the name of Bank)**

THIS CONTRACT made at RAMAGUNDAM (Telangana) on the ----- day of ----- BETWEEN RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED, registered in India under the Indian Companies Act 2013, having its registered office at "**Scope Complex, Core No. III; 7, Institutional Area, Lodhi Road; New Delhi-110003**" (hereinafter referred to as the "Owner" which expression shall include its successors and assigns) of the ONE PART AND ----- carrying on business in sole proprietor/ partnership/ company etc. under the name and style of -----, having its office at ----- (hereinafter referred to as the "Contractor" which expression shall include his/their executors, representatives and permitted assigns/ successors) of the OTHER PART.

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

NOW, THEREFORE, THIS CONTRACT WITNESSETH AS FOLLOWS:

**ARTICLE-1**

**1.1 CONTRACT DOCUMENTS:**

The following documents shall constitute the contract documents, namely:

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

**ARTICLE-2**

**2.1 WORK TO BE PERFORMED**

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



### ARTICLE-3

#### 3.1 COMPLETION PERIOD

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

### ARTICLE-4

#### 4.1 JURISDICTION

Notwithstanding any other Court or Courts having jurisdiction to decide the question(s) forming subject matter of a suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of a competent civil jurisdiction in this behalf at Peddapalli District of Telangana (where this contract has been signed on behalf of the owner) and only the said Court(s) shall have jurisdiction to entertain and try such action(s) and/or proceeding(s) to the exclusion of all other courts.

### ARTICLE-5

#### 5.1 ENTIRE CONTRACT

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

### ARTICLE-6

#### 6.1 NOTICE

Subject to any provisions in the contract documents to the contrary, any notice or order or communications sought to be served by the contractor on the owner with reference to the contract shall be deemed to have been sufficiently served upon the owner (notwithstanding any enabling provisions under any law to the contrary) only if delivered by hand or by Registered acknowledgement due post to the engineer-in-charge as defined in the general conditions of contract.

Without prejudice to any other mode of service provided for in the contract documents or otherwise available to the owner any notice, order or other communications sought to be served by the owner on the contractor with reference to the contract, shall be deemed to have been sufficiently served if delivered by hand or through registered acknowledgement due to the principal office of the contractor at his/their address mentioned on page No.1

### ARTICLE-7

#### 7.1 WAIVER

No failure or delay by the owner in enforcing any right or remedy in terms of the contract or any obligations or liability of the contractor in terms thereof shall be deemed to be a waiver of such right, remedy, obligation or liability as



the case may be, by the owner and notwithstanding such failure or delay, the owner shall be entitled at any time to enforce such right, remedy, obligations or liability, as the case may be.

#### ARTICLE-8

### 8.1 NON-ASSIGNABILITY

The contract and benefits and obligations thereof shall be strictly personal to the contractor and shall not on any account be assignable or transferable by the contractor.

#### ARTICLE-9

### 9.0 WAIVER

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

#### ARTICLE-10

### 10.0 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, except without written prior permission of Owner.

#### ARTICLE-11

### 11.1 DISPUTE

#### RESOLUTION For Indian

##### Parties

"Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be resolved amicably through negotiations by the Parties. A "Notice of Dispute" shall be given by the party seeking resolution of a dispute to other party. If the dispute is not resolved within Thirty (30) days from the notice, the dispute shall be referred to arbitration as per the procedure mentioned herein below:

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

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

Where the claim including determination of interest, if any, being claimed, upto the date of commencement of arbitration exceeds Rs. Five crore, the reference shall be made to



arbitral tribunal consisting of three arbitrators. Each party shall nominate one arbitrator each within 30 days from the date of receipt of notice of invocation of arbitration and two nominated arbitrators shall appoint the presiding arbitrator within 30 days thereafter. If a Party to the dispute refuses or neglects to nominate an arbitrator on its behalf within the period specified, or the two arbitrators fails to nominate Presiding arbitrator, appointment of Arbitrator(s) shall be done in accordance with the provisions of Arbitration & Conciliation Act, 1996.

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

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

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

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

#### 11.2 For Foreign Parties

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

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

language of the arbitration shall be English.

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

#### 11.3 For CPSEs and Government Department

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

#### ARTICLE-12

##### 12.0 JURISDICTION

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

to entertain and try such action(s) and/or proceeding(s) to the exclusion of all other Courts.

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

SIGNED & DELIVERED

For and on behalf of

Ramagundam Fertilizers & Chemical Ltd,

(Owner)

(With Rubber Stamp)

Date:

Place:

In the Presence of:

Witness

1.

2.

SIGNED & DELIVERED

For and on behalf of

contractor

(With Rubber Stamp)

Date:

Place:

In the Presence of:

Witness

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 Sl 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 ARC for Operation & Upkeep of Central Canteen  
at RFCL Plant, Ramagundam, for a period of two years 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**





## PRICE BID/SCHEDULE OF RATES

<b>SCHEDULE OF RATES</b> <b>Contract for "Running of Central Canteen at RFCL, Ramagundam (Telangana) for Two year</b> <b>(Tender No.: RFCL/HR/Cont-/Guest House/2022, dated --,--,----)</b>									
Rates for providing manpower Unskilled, Semi-skilled, Skilled at RFCL, Ramagundam									
A	Category	Total wages per month (Rs.)	Total no of manpower	Total wages (Rs.) 1x2	ESI @3.25% on basic wages of column 3 (Rs.)	EPF @13% on basic wages of column 3 (Rs.)	Bonus @ 8.33% of basic wages of column 3 (Rs.)	Leave payment @ 5% (Rs.)	Total Amount 3 TO 7 (Rs.)
		1	2	3	4	5	6	7	8
A-1	Head Cook(Skilled)	17,446	4	69,784	2,268	9072	5813	3489	₹ 90,426
A-2	Supervisor cum Receptionist(Skilled)	17,446	2	34,892	1,134	4536	2907	1745	₹ 45,213
A-3	Cook(Semi-Skilled)	14,482	2	28,964	941	3765	2413	1448	₹ 37,531
A-4	Helper/Room Attendants (Unskilled)	12,402	7	86,814	2,821	11286	7232	4341	₹ 1,12,493
A-5	Cleaner/Safai Karmchari (Unskilled)	12,402	6	74,412	2,418	9674	6199	3721	₹ 96,423
	<b>Sub Total</b>		<b>21</b>						<b>₹ 3,82,086</b>
<b>Total(A)</b>									<b>₹ 45,85,035</b>
B	53 Extra man-days for specific requirement of RFCL like dignitaries/VIP's visits/Cultural activities or events in a year			25281	822.00	3287			₹ 29,390
<b>Total(A+B) per year</b>									<b>₹ 46,14,424</b>
<b>Service Charge / Profit margin %age</b>									
<b>GST extra @</b>									
<b>Grand Total</b>									

## Note:

- Minimum wages prevailing as on date as per GOI order GOI MO File No.1/16(1)/2022-LS-II, dated 28.09.2022 have been considered.
- ESI @3.25% has been considered as notified GOI that the same will be effective from 01.07.2019
- Payment will be made based on actual deployment of manpower.

## CHECK LIST FOR BIDDERS

SI. No	Documents	Yes/No or N/A
1	<b>Cost of Tender documents:</b> DD No. Amount Date or for fee exemption valid self- attested registration certificate issued by MSME/NSIC as per tender document.	
2	<b>EMD</b> DD No. Amount Date or for fee exemption valid self-attested registration certificate issued by MSME/NSIC as per tender document	
3	Whether all the pages of tender document are stamped and signed & properly tagged with all documents?	
4	Whether Declaration form-I is filled up?	
5	Whether declaration form-II (bidders' details) filled up?	
6	Whether e-banking mandate form is filled up?	
7	Whether self-attested copy of registration of the firm (for partnership firm or Pvt.. Ltd./ Pub. Ltd. company) is attached??	
8	Attach latest notarized affidavit towards sole proprietorship of firm/ Self Attested Partnership deed or Incorporation certificate of Company/Article of Association /Memorandum of Association as applicable)	
9	Self-attested copy of PAN Card	
10	Self-attested copy of GST Certificate	
11	Self-attested copy of EPF Certificate	
12	Self-attested copy of ESI certificate.	
13	Power of Attorney in original, in case tender document is signed by person other than tenderer or tendering company.	
14	Undertaking on Party's letter head about Blacklisted/Non-Blacklisted company. The certificate should be exactly in the same format as given on page no. __of tender document <b>(Annexure-)</b>	
15	Total Turnover of the business in F.Y. 2019-2020, 2020-2021 & 2021-2022 <b>(Attach copy of Audited Profit &amp; Loss Account and B/S for the Financial Years 2019-2020, 2020-2021 &amp; 2021-2022).</b>	



S. No	Documents			Yes/No or N/A
16	Give details of the major similar contracts handled by the tendering Company/Firm/Agency during last seven years (ending last day of month previous to the one in which applications are invited)			
S no	Details of client	Amount of work Completed (Rs).	Contract period (From and to)	
A				
B				
C				
D				
<b>(If the space provided is insufficient, a separate sheet may be attached.)</b>				
17	Documents showing completion of <b>three similar works of value not less than Rs. 21.68 lakhs per annum</b> related to provision of similar services in a single contract during the last seven years (ending last day of month previous to the one in which applications are invited) (Attach copies)			
18	Documents showing complete of <b>Two similar works of value not less than Rs. 27.11 lakhs per annum</b> related to provision of similar services in a single contract during the last seven years (ending last day of month previous to the one in which applications are invited)			
19	Documents showing complete of <b>one similar work of value not less than Rs. 43.38 lakhs per annum</b> related to provision of similar services in a single contract during the last seven years (ending last day of month previous to the one in which applications are invited)			
20	Attested copy of Work orders of similar works and satisfactory performance/completion Certificates having the detailed mentioned as per <b>Annexure- (attach)</b>			
21	All annexures have been signed including Integrity pact as per tender document.			