

**SBD No.**\_\_\_\_\_

**NATIONAL RESEARCH CENTRE ON EQUINES  
SIRSA ROAD, HISAR-125 001 (HARYANA)**

**STANDARD BIDDING DOCUMENTS FOR ICAR  
FOR PURCHASE OF GOODS**

**FOR HIGH VALUE PURCHASE**

1.	Address of Manufacturer/Suppliers	M/s
2.	Name of goods for which issued	
3.	Item No.	
4.	Bid Security	
5.	Deadline for Submission of Bid	
6.	Time and date of Bid opening	

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# INSTRUCTIONS TO BIDDERS (ITB)

## A.INTRODUCTION

### 1. Source of funds

- 1.1 The expenditure to be incurred for this intended purchase will be met from the funds available with purchaser named in the Schedule of Requirements hereinafter referred to as “the purchaser”.

### 2. Eligible bidders

- 2.1 This invitation for bids is open to all suppliers, who fulfill the eligibility criteria as well as the qualification criteria, incorporated in this document.

### 3. Cost of bidding

- 3.1 The bidder shall bear all costs associated with the preparation and submission of its bid including samples, drawings, literatures etc., if any. The purchaser will in no case be responsible or liable any such cost, regardless of the conduct or outcome of the bidding process.

## B.THE BIDDING DOCUMENTS

### 4. Content of bidding documents

- 4.1 The goods required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the invitation for Bids, the bidding documents include.
- a Instructions to Bidders (ITB)

- b General Conditions of Contract (GCC)
- c Schedule of Requirements
- d Technical Specification and Quality Control Requirements
- e Questionnaire
- f Bid Form and Price Schedules
- g Bank Guarantee Form for Bid Security
- h Manufacture's Authorisation Form
- i. Bank Guarantee Form for Performance Security
- j Contract Form

4.2 In case of any contradiction between the stipulating made in ITB & GCC and **Schedule of Requirements**, the stipulations incorporated in the Schedule of Requirements will prevail over the corresponding stipulations contained in the ITB and/or GCC.

4.3 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be the bidder's risk and many result in rejection of its bid.

## **5. Clarification of bidding documents**

5.1 A prospective bidder requiring any clarification in connection with the bidding documents may notify the purchaser in writing or by telex or cable at the purchaser's mailing address indicated in the **Schedule of Requirements**. The purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than 21 (twenty one) days prior to the deadline for submission of bids prescribed by the purchaser. The purchaser, at its

discretion, may send the relevant text of this correspondence (without identifying the source of inquiry) to all the prospective bidders, which have received the bidding documents.

## **6. Amendment of bidding documents**

- 6.1 At any time prior to the deadline for submission of bids, the purchaser may for reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- 6.2 The amendment will be notified in writing or by telex or cable to all prospective bidders, which have received the bidding documents and will be binding on them.
- 6.3 In order to provide the prospective bidders with reasonable time in which to take the amendment into account in preparing their bids, the purchaser may, at its discretion, extend the deadline for the submission of bids and other allied time frame having linkage with deadline.

## **C.PREPARATION OF BIDS**

### **7. Language of bid**

- 7.1 The bid submitted by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the purchaser, shall be written in English language. Supporting documents and printed literature furnished by the bidder may be written in their languages, provided they are accompanied by an English translation of their relevant passages in which case, for the purpose of interpretation of the bid, the English translation shall govern.
- 7.2 The bid submitted by the bidder and all correspondence and documents relating to the bid exchanged by the bidder

and the purchaser, may also be written in Hindi language, provided that the same is accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.

## **8. Document constituting the bid**

8.1 The bid submitted by the bidder shall comprise of the following documents:

- (a) A bid form and a price schedule in accordance with ITB clauses 9,10 and 11,
- (b) Documentary evidence established in accordance with ITB clause 13 that the bidder is eligible to bid and is qualified to perform the contract, if its bid is accepted.
- (c) documentary evidence established in accordance with ITB clause 14 that the goods and ancillary services to be supplied by the bidder confirm to the bidding documents.
- (d) bid security furnished in accordance with ITB clause 15.
- (e) The questionnaires (attached as Annexure\_\_\_\_\_ With the bidding documents) duly filled in.

Note: A bid, which does not fulfill any to the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be declared unresponsive and summarily rejected.

## **9. Bid form**

9.1 The bidder shall complete the bid form and the appropriate price schedule furnished in the bidding documents in section IX/1, indicating, inter alia, for the goods to be supplied, a brief description of the goods, their country of origin, quantity and prices.

## 10. Bid prices

10.1 The Bidder shall indicate on the Price Schedule the unit price and total bid prices of the goods it proposes to supply under the Contract. To this end, the Bidders are allowed the option to submit the bids for any one or more schedule specified in the '**Schedule of Requirement**' and to offer discount for combined schedules. However, Bidders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such bids (for the schedule in question) will not be taken into account for evaluation and will not be considered for award.

10.2 Prices indicated on the price schedule shall be entered separately in the following manner:

- (1) for goods offered from within India-
  - a) The price of the goods quoted ex-factory, ex-showroom, ex-warehouse or off-the-shelf, as applicable, including customs, excise and any other duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted exfactory or on the previously imported goods of foreign origin quoted exshowroom, ex-warehouse or off-the-shelf.
  - b) Any sales or other taxes/duties including excise duty, which will be payable on the goods in India if the contract is awarded.
  - c) Charges for inland transportation, insurance and other local costs incidental to delivery of goods to their final destination. The final destination is specified in the **Schedule of Requirement**. And
  - d) The price of incidental services as and if listed in **Schedule of Requirements**.

e) Any element of cost, taxes, duties, levies etc. not specifically indicated in the bid, shall not be paid by the purchaser.

11 for goods offered from abroad.

a) the price of goods shall be quoted CIF port of entry in India or CIP named place of destination in India as and if specified in the **Schedule of Requirements**. In quoting the prices, the bidder shall use ocean transportation through Indian flag vessels of Indian origin or through vessels of Shipping Conference Lines in which India is a member country. Similarly, the bidder may obtain insurance services from any nationalized insurance company in India.

b) the price of goods shall be quoted FOB port of shipment, as and if specified in the Schedule of Requirements.

c) charges for inland transportation, insurance and other local costs incidental to delivery of the goods from the port of entry in India to their final destination, which is specified in the **Schedule of Requirements** and

d) the price of incidental services as and if listed in the Schedule of Requirements.

e) Any element of cost, taxes, duties, levies etc. not specifically indicated in the bid, shall not be paid by the purchaser.

10.3 The terms FOB, CIF, CIP etc. shall be governed by the rules & regulations prescribed in the current edition of INCOTERMS, published by the International Chamber of Commerce, Paris

- 10.4 The bidder's separation of the price components in accordance with ITB clause.
- 10.5 Above will be solely for the purchase of facilitating the comparison of bids by the purchaser and will not in any way limit the purchaser's right to contract on any of the terms offered.
- 10.6 Prices quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account, unless otherwise specified in the **Schedule of Requirement**. If the requirements is for a fixed price bid, a bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB clause 23

**11. Bid currencies**

- 11.1 For domestic goods prices shall be quoted in Indian rupees only. Commission for Indian Agent, if payable shall also be quoted in Indian Rupees only in a manner as specified in ITB Clause No. 12.2 for imported goods prices shall be quoted either in Indian rupees or in the currency of the country of origin of goods. Bids, where prices are quoted in any other way shall be treated as non-responsive and rejected.

**12 Indian Agent**

- 12.1 If a foreign bidder has engaged an agent in India in connection with its bid, it will be required to give the following information in the bid.
- i) the name and address of the Indian agent with their permanent income tax number.

- ii) The details of the services the agent will render.
- iii) The amount of remuneration for the agent, included in the FOB component of the bid price.

12.2 The agency commission shall be indicated in the space provided for the price schedule and will be paid to the bidder's agent in Indian rupees using the telegraphic transfer buying rate of exchange ruling on the date of award of contract and shall not be subject to any further exchange variation.

**13. Documents establishing bidder's eligibility and qualifications**

13.1 Pursuant to ITB clause 8, the bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualification to perform the contract if its bid is accepted.

13.2 The documentary evidence of the bidder's qualifications to perform the contract if its bid is accepted, shall establish to the purchaser's satisfaction.

- a) that, in the case of a bidder offering to supply goods under the contract which the bidder did not manufacture or otherwise produce, the bidder has been duly authorized (as per authorization form in section VII/3) by the good's manufacturer or producer to supply the goods in India.
- b) that the bidder has financial, technical and production capability necessary to perform the contract and, also, it meets the criteria indicated in the **Schedule of Requirement**.
- c) that, in the case of bidder not doing business in India, the bidder is of will be (if successful) represented by an agent in India equipped and

able to carry out the supplier's maintenance, repair and spare parts stocking obligations prescribed by the conditions of contract and/or technical Specifications.

- e) If an agent in its bid submits quotations on behalf of more than one manufacturer, it is necessary that each such bid accompanied by a separate bid form and bid security for each such quotation and authorization from the respective manufacture (as per authorization form in section VII/3). Otherwise all such quotations will be rejected as non-responsive.

14. **Documents establishing good's eligibility and conformity to bidding document.**

14.1 Pursuant to clause 8, the bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the bidder proposes to supply under the contract.

14.2 The documentary evidence for eligibility of the goods and services shall consist of a statement in the price schedule about the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawing, data etc. and shall consists of :

a) a detailed description of the good's essential technical and performance characteristics.

b) a list giving full particulars, including available sources and current prices, of all spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a

period of two years (or more, if specified in the schedule) following commencement of the use of the goods by the purchaser; and

c) A clause-by-clause commentary on the purchaser's 'Technical specification' demonstrating substantial responsiveness of the goods and services to those specification or a statement of deviations and exceptions to the provisions of the 'Technical Specifications'.

14.4 For purposes of the commentary to be furnished to ITB clause 14.3c above, the bidder shall note that the standards of workmanship, material and equipment and references to brand names or catalogue numbers, if any designated by the purchaser in its 'Technical Specifications' are intended to be descriptive only and not restrictive. The bidder may substitute alternative standards, brand names and/or catalogue numbers in its bid, provided that it demonstrates to the purchaser's satisfaction that the substitutions are substantially equivalent or superior to those mentioned in the 'Technical Specifications'.

## **15. Bid Security**

15.1 pursuant to clause 8, the bidder shall furnish as part of its bid, a bid security of an amount specified in the **Schedule of Requirements**.

15.2 The bid security is required to protect the purchaser against risk of bidder's conduct, which would warrant the security's forfeited, pursuant to ITB clause 15.7

15.3 The bid security shall be denominated in the currency of the bid or in Indian Rupees and shall be in one of the following forms:

- a) Demand draft on a scheduled commercial bank in India, drawn in favour of designated officer of the purchase organization and payable at a place as indicated by the purchaser in the **Schedule of Requirements**.
- b) A bank guarantee, issued by a scheduled commercial bank in India or a bank abroad, duly confirmed by a scheduled commercial bank in India in the form provided in the bidding documents under section VII/2 and valid for 45 days beyond the validity of the bid.

15.4 Any bid from bidder, not secured in accordance with ITB clauses 15.1 and 15.3 will be summarily rejected by the purchaser, as non-responsive, pursuant to ITB clause 24.

15.5 Unsuccessful bidders bid security will be discharged/returned as promptly as possible after the expiration of the period bid validity prescribed by the purchaser, pursuant to ITB clause 16, but barring any unforeseen circumstances, not later than 45 days of the award of contract.

15.6 The successful bidder's bid security will be discharged/returned upon the bidders, signing and accepting the contract pursuant to ITB clause 33 and furnishing the performance security, pursuant to ITB clause 34.

15.7 The bid security may be forfeited.

a. if a bidder

- (i) withdraws its bid or impairs or derogates from the bid in any respect during the period of bid validity specified by the bidder on the bid form; or

- (ii) does not accept the correction of errors pursuant to ITB clause 24.2
- b.) In the case of successful bidder, if the bidder fails;
  - (i) to accept and sign the contract in accordance with ITB clause 33; or
  - (ii) to furnish performance security in accordance with ITB clause 34.

**16. Period of validity of bids**

16.1 Bids shall remain valid for acceptance for 90 (ninet) days after the date of bid submission prescribed by the purchaser, pursuant to ITB clause 19. A bid valid for a shorter period shall be rejected by the purchaser as non-responsive.

16.2 In exceptional circumstances, the purchaser may solicit the bidder's consent to an extension of the period of bid validity up to a specified period. The request and the response thereto shall be made in writing (or by facsimile or cable or telex, which will be followed by a signed confirmatory copy simultaneously). The bid security provided under ITB clause 15 shall also be suitably extended. A bidder may refuse the request without forfeiting its bid security. However, a bidder agreeing to the request will not be required nor permitted to modify its bid.

16.3 If the date up to which the bid is to remain valid happens to be a closed holiday for the purchaser, the bid shall automatically remain valid up to the next working day of that organization.

**17 Format and signing of bid**

17.1 The bidder shall prepare two copies of the bid, clearly making them "Original Bid" and Duplicate copy of Bid" respectively. In the event of any

discrepancy between them, the original shall govern.

- 17.2 The original and the copy of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. All pages of the bid, except for unamended printed literature, shall be initiated by the person or persons signing the bid.
- 17.3 Any interlineations, erasures or overwriting in the bid shall be valid only if they are initiated by the person or persons signing the bid.
- 17.4 The front page of the bidding documents, containing the signature with date of the official (of the purchase organization) selling/dispatching the documents and the seal of that office must be returned in original by the bidder alongwith the original copy of the bid, failing which the bid is liable to be ignored.

#### **D.SUBMISSION OF BIDS**

##### **18 Sealing and marking of bids.**

- 18.1 The bidder shall seal the original and duplicate copy of the bid in separate envelopes, duly marking the envelopes as “Original “ and “Duplicate” respectively. These envelopes shall then be sealed in an outer envelop. (In case more than two copies are required as per specific stipulation in the **Schedule of Requirements**, the copies of the bids shall be marked accordingly, like “Original”, “Duplicate”, “Triplicate” and so on. Each copy of the bid shall be sealed in a separate envelope and these envelops shall then be sealed in an outer envelope).
- 18.2 The inner and outer envelopes shall be:

- a. addressed to the purchaser at the address given in the **Schedule of Requirements**.
  - b. Bear the invitation for bids (IFB) number and the words “DO NOT OPEN BEFORE.....”  
(\*The time and date of bid opening, as specified in the Bid Data Sheet shall be indicated here).
- 18.3 Each inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late” or if the invitation of bids (IFB) is cancelled.
- 18.4 If the outer envelope is not sealed and marked as required by ITB clause 18.2, the purchaser will not assume any responsibility for the bid’s misplacement or premature opening.
- 18.5 Bids sent by Telegram, Telex, cable or facsimile are not acceptable and will be rejected.

## **19. Deadline for submission of bids**

- 19.1 Bid must be received by the purchaser at the address specified under ITB clause 18.2 not later than the time and date specified in the **Schedule of Requirements** and the purchaser will provide a receipt (inter alia containing time and date of receipt for the same. If that specified date happens to be a closed holiday for the purchase, the bids will be received up to the appointed time on the next working day. If the Schedule of Requirements provides for receipt of bids through “tender box”, the bids shall be submitted accordingly as per the instruction given in the **Schedule of Requirements**.
- 19.2 The purchaser may, at its discretion, extend this deadline for the submission of bids will be amending the bidding documents in accordance with ITB clause 6, in which case all rights and obligations of the

purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**20. Late bids**

20.1 Any bid received by the purchaser after the deadline for submission of bids prescribed by the purchaser, pursuant to ITB clause 19, will be rejected and/or returned unnamed to the bidder.

**21. Modification and withdrawal of bids.**

21.1 The bidder may modify or withdraw its bid after submitting the same, provided that written notice of the modification or withdrawal is received by the purchaser prior to the deadline prescribed for submission of bids.

21.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of ITB clause 18, A withdrawal notice may also be sent by telex or cable or facsimiles, but the same must be followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

21.3 No bid may be modified subsequent to the deadline for submission of bids.

21.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period bid validity specified by the bidder in the bid form. Withdrawal of a bid during this interval may result in forfeiture of the Bidder's bid security pursuant to ITB clause 15.7.

**E.BID OPENING AND BID EVALUATION**

**22. Opening of bids by purchaser**

22.1 The purchaser will open the bids in the presence of bidders representatives, who choose to attend, at the time, date and the place specified in the Schedule of Requirements.

If the specified date of bid opening is declared a holiday for the purchaser, the bids shall be opened at the appointed time and location on the next working day.

22.2 The representative of bidder, who intends to attend the bid opening, shall bring with him/her a letter of authority from the bidder on the bidder's letter head, duly authorizing him/her to attend the bid opening. In the absence of such a letter of authority the representative(s) will not be allowed to enter and attend the bid opening. The bidders representatives who attend the bid opening, shall sign a register (which will be provided by the purchaser) evidencing their attendance.

22.3 The bidder's name, technical specification of the goods offered, bid prices, discounts, the presence or absence of the requisite bid security and such other details as per purchaser at its discretion may consider appropriate will be announced at the bid opening.

22.4 The purchaser will prepare appropriate minutes of the bid opening for its official record.

### **23. Clarification of bids**

23.1 During scrutiny and evaluation of bids, the purchaser may, at its discretion, ask a bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

**24. Preliminary examination of bids-unresponsive, substantially responsive & responsive bids.**

- 24.1 The purchaser will examine the bids to determine whether they are complete, whether the required bid validity is available, whether any computational errors have been made, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. While examining the bids, the purchase will also keep in view the requirements as per ITB Clause 8.
- 24.2 Arithmetical errors, if any, in a bid will be rectified on the following basis. If there is a discrepancy between the unit price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected accordingly. If there is a discrepancy between the word and figures, the amount in words shall prevail. If the supplier does not accept the correction of such errors, its bid will be rejected.
- 24.3 Prior to the detailed evaluation pursuant to ITB clause 26, the purchaser will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which confirms to all the requirements and terms and conditions of the bidding documents, including the specification and technical parameters of the goods as projected in the bidding documents, without material deviations. Deviations from or objections or reservations to the bidding documents critical provisions such as those concerning bid validity, technical specification, performance security, warranty obligations, Force Majeure, taxes & duties and applicable law (governing the contract) will be deemed to be material deviations. Bids from an agent without proper authorization from

the manufacture as per ITB clause 13.2(a), shall be treated as non-responsive.

The purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

- 24.4 The purchaser may waive any minor infirmity, non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- 24.5 The conclusion drawn by the purchaser as to the substantial responsiveness or otherwise of a bid or consideration of a minor infirmity or non-conformity or irregularity in a bid is final.
- 24.6 If a bid is determined as not substantially responsive, it will be rejected by the purchaser and may not subsequently be made responsive by the bidder by correction of the non-conformity.

## **25. Conversion to single currency**

- 25.1 To facilitate evaluation and comparison of bids, the purchaser will convert all bid prices expressed in the amount in various currencies in which the bid prices are payable, to Indian rupees at the BC selling market rate of exchange established by the state Bank of India for similar transactions as on the date of bid opening.

## **26. Evaluation and comparison of bids**

- 26.1 The purchaser will evaluate and compare the bids, which have been determined to be substantially responsive, pursuant to ITB clause 24 for each schedule separately. The bid for a schedule will not be considered if the complete requirements covered in the schedule is not included in the bid. However, as stated in ITB clause 10, bidders are allowed the option to bid for any one or more schedule and to offer discount for combined schedules. These discount will

be taken into account in the evaluation of the bids so as to determine the bid or combination of bids offering the lowest evaluated cost for the purchaser in deciding award (s) for each schedule.

26.2 The comparison shall be on CIP destination basis, duly delivered and commissioned (as the case may be) at the destination.

26.3 The purchaser's evaluation of a bid will include the take into account; in addition to bid price and price of the incidental services:

a. In the case of goods manufactured in India or goods of foreign origin already located in India, sales tax & other similar taxes and excise duty & other similar duties, which will be payable on the goods if a contract is awarded to the bidder; and

b. In the case of goods of foreign origin offered from abroad, customs duties and other similar import duties/taxes, which will be payable on the goods if the contract is awarded to the bidder.

26.4 The purchaser's evaluation of bid will also take into account the following factors in the manner and to the extent specified in the Schedule of Requirements and amplified in ITB clause 26.5:

a. Cost of inland transportation, insurance and other costs within India incidental to delivery of the goods to their final destination as stipulated in the Schedule of Requirements.

b. Delivery schedule offered in the bid,

c. The cost of components, spare parts and service,

d. The availability of spare parts and after-sales service in India for the goods offered in the bid.

e. The projected operating and maintenance cost during the life of the equipment.

f. Specific additional criteria.

26.5 Pursuant to clause 26.4, following evaluation methods will be followed:

- a. Inland transportation, insurance and incidentals :  
Bidder shall quote separately for inland transportation, insurance and other incidentals for delivery of goods to the required destination as already indicated in the Schedule of Requirements. These costs, incurred in India, shall be quoted in Indian currency. Such costs will be added by the purchaser to the EXW/CIF/CIP bid price.
- b. Delivery schedule:

The purchaser requires that the goods mentioned in the **'Schedule of Requirements'** shall be delivered at the destination within the time schedule specified therein. As and if necessary, the estimated time of arrival of goods from ex-works/port of entry to the destination will be calculated by the purchaser for each bid after allowing for reasonable transportation time based on the published tariff of Railways, appropriate Road Transport Agencies etc. Bids offering deliveries (as worked out on above lines), which are later than the specified delivery but within the allowable range (as specified in the **Schedule or Requirements**) will be adjusted during the evaluation by adding a factor equal to the percentage specified in the **Schedule of Requirements**, to the EXW/CIF/CIP price per work of variation from the specified delivery schedule.

c. Cost of components and spare parts:

(i) the list of items and quantities of major assemblies, components and selected spare parts, likely to be required during the initial period of operation as specified in the Schedule of Requirements, is annexed to the Technical Specification. The total cost of these items, at the unit prices quoted in each bid, will be added to the bid price.

**or**

(ii) the purchaser will draw up a list of high usage and high value items of components and spare parts, along with the estimated quantities of usage in the initial period of operation as indicated in the Schedule of Requirements. The total cost of these items and quantities will be computed from the corresponding unit prices quoted by the bidder and added to the bid price.

**or**

(iii) The purchaser will estimate the cost of spare parts usage in the initial period of operation specified in the **Schedule of Requirements**, based on the information furnished by each bidder, as well as on the past experience of the purchaser or other purchasers in similar situations. Such costs shall be added in the bid price for evaluation.

d. Availability of spare parts and after sales service facilities in India:

The cost to the purchaser of establishing the required service facilities and parts inventories, as outlined in the **Schedule of Requirements** or elsewhere in the bidding documents, if quoted separately, shall be added to the bid price.

- e. The projected operating and maintenance cost curing the life of the equipment:

These costs, which form a major portion of the life cycle cost of the equipment, will be evaluated in accordance with the criteria specified in the **Schedule of Requirements** and/or in the Technical Specifications.

Specific additional criteria:

Other specific additional criteria to be considered in the bid evaluation and the corresponding evaluation method shall be incorporated in the **Schedule of Requirements** and/or in the Technical Specification.

**27. Bidder's capability to perform the contract.**

27.1 The purchaser will determine to its satisfaction whether the bidder, which is selected as having submitted the lowest evaluated responsive bid, is qualified and prima facie capable to perform the contract satisfactorily.

27.2 The determination will take into account the bidder's financial, technical and production capabilities for fulfilling all the requirements of the purchaser as specified in the bidding documents. This exercise will be based upon the examination of the documentary evidence of the bidder's qualifications submitted by the bidder, pursuant to ITB clauses 2 and 13, as well as such other allied information as the purchaser deems necessary and appropriate.

27.3 An affirmative determination will be a prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder's bid, in which event the purchaser will proceed to the next lowest

evaluated bid to make a similar determination of the bidder's capabilities to perform satisfactorily.

**28. Purchaser's right to vary quantities at the time of award.**

28.1 The purchaser reserves the right at the time of awarding the contract to increase or decrease by up to 25% the quantity of goods and services specified in the **Schedule of Requirements** without and change in the unit price of other terms and conditions.

**29. Contacting the purchaser**

29.1 From the time of the bid opening to the time of awarding the contract, if a bidder wishes to contract the purchaser or any matter related to the bid, it should be so in writing.

29.2 Any effort by a bidder to influence the purchaser in the purchaser's decision on bid evaluation, bid comparison or contract award shall result in the rejection of the bidder's bid, decides other suitable administrative actions against the bidder, as deemed fit by the purchaser.

**F. AWARD OF CONTRACT**

**30. Award criteria**

30.1 Subject to ITB clause 28, the purchaser will award the contract to the successful bidder whose bid has been determined as the lowest evaluated bid, provided further that the bidder is determined to be qualified and prima facie capable to perform the contract satisfactorily.

**31. Purchaser's right to accept any bid and to reject any or all bids.**

31.1 The purchaser reserved the right to accept or reject any bid and to annual the bidding process and reject all bids at any time prior to the award of

contract, without thereby incurring any liability, whatever, to the affected bidder or bidders.

### **32. Notification of award**

32.1 Before the expiry of the period of bid validity, the purchaser will notify the successful bidder in writing, by registered letter or by cable/fax/telegram/telex, to be confirmed in writing by registered letter, that its bid has been accepted. The schedule(s) of requirement and the corresponding quantity of the item(s) ordered, which have been accepted, will, inter-alia, be mentioned in the notification.

32.2 The notification of award will constitute the formation of the contract.

32.3 Upon the successful bidder's furnishing the performance security, pursuant to ITB clause 34, the purchaser will promptly notify each unsuccessful bidder and will discharge its bid security, pursuant to ITB clause 15.

### **33. Signing of contract**

33.1 At the same time as purchaser notifies the successful bidder that its bid has been accepted, the purchaser will send to the bidder by registered post or speed post, the contract form provided in the bidding documents, incorporating all agreements between the parties.

33.2 Within twenty-one (21) days of issue of the contract from the purchaser, the successful bidder shall sign and date of the contract and return it to the purchaser by registered post or speed post.

### **34. Performance security**

34.1 Within twenty-one (21) days of the issue of notification of award by the purchaser, the successful bidder shall furnish the performance security in accordance with and as per the

instructions incorporated in the general conditions of contract with regard to performance security.

34.2 Failure of the successful bidder to comply with the requirement of clause 33 or clause 34 shall constitute sufficient grounds for annulment of the award and forfeiture of the bid security, in which event the purchaser may make the award to the next lowest evaluated bidder or call for new bids.

**SECTION –III**  
**GENERAL CONDITIONS OF CONTRACT (GCC)**  
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## **GENERAL CONDITIONS OF CONTRACT (GCC)**

### **1. Definitions**

- 1.1. In this contract the following terms shall be interpreted as indicated:
- a) “IFB” means invitation for Bids.
  - b) “ITB” means instruction of Bidders
  - c) “GCC” mean General condition of contract.
  - d) “RC” means Rate Contract”
  - e) “Contract” means a legal agreement entered into between the purchaser and the supplier, as recorded in the agreement signed by the parties including all attachments and appendices thereto and all documents incorporated by reference e therein.
  - f) “Contract Price” means the price payable to the supplier under a contract for the full and proper performance of its contractual obligations.
  - g) “Goods” means all the items, materials, equipment and/or machinery which the supplier is required to supply to the purchaser in terms of a contract.
  - h) :Services” means the services ancillary to the supply of the goods such as transportation and insurance and any other incidental services such as installation, commissioning, provision of technical assistance training and other such obligations of the supplier covered under a contract.
  - i) “Purchaser” means the buyer named in a bidding document and in the corresponding contract, purchasing the goods ordered and includes its successors and/or assigness.
  - j) “Consignee” means the individual or body to whom the contracted good are required to be

delivered as per the terms and the conditions incorporated in a contract.

- k) “Supplier” means the individual or firm supplying the goods under contract and includes its successor and/assignees.
- l) “Day means calendar day of the Gregorian Calender.
- m) “Month” means calendar month of the Gregorian Calender.

## **2. Application**

- 2.1 These general conditions of contract (as contained in this section) shall apply to the extent they are not superseded by provisions in other parts of the contract:

## **3. Country of origin**

- 3.1 All goods and services supplied under the contract shall have their origin in India or in the countries, with which the Government of India has trade relations.
- 3.2 For purposes of this clause, “origin” means the place where the goods are mined grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing and substantial or major assembling of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of goods and services is distinct from the nationality of the supplier.

## **4. Standards**

- 4.1 The goods supplied under this contract shall conform to the standard mentioned in the “Technical Specifications’ and when no

applicable standard is mentioned, to the latest authoritative standards as applicable to the goods' country of origin.

## **5. Use of contract documents and information**

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract or any provision thereof or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Also, disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for the purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information enumerated in GCC sub-clause 5.1 except for the purposes of performing the contract.

5.3 Every document other than the contract itself, mentioned in GCC subclause 5.1, shall remain the property of the purchaser and shall be returned (in all copies) to the purchase on completion of the supplier's performance under the contract, if so required by the purchaser.

## **6. Patent rights**

6.1 The supplier shall at all times indemnify the purchaser, free of cost, against all third-party claims of infringement of patent, trade mark or industrial design rights arising from use of the goods or any part thereof in India.

## **7. Performance Security**

7.1 Within 21 (twenty one) days after the issue of notification of award by the purchaser, the

supplier, shall furnish performance security to the purchaser for an amount of 10% (ten percent) of the contract value, valid upto 60 (sixty) days after date of completion of all contractual obligations by the supplier, including the warranty obligations.

- 7.2 In the event of any correction of defects or a replacement of defective material during the warranty period, the warranty for the corrected/replaced material shall be extended to a further period of twelve months from the date of the correction/replacement and the Performance Security for the proportionate value (which will be determined by the purchaser in consultation with the supplier) shall be extended by 60 (sixty) days over the above the extended warranty period.
- 7.3 In the event of any contract amendment, the supplier shall, within 21 (twenty one) days of issue of such amendment, furnish the necessary amendment to the Performance Security, rendering the same valid in all respects in terms of the contract as amended.
- 7.4 The process of the Performance Security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
- 7.5 The Performance security shall be denominated in India Rupees or in the currency of the contract and shall be in one of the following forms:
  - a. Cash in Indian currency.
  - b. Demand Draft on any scheduled commercial bank of India, to be drawn in favour of the purchaser as indicated in the Schedule of Requirements.

c) Bank Guarantee issues by a scheduled commercial bank in India, in the prescribed form as provided in section V11/4 of this bidding document.

7.6 Subject to GCC sub-clause 7.4 above, the performance security will be discharged by the purchaser and returned to the supplier on completion of the supplier's contractual under the contract.

## **8. Inspection and tests.**

8.1 The purchaser and/or its nominated representative(s) shall have the right to inspect and/or to test the goods to confirm their conformity to the contract specification and other technical details incorporated in the contract at no extra cost to the purchaser. This Schedule of Requirements and the technical Specification, incorporated in the bidding document, shall specify what inspections and tests, the purchaser requires and where and how they are to be conducted. The purchaser shall notify, in advance, the supplier in writing of the identity of any representative (s) for this purpose.

8.2 The inspections and tests may be conducted on the premises of the supplier or its subcontractor(s), at the point of delivery and/or at the goods final destination. If conducted on the premises of the supplier, or its subcontractor(s), all reasonable facilities and assistance, including access to relevant drawings, design details and production data, shall be furnished by the supplier to the inspectors at no charge to the purchaser.

8.3 Should any inspected or tested goods fail to conform to the required specifications and

standards, the purchaser may reject them and the supplier shall either replace the rejected goods or make all alternative necessary to meet the specifications and standards, as required, free of cost to the purchaser and resubmit the same to the purchaser for conducting the inspections and tests again.

8.4 Where the contract stipulates pre-dispatch inspection by the purchaser's nominated inspecting agency, the supplier shall put up the goods for inspection to the inspecting agency well ahead of time so that the inspecting agency is able to complete the inspection within the stipulated delivery period. If the goods are tendered for inspection at the last moment without providing reasonable time to the inspection agency for completing the inspection, the inspecting agency may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expenses of the supplier. The fact that the items have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to the purchaser under the terms and conditions of the contract.

8.5 The purchaser's right to inspect, test and, where necessary, reject the goods after goods' arrival at the final destination shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by purchaser or its representative prior to the dispatch of the goods from the country of origin or from the supplier's premises.

8.6 Nothing in GCC clause 8 shall, in any way, release the supplier from any warranty or other obligations under the contract.

## **9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during their transit to their final destination as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, humid weather and precipitation during transit and open storage. The sizes and weights of the packing cases shall also take into consideration, where applicable, the available inland mode(s) of transport in India, the remoteness of the goods's final destination and the absence of heavy handling facilities at the points in transit, further, limitations and/ or mandatory instructions, if any, in the weights, volumes and sizes of the packages shall also be taken care of by the supplier.

9.2 The packing, marking and documentation within the outside the packages shall comply strictly with such special requirements if any, as shall expressly provided for in the contract, including additional requirements, if any, as shall be expressly provided for in the contract, including additional requirements, if any specified in the Schedule of Requirements and any subsequent instructions given by the purchaser.

9.3 **Packing Instructions:**

The supplier will be required to make separate packages for each consignee named in the contract. Each package will be marked by the

supplier at its own expense, on three sides with indelible ink/paint, with the following details.

- a) Contract no. and date
- b) Name and address of the consignee
- c) Name and address of the supplier
- d) Brief description of goods
- e) Gross weight and outer dimension of the package
- f) Country of origin of goods.

#### **10. Delivery of goods.**

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified by the purchaser in the notification of award and in the contract.

10.2 For the purposes of the contract, “FOB”, “CIP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them in the current edition of “Incoterms” which are international commercial shipping terms, published by International Chamber of Commerce, Paris, France.

#### **11. Transportation**

11.1 Where the supplier is required under the contract to deliver the goods F.O.B., transportation of the goods, up to and including the point of putting the goods on board the vessel at the specified port of loading, shall be arranged and paid for by the supplier and the cost there of shall be included in the contract price.

11.2 Where the supplier is required under the contract to deliver the goods C.I.F. or C.I.P., transportation of goods to the port of destination or such other specified place of destination in India, as shall be mentioned in the contract, shall be arranged and

paid for by the supplier and the cost thereof shall be included in the contract price.

11.3 Where the supplier is required under the contract to deliver the goods CIF or CIP within India, the supplier shall arrange the shipment by Indian flag vessels or vessels belonging to conference Lines in which India is a member. Where the supplier is required under the contract to deliver the goods F.O.B. and also to arrange on behalf and at the expense of the purchaser for ocean transportation on Indian flag vessels or vessels Conference Lines in which India is a member country, the supplier may arrange for such transportation on alternative carriers also, if the Indian flag vessels or Conference Line vessels are not available to transport the goods within the time frame specified in the contract. However, before arranging such alternative transportation, the supplier shall obtain prior concurrence of the purchaser for the same.

11.4 The supplier shall not arrange part-shipments and/or trans shipment without the prior written consent of the purchaser.

11.5 In case the supplier violates any of the afore mentioned instructions, the supplier shall be liable for all consequences (including financial loss) that the purchaser may face due to such violations.

## **12. Insurance**

12.1 The goods supplied under the contract, shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery as indicated below in this clause (viz. GCC clause 12)

12.2 Where delivery of the goods is required by the purchaser on C.I.F. or C.I.P. basis, the supplier shall arrange and pay for the cargo insurance, naming the purchaser as the beneficiary. Where delivery is on F.O.B. basis, the insurance shall be the responsibility of the purchaser.

12.3 In the case of a contract on C.I.F. or C.I.P. basis, the insurance shall be for an amount equal to 110% (one hundred and ten percent) of the CIF or CIP value or the goods from “warehouse to warehouse” (final destination) on “all risks” basis including war risks and strikes.

**13. Distribution of dispatch documents.**

13.1 The shipping and other documents as well as dispatch details to be furnished by the supplier to the purchaser and/or to the purchaser’s nominated authorities to enable the purchaser and/or its nominated authorities to clear and/or accept the goods will depend on the mode of dispatch of the goods and the terms of delivery, as specified in the **Schedule of Requirements** and in the contract and subject to the name, the instructions in this regard will be as indicated below:-

a) For goods supplied abroad.

Within 24 hours of shipment, the supplier shall notify the purchaser and its nominated authorities (as specified in the contract) and the insurance company by cable or telex or fax, the full details of the shipment including contract number, description of goods, quantity, the vessel, the bill of lading number and date/airway bill number and date, port of loading, date of shipment, port of discharge, expected date of arrival at the port of entry etc. Further, the supplier shall

also immediately dispatch by registered air-mail the specified number of copies of the following documents to the above authorities.

- i) Supplier's invoice showing contract number, description of goods quantity unit price and total amount;
- ii) Original and copies of the negotiable, clean, on-board bill of lading marked freight to pay and copies of non-negotiable bill of lading;
- iii) Copies of packing list identifying the contents of each package;
- iv) Insurance certificate;
- v) Manufacturer's/supplier's warranty certificate;
- vi) Pre-dispatch inspection certificate issued by the purchaser's nominated inspection agency (if so specified) and the supplier's factory inspection report; and
- vii) Certificate of origin.

The above documents shall be received by the purchaser and other authorities mentioned above at least one week before the arrival of goods at the port or place of arrival and, if not received, the supplier will be responsible for any consequent expenses.

- b) For goods supplied from within India:

Within 24 hours of dispatch of the goods, the supplier shall notify the complete dispatch details to the purchaser and/or the purchaser's nominated authorities (as

specified in the contract) and the insurance company. The supplier shall also mail the specified number of copies of the following documents to them:

- i) The supplier's invoice showing contract number, description of goods, quantity, unit price and the total amount;
- ii) Railway receipt of Delivery note;
- iii) Packing list identifying contents of each package;
- iv) Insurance certificate;
- v) Manufacturer's/Supplier's warranty certificate;
- vi) Pre-dispatch inspection certificate issued by the purchaser's nominated inspection agency (is so specified and the supplier's factory inspection report; and
- vii) Certificate of origin.

The purchaser shall receive the documents at least one week before the arrival of the goods (except where it is handed over to the consignee with the entire document) and if not received, the supplier will be responsible for any consequent expenses. The documents to be provided by the supplier for claiming payment are specified in GCC clause 17 ("Payment").

#### **14. Incidental Services**

- 14.1 The purchaser may include in the contract any or all the following services and/or some additional services, if specified in the **Schedule of Requirement** and the supplier is required to provide the same;

- a) Performance or supervision of on-site assembly and/or start-up of the supplied goods,
- b) furnishing of tools required for assembly and/or maintenance of the supplied goods,
- c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods.
- d) Performance or supervision or maintenance and/or repair of the supplied goods, for period of time agreed to by the parties, provided that this service shall not relieve the supplier of any warranty obligations under the contract, and
- e) training the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance and/or repair of the supplied goods.

14.2 Prices charged by the supplier for the above mentioned incidental services, if not include in the quoted price for the goods, shall be quoted separately in the bid itself and shall not exceed the prevailing rates, charged to other parties by the supplier for similar services.

## **15. Spare Parts**

15.1 As specified in the **Schedule of Requirements**, the supplier may be required to provide any or all the following materials, notifications and information pertaining to spare parts manufactured and /or distributed by the supplier:

- a) Such spare parts as purchaser may elect to purchase from the supplier, provided that

this will not relieve the supplier of any warranty obligations under the contract, and

- b) In the event of termination of production of the spare parts.
- i) advance notice to the purchaser of the pending of the termination, in sufficient time to permit the purchaser to procure needed requirement; and
- ii) immediately following such termination, furnishing at no cost to the purchaser, the blueprints, drawing and specifications of the spare parts, if requested.

15.2 Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the goods. Other spare parts and components shall be supplied as promptly as possible but in any case within three months of placement of order and opening the letter of credit.

## **16. Warranty**

16.1 The supplier warrants that the goods supplied under the contract is new, unused, of the most recent of current models and incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design materials (except when the design adopted and/or the material used are as per the purchaser's specifications) or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods under the conditions prevailing in India.

- 16.2 The warrantee shall remain valid for 12 (twelve) months after the goods or any portion thereof as the case may be, have been delivered to the final destination and installed commissioned at the final destination and accepted by the purchaser in terms of the contract or for 18(eighteen) months from the date of dispatch from the supplier's works for domestic goods or for 21 (twenty-one) months after the date of shipment from the port or place of loading in the source country for imported goods, whichever is earlier, unless specified otherwise in the **Schedule of Requirements**.
- 16.3 The purchaser shall promptly notify the supplier in writing of any claim arising under this warranty.
- 16.4 Upon receipt of such notice, the supplier shall, with all reasonable speed (or with the period, if specified in the **Schedule of Requirements** and the contract), repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the purchaser for the replaced parts/goods thereafter.
- 16.5 In the event of any correction of a defective material during the warranty period, the warranty for the corrected/replaced material shall be extended to a further period of 12 (twelve) months from the date, such corrected/replaced material starts

functioning to the satisfaction of the purchaser.

16.6 If the supplier, have been notified, fails to remedy the defect(s) within a reasonable period (or within the period, if specified in the **Schedule of Requirements** and the contract), the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights, which the purchaser may have against the supplier, under the contract.

## **17. Payment**

17.1 The payment shall be made in the currency/currencies specified in the contract. The supplier shall send its claim (with relevant documents, as required) to the appropriate paying authority as specified in the Schedule of Requirements and the contract. Before claiming any payment, the supplier shall ensure that all the contractual obligations for claiming that payment have been duly fulfilled.

17.2 The payment shall be made in the following manner and or production of the following documents:

- A) Payment for goods supplied from abroad:
  - i) On shipment:

90% of the contract price shall be paid through irrevocable letter of credit established in favour of the foreign supplier in a schedule commercial bank of India or a bank in the supplier's country acceptable to

the purchaser, upon submission of the following documents.

- a) Certified copy of the fax sent by the supplier to the purchaser and other as per GCC sub-clause 10.3 (a).
- b) Supplier's signed commercial invoice showing contract number, description of the supplied goods, corresponding quantity, unit price and the total value and name(s) of the consignee(s) for the supplied goods.
- c) Original clean on board bill of lading marked freight pre-paid consigned to the interim/port consigned evidencing description of the goods, quantities, relevant about the contract number etc.
- d) Packing list, identifying contents of each package.
- e) Insurance policy or certificate in duplicate endorsed in blank with claims payable in India in the currency of the Letter of Credit.
- f) Manufacturer's/supplier's warranty certificate and supplier's factory inspection report.
- g) Pre-despatch inspection certificate issued by the purchaser's nominated inspection agency, if so specified.
- h) Certificate of origin.
- i.) Supplier's certificate confirming that the required documents have been sent to all concerned in terms of GCC sub-clause 10.3(a).
- j) Supplier's certificate confirming that the amounts shown in the invoice are correct in terms of the contract and that all their terms and conditions of the contract have been complied with for claiming this payments.

- k) Any other document(s) and/or modification of above documents specified in the **Schedule of Requirements** and the contract.
- ii) On final acceptance  
10% of the contract price of goods of goods received shall be paid within 30 (thirty) days of receipt of goods on submission of the claim supported by the acceptance certificate issued by the purchaser or the purchaser's nominated representative in the performa given in section .....of the bidding documents.
- iii) Payment of agency commission:  
Payment shall be made in Indian rupees with 30 days of presentation of claim supported by a certificate from the purchaser confirming that the goods have been delivered, full 100% payment has been made to the foreign supplier and other contractual obligation, have been performed by the supplier and its agent for claiming this payment.
- B) Payment for goods supplied from India:  
Payment shall be made in Indian rupees by the purchaser's payment authority, as specified in the contract (and not through Letter of Credit), in the following manner:
  - i) On delivery:  
90% of the contract price shall be paid on receipt of the goods by the consignee and upon submission of the following documents to the paying authority:
    - a) The supplier's invoice showing contract number, description of goods, quantity, unit price and the total amount;
    - b) Railway receipt of Delivery note;

- c) Packing list identifying contents of each package;
  - d) Insurance certificate;
  - e) Manufacturer's/Supplier's warranty certificate;
  - f) Pre-dispatch inspection certificate issue by the purchaser's nominated inspection agency, if so specified and supplier's factory inspection report.
  - g) Certificate of origin;
  - h) Provisional receipt certificate for the corresponding delivery, issued by the consignee; and
  - i) Any other document(s) and/or modification of above documents specified in the Schedule of Requirements and the contract.
  - ii) On final acceptance;  
The remaining 10% of the contract price shall be paid to the supplier within 30 (thirty) days of receipt of its claim, duly supported by the final acceptance certificate for the corresponding delivery issued by the purchaser's representative in the proforma given in Section.....of the bidding documents.
- C) Payment for incidental services and supervision:  
The incidental services and supervision, if separately, will be specified in the **Schedule of Requirements** and in the contract. The payment terms applicable for such services and supervision will also be specified therein.

### 17.3 Operation of the Letter of Credit:

- i) The payments effected through letter of credit, shall be subject to the latest Uniform

Customs and Practice for Documentary Credit, of the International Chamber of Commerce;

- ii) If requested specifically by the supplier, the letter of credit will be confirmed, but the cost for the same shall be charged to the supplier account.
- iii) If the letter of credit is required to be extended/reinstated for reasons no attributable to the purchaser, the charges thereof shall be to the supplier's account.

## **18. Prices**

18.1 Prices charged by the supplier for the goods supplied and the services performed under the contract shall not vary from the price quoted by the supplier in its bid with the exception of any adjustment authorized in **Schedule of Requirements**.

## **19 Modification of contract.**

19.1 The purchaser may at any time, by a written order given to the supplier pursuant to GCC clause 31, make changes and modifications within the general scope of contract in any one or more of the following:

- a) drawings, designs or specifications, where goods to be supplied under the contract are to be specifically manufactured for the purchaser,
- b) the mode of packing,
- c) the mode of dispatch
- d) the place of delivery
- e) the services to be provided by the supplier, and/or

f) any other area(s) of the contract, depending on the merits of the case.

19.2 If any such change causes an increase or decrease in the cost of, or in the time required for the supplier's performance of any provision under the contract, an equitable adjustment shall be made in the contract price or contract delivery schedule or both, and the contract shall be amended accordingly. Any claim by the supplier for adjustment under this clause must be asserted within 21 (twenty-one) days from the date of the supplier's receipt of the purchaser's amendment/modification of the contract.

19.3 Subject to GCC sub-clauses 19.1 and 19.2 no variation in or modification of the terms of the contract shall be made except by written amendment signed by both the parties.

## **20. Assignment**

20.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **21. Sub Contracts**

21.1 The supplier shall notify the purchaser in writing of all sub-contracts awarded under the contract, if not already specified in its bid. Such notifications, in its original bid or later, shall not relieve the supplier from any liability or obligation, whatsoever, under the contract.

21.2 Subcontract shall be only for bought-out items and sub-assemblies.

21.3 Subcontracts must comply with the provisions of GCC clause 3.

**22. Delays in the supplier's performance.**

22.1 Delivery of the goods and performance of the services shall be made by the supplier in accordance with the time schedule specified by the purchaser in “ **Schedule of Requirements**”.

22.2 Except as provided under GCC clause 25, any unexcused delay by the supplier in maintaining its contractual delivery obligations shall render the supplier liable to any or all the following sanctions:

- Imposition of liquidated damages.

-Forfeiture of its performance security and/or

- termination of the contract for default.

22.3 If any time during the performance of the contract, the supplier or its subcontractor(s) should encounter conditions hindering timely delivery of the goods and performance of service, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its clause (s). After the receipt of the supplier's notice, the purchaser, as soon as practicable, shall evaluate the situation and may at its discretion extend the supplier's time for performance, in which cases the extension of the delivery period shall be rectified by issuing an amendment to the contract.

22.4 The supplier shall not dispatch the goods after expiry of the delivery period. The supplier is required to apply to the purchaser for extension of delivery period and obtain the same before dispatch. In case the supplier dispatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and/or any other expenses related to such supply shall lie against the purchaser.

**23. Liquidated damages**

23.1 Subject to GCC clause 25, if the supplier fails to deliver any or all the goods or perform the services within the time period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance, up to a maximum deduction of 10% (ten percent) of the delayed goods' or services' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract, if the same have not been terminated already.

Further, during the above mentioned delayed period of supply and/or performance, the supplier, notwithstanding and stipulation in the contract for increase in price for any ground, shall not be entitled to

any increase in price and cost, whatsoever, which take place during the period of delay. But, nevertheless, the purchaser shall be entitled to the benefit any in price and cost on any ground that period of delay.

## **24. Termination for default**

24.1 The purchaser, without prejudice to any other remedy for breach of contract, may, by written notice of default sent to the supplier, terminate the contract in whole or in part, if the supplier fails to delivery any or all the goods or fails o perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC clause22.

24.2 In the event the purchaser terminates the contract in whole or in part, pursuant to GCC sub-clause 24.1, the purchaser may procure, upon such terms and conditions and in such manner as it deems appropriate, goods and/or services similar to those undelivered and the supplier shall be liable to the purchaser for any excess cost for such similar goods and/or services,. However, the supplier shall continue to perform the contract to the extent not terminated.

## **25. Force Majeure**

25.1 Notwithstanding the provision of GCC clause 22, 23 and 24, the supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform

its obligations under the contract is the result of an event of Force Majeure.

25.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, wars or evolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

25.3 If a Force Majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## **26. Termination for insolvency**

26.1 If the supplier becomes bankrupt or otherwise insolvent, the purchaser may terminate the contract by giving written notice to the supplier, without any compensation to supplier, provided, that such termination will not prejudice or affect any right of action or remedy which has accrued and/or will accrue thereafter to the purchaser.

## **27. Terminations for convenience**

27.1 The purchaser, by written notice sent to the supplier, may terminate the contract, in whole or in part, at any time for its

convenience. The notice of termination shall specify that the termination is for the purchaser's convenience, the extent to which performance for the supplier under the contract is terminated, and the date with effect from which such termination becomes effective.

27.2 The goods that are complete and ready for shipment within 30 (thirty) days after the supplier's receipt of notice of termination shall be accepted by the purchaser at the contract terms and prices. For the remaining goods, the purchaser may elect;

- a) to have any portion completed and delivered at the contract terms and prices; and/or
- b) to cancel the remainder and pay to the supplier an agreed amount for partially completed goods and services and for materials and parts already procured by the supplier for fulfilling the contractual obligations.

## **28. Resolution of disputes**

28.1 If any dispute or difference of any kind shall arise between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

28.2 If, after thirty (30 days), the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in

respect of this matter may be commenced unless such notice is given.

28.3 Any dispute or difference, in respect of which a notice of intention to commence arbitration has been given in accordance with GCC sub-clause 28.2, shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the goods under the contract.

28.4 The dispute resolution mechanism to be applied pursuant to GCC sub clause 28.3 shall be as follow:-

- a) In the case of a dispute or difference arising between the purchaser and the supplier relating to any matter arising out of or connected with the contract, such disputes or difference shall be settled in accordance with the Arbitration and conciliation Act, 1996. The arbitral tribunal shall consist of three arbitrators, one each to be appointed by the purchaser and the supplier. The third arbitrator shall be chosen by the two arbitrators so appointed by the parties and shall act as presiding arbitrator. In case of failure of the two arbitrates appointed by the parties to reach upon a consensus within a period thirty days from the appointment of the arbitrator appointed subsequently, the presiding arbitrator shall be appointed by the India Council of Arbitration or President of the Institution of Engineers (India).
- b) The decision of majority of arbitrators shall be final and binding upon both the parties.
- c) The cost and expenses of the arbitration proceedings will be paid as determined by

the arbitral tribunal. However, the expenses incurred by each party in connection with preparation, presentation etc. of its proceedings as also fees and expenses paid to the arbitrator appointed by such party or on its behalf shall be borne by each party itself.

28.5 However, where the value of the contract is Rs. 15 lakhs (Rupees one and half million) and below, the disputes or differences arising in it shall be referred to a sole arbitrator. The sole arbitrator shall be appointed by mutual agreement between the parties. If the parties fail to agree on the arbitrator within 30 (thirty) days from the receipt of a request by one party from the other party to so agree, the appointment shall be made upon request of a party, by the Indian Council of Arbitration or the President of the Institution of Engineers(India).

28.6 The venue of arbitration shall be the place from where the contract is issued.

29. Governing language

29.1 The contract shall be written in English language. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written in English.

**30. Applicable law**

30.1 The contract shall be interpreted in accordance with the laws of India.

**31. Notices**

31.1 Any notice given by one party to the other pursuant to the contract shall be sent in writing or

by cable telex or facsimile and confirmed in writing to the addresses in the Schedule of Requirements.

**32. Taxes and duties**

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees and other such levies imposed outside India.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fee, etc. incurred until delivery of the contracted goods to the purchaser.

32.3 Further instruction if, any, shall be provided in the **Schedule of Requirements**.

## **SECTION –IV**

### **SCHEDULE OF REQUIREMENTS**

There are three parts under **Schedule of Requirements**.

**Part-1.** mentions the details of requirements and allied services, schedule-wise separately. **Part-2** provides the specific information and details in relation to the corresponding clauses of section II (Instructions to Bidders). **Part-3** provides specific information and details in relation to the corresponding clauses of section III(General Conditions of Contract). Provision of clause 4.2 of Instruction to Bidders shall apply.

Part-1, Part-2, and Part-3, applicable for this bidding documents and provided in the subsequent pages.

**PART-1 OF Schedule of Requirements (Section-IV)**

**Schedule-1**

Sl.No.	Brief description of goods	Accounting Unit	Quantity	Delivery Schedule

Amount of Bid Security\_\_\_\_\_

## **Part- 2 of Schedule of Requirements (Section-IV)**

The following specific data and conditions for the goods to be purchased shall complement, supplement or modify the corresponding provisions in the instructions to Bidder (ITB) in case of any conflict, the stipulation incorporated here will prevail over the stipulation constrained in the ITB:

### **A. Introduction**

ITB Clause 1.1	Name of the purchaser	Director, National Research Centre on Equine, Sirsa Road, Hisar-125 001 (Haryana)
-------------------	-----------------------	---

### **B. The Bidding Documents**

ITB Clause 5.1	Purchaser's mailing address	Director, National Research Centre on Equine, Sirsa Road, Hisar-125 001 (Haryana) Fax No.: 01662-276217 Grams: EQUINE HISAR Phones: 276151, 276748, 275787
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### **C. PREPARATION OF BIDS**

ITB Clause 10.2	The price quoted shall be for the place of destination i.e. N.R.C.E., Hisar/F.O.B. post of shipment
-----------------	---

ITB Clause 10.21 (d)	The price shall be inclusive of all costs, charge and incidentals which shall be responsibility of the bidder alone.
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ITB Clause 10.211 (d)	This price shall be inclusive of all costs, charges and incidental costs shall be the responsibility of the bidder alone. This Institute has been exempted from payment of excise duty and custom duty on scientific equipment & other items to be utilized for research purpose NRCE will
-----------------------	--

- provide necessary certificate in this regard, wherever applicable. Basic price & excise duty may be indicated separately.
- ITB Clause 10.5 The price quoted will be firm and fixed price basis as already mentioned in the ITB clause 10.5
- ITB Clause 12.2 (b) The bidder should have successfully manufactured and supplied at least 50% (fifty percent) of the required quantity of goods under this invitation for bids during the last two years counted from the date of bid opening. The bidder shall also furnish certified documentary evidence to this effect including all relevant details)
- ITB Clause 14.1 The amount of bid security shall be as indicated in the schedule of requirement.

#### **D. SUBMISSION OF BIDS**

- ITB Clause 14.1 Number of copies required is one in addition to original copy of the bid as already mentioned the ITB clause 17.1
- ITB Clause 18.2(a) Address for submission of bids to be given of the envelopes is Director, National Research Centre on Equines, Sirsa Road, Hisar-125 001 (Haryana)
- ITB Clause 18.2 (b) Time and date of bid opening are at 3.00 p.m. on .....(date)
- ITB Clause 19.1 Deadline for submission of bid is upto 14.30 hours on .....(date)
- In the event of the above specified date being declared a holiday for the purchaser, the bids will be received upto the appointed time on the next working day.

#### **E. Bid opening and bid evaluation**

ITB Clause 26.4

The bid evaluation will take in to account the bid price quoted in accordance with ITB clause 10 and the following

- a. cost of Inland transportation, insurance and other costs with second incidental to delivery of the goods to their final destination as stipulated in the **Schedule of Requirements**
- b. Delivery schedule offered in the bid.
- c. The cost of components, spare parts and service.
- d. The availability of spare parts and after sale service in India for the goods offered to the bid
- e. The projected operating and maintenance cost during the life equipment.
- f. This Institute has been exempted from payments of excise duty and custom duty on scientific equipment & other items to be utilized for research purpose. NRCE will remit necessary certificate in this regard wherever applicable. Basic prices & excise duty be indicated separately.

ITB Clause 26.5 (a)

In land transportation, Insurance & incidental bidder shall quote separately to inland transportation, insurance and other incidental for delivery of goods of the required destination already indicated in the scheduled requirement. These costs incurred in India shall be quoted in Indian currency. Such cost will be added by the

ITB Clause 26.5 (b)	<p>purchaser to the EXW/CIF/CIP bid price.</p> <p>The delivery schedule is as indicated in the Schedule of Requirements. Adjustment shall be @ 0.5% per week or part of a week or variation from the stipulated delivery schedule. Bids offering delivery period beyond.....month of stipulated delivery period will be treated as non-responsive.</p>
ITB Clause 26.5 ©	<p>Cost of Spare Parts</p> <p>Option.....is selected. Initial period of operation is.....year.</p> <p>For list of spares, refer to the technical specification of the bidding documents.</p>

**F. Award of Contract**

ITB Clause 30.1 (read with ITB Clause 28.1)	<p>Purchaser's right to vary quantity at the time of award should not be more than.....plus/minus 25%.</p>
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**Part-3 of Schedule of Requirements (Section-IV)**

The following special condition shall supplement the general conditions of contract provided under diction III. In case of any contradiction or conflict, the conditions provided here in shall supersede the corresponding condition in the G.C.C.

**1. Inspection & Tests (GCC Clause 8)**

Goods will be inspected at suppliers premises prior to dispatch. The goods will be again inspected at the destination before acceptance. The schedule for such inspection are given below

.....  
.....  
.....

Inspections at suppliers premises will be carried out by

.....

The inspection at destination before acceptance will be undertaken by .....

The modes of inspection as well as the tests to be carried out have been provided in the technical requirements provided in the bidding documents.

**2. Packing (GCC Clause 9)**

The goods ordered are medicines which are to be stored in air tight sterilized containers at a temperature between 0<sup>0</sup> & 5<sup>0</sup>C duration transit & storage till the same are received and accepted by

the purchasers representative at the destination. The supplier shall make specifically arrangements accordingly required failing which the supplier will be responsible for all consequences.

**3. Insurance (GCC Clause 12)**

The goods ordered under the contract shall be fully insured in Indian rupees for an amount equal to 110% of the value of the goods against loss or damage\_\_\_\_\_

**4. Distribution of dispatch documents (GCC Clause 13)**

(the types of documents needed have been specified in GCC Clause 13. The requirements of documents for a particular case will depend on the nature of the goods-2 Imported or domestic or terms of delivery and mode(s) of transport.

In case of imported goods order on FOB basis and coming by air the original Airway Bill and one or two copies of the same will be needed along with other document by the port consignee. If the same is coming by the ship, the requirement will be the original bill of lading & one or two copies of the same along with other documents. While claiming payment from the paying authority (including obtaining payment through letter of credit.). The supplier is also required to submit original bill of lading or original Airway bill as the case may be. Therefore, the supplier is to provide two sets of original bill of lading/Airway bill, one to the court consignee & other to the paying authority.

**5. Incidental Services (GCC Clause 14)**

Incidental Services to be provided are indicated below. The costs of these services shall be included in the contract price.

.....

**6. Warranty (GCC Clause 16)**

The period for repairing/replacing of the defective goods in the terms of GCC sub Clause 16.4 & 16.6 shall be 4 (four) week from the date of receipt of the notice. Or as per warranty clause of manufacturer, whichever is later.

**7. Payment (GCC Clause 17)**

The designation and the address of the paying authority are Director NRCE, Hisar.

**8. Price (Clause 18)**

Rate of sales tax will be reimbursed as full on the fixed price of the goods and services. No. Form “C” or “D” will be issued by this Institute.

**9. Resolution of dispute (GCC Clause 28)**

As per provision made in GCC Clause 28, the value of the contract itself will decide whether it will attract sole arbitration or arbitration by three arbitrators.

**10. Notices (GCC Clause 31)**

The address of the purchaser for these purposes is

**Director, NRCE, Sirsa Road, Hisar-125 001 (Haryana)**

**11. Taxes and duties (GCC Clause 32)**

No “C” & “D” form will be issued by Institute; therefore, full sale tax will be paid by purchaser on fixed rate.

**SECTION –V**

**TECHNICAL SPECIFICATION  
AND QUALITY CONTROL REQUIREMENTS**

## SECTION-IV

**BIDDERS SHOULD FURNISH SPECIFIC ANSWERS TO ALL THE QUESTIONS GIVEN BELOW. IN CASE A QUESTION DOES NOT APPLY TO A BIDDER, THE SAME SHOULD BE ANSWERED WITH THE REMARK “NOT APPLICABLE”. BIDDERS MAY PLEASE NOTE THAT IF THE ANSWERS SO FURNISHED ARE NOT CLEAR AND/OR ARE EVASIVE, THE BID WILL BE BELIEVED TO BE IGNORED.**

1. Bid No.....Date for bid opening on.....
2. Offer is open for acceptance.....
3. Brand of goods offered.....
4. Name & address of manufacture:
5. Station of manufacture:
6. What is your permanent Income:  
Tax A/c No.
7. Confirm whether you have attached your  
Latest/current ITCC or certified photocopy thereof
8. Status:
  - (a) Are you currently registered with Directorate General of Supplies & Disposals (DGS&D) for the item (s) quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit on your registration.

- (b) Are you a small scale unit currently registered with the National Small Industries Corporation (NSIC) under Single Point Registration Scheme for the item(s) quoted? If so, indicate the date up to which you registered and whether there is any monetary limit on our registration.
- © If you are not registered either with NSIC or DGS&D, please state whether you are currently registered with Directorate of Industries of the State Government concerned if so, indicate the date up to which you are registered and whether there is any monetary limit on your registration.
- (d) Are you registered under the Indian Companies Act, 1956 or any other Act?

Please attach certified copy (copies) of the relevant registration certificate (s) in confirmation to your above answer(s).

9. Please indicate:

Name & full address of your Banker(s)

10. Whether you are:

- (i) Manufacturer of the goods quoted; or
- (ii) Manufacturer's authorized agent for those goods.

11. State whether business dealing with you have been currently banned by any Ministry/Deptt. Of Central Govt. or any State Govt.

Signature of Witness

Signature of Bidder

Name & Address of Witness

Full name, designation &  
Address of the person signing above  
For and on behalf of Mssrs.

.....  
(Name and Address of the bidding firm)

**SECTOPM-VII**

**BID FORM AND PRICE SCHEDULES**

Date.....

To

.....  
.....  
.....

(Designation and address of the purchaser)

Ref: Your bidding documents No.....dated.....

Having examined the above mentioned bidding documents, including addenda Nos.....(if any), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver.....(description of goods and services) in conformity with said bidding documents for the sum as shown in the price schedule, attached herewith and made part of this bid.

We undertake, if our bid is accepted, to deliver the goods complete the services in accordance with the delivery schedule specified in the **Schedule of Requirements** after fulfilling all the applicable requirements incorporated in the above referred bidding documents.

If our bid is accepted, we will provide you with performance security as per the instructions specified in GCC clause 7 and in a form acceptable to you in terms GCC clause 7.5 for a sum

equivalent to 10% (ten percent) of the contract price for the due performance of the contract.

We agree to abide by this bid for the bid validity period specified in the ITB clause 15 (read with modification, if any, in the Bid Date Sheet) or for the subsequently extended period, if any, agreed to by us and it shall remain binding up-on us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this.....day of.....20.....

Signature

(in the capacity of)

Duly authorized to sign bid for and on behalf of



## PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN ORIGIN LOCATED WITHIN INDIA

1	2	3	4	5	6	7	8					
Price per unit												
Schedule no.	Item description	Country of origin	Accounting unit & Quantity	Exfactory Exwareho Use/ Exshow Roomoff The shelf	Excise Duty If any	Packing And Forwarding	Inland Trans-Portation Forwarding	Insurance Other Duties and Supervision (other than sales tax) And incident All contest	Incidental service (including supervision)	Overall Unit Price Awarded	Total Price	Sales Tax payable, if contract is
				(a)	(b)	©	(d)	(f)	(a+b+c+d+e+f)	3x6		

Total bid price in Rupees: (in figures.....)

(in words).....

Place

Date:

Signature of bidder

Name

Business address

Note:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. If nothing to the contrary to this effect is mentioned under Section VII (Technical Specification and Quality Control Requirements), the bidder shall give list of spare parts for two years operation separately indicating description, quantity, unit price and total price in the above format for those items whose scope of supply includes spare parts as per “Technical Specifications’ give in Section VII).

## PRICE SCHEDULE FOR GOODS TO BE IMPORTED FROM ABROAD

1	2	3	4	4	5			6	7	8	9	10	
Schedule no.	Item description	Country of origin	Accounting Unit & quality	Unit price FOB at port of loading	Unit price CIF at port of entry	Price per unit Inland transportation charges, insurance and other local costs incidental to delivery if specified		Incidental services including supervision	Overall Unit price	Total price	Indian agents name price	Indian agent's commission as a% of FOB  Included in the quoted price	Shipment weight and volume
				(a)	(b)	©	(d)	(b+c+d)	4x6				

Total bid price in Foreign Currency: (in figures).....  
 (in words).....

Place

Date:

Signature of Bidder

Name

Business address

SECTION-VII/2

**BANK GUARANTEE FORM FOR BID SECURITY**

Whereas.....(name of bidder) [hereinafter called “] has submitted his bid dated.....[date] for the supply of .....(brief description of the relevant goods and services) (hereinafter called “the bid”).

KNOW ALL PEOPLE by these presents that we..... (name of the bank) having registered office at.....(full address) hereinafter called “the bank”) are bound upto.....(name of the purchaser) (hereinafter called “the purchaser”) in the sum of ..... (amount in figures and words) for which payment well and truly to be, made to the said purchaser, the bank binds itself, its successors and assigns by these presents.

Sealed with the common Seal of the said bank this.....Day of....., 20.....

The conditions of this obligation are:

1. If the bidder
  - (i) withdraws its bid during the period of bid validity specified by the bidder on the bid form; or
  - (ii) fails or refuses to furnish the performance security, in accordance with the instruction to Bidders;

We undertake to pay to the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the above mentioned two conditions, specifying the occurred condition or conditions.

The guarantee will remain in force upto and including 60 (Sixty) days after the period of bid validity and any demand in respect there of should reach the bank not later than the above.

.....  
Signature of the Bank  
Seal of the bank

Date:.....

Place.....

**SECTION-VII/3**  
**MANUFACTURER'S AUTHORISATION FORM**

To

.....  
.....

(Name and address of the purchaser)

Dear Sirs,

Ref: Your Bidding Documents No.....

We,....., who are established and reputable manufacturers of.....(name and description of goods offered in the bid) having factories at .....hereby authorize Messrs.....(name and address of the agent) to submit a bid, negotiate (as and if necessary) and conclude the contract with you against your above mentioned Bidding Documents for the above goods manufactured by us.

No company or firm or individual other than Messrs.....(name and address of the above agent) is authorized to bid, negotiate and conclude the contract against this specific Bidding Documents for the above mentioned goods manufactured by us.

We hereby extend our full guarantee and warranty as per clause 15 of the General Conditions of Contract, read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply against this Bidding Document by the above firm.

Yours faithfully,

.....  
.....

[signature, name and designation]

For and on behalf of Messrs.....

[name & address of the manufacturers]

Note: This letter of authorization should be on the letter head of the manufacturing firm should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

**SECTION-VII/4**  
**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To

.....  
.....

(Name and address of the purchaser)

WHEREAS.....(name and address of the supplier) (hereinafter called “the supplier”) has taken, in pursuance of contract No.....dated.....to supply.....(description of goods and services) (hereinafter called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by recognized bank acceptable to you, for the sum specified therein as security for compliance with its (supplier’s) obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, upto a total of .....[amount of the guarantee in words and figures], such sum being payable in the types and proportion of currencies in which the contract price is payable, and we undertake to pay you upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum of sums within the limits of [ amount of guarantee] as aforesaid, without

you needing to prove or to show grounds or reasons for you demand or the sum specified therein.

We further undertake to pay you the sum so demanded notwithstanding any dispute or disputes raised by the supplier in any suit or proceedings pending before any court or tribunal relating thereto liability under this present being absolute and univocal.

We also hereby waive the necessity of your demanding the said amount from the supplier before presenting us with the demand.

We further agree that you shall have the fullest liberty without our consent and without affecting in manner our obligations hereunder, to vary any of the terms and conditions of the contract or to extend the time of performance by the supplier from time to time or to postpone for any time or from time to time any of the powers exercisable by you against the supplier and to forbear or enforce ay of the terms and conditions relating to the contract and we shall not be relieved from our liability under this guarantee.

This guarantee shall be valid and shall remain in force until.....day of ....., 20.....

Dated the.....day of .....20.....

For.....

(Name of the Bank)

Signature.....

Name of the Officer.....

(in Block letters)

Designation of the Officer.....

Code No.....

Name of the Bank and full address.

## SECTION-VII/5

### CONTRACT FORM

Address of the purchaser's  
Office issuing the contract

Contract No.....

Date.....

This is in continuation to this 'Notification of Award No.....  
Dated.....

1. Name & address of the supplier
2. Purchaser's bidding documents No.....dated.....  
(followed by further communication No. and date, if any, from the purchaser to the supplier)
3. Supplier's bid No.....dated.....(followed by further communication No. and date, if any, from the supplier to the purchaser).
4. The documents, which are deemed to form and be read and construe as part of this contract are:
  - (a) The Bid Form and the Price Schedule submitted by the bidder;
  - (b) The Schedule of Requirements;
  - (c) The Technical Specification and Quality Control Requirements.
  - (d) the General Conditions of Contract; and
  - (e) the purchaser's Notification of Award

Certain stipulations out of the above documents are reproduced below for ready reference. However, the words and expressions used in this contract agreement shall have the same meanings as

are respectively assigned to them in the Conditions of Contract referred to:

5. Details of Performance Security.
6. Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under:

Schedule	Brief description of goods/services	Accounting unit	Quantity to be supplied	Unit price	Total	Delivery Terms (FOB/CIF/Free Del. At site/CIP etc.)

7. Delivery Schedule
8. Details of inspection, test and quality assurance
  - (a) Designation and address of inspection agency
  - (b) Mode(s) and place(s) of conducting inspections and tests
9. Transit Insurance
10. Dispatch Instructions
11. Details of consignee (including port consignee, if any)
12. Payment terms
13. Paying Authority
14. Warranty clause

.....

(Signature, name and address of the  
Purchaser's authorized functionary  
Signing the contract)

For and on behalf of .....

Received and accepted this contract

Agreement

.....

(Signature, name and address of the supplier's authorized executive)

For and on behalf of .....

(Name and address of the supplier)

(Seal of the supplier)

Date:

Place: