



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society  
State Rural Livelihoods Mission, Bihar**



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**NATIONAL COMPETITIVE BIDDING FOR**  
**(One-Envelope Bidding Process with E-Procurement)**  
**HIRING OF HOUSE KEEPING AGENCY**

BID REFERENCE : **IN-BRLPS-61647-NC-RFB**

DATE OF COMMENCEMENT OF SALE OF BIDDING DOCUMENT : 06-06-2018

LAST DATE FOR SALE OF BIDDING DOCUMENT : 06-07-2018

LAST DATE AND TIME FOR RECEIPT OF BIDS : 06-07-2018 till 04:00 PM

TIME AND DATE OF OPENING OF BIDS : 06-07-2018 at 04:30 PM

OFFICER INVITING BIDS : **CHIEF EXECUTIVE OFFICER-CUM-MISSION DIRECTOR**

**SECTION I: INVITATION FOR BIDS (IFB)**

**NATIONAL COMPETITIVE BIDDING FOR**  
**HIRING OF HOUSE KEEPING AGENCY**  
(ONE-ENVELOPE BIDDING PROCESS WITH E-PROCUREMENT)

**INVITATION FOR BIDS (IFB)**  
**E-Procurement Notice**

Date : 06-06-2018  
Credit No. : 5867-IN  
IFB No. : **IN-BRLPS-61647-NC-RFB**

1. The Government of India has received financing from the World Bank towards the cost of Bihar Transformative Development Project and it is intended that part of the proceeds will be applied to eligible payments under the contract<sup>1</sup> for Hiring of House Keeping Agency.
2. The Bihar Rural Livelihoods Promotion Society now invites online bids from eligible bidders for hiring of House Keeping Agency:
3. Bidding will be conducted through National Competitive Bidding (NCB) procedures agreed with the World Bank. The bidding is open to all eligible bidders as defined in the Bank's Procurement Guidelines. In addition, please refer to paragraphs 1.6 and 1.7 of the Guidelines setting forth the World Bank's policy on conflict of interest.
4. Bidding documents are available online on <https://www.eproc.bihar.gov.in> for a non-refundable fee. Bidders will be required to register in the website. The bidder would be responsible for ensuring that any addenda available on the website is also downloaded and incorporated.

a) Price of Bidding Documents	<b>Rs. 2,000.00</b> to be paid through e-Payment mode (i.e. NEFT / RTGS, Credit / Debit Card & Net Banking) only. ( <i>non-refundable</i> )
b) Bid Security	<b>Rs. 40,000.00</b> to be paid through e-Payment mode. (i.e. NEFT / RTGS, Credit / Debit Card & Net Banking) only
c) Date of commencement of sale of bidding document	06-06-2018
d) Last date for sale of bidding document	06-07-2018
e) Pre bid meeting	Pre bid meeting will be held on 22.06.2018 at 03.00 PM at BRLPS Office, Vidyut Bhawan, Bailey Road, Patna.  Requests for clarification should be received by the purchaser till 21.06.2018 on email ID: dr_santosh@brlp.in, info@brlp.in
f) Last Date/Time for uploading the Tender	06-07-2018 till 04:00 PM
g) Time and date of opening of bids	06-07-2018 at 04:30 PM

5. For submission of the bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities, authorised by Government of India for issuing DSC. Aspiring bidders who have not obtained the user ID and password for participating in e-procurement in this Project, may obtain the same from e-Procurement Help Desk, 1<sup>st</sup> floor, M/22, Bank of India Building, Road No.25, Sri Krishna Nagar, Patna-800001 (Phone: 0612-2523006/Mobile – 7542028164).
6. Bids security of the amount specified in the bidding document must be deposited online. Bids must be submitted online on <https://www.eproc.bihar.gov.in> on or before the date and time for receipt of bids. Both Technical Part & Financial Part of bids will be opened online on the specified time and date for opening of bids as given above. Any bid or modifications to bid (including discount) received outside e-procurement system will not be considered. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time. The electronic bidding system would not allow any late submission of bids.
7. The bidders are required to **submit original affidavit regarding correctness of information furnished with bid document** with Bihar Rural Livelihoods Promotion Society, Annexe-II, Vidyut Bhawan, Bailey Road, Patna after opening of bid. The same should be submitted in hard copy within five days from the date of opening, failing which the bids will be declared non-responsive and will not be considered for evaluation.
8. Other details can be seen in the bidding document. The Purchaser shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the Purchaser shall not be liable for any information not received by the bidder. It is the bidders' responsibility to verify the website for the latest information related to this bid.

Seal of Office & Address  
**Bihar Rural Livelihoods Promotion Society**  
Chief Executive Officer-cum-Mission Director  
1<sup>st</sup> Floor, Annexe-II, Vidyut Bhawan,  
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# **PART 1 – BIDDING PROCEDURES**

# **SECTION I - INSTRUCTIONS TO BIDDERS [ITB]**





# Section I. Instructions to Bidders

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## Section I. Instructions to Bidders

### A. General

<b>1. Scope of Bid</b>	<p>1.1 The Purchaser <b>indicated in the Bidding Data Sheet (BDS)</b>, issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section VII, Schedule of Requirements. The name, identification and number of lots (contracts) of this National Competitive Bidding (NCB) procurement are <b>specified in the BDS</b>.</p> <p>1.2 Throughout these Bidding Documents:</p> <p>(a) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, telex, including if <b>specified in the BDS</b>, distributed or received through the electronic-procurement system used by the Employer) with proof of receipt;</p> <p>(b) if the context so requires, “singular” means “plural” and vice versa; and</p> <p>(c) “day” means calendar day.</p>
<b>2. Source of Funds</b>	<p>2.1 The Government of India (hereinafter called “Borrower”) <b>specified in the BDS</b> has applied for or received financing (hereinafter called “funds”) from the International Bank for Reconstruction and Development or the International Development Association (hereinafter called “the Bank”) in an amount <b>specified in BDS</b> toward the project <b>named in the BDS</b>. The Borrower intends to apply a portion of the funds to eligible payments under the contract for which these Bidding Documents are issued.</p> <p>2.2 Payment by the Bank will be made only at the request of the Borrower and upon approval by the Bank in accordance with the terms and conditions of the Loan (or other financing) Agreement. The Loan (or other financing) Agreement prohibits a withdrawal from the loan or other financing) account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the Loan (or other financing) Agreement or have any claim to the funds.</p>
<b>3. Corrupt &amp; Fraudulent Practices</b>	<p>3.1 The Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Section VI.</p> <p>3.2 In further pursuance of this policy, Bidders shall permit and shall cause its agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers and to permit the Bank to inspect all accounts, records and other documents relating to the submission of the application, bid submission (in case prequalified), and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.</p>
<b>4. Eligible Bidders</b>	<p>4.1 A Bidder may be a firm that is a private entity, or a government owned entity subject to ITB 4.5.</p>

- 4.2 A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this bidding process, if the Bidder:
- a. directly or indirectly controls, is controlled by or is under common control with another Bidder; or
  - b. receives or has received any direct or indirect subsidy from another Bidder; or
  - c. has the same legal representative as another Bidder; or
  - d. has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process; or
  - e. participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which such Bidder is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid; or
  - f. any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods/equipment that are the subject of the bid; or
  - g. any of its affiliates has been hired (or is proposed to be hired) by the Purchaser or Borrower for the Contract implementation; or
  - h. would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the BDS ITB 2.1 that it provided or were provided by any of its affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
  - i. has a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Bank throughout the procurement process and execution of the contract.
- 4.3 A Bidder may have the nationality of any country, subject to the restrictions pursuant to ITB 4.7. A Bidder shall be deemed to have the nationality of a country if the Bidder is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed sub-contractors or sub-consultants for any part of the Contract including related Services.
- 4.4 A Bidder that has been sanctioned by the Bank in accordance with the above ITB 3.1, including in accordance with the Bank's Guidelines on

	<p>Preventing and Combating Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants (“Anti-Corruption Guidelines”), shall be ineligible to be prequalified for, bid for, or be awarded a Bank-financed contract or benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. The list of debarred firms and individuals is available at the electronic address <b>specified in the BDS.</b></p> <p>4.5 Bidders that are Government-owned enterprises or institutions in the Purchaser’s Country may participate only if they can establish that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not dependent agencies of the Purchaser. To be eligible, a government-owned enterprise or institution shall establish to the Bank’s satisfaction, through all relevant documents, including its Charter and other information the Bank may request, that it: (i) is a legal entity separate from the government (ii) does not currently receive substantial subsidies or budget support; (iii) operates like any commercial enterprise, and, inter alia, is not obliged to pass on its surplus to the government, can acquire rights and liabilities, borrow funds and be liable for repayment of its debts, and can be declared bankrupt; and (iv) is not bidding for a contract to be awarded by the department or agency of the government which under their applicable laws or regulations is the reporting or supervisory authority of the enterprise or has the ability to exercise influence or control over the enterprise or institution.</p> <p>4.6 A Bidder shall not be under suspension from bidding by the Purchaser as the result of the operation of a Bid–Securing Declaration.</p> <p>4.7 Firms and individuals may be ineligible if so indicated in Section V and (a) as a matter of law or official regulations, the Borrower’s country prohibits commercial relations with that country, provided that the Bank is satisfied that such exclusion does not preclude effective competition for the supply of goods or the contracting of works or services required; or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower’s country prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.</p> <p>4.8 A bidder shall provide such evidence of eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.</p>
<p><b>5. Eligible Goods and Related Services</b></p>	<p>5.1 All the Goods and Related Services to be supplied under the Contract and financed by the Bank may have their origin in any country in accordance with Section V, Eligible Countries.</p> <p>5.2 For purposes of this Clause, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” includes services such as insurance, installation, training, and initial maintenance.</p> <p>5.3 The term “origin” means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in</p>

	its basic characteristics from its components.
<b>B. Contents of Bidding Document</b>	
<b>6. Sections of Bidding Documents</b>	<p>6.1 The Bidding Documents consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addendum issued in accordance with ITB Clause 8.</p> <p><b>PART 1 Bidding Procedures</b></p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Bidders (ITB)</li> <li>• Section II. Bidding Data Sheet (BDS)</li> <li>• Section III. Evaluation and Qualification Criteria</li> <li>• Section IV. Bidding Forms</li> <li>• Section V. Eligible Countries</li> <li>• Section VI Bank Policy-Corrupt and Fraudulent Practices</li> </ul> <p><b>PART 2 Supply Requirements</b></p> <ul style="list-style-type: none"> <li>• Section VII. Schedule of Requirements</li> </ul> <p><b>PART 3 Contract</b></p> <ul style="list-style-type: none"> <li>• Section VIII. General Conditions of Contract (GCC)</li> <li>• Section IX. Special Conditions of Contract (SCC)</li> <li>• Section X. Contract Forms</li> </ul>
	<p>6.2 The Invitation for Bids issued by the Purchaser is not part of the Bidding Document.</p> <p>6.3 Unless obtained directly from the Purchaser, the Purchaser is not responsible for the completeness of the document, responses to requests for clarification, minutes of pre-bid meeting (if any), or Addenda to the Bidding Document in accordance with ITB 8. In case of any contradiction, documents obtained directly from the Purchaser shall prevail.</p> <p>6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents and to furnish with its Bid all information or documentation as is required by the Bidding Documents.</p>
<b>7. Clarification of Bidding Documents</b>	<p>7.1 The electronic bidding system <b>specified in the BDS</b> provides for online clarifications. A prospective Bidder requiring any clarification on the Bidding Documents may notify the Purchaser online. Clarifications requested through any other mode shall not be considered by the Purchaser. The Purchaser will respond to any request for clarification, provided that such request is received no later than fifteen (15) days prior to the deadline for submission of bids. Description of clarification sought and the response of the Purchaser shall be uploaded for information of all Bidders without identifying the source of request for clarification. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8 and ITB Sub-Clause 22.2. It is the bidder's responsibility to check on the e-procurement system, for any addendum/ amendment/ corrigendum to the bidding document.</p>
<b>8. Amendment of Bidding Documents</b>	<p>8.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum. The addendum will appear on the e-procurement system under "Latest Corrigendum" and email notification is also</p>

	<p>automatically sent to those bidders who have started working on the tender, or as <b>otherwise specified in BDS</b>.</p> <p>8.2 Any addendum thus issued shall be part of the Bidding Documents and shall be deemed to have been communicated to all the bidders.</p> <p>8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 22.2</p>
<b>C. Preparation of Bids</b>	
<b>9. Cost of Bidding</b>	9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
<b>10. Language of Bid</b>	10.1 The Bid, as well as 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 that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into English language, in which case, for purposes of interpretation of the Bid, such translation shall govern.
<b>11. Documents Comprising the Bid</b>	<p>11.1 The Bid shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Letter of Bid , in accordance with ITB Clause 12;</li> <li>(b) Completed schedules,in accordance with ITB 12 and 14</li> <li>(c) Bid Security, in accordance with ITB Clause 19.1, if required;</li> <li>(d) Alternative bids,if permissible,in accordance with ITB 13;</li> <li>(e) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB Clause 20.2;</li> <li>(f) documentary evidence in accordance with ITB Clause 17 establishing the Bidder’s qualifications to perform the contract if its bid is accepted;</li> <li>(g) documentary evidence in accordance with ITB 17 establishing the Bidder’s eligibility to bid;</li> <li>(h) documentary evidence in accordance with ITB Clause 16, that the Goods and Related Services to be supplied by the Bidder are of eligible origin;</li> <li>(i) documentary evidence in accordance with ITB Clauses 16 and 30, that the Goods and Related Services conform to the Bidding Documents;</li> <li>(j) Manufacturer’s authorization form; and</li> <li>(k) any other document <b>required in theBDS</b>.</li> </ul> <p>11.2. The Bidder shall furnish in the Letter of Bid, information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Bid.</p>
<b>12. Process of Bid Submission</b>	12.1 The Letter of Bid and Price Schedules shall be prepared using the relevant forms furnished in Section IV, Bidding Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITB 20.2. All blank spaces shall be filled in with the information requested.

	<p>12.2 Entire Bid including the Letter of Bid and filled-up Price Schedules shall be submitted online on e-procurement system specified in ITB 7.1. Details and process of online submission of the tender and relevant documents are given in the website mentioned above. Scanned copies of documents listed in clauses 11 and 12.3 should also be uploaded on this website.</p> <p>12.3 <b>Submission of Original Documents:</b> The bidders are required to separately submit (i) original demand drafts towards the cost of bid document and registration on e-procurement website (if not previously registered) (as per RFB); (ii) original bid security in approved form; and (iii) original affidavit regarding correctness of information furnished with bid document, with the office <b>specified in the BDS</b>, before the opening of the Bid, either by registered/speed post/courier or by hand, failing which the bids will be declared non-responsive and will not be opened. Hard copy of rest of the bid is not to be submitted.</p>
<p><b>13. Alternative Bids</b></p>	<p>13.1 Unless otherwise <b>specified in the BDS</b>, alternative bids shall not be considered.</p>
<p><b>14. Bid Prices and Discounts</b></p>	<p>14.1 The prices and discounts quoted by the Bidder in the Letter of Bid and in the Price Schedules shall conform to the requirements specified below.</p> <p>14.2 All lots (contracts) and items must be listed and priced separately in the Price Schedules.</p> <p>14.3 The price to be quoted in the Letter of Bid, in accordance with ITB 12.1, shall be the total price of the bid, excluding any discounts offered.</p> <p>14.4 The Bidder shall quote any discounts and indicate the methodology for their application in the Letter of Bid in accordance with ITB 12.1.</p> <p>14.5 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, <b>unless otherwise specified in the BDS</b>. A bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected, pursuant to ITB 29. However, if in accordance with the BDS, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.</p> <p>14.6 If so specified in ITB 1.1, bids are being invited for individual lots (contracts) or for any combination of lots (packages). Unless otherwise <b>specified in the BDS</b>, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer discounts for the award of more than one Contract shall specify in their bid the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITB 14.4 provided the bids for all lots (contracts) are submitted and opened at the same time.</p> <p>14.7 The terms EXW and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by</p>



- The International Chamber of Commerce, **as specified in theBDS.**
- 14.8 Prices shall be quoted as specified in the Price Schedule included in Section IV, Bidding Forms. The dis-aggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country in accordance with Section V Eligible Countries. Prices shall be entered in the following manner:
- (a) **For Goods:**
- (i) the price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable), including all duties, and GST and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods;
  - (ii) any GST and other taxes which will be payable in India on the Goods, if the contract is awarded to the Bidder; and
  - (iii) the price for inland transportation, insurance, and other local services required to convey the Goods to their final destination (Project Site) **specified in theBDS.**
- (b) for the Related Services, other than inland transportation and other services required to convey the Goods to their final destination, whenever such Related Services are specified in the Schedule of Requirements:
- (i) the price of each item comprising the Related Services (inclusive of any applicable taxes).

**14.9 Deemed Export Benefits**

Bidders may like to ascertain availability of tax/duty exemption benefits, available for contracts financed under World Bank Credits/ Loans. They are solely responsible for obtaining such benefits, which they have considered in their bid and in case of failure to receive such benefits for reasons whatsoever, the Purchaser will not compensate the bidder.

Where the bidder has quoted taking into account such benefits, it must give all information required for issue of necessary Certificates in terms of the Government of India's relevant Notification along with its bid as per form stipulated in Section IV Bidding Forms. Where the Purchaser issues such Certificates, such taxes and duties will not be reimbursed separately.

If the Bidder has considered the Deemed Export Benefits in its bid, the Bidder shall confirm and certify that the Purchaser will not be required to undertake any responsibilities of the deemed export scheme or the benefits available during contract execution except

	<p>issuing the required certificates. Bids which do not conform to this provision or any condition by the Bidder which makes the bid subject to availability of deemed export benefits or compensation on withdrawal of or any variations in the deemed export benefits scheme will make the bid non responsive and hence liable to rejection.</p>
<b>15. Currencies of Bid &amp; Payment</b>	15.1 The Bidder shall quote the Price in Indian Rupees only.
<b>16. Documents Establishing the Eligibility and conformity of the Goods and Related Services</b>	<p>16.1 To establish the eligibility of the Goods and Related Services in accordance with ITB Clause 5, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV, Bidding Forms.</p> <p>16.2 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VII, Schedule of Requirements.</p> <p>16.3 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII Schedule of Requirements.</p> <p>16.4 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period <b>specified in the BDS</b> following commencement of the use of the goods by the Purchaser.</p> <p>16.5 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII Schedule of Requirements.</p>
<b>17. Documents Establishing the Eligibility &amp; Qualifications of the Bidder</b>	<p>17.1 To establish Bidder's eligibility in accordance with ITB 4, Bidders shall complete the Letter of Bid, included in Section IV, Bidding Forms.</p> <p>17.2 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:</p> <p>(a) that the Bidder meets each of the qualification criterion Criteria specified in Section III, Evaluation and Qualification;</p> <p>(b) (i) that, if <b>required in the BDS</b>, a Bidder that does not</p>

	<p>manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Purchaser's Country;</p> <p>(ii) Supplies for any particular item in each schedule of the bid should be from one manufacturer only. Bids from agents offering supplies from different manufacturers for the same item of the schedule in the bid will be treated as non-responsive.</p> <p>(iii) that, if <b>required in theBDS</b>, the Bidder is or will be (if awarded the contract) represented by an Agent in the country equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications;</p> <p>(c) Bids from Joint Ventures are not acceptable.</p>
<p><b>18 Period of Validity of Bids</b></p>	<p>18.1 Bids shall remain valid for the period <b>specified in theBDS</b> after the bid submission deadline date prescribed by the Purchaser in accordance with ITB 22.1. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.</p> <p>18.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 19, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid, except as provided in ITB Sub-Clause 18.3.</p> <p>18.3 If the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial bid validity, the Contract price shall be determined as follows:</p> <p>(a) In the case of fixed price contracts, the Contract price shall be the bid price adjusted by the factor <b>specified in theBDS</b> for each week or part of the week that has elapsed from the expiration of the initial bid validity to the date of notification of award to the successful bidder.</p> <p>(b) In the case of adjustable price contracts, no adjustment shall be made.</p> <p>(c) In any case, bid evaluation shall be based on the bid Price withouttakingintoconsiderationtheapplicablecorrectionfromtho seindicatedabove.</p>
<p><b>19 Bid Security</b></p>	<p>19.1 The Bidder shall furnish as part of its bid, a Bid Security, if required, as <b>specified in theBDS</b>.</p> <p>19.2 Not used.</p> <p>19.3 The Bid Security shall be in the amount <b>specifiedintheBDS</b> and denominated in Indian Rupees or a freely convertible currency, and shall:</p> <p>(a) at the bidder's option, be in the form of either a certified</p>

	<p>check, demand draft, letter of credit, or a bank guarantee from a Nationalized /Scheduled Bank in India, or another security specified <b>in the BDS</b>;</p> <p>(b) be substantially in accordance with one of the forms of Bid Security included in Section IV, Bidding Forms, or other form approved by the Purchaser prior to bid submission;</p> <p>(c) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 19.7 are invoked;</p> <p>(d) be submitted in its original form; copies will not be accepted;</p> <p>(e) remain valid for a period of 45 days beyond the original validity period of the bids, or beyond any period of extension of bid validity, if so requested under ITB Clause 18.2.</p> <p>19.4 If a Bid Security is required in accordance with ITB Sub-Clause 19.1, any bid not accompanied by a substantially responsive Bid Security shall be rejected by the Purchaser as non-responsive.</p> <p>19.5 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's signing the contract and furnishing the Performance Security pursuant to ITB Clause 42.</p> <p>19.6 The Bid Security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the contract and furnished the required performance security.</p> <p>19.7 The Bid Security may be forfeited:</p> <p style="padding-left: 40px;">a) if a Bidder</p> <p style="padding-left: 80px;">(i) withdraws its bid during the period of bid validity specified by the Bidder in the Letter of Bid, except as provided in ITB Sub-Clause 18.2;</p> <p style="padding-left: 40px;">Or</p> <p style="padding-left: 80px;">(ii) does not accept the correction of errors in pursuant to ITB 31,</p> <p style="padding-left: 40px;">or</p> <p style="padding-left: 80px;">b) if the successful Bidder fails to:</p> <p style="padding-left: 40px;">(i) sign the Contract in accordance with ITB Clause 41; or</p> <p style="padding-left: 40px;">(ii) furnish a Performance Security in accordance with ITB Clause 42.</p> <p>19.8 Not used.</p> <p>19.9 If a bid security is <b>not required in the BDS</b>, and</p> <p style="padding-left: 40px;">(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Letter of Bid Form, except as provided in ITB 18.2, or does not accept the correction of errors pursuant to ITB 31; or</p> <p style="padding-left: 40px;">(b) if the successful Bidder fails to sign the Contract in accordance with ITB 41; or furnish a performance security in accordance with ITB 42;</p>
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	the Borrower may, <b>if provided for in the BDS</b> , declare the Bidder ineligible to be awarded a contract by the Purchaser for a period of time <b>as stated in the BDS</b> .
<b>20 Format and Signing of Bid</b>	<p>20.1 The Bidder shall prepare the Bid as per details given in ITB 21.</p> <p>20.2 The bid shall be signed by a person duly authorized to sign on behalf of the Bidder. The authorization shall consist of a written confirmation <b>as specified in the BDS</b> and shall be uploaded along with the bid.</p> <p>20.3 Not used.</p> <p>20.4 Corrections if any in the bid can be carried out by editing the information before electronic submission on e-procurement portal.</p>
<b>D. Online Submission and Opening of Bids</b>	
<b>21 Preparation of Bids</b>	<p>21.1 Bids shall be submitted online on the e-procurement system specified in BDS 7.1. Detailed guidelines for viewing bids and submission of online bids are given on the website. The Invitation for Bids under this Project is published on this website. Any citizen or prospective bidder can logon to this website and view the Invitation for Bids and can view the details of goods for which bids are invited. A prospective bidder can submit its bid online; however, the bidder is required to have enrolment/registration in the website, and should have valid Digital Signature Certificate (DSC) in the form of smart card/e-token obtained from any authorised certifying agency of Government of India (for class of DSC <b>specified in BDS</b>). The bidder should register in the website using the relevant option available. Then the Digital Signature registration has to be done with the e-token, after logging into the website. The bidder can then login the website through the secured login by entering the password of the e-token &amp; the user id/ password chosen during registration. After getting the bid schedules, the Bidder should go through them carefully and submit the specified documents, alongwith the bid; otherwise the bid will be rejected.</p> <p>21.2 The completed bid comprising of documents indicated in ITB 12, should be uploaded on the e-procurement portal along with scanned copies of requisite certificates as are mentioned in different sections in the bidding document and scanned copy of the bid security.</p> <p>21.3 All the documents are required to be signed digitally by the bidder. After electronic on line bid submission, the system generates a unique bid identification number which is time stamped as per server time. This shall be treated as acknowledgement of bid submission.</p> <p>21.4 Physical, Email, Telex, Cable or Facsimile bids will be rejected as non-responsive.</p>
<b>22 Deadline for Submission of Bids</b>	<p>22.1 Bids must be uploaded online no later than the date and time <b>specified in the BDS</b>. 22.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.</p>

<b>23 Late Bids</b>	23.1 The electronic bidding system would not allow any late submission of bids after due date & time as per server time.
<b>24 Withdrawal, Substitution, and Modification of Bids</b>	<p>24.1 Bidders may modify their bids by using appropriate option for bid modification on the e-procurement portal, before the deadline for submission of bids. For this the bidder need not make any additional payment towards the cost of bid document. For bid modification and consequential re-submission, the bidder is not required to withdraw his bid submitted earlier. The last modified bid submitted by the bidder within the bid submission time shall be considered as the bid. For this purpose, modification/withdrawal by other means will not be accepted. In online system of bid submission, the modification and consequential re-submission of bids is allowed any number of times. A bidder may withdraw his bid by using appropriate option for bid withdrawal, before the deadline for submission of bids, however, if the bid is withdrawn, re-submission of the bid is not allowed (or allowed <b>if specified in BDS</b>).</p> <p>24.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 24.1 shall not be opened.</p> <p>24.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Letter of Bid or any extension thereof.</p>
<b>25 Bid Opening</b>	<p>25.1. The Purchaser shall publicly open all bids received by the deadline, at the date, time and place <b>specified in the BDS</b>, in the presence of Bidder's designated representatives and anyone who chooses to attend, and this could also be viewed by the bidders online. In all cases, original documents submitted as specified in ITB 12.3 shall be first scrutinized, and Bids that do not comply with the provisions of ITB 12.3 will be declared non-responsive and will not be opened. The bidder's names, the Bid prices, the total amount of each bid, including any discounts and Alternative Bid, and such other details as the Purchaser may consider appropriate will be notified online by the Purchaser at the time of bid opening.</p> <p>In the event of the specified date of bid opening being declared a holiday for the Purchaser, the bids will be opened at the appointed time and location on the next working day.</p> <p>25.2 The electronic summary of the bid opening will be generated and uploaded online. The Purchaser will also prepare minutes of the Bid opening, including the information disclosed and upload the same for viewing online. Only Bids, alternative bids if permitted in ITB 13, and discounts that are opened at Bid opening shall be considered further for evaluation.</p>
<b>E. Evaluation and Comparison of Bids</b>	
<b>26 Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information on Contract Award is communicated to all Bidders in accordance with ITB 40.</p> <p>26.2 Any effort by a Bidder to influence the Purchaser in the</p>

	<p>examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.</p> <p>26.3 Notwithstanding ITB Sub-Clause 26.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing.</p>
<b>27 Clarification of Bids</b>	<p>27.1 To assist in the examination, evaluation, comparison of the bids and post-qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid, that is not in response to a request by the Purchaser shall not be considered. The Purchaser’s request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB Clause 31.</p> <p>27.2 If a Bidder does not provide clarifications of its bid by the date and time set in the Purchaser’s request for clarification, its bid may be rejected.</p>
<b>28 Deviations, Reservations, Omissions</b>	<p>28.1 During the evaluation of bids, the following definitions apply:</p> <p>(a) “Deviation” is a departure from the requirements specified in the Bidding Documents;</p> <p>(b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and</p> <p>(c) “Omission” is the failure to submit part or all of the information or documentation required in the Bidding Documents</p>
<b>29 Determination of Responsiveness</b>	<p>29.1 The Purchaser’s determination of a bid’s responsiveness is to be based on the contents of the bid itself as defined in ITB 11.</p> <p>29.2 A substantially responsive Bid is one that meets the requirements of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <p>(a) If accepted, would</p> <ol style="list-style-type: none"> <li>1. affect in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or</li> <li>2. limit in any substantial way, inconsistent with the Bidding Documents, the Purchaser’s rights or the Bidder’s obligations under the Contract; or</li> </ol> <p>(b) if rectified would unfairly affect the competitive position of other bidders presenting substantially</p>

	<p>responsive bids.</p> <p>29.2.1 Bids from Agents, without proper authorization from the manufacturer as per Section IV, shall be treated as non-responsive.</p> <p>29.3.1 The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.</p> <p>29.3.2 The Purchaser shall examine the bid to confirm that the Bidder has accepted all terms and conditions specified in GCC and the SCC without material deviations or reservations. Deviations from or objections or reservations to critical provisions such as those concerning Performance Security (GCC Clause 18). Warranty (GCC Clause 28), Force Majeure (Clause 32), Limitation of liability (GCC Clause 30), Governing law (GCC Clause 9) and Taxes &amp; Duties (GCC Clause 17) will be deemed to be a material deviation. 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.</p> <p>29.4 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>30 Nonconformities, Errors, and Omissions</b>	<p>30.1 Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.</p> <p>30.2 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price or substance of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>30.3 Provided that a bid is substantially responsive, the Purchaser shall rectify quantifiable nonmaterial nonconformities related to the Bid Price. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component.</p>
<b>31 Correction of Arithmetical Errors</b>	<p>31.1 The e-procurement system automatically calculates the total amount from unit rates and quantities and the system also automatically populates the amount in words from the amount in figures and therefore there is no scope of discrepancy and need for arithmetic correction.</p>
<b>32 Conversion to Single Currency</b>	Not applicable.
<b>33 Margin of Domestic Preference</b>	Not applicable.



<p><b>34 Evaluation of Bids</b></p>	<p>34.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive. To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria listed in this Clause. No other criteria or methodology shall be permitted.</p> <p>34.2 To evaluate a Bid, the Purchaser shall consider the following:</p> <ul style="list-style-type: none"> <li>(a) evaluation will be done for Items or Lots (contracts), as <b>specified in theBDS</b>; and the Bid Price as quoted in accordance with clause 14;</li> <li>(b) not used;</li> <li>(c) price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.4;</li> <li>(d) not used;</li> <li>(e) price adjustment due to quantifiable nonmaterial nonconformities in accordance with ITB 30.3;</li> <li>(f) The additional evaluation factors as <b>specified in theBDS as per ITB 34.6</b> from amongst those set out in Section III, Evaluation and Qualification Criteria;</li> </ul> <p>34.3 The estimated effect of the price adjustment provisions of the conditions of contract, applied over the period of execution of the contract, shall not be taken into account in bid evaluation.</p> <p>34.4 If these Bidding Documents allow Bidders to quote separate prices for different lots (contracts), the methodology to determine the lowest evaluated price of the lot (contract) combinations, including any discounts offered in the Letter of Bid Form, is specified in Section III, Evaluation and Qualification Criteria.</p> <p>34.5 The Purchaser’s evaluation of a bid will exclude and not take into account:</p> <ul style="list-style-type: none"> <li>(a) In the case of Goods manufactured in India or goods of foreign origin already located in India, GST and other similar taxes, which will be payable on the goods if a contract is awarded to the Bidder;</li> <li>(b) any allowance for price adjustment during the period of execution of the contract, if provided in the bid.</li> </ul> <p>34.6 The Purchaser’s evaluation of a bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB Clause 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids, unless otherwise specified in Section III, Evaluation and Qualification Criteria. The factors, methodologies and criteria to be used shall be as specified in ITB 34.2 (f).</p>
<p><b>35 Comparison of Bids</b></p>	<p>35.1 The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB Clause 34.</p>
<p><b>36 Qualification</b></p>	<p>36.1 The Purchaser shall determine to its satisfaction whether the</p>

<p><b>of the Bidder</b></p>	<p>Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid meets the qualifying criteria specified in Section III evaluation and Qualification Criteria.</p> <p>36.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 17.</p> <p>36.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's qualifications to perform satisfactorily.</p>
<p><b>37 Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids</b></p>	<p>37.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all documents submitted and specifically, bid securities, shall be promptly returned to the Bidders.</p>
<p><b>F. Award of Contract</b></p>	
<p><b>38 Award Criteria</b></p>	<p>38.1 Subject to ITB 37.1, the Purchaser shall award the Contract to the Bidder whose bid has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.</p>
<p><b>39 Purchaser's Right to Vary Quantities at Time of Award</b></p>	<p>39.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VII, Schedule of Requirements, provided this does not exceed the percentages <b>specified in the BDS</b>, and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.</p>
<p><b>40 Notification of Award</b></p> <p><b>Publication of Award</b></p> <p><b>Recourse to</b></p>	<p>40.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter (hereinafter called "Letter of Acceptance") shall specify the sum that the purchaser will pay in consideration of the supply of Goods (hereinafter called "the Contract Price").</p> <p>40.2 At the same time the Purchaser shall publish in a National website (GOI web site - <a href="http://tenders.gov.in">http://tenders.gov.in</a> or GoI Central Public Procurement Portal <a href="https://eprocure.gov.in/cppp/">https://eprocure.gov.in/cppp/</a>) or on the Purchaser's website with free access if available, or in the official gazette, the results identifying the bid and lot numbers and the following information: (i) name of each Bidder who submitted a Bid; (ii) bid prices as read out at bid opening; (iii) name and evaluated prices of each Bid that was evaluated; (iv) name of bidders whose bids were rejected and the reasons for their rejection; and (v) name of the successful Bidder, and the price it offered, as well as the duration and summary scope of the contract awarded.</p>

<p><b>Unsuccessful Bidders</b></p>	<p>40.3 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, after Publication of contract award, requests in writing the grounds on which its bid was not selected.</p> <p>40.4 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.</p> <p>40.5 Upon the successful Bidder's furnishing of the performance security and signing the Contract Form pursuant to ITB Clause 42, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 19.5</p>
<p><b>41 Signing of Contract</b></p>	<p>41.1 Promptly after notification, the Purchaser shall send the successful Bidder the Contract Agreement.</p> <p>41.2 Within twenty-one (21) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the Purchaser.</p>
<p><b>42 Performance Security</b></p>	<p>42.1 Within twenty one (21) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section X Contract forms, or another Form acceptable to the Purchaser. Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose bid is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.</p>

## SECTION II - BIDDING DATA SHEET

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

*[Instructions for completing the Bidding Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses].*

<b>A. General</b>	
<b>ITB Clause Reference</b>	
<b>ITB 1.1</b>	The Purchaser is: <b>Bihar Rural Livelihoods Promotion Society</b>
<b>ITB 1.1</b>	The name and identification number of the NCB is: <b>IN-BRLPS-61647-NC-RFB – HIRING OF HOUSE KEEPING AGENCY</b> for a period of 01 year with possibilities of being extended for further years based on requirements and satisfactory performance of the agency and mutual agreement. The extension will cover the amendments in government policy and changes/requirement as per the project requirement.
<b>ITB 1.2(a)</b>	The Purchaser shall use the electronic-procurement system specified in BDS 7.1 to manage this Bidding process.
<b>ITB 2.1</b>	The Borrower is Government of India Loan or Financing Agreement Amount:299 Million US\$
<b>ITB 2.1</b>	The name of the Project is: <b>Bihar Transformative Development Project</b>
<b>ITB 4.4</b>	A list of firms debarred from participating in World Bank projects is available at <a href="https://www.worldbank.org/debarr">https://www.worldbank.org/debarr</a>
<b>B. Contents of Bidding Documents</b>	
<b>ITB 7.1</b>	<b>Electronic –Procurement System</b> The Purchaser shall use the following electronic-procurement system to manage this Bidding process: <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a>
<b>ITB 8.1</b>	The addendum will appear on the e-procurement system and simultaneously will be uploaded on <a href="http://www.brlp.in">www.brlp.in</a> .
<b>C. Preparation of Bids</b>	
<b>ITB 11.1(k)</b>	1. The Bidder shall upload the following additional documents in its bid: <ul style="list-style-type: none"> <li><b>a. Singed &amp; sealed photocopy of Pan Card</b></li> <li><b>b. Signed &amp; sealed photocopy of GST Registration certificate</b></li> <li><b>c. Signed and sealed copy of entire bidding document.</b></li> </ul>
<b>ITB 12</b>	<b>Note for Bidders:</b> Bidders have to submit the bids on the e-procurement portal along with the relevant required documents. For this purpose, the bidders shall fill up online, the forms that are available for online filling on the e-portal. The rest of the forms shall be download by the bidders and filled up. The filled up pages shall then be signed, scanned and uploaded on the e-procurement portal along with the scanned copies of the supporting documents.
<b>ITB 12.3</b>	For submission of original documents, the Purchaser’s address is: NA
<b>ITB 13.1</b>	Alternative Bids shall not be considered.

<b>ITB 14.5</b>	The prices quoted by the Bidder shall not be subject to adjustment during the performance of the Contract.
<b>ITB 14.7</b>	The Incoterms edition is Incoterms 2010.
<b>ITB 14.8 (a) (iii)</b>	“Final destination (Project Site)”: <b>Not Applicable</b>
<b>ITB 14.9</b>	Deleted
<b>ITB 16.4</b>	Period of time the Goods/Services are expected to be functioning (for the purpose of spare parts): <b>Not Applicable</b>
<b>ITB 17.2 (b) (i)</b>	Manufacturer’s authorization is: Required <b>Not Applicable</b>
<b>ITB 17.2 (b)iii</b>	After sales service is: <b>Not Required</b>
<b>ITB 18.1</b>	The bid validity period shall be <b>90 days from date of submission of bid.</b>
<b>ITB 18.3(a)</b>	Not Applicable
<b>ITB 19.1</b>	Applicable
<b>ITB 19.3</b>	The amount of the Bid Security shall be: <b>Rs. 40,000.00 (Forty Thousand Only)</b> to be paid either through online mode (i.e. NEFT / RTGS, Credit / Debit Card & Net Banking) only.
<b>ITB 19.3 (a)</b>	Deleted
<b>ITB 19.9</b>	Deleted
<b>ITB 20.2</b>	The written confirmation of authorization to sign on behalf of the Bidder shall consist of: Authorization from Managing Partner or Managing Director as the case may be.
<b>D. Online Submission and Opening of Bids</b>	
<b>ITB 21.1</b>	Class of DSC required is: may be verified at e-Procurement Help Desk, 1 <sup>st</sup> floor, M/22, Bank of India Building, Road No.25, Sri Krishna Nagar, Patna-800001 (Phone: 0612-2523006/Mobile – 7542028164).
<b>ITB 21.2 (c)</b>	Bidding shall be through e-Procurement process
<b>ITB 22.1</b>	The deadline for uploading of bids is: Date: <b>06<sup>th</sup> July,2018</b> Time: <b>04.00 PM</b>
<b>ITB 24.1</b>	NA
<b>ITB 25.1</b>	The online opening of Bids shall take place at: <b>Bihar Rural Livelihoods Promotion Society “JEEViKA”.</b> Street Address: 1 <sup>st</sup> Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna INDIA Date: <b>06<sup>th</sup> July,2018</b> Time: <b>04.30 PM</b>
<b>E. Evaluation and Comparison of Bids</b>	
<b>ITB 34.2(a)</b>	Combined evaluation of all the Items will be made.
<b>ITB 34.4</b>	Bidders shall quote separate prices for all the items in the Price bid format. Not quoting for all or any item shall render the bidder as non- responsive.
<b>ITB 34.6</b>	The adjustments shall not be made.
<b>F. Award of Contract</b>	
<b>ITB 39.1</b>	The maximum percentage by which services may be increased is: <b>20%</b> The maximum percentage by which services may be decreased is: <b>20%</b>

## **SECTION III. EVALUATION AND QUALIFICATION CRITERIA**

*This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser shall use to evaluate a bid and determine whether a Bidder qualifies in accordance with ITB 34 & 36. No other criteria shall be used.*

*[The Purchaser shall select the criteria deemed appropriate for the procurement process, insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]*

### **Contents**

1. Evaluation Criteria (ITB 34)
2. Multiple Contracts (ITB 34.4)
3. Qualification Requirements (ITB 36)

### 1. Evaluation Criteria (ITB 34.6)

The Purchaser's evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14.8, one or more of the following factors as specified in ITB Sub-Clause 34.2 (f) and in BDS referring to ITB 34.6, using the following criteria and methodologies.

(a) Delivery schedule. **Not Required**

The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section VII, Schedule of requirements. No credit will be given to deliveries before the earliest date, and bids offering delivery after the final date shall be treated as non-responsive.

(b) Deviation in payment schedule. **No adjustments will be made.**

(c) Cost of major replacement components, mandatory spare parts, and service. **Not Applicable**

(d) Availability in the Purchaser's Country of spare parts and after sales services for equipment offered in the bid.  
**Not Applicable**

(e) Projected operating and maintenance costs.  
**Not Applicable – No adjustments will be made.**

(f) Performance and productivity of the equipment.  
**Not Applicable**

(g) Specific additional criteria  
**Not Any**

### 2. Multiple Contracts (ITB 34.4)

**No Multiple Contracts will be awarded.**

### 3. Post-qualification Requirements (ITB 36.1)

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 35.1, the Purchaser shall carry out the post-qualification of the Bidder in accordance with ITB Clause 36, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

#### A. If the Bidder is a manufacturer:

a. Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s):

SN	Criterion	Documents to be provided
1.	The agency should be either registered as a company under Companies Act 1956 or a Partnership (including	The applicant organisation has to furnish the relevant documents which shall include: (i) the certificate of incorporation issued

SN	Criterion	Documents to be provided
	Limited Liability Partnership) under partnership Act 1932 as the case may be and should be in existence for not less than five years before 31.03.2018 as a company or firm as the case may be. Bids of sole proprietorship firms or those which are not in existence for <i>at least</i> five years as mentioned above shall not be considered at all.	by the Registrar of Companies; (ii) the latest registered partnership deed; (iii) the certificate of commencement of business and where applicable, the valid legal documents evidencing change in the name and/or constitution of the organisation.
2.	The registered office should be located in India and where it is other than Patna (Bihar), a branch office should be in Patna (Bihar).	Self-Attested copy of latest Telephone Bill/Electricity Bill/Registered Lease Deed supporting the address at Patna/(Bihar).
3.	Bidder should have a minimum turnover of Rs. 50.00 lakh in each of the last three financial years (2016-17, 2015-16 & 2014-15) exclusively from the housekeeping service/facility management services.	Original copy of Turnover certificate issued by the statutory auditor of the organisation.- Such issued turnover certificate must unambiguously be describing the amount of annual turnover exclusively from the housekeeping services/facility management services for each of the concerned financial year.  <b>Note: During bid evaluation stage, certified financial statements/ audit reports/tax return documents for the relevant financial years may be sought for needful clarification/verification of the annual turnover.</b>
4.	Bidder should have provided similar services to at least four Government Clients/Public Sector Companies/Banks /Private Sector Companies during last four years (2018, 2017, 2016 & 2015)	Self-Certified photocopy of experience certificates from at least three clients (not all clients being Banks/Private Sector) pertaining to the services provided during years of 2018, 2017, 2016 and 2015 should be uploaded.
5.	Bidder should be a registered assessee under Income Tax Act as well as the Good and Service Tax Act.	1. Self-signed copy of Permanent Account Number. 2. Self-signed copy of GST registration.
6.	Bidder should be registered with appropriate authorities under Employees Provident Fund, Employees State Insurance Acts or any other	1. Self-signed copy of the Employees Provident Fund registration certificate. 2. Self-signed copy of Employees State Insurance registration certificate. 3. Self-signed copy of Labour Licenses



SN	Criterion	Documents to be provided
	labour authorities including under the Contract Labour (Regulation and Abolition Act).	under the Contract Labour (Regulation and Abolition) Act.
7.	The agency or any of its partners/directors etc. should not have been blacklisted/debarred by any of the government agencies or department or should not have been found to be guilty of moral turpitude or convicted of any economic offence or with violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws.	Self-declaration in the Letter Head of the agency
8.	Bidder should have satisfactorily provided the housekeeping services/facility management services during the last three years for such organizations which have at least – (i) one centre of minimum 30000 sq. ft. carpet area or (ii) two centres of minimum 15000 sq. ft. carpet area	Copies of the work order/s starting from 2015-16, 2016-17 and 2017-18 clearly specifying area, value and period of contract.

Notwithstanding anything stated above, the purchaser reserves the right to assess the Bidders capabilities and capacity to execute the contract satisfactorily before deciding on award;

**B. If Bidder is not a manufacturer:**

If a Bidder is not a manufacturer, but is offering the Goods on behalf of the Manufacturer under Manufacturer's Authorization Form (Section IV, Bidding Forms), the Manufacturer shall demonstrate the above qualifications (a), (b), (c) and the Bidder shall demonstrate that it has successfully completed at least five contracts of similar goods in the past five years.

## **SECTION IV – BIDDING FORMS**

## **1.LETTER OF BID**

*The Bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and address.*

***Note: All italicized text is for use in preparing these forms and shall be deleted from the final products.***

*No alterations to the text except as provided in ITB20.2, shall be permitted and no substitutions shall be accepted except as provided in ITB 12.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

NCB No.: *[insert number of bidding process]*

Invitation for Bid No.: *[insert No of IFB]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No. issued in accordance with ITB 8: *[insert the number and issuing date of each Addenda]*;
- (b) We meet the eligibility requirements and have no conflict of interest in accordance with ITB 4;
- (c) We have not been suspended nor declared ineligible by the Purchaser based on execution of a Bid Securing Declaration in the Purchaser's country in accordance with ITB 4.6;
- (d) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services ***[insert a brief description of the Goods and Related Services]***;
- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 22, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with the Bidding Documents;
- (g) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB 4.2(e), other than alternative bids submitted in accordance with ITB 13;
- (h) We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group

in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Purchaser's Country laws or official regulations or pursuant to a decision of the United Nations Security Council

- (i) We are not a government owned entity/ We are a government owned entity but meet the requirements of ITB 4.5;<sup>2</sup>
- (j) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (k) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
- (l) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption; and
- (m) We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act 1988."

Name of the Bidder **[insert complete name of person signing the Bid]**

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\* **[insert complete name of person duly authorized to sign the Bid]**

Title of the person signing the Bid **[insert complete title of the person signing the Bid]**

Signature of the person named above **[insert signature of person whose name and capacity are shown above]**

Date signed **[insert date of signing]** day of **[insert month]**, **[insert year]**

\*\* : Person signing the Bid shall have the power of attorney given by the Bidder to be attached with the Bid Schedules.

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<sup>2</sup>*Bidder to use as appropriate*

## 2. BIDDER INFORMATION FORM

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

NCB No.: *[insert number of bidding process]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
3. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
4. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
5. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
6. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <ul style="list-style-type: none"><li>▪ Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.3.</li><li>▪ In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law and not dependent agency of borrower or sub-borrower or purchaser, in accordance with ITB Sub-Clause 4.5.</li><li>▪ Included are the organizational chart ,a list of Board of Directors, and the beneficial ownership</li></ul>

# Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirements.]*

**3. PRICE Schedule For services as per Schedule of Requirements (Format 1)**

**Not Used – To be filled in the separate excel sheet provided in the price schedule format**

					Prices in Rs			Date: _____		
								NCB No: _____		
								Page No _____ of _____		
1	2	3	4	5	6	7	8	9	10	
Line Item No	Description of Service	Country of Origin	Delivery/Start Date	Quantity and physical unit	Unit price EXW [including GST and other taxes if any]	Total EXW price per line item [including GST and other taxes if any] (Col. 5×6)	Price per line item for inland transportation, insurance and other services required to convey the Goods/Services to their final destination (ITB 14.8 (a)(iii))	GST and other taxes payable per item if Contract is awarded (in accordance with ITB 14.8(a)(ii))	Total Price per line item (Col. 7+8)	
<i>{insert number of the item}</i>	<i>{insert name of Service}</i>		<i>{insert quoted Delivery/Start Date}</i>	<i>{insert number of units to be submitted and name of the physical unit}</i>	<i>{insert EXW unit price}</i>	<i>{insert total EXW price per line item}</i>	<i>{insert the corresponding price per line item}</i>	<i>{insert GST and other taxes payable per line item if Contract is awarded}</i>	<i>{insert total price per item}</i>	
1.	Supervisor			01						
2.	Cleaning Staff			21						
3.	Cost of consumable materials as per Terms and Conditions of the bid									
								Total PriceRs		
Name of Bidder <i>{insert complete name of Bidder}</i> Signature of Bidder <i>{signature of person signing the Bid}</i> Date <i>{insert date}</i>										
Note: _____ (a) The bidder shall provide price break up of the quoted price in the following format 2										

**3. PRICE Schedule For services as per Schedule of Requirements (Format 2)**

**Not Used –To be filled in the separate excel sheet provided in the price schedule format**

		Prices in Rs	Date: _____ NCB No: _____ Page No _____ of _____
1	2	3	
		<b>Category of Manpower</b>	
<b>Item No.</b>	<b>Description of Component</b>	<b>Cleaning Manpower</b>	<b>Supervisor</b>
1.	Wages per month		
2.	ESI		
3.	EPF		
4.	Any other charges		
5.	Administrative service charge		
6.	Cost per Head per month		

Total Consolidated monthly amount (including Minimum Wages, ESIC, EPF etc.) per person should be quoted by the bidder under each of the category separately.

- I. The bidder should quote the details (price break up) of the monthly consolidated amount for payment to the workers and supervisor/sin the given above.
- II. The quoted consolidated monthly amount prices shall be inclusive of all charges including employer contribution towards ESIC, EPF &Substitutes. It shall also include cost of training and uniform.
- III. Bidder shall mandatorily ensure that the cost per head as in Price Schedule (format 1 & 2) is paid as monthly wages to their employeeswho are deployed in BRLPS premises for different services.



# 5. Forms of Bid Security

## Form of Bid Security - Bank Guarantee

### Not Used

*[Guarantor letterhead or SWIFT identifier code]*

Bank Guarantee No.....*[insert guarantee reference number]*  
Date.....*[insert date of issue of the guarantee]*

WHEREAS, \_\_\_\_\_ *[name of Bidder]*<sup>3</sup> (hereinafter called "the Applicant") has submitted his Bid dated \_\_\_\_\_ *[date]* or will submit his Bid for the supply of \_\_\_\_\_ *[name of Contract]* (hereinafter called "the Bid") under Invitation for Bids No.....*[insert number]* (hereinafter called "the IFB")

KNOW ALL PEOPLE by these presents that We \_\_\_\_\_ *[name of bank]* of \_\_\_\_\_ *[name of country]* having our registered office at \_\_\_\_\_ (hereinafter called "the Bank") are bound unto \_\_\_\_\_ *[name of Purchaser]* (hereinafter called "the Purchaser ") in the sum of \_\_\_\_\_<sup>4</sup> for which payment well and truly to be made to the said Purchaser the Bank binds itself, his 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 after Bid opening the Applicant (a) withdraws his bid during the period of Bid validity specified in the Letter of Bid; or (b) does not accept the correction of the Bid Price pursuant to ITB 31;
- or
- (2) If the Applicant having been notified of the acceptance of his bid by the Purchaser during the period of Bid validity:
    - (a) fails or refuses to execute the Contract Agreement in accordance with the Instructions to Bidders, if required; or
    - (b) 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 his first written demand, without the Purchaser having to substantiate his demand, provided that in his demand the Purchaser will note that the amount claimed by him is due to him owing to the occurrence of one or any of the four conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date \_\_\_\_\_<sup>5</sup> days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Purchaser, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE OF THE BANK \_\_\_\_\_

WITNESS \_\_\_\_\_ SEAL \_\_\_\_\_

\_\_\_\_\_  
[Signature, name, and address]

**Note:** All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

<sup>3</sup>In the case of a JV, the bidder should be stated as "a Joint Venture consisting of ..... , and .....".

<sup>4</sup>The Applicant should insert the amount of the guarantee in words and figures denominated in Indian Rupees. This figure should be the same as shown in Clause 19.1 of the Instructions to Bidders.

<sup>5</sup>45 days after the end of the validity period of the Bid.

## 6. MANUFACTURER'S AUTHORIZATION

### Not Used

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are legally binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the **BDS**.]*

Date: *[insert date (as day, month and year) of Bid Submission]*  
NCB No.: *[insert number of bidding process]*

To: *[insert complete name of Purchaser]*

#### WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract against the above IFB.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm against this IFB.

No company or firm or individual other than M/s. \_\_\_\_\_ are authorized to bid, and conclude the contract for the above goods manufactured by us against this specific IFB. *[This para should be deleted for simple items where manufacturers normally sell the product through different stockists].*

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

*Note – Modify this format suitably in cases where manufacturer's warranty and guarantee are not applicable for the items for which bids are invited. If the supply consists of number of items, indicate the specific item (s) for which alone the above authorization is required.*

## 7. DECLARATION FOR CLAIMING TAX/DUTY EXEMPTION<sup>6</sup>

### NOT USED

(Name of the Project)

Bid No. ....  
Description of item to be supplied .....

(Information for issue of certificate for claiming exemption of Tax/ Duty in terms of Government of India's relevant notification)

(Bidder's Name and Address):

To

(Name of Purchaser)

Dear Sir:

1. We confirm that we are solely responsible for obtaining deemed export benefits which we have considered in our bid and in case of failure to receive such benefits for reasons whatsoever, Purchaser will not compensate us.
2. We are furnishing below the information required by the Purchaser for issue of necessary certificate in terms of Government of India's relevant notification.

(i) Ex-factory price per unit on which the tax/duty is payable: \*Rs. \_\_\_\_\_

(ii) No of Units to be supplied: \_\_\_\_\_

(iii) Total cost on which the tax/duty is payable (Rs.) \_\_\_\_\_

*(The requirements listed above are as per Current notifications. These may be modified, as necessary, in terms of the rules in force)*

(Signature) \_\_\_\_\_

(Printed Name) \_\_\_\_\_

(Designation) \_\_\_\_\_

(Common Seal) \_\_\_\_\_

\* Please attach details item-wise with cost, if there are more than one items. The figures indicated should tally with what is given in the price schedule.

<sup>6</sup> This declaration refers to ITB 14.9 and shall be retained only if ITB 14.9 is retained. The format may be modified as per the latest instructions of Government of India.

## 8. PERFORMA FOR PERFORMANCE STATEMENT

[Please see ITB Clause 36.2 and Section III-  
Evaluation and Qualification Criteria]

Proforma for Performance Statement (for a period of last three/five years)

Bid No. \_\_\_\_\_ Date of opening \_\_\_\_\_ Time \_\_\_\_\_  
Hours

Name of the Firm \_\_\_\_\_

<u>Order placed by (full address of Purchaser)</u>	<u>Order No. and date</u>	<u>Description and quantity of ordered equipment</u>	<u>Value of order</u>	<u>Date of completion of delivery</u>		<u>Remarks indicating reasons for late delivery, if any</u>	<u>Has the equipment been satisfactorily functioning? (Attach a certificate from the Purchaser/Consignee)</u>
1	2	3	4	As per contract 5	Actual 6	7	8

Signature and seal of the Bidder \_\_\_\_\_  
\_\_\_\_\_

## **SECTION V. – ELIGIBLE COUNTRIES**

### **Public Information Center**

#### **Eligibility for the Provision of Goods, Works and Non Consulting Services in Bank-Financed Procurement**

In reference to ITB 4.7 and 5.1, for the information of the Bidders, at the present time firms, goods and services from the following countries are excluded from this bidding process:

Under ITB 4.7(a) and 5.1: none

Under ITB 4.7(b) and 5.1: none

## SECTION VI. BANK POLICY - CORRUPT AND FRAUDULENT PRACTICES

Guidelines for Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011.

### “Fraud and Corruption:

1.16 It is the Bank’s policy to require that Borrowers (including beneficiaries of Bank loans), bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof, observe the highest standard of ethics during the procurement and execution of Bank-financed contracts.<sup>7</sup> In pursuance of this policy, the Bank:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;<sup>8</sup>
- (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;<sup>9</sup>
- (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;<sup>10</sup>
- (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;<sup>11</sup>
- (v) “obstructive practice” is:

(aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to

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<sup>7</sup> In this context, any action to influence the procurement process or contract execution for undue advantage is improper.

<sup>8</sup> For the purpose of this sub-paragraph, “*another party*” refers to a public official acting in relation to the procurement process or contract execution. In this context, “*public official*” includes World Bank staff and employees of other organizations taking or reviewing procurement decisions.

<sup>9</sup> For the purpose of this sub-paragraph, “*party*” refers to a public official; the terms “*benefit*” and “*obligation*” relate to the procurement process or contract execution; and the “*act or omission*” is intended to influence the procurement process or contract execution.

<sup>10</sup> For the purpose of this sub-paragraph, “*parties*” refers to participants in the procurement process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish bid prices at artificial, non-competitive levels, or are privy to each other’s bid prices or other conditions.

<sup>11</sup> For the purpose of this sub-paragraph, “*party*” refers to a participant in the procurement process or contract execution.

prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

- (bb) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 1.16(e) below.
- (b) will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will declare misprocurement and cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- (d) will sanction a firm or individual, at any time, in accordance with the prevailing Bank's sanctions procedures,<sup>12</sup> including by publicly declaring such firm or individual ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract; and (ii) to be a nominated<sup>13</sup>;
- (e) will require that a clause be included in bidding documents and in contracts financed by a Bank loan, requiring bidders, suppliers and contractors, and their sub-contractors, agents, personnel, consultants, service providers, or suppliers, to permit the Bank to inspect all accounts, records, and other documents relating to the submission of bids and contract performance, and to have them audited by auditors appointed by the Bank."

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<sup>12</sup> A firm or individual may be declared ineligible to be awarded a Bank financed contract upon: (i) completion of the Bank's sanctions proceedings as per its sanctions procedures, including, inter alia, cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, and through the application the World Bank Group corporate administrative procurement sanctions procedures for fraud and corruption; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceeding. See footnote 14 and paragraph 8 of Appendix 1 of these Guidelines.

<sup>13</sup> A nominated sub-contractor, consultant, manufacturer or supplier, or service provider (different names are used depending on the particular bidding document) is one which has either been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

## **PART 2 - SUPPLY REQUIREMENTS**



## **SECTION VII – SCHEDULE OF REQUIREMENTS**

## LIST OF GOODS/SERVICES AND DELIVERY SCHEDULE

Line Item N°	Description of Goods	Quantity	Physical unit	Final (Site) Destination as specified in BDS	Delivery (as per Incoterms) Date		Bid Security in Indian Rupees
					Earliest Delivery Date	Latest Delivery Date	
<i>[insert item No]</i>	<i>[insert description of Goods]</i>	<i>[insert quantity of item to be supplied]</i>	<i>[insert physical unit for the quantity]</i>	<i>[insert place of Delivery]</i>	<i>[insert the number of days following the date of effectiveness the Contract]</i>	<i>[insert the number of days following the date of effectiveness the Contract]</i>	
<b>As per Annexure – ‘A’ below</b>							INR 40,000.00

## **Annexure-A**

### **Scope of Work**

1. The details of the area for Housekeeping Services to be provided are as mentioned below:  
BRLPS has occupied offices in Annexe-II, Vidyut Bhawan, Bailey Road, Patna – 800021 at 2<sup>nd</sup> and 3<sup>rd</sup> floors, 5<sup>th</sup> floor Biscomaun Bhawan. Housekeeping is to be provided also at residential offices of Chief Executive Officer, BRLPS, Secretary, Rural Development Department and Development Commissioner, Bihar. Its proper cleanliness and general upkeep shall be ensured by the contractor in the office area occupied by the BRLPS and residential offices of Chief Executive Officer, BRLPS, Secretary, Rural Development Department and Development Commissioner, Bihar are kept in a perfect state of cleanliness and hygiene at all times to the entire satisfaction of BRLPS.
  
2. Housekeeping services will be comprehensive in nature relating to all areas within the premises and shall include the following:
  - Sweeping, Vacuum Cleaning/Cleaning and wiping of floors of different types including carpet surfaces, staircases, corridors and lobbies. Cleaning activity shall start in the morning at 8.00 AM so as to complete all the dusting/cleaning/mopping work before 9.30 AM.
  - Dedicated female manpower for ladies washroom/restrooms.
  - Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, blinds, windows, computers, telephones, curtains, photocopiers, signage etc. with dry/wet cloth, feather brush and duster.
  - Thorough cleaning and scrubbing of toilets, wash basins, sanitary fittings and mirrors and toilet floors.
  - Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc.
  - Replenishing all toiletries including hand towels (M-fold/C-fold), Liquid soap, toilet rolls/GRD air freshener and tissue boxes after daily check-ups in the morning, afternoons and on on call basis during daytime.
  - Upkeep and maintenance of the pantry area to operate the necessary equipment such as fridges, Microwave Ovens, Water coolers, Water purifiers, Water dispensers, Tea Vending Machines etc.
  - Maintenance of proper register/records for the jobs carried out on daily, weekly and monthly basis. Proforma for daily supervisory checklist is attached as Annexure-1. Supervisor has to maintain separate checklist for each location of service.
  - The contractor has to supply all the necessary consumable items, equipment, tools, tackles and vacuum cleaners of approved make including supplying labour, supervisors and materials for daily, weekly and monthly activities as per terms and conditions, and as directed to the entire satisfaction of the representative of BRLPS.
  
3. **Jobs to be carried out daily**
  - Sweeping, Cleaning, vacuuming and wiping of floors of different types including carpet surface, wooden surface, staircases, corridors, lobbies, meeting areas, cabins etc.

- Dusting and polishing/brushing of Low high partition, glazed and panelled partitions, glass panes, venetian blinds, door mats, tables, chairs, workstations, conference room, visitors' room, reception area etc.
- Acid cleaning and scrubbing of toilets, wash basins, sanitary fittings & mirrors and toilet floors. Cleaning and disinfecting all vitreous fixtures including toilet bowls, urinals, sinks, toilet seats, containers etc. Brush thoroughly to include below water level and under rims including area at hinges and cistern handles. Restock toiletries, which include liquid hand soap, toilet paper, air freshener and sanitary cubes, hand towels (M-fold/C-fold) and Naphthalene balls in toilets after daily check-ups in the morning, afternoons and on call basis during daytime.
- Dusting of Telephone Sets, PC, Printers, Photocopier machines, Fans, Network Equipment.
- Pantry Area:
  - Sink, Khurra, draining boards, platforms, dado, cabinets, coolers, hot case exposed surface shall be cleaned and washed with approved quality liquid detergents, soap, air purifier, acids, stain removers, mopping, dusting all as directed (one time daily and also as and when required due to exigencies).
  - Fridges, Microwave Oven within the areas should be kept clean inside and out, and defrosted when appropriate.
  - Tea/Coffee Machines should be cleaned every day in the morning.
  - Check and clean water dispenser and vending machines functioning every hour.
  - Dirty glasses/cups/bottles should be removed immediately from conference/meeting rooms/cabins and workstations.
- Removal of waste papers and any garbage and blockage/chocking from the entire area covered under the tender (Two times daily and as and when required).
- Cleaning of baskets, bins and disposing off all the collected refuse at designated site on daily basis (Two times daily and as and when required).
- Conference Room/Meeting Room to be checked on regular intervals/call basis. Water bottles, tea cups, paper plates, crockery etc. be cleared regularly so that the area never looks dirty, tables, cabinets, switchboards, white boards, doors and partitions etc. should be cleaned every day, water bottles to be replenished and kept clean, face tissues, notepads to be arranged.
- Spraying room fresheners/air freshener daily on regular intervals or as required.
- Shifting of furniture and other items from one floor to another or within the floor as and when required by the administration.

#### **4. Jobs to be carried out Weekly or as required**

- Vacuuming, brushing and shampooing of all carpet area, chairs and sofas (Once in a week and as and when required).
- Cleaning and dusting of electrical switch boards, light fixtures, fans, air conditioner vents, overhead light fixtures, firefighting equipment, name plates, artefacts, plant boxes, etc.
- Thorough Cleaning of Water Dispensers and Water Coolers (once in week and as and when required).
- All other works which are listed in daily cleaning section but not mentioned in this section will be attached.

5. The bidder has to provide approximately 21 numbers of cleaning manpower and 01 supervisor to maintain the premises as required and to the satisfaction of BRLPS.

However, the number of cleaning manpower may be increased/decreased as per the requirement of BRLPS.

6. The bidder shall, however, survey the area and make assessment of the manpower requirement on its own to maintain the premises as required by BRLPS. A housekeeping supervisor has to be deployed by the agency who will be single point of contact for BRLPS for all the housekeeping related matters as prescribed in this contract.

### **Terms & Conditions**

1. The contract shall commence from the date of signing of contract agreement.
2. The period of contract initially shall be for ONE YEAR which may be extended for further years with some additions/deletions/modifications on mutual consent of both the parties in writing. The contract may be curtailed, terminated by BRLPS inter alia owing to deficiency of service, sub-standard quality of manpower deployed, breach of contract and/or as provided under the contract including non-compliance with any relevant labour laws, or change in requirement of the BRLPS or for any other reason as stipulated in the contract to be entered into with successful bidder.
3. The service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of BRLPS.
4. The service provider shall be bound by the details furnished by them to BRLPS while submitting the tender or at subsequent stage. In case, any of such documents furnished, if found to be false at any stage, it would be deemed to be a break of terms of contract making them liable for legal action besides termination of contract.
5. BRLPS reserve right to terminate the contract at any time after giving one month's notice to the service provider with or without assigning any reason and shall be under no obligation whatsoever to continue the contract.
6. The service provider must employ adult and skilled labour only. Employment of child labour will lead to the termination of contract.
7. Service provider shall engage reliable person/s after doing the proper character and police verification and other formalities, impose any conditions as per prevailing labour law for such engagement, take any disciplinary actions against any such person or reward any such person for efficiency at work etc. at its sole costs, risks and responsibilities.
8. Service provider's personnel shall follow and adhere to all procedures and processes as laid down by BRLPS.
9. Working hours:
  - (i) All the housekeeping services will be provided for six days a week including on intervening holidays.
  - (ii) Housekeeping staff deployed by the service provider shall be required to work in for six days in a week from Monday to Saturday from 0800 hours to 1900 hours with half an hour lunch break. Housekeeping staff will also be called upon to perform duties on Sunday and Holiday where required. No extra charge will be paid for attending the office on such holidays.
  - (iii) Cleaning activity shall start in the morning at 08.00 PM so as to complete all the dusting/cleaning/moping work before 9.30 AM.
10. For the manpower deployed, the service provider will keep with them, their present and permanent address, educational qualification details, specimen signature and two

passport size photographs and furnish these details/information to BRLPS, as and when required. The service provider will provide identity cards to the manpower deployed to work at BRLPS.

11. The personnel deployed by the service provider will maintain office decorum. They will be courteous, polite, cooperative, in good health and character and be able to discharge their responsibilities of housekeeping work. The service provider will verify the character antecedents before deploying any person at BRLPS.
12. The Service Provider will ensure that the services rendered by its deployed personnel are perfectly valid, legal and not in violation of any civil, criminal, labour, municipal or industrial law. BRLPS stands indemnified for any default caused by the bidder in the discharge of housekeeping services. The service provider shall deal with and settle the matters related with working conditions and sure that no labour disputes/problems are referred to BRLPS or make BRLPS a party to the same. It shall totally indemnify BRLPS and its officials in this regard.
13. The service provider would be under obligation to replace any personnel, whose conduct/performance/health/habit is found to be unsatisfactory, at its own costs, risk and responsibilities, immediately with written intimation to BRLPS.
14. The personnel deployed for housekeeping service will remain available at the place of their duty roster and would report to supervisor posted by the service provider. The supervisor will ensure that tender specified manpower is available at the place of duty all times.
15. If the BRLPS finds that the tender specified manpower is not able to provide satisfactory service, the service provider will have to provide additional hands without any increase in the monthly bill.
16. The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, chewing of pan, smoking, loitering without work. The manpower deployed should always be discipline, properly dressed and be presentable all the time during duty.
17. Service provider's personnel may be frisked by the security personnel appointed by BRLPS both while entering and leaving the premises.

#### **Checklist Maintenance:**

18. A checklist has to be maintained for toilets, general cleanliness etc. would be under administration of the supervisor on daily basis. He would sign the checklist after physical inspection of these areas.
19. The service provider will have to maintain an inventory of 100% of all consumable items at all times.
20. The service provider will be responsible for any indiscipline, damage to equipment, proper and third party liabilities caused by acts on part of its deployed personnel at BRLPS premises for housekeeping services.
21. The serviced provider must provide necessary standard uniform/apron to its housekeeping staff/supervisor with their identify proof displayed. No extra payment shall be claimed from BRLPS for such items.
22. In the event of any theft/loss of BRLPS property due to established negligence of the service provider's deployed personnel; the service provider will make good the loss as decided by BRLPS. Decision of BRLPS on the compensation will be final.
23. Statutory Requirement

- a) The service provider shall comply with all central, local and state regulations and enactment pertaining to workmen and labour and BRLPS shall have the right to enquire into and decided all complaints on such matters.
- b) The service provider shall adhere and pay all contributions, subscriptions, premium, fee and dues to statutory norms as per the law and stipulated by BRLPS and this includes Contract Labour (Regulation and Abolition) Act 1970, Shops and Establishment Act, The Employees Provident Funds and Miscellaneous Act 1952, The Employees State Insurance Act 1948, The Workmen's Compensation Act 1923, The payment of gratuity Act, the payment of Bihar Minimum Wages etc. including modifications as and when updated by the competent authority.
24. BRLPS stands indemnified from any legal or financial issues the bidders may have with its deployed manpower for housekeeping services. BRLPS also stands indemnified for any damages/personal injury/death caused to the deployed manpower in the discharge of service provider contract with BRLPS for housekeeping services.
25. The service provider is fully responsible for obtaining licenses, insurance of employees, transportation, payment of salaries/wages to all concerned in respect of this contract and BRLPS will not be responsible in any manner.
26. BRLPS will provide a space to the service provider from its existing space for storing the equipment, materials during the contract period. The water and electricity will be provided by BRLPS from its existing resources. In case of disruption in supply of water or electricity, service provider will arrange the same at its cost, risks and responsibilities. Cleaning materials and aids to be provided by the service provider at its own cost.
27. The service provider shall disburse the salary to its deployed manpower, inclusive of other allowance.
28. Whenever and wherever it is found that the cleanliness is not up to the mark, it will be brought to the notice of service provider's supervisor by BRLPS and if no action is taken within one hour, penalty of INR 75/- per day per complaint till the complaint is satisfactorily addressed is payable/recoverable from the service provider to BRLPS as compensation.
29. The service provider has to ensure to maintain the adequate number of manpower, scope of work and services and also arrange a pool of standby housekeeping staff/supervisor. In case any housekeeping staff/supervisor is absent from duty, a reliever shall be deployed by service provider in time from an existing pool of housekeeping staff. If the required numbers of workers/supervisor are less, compensation of INR 300/- per absentee per day will be deducted from the bill(s) of the service provider.  
The payment against the periodic bill/invoice of the service provider shall be subject to submission of a detailed absentee record of deployed manpower during the relevant period duly certified by the contract manager of the client.
30. The housekeeping staff including supervisors must be in proper, full and clean uniform with name plates (badges) at all time during duty hours, failing which compensation of INR 100/- per day per person will be payable/recoverable from the service provider.
31. Any deviation in the material quality and quantity quoted will be subject to compensation payable to BRLPS. For proper maintenance, suitable cleaning material which are environmental friendly, not harmful to human and government property should be used. If the cleaning material as per contract is not received in BRLPS

between 1-10<sup>th</sup> of every month, a compensation of Rs. 1,000/- will be recoverable from the bill of service provider.

32. Service provider shall ensure that the staff deployed by it does not wander here and there and sit idle in groups during working hours.
33. For all intents and purposes, the service provider shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower deployed by it. There shall be no claim by such deployed person of any employment in BRLPS.
34. BRLPS will not be responsible for any financial loss or any injury to any of the staff deployed by service provider in the course of their performing the functions/duties, or for payment towards compensation.
35. The manpower deployed by the service provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees of BRLPS during the currency or after expiry of the contract.
36. The service provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to BRLPS to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter failing which its payments are liable to be withheld and contract terminated, as may be deemed appropriate.  
In respect of the payment of wages, ESI, EPF and other statutory compensations relating to deployed manpower as well as the payment of statutory levies, cess etc. relating to the contracted services, the service provider will be required to present with the periodic bill/invoice, sufficient and appropriate such as copy of duly certified vouchers, periodic wage sheet, system generated challans detailing manpower-wise transfer of EPF, ESI etc., the bank transfer documents thereof etc. to justify that all statutory obligations pertaining to the contracted services are being consistently complied with by the service provider during the entire tenure of the contract.
37. In case, the service provider fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof BRLPS is put to any loss/obligation, monetary or otherwise, BRLPS will be entitled to get itself reimbursed out of the outstanding bills or the performance security deposit of the service provider, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.
38. BRLPS reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage for the smooth and timely provision of services.
39. Any delay or forbearance on the part of BRLPS or any waiver of its right or condonation of any acts, on the part of BRLPS shall not be construed as a waiver of the obligations of the service provider and it shall continue to be liable for all such acts of defaults.
40. Housekeeping Material/Equipment to be provided at BRLPS office premises, residential offices of Chief Executive Officer (BRLPS), Secretary, Rural Development Department and Development Commissioner, Bihar:

- Floor Duster
- Liquid Soap Refills (Dettol/Lifebuoy)
- Vim Liquid
- Dish Washing Powder
- Hit Spray (Black & Red)
- Room Freshner (machine based Aroma Liquid spray)



- Toilet Cleaning Liquid (Harpik)
- Odonil Cubes
- Tissue Papers (C-Fold)
- Toilet Paper Rolls
- Toilet Brushes (WC)
- Domex/Lizol
- Floor Wiper (Gela/Scotchbrite)
- White Dusters
- Yellow Dusters
- Acid
- Soft Brooms
- Phenyl
- Colin
- Toilet Brush
- Hand Brush (Scrubber)
- Garbage Bag Big/Small
- Glass Wiper
- Buckets/Baskets
- Gloves
- Dust Pans
- Naphthalene Balls
- Scotch Brite Pads
- Dust Control Mop
- Big Size Dustbin for Garbage Disposal
- Any other material required but not specified in the tender

Each periodic bill/invoice to be submitted by the service provider must accompany the inventory of materials/equipment used during the concerned period categorized as:

- Consumables and
- Non consumables

If deemed necessary during payment process of periodic bill/invoice, appropriatedocumentary evidence may be asked for to justify the inventory having been usedduring the relevant period.

<b>Proforma for Daily Checklist</b>			
<b>Space</b>	<b>No.</b>	<b>Item</b>	<b>Y/N</b>
Biscomaun Bhawan – 5 <sup>th</sup> Floor			
Vidyut Bhawan – 3 <sup>rd</sup> floor			
Vidyut Bhawan – 2 <sup>nd</sup> floor			
CEO’s Residential Office			
Secretary – RDD’s residential office			
Development Commissioner’s residential office			

(Signature)  
Supervisor

**NOTE:**

Wages per month of each category of manpower must not be less than the enforceable statutory minimum wages under relevant category as promulgated by the Government of Bihar.

## 4. Drawings

### **No Drawings**

## **5. INSPECTIONS AND TESTS**

**Not Applicable**

**6. PROFORMA OF CERTIFICATE FOR ISSUE BY THE PURCHASER AFTER SUCCESSFUL INSTALLATION AND STARTUP OF THE SUPPLIED GOODS**

*[This is to be attached for supply, erection, supervision of erection and startup contracts only]*

No.

Date:

M/s.

Sub: Certificate of startup of the supplied Goods

1. This is to certify that the plant/s as detailed below has/have been received in good condition along with all the standard and special accessories (subject to remarks in Para No. 2) and a set of spares in accordance with the Contract/Specifications. The same has been installed and commissioned.

- (a) Contract No. \_\_\_\_\_ dated \_\_\_\_\_
- (b) Description of the plant \_\_\_\_\_
- (c) Plant Nos. \_\_\_\_\_
- (d) Quantity \_\_\_\_\_
- (e) Rail/Roadways Receipt No. \_\_\_\_\_ dated \_\_\_\_\_
- (f) Name of the consignee \_\_\_\_\_
- (g) Date of startup and proving test \_\_\_\_\_

2. Details of accessories/spares not yet supplied and recoveries to be made on that account.

<u>S. No.</u>	<u>Description</u>	<u>Amount to be recovered</u>
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3. The proving test has been done to our entire satisfaction and operators have been trained to operate the plant.

4. The supplier has fulfilled his contractual obligations satisfactorily. \*

or

The supplier has failed to fulfill his contractual obligations with regard to the following:

- (a)
- (b)
- (c)
- (d)

5. The amount of recovery on account of non-supply of accessories and spares is given under Para No. 2.
6. The amount of recovery on account of failure of the supplier to meet his contractual obligations is as indicated in endorsement of the letter.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation with Stamp \_\_\_\_\_

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\* Explanatory notes for filling up the certificates:

- (a) He has adhered to the time schedule specified in the contract in dispatching the documents/drawings pursuant to Technical Specifications.
- (b) He has supervised the startup of the plant in time i.e., within the period specified in the contract from the date of intimation by the Purchaser in respect of the installation of the plant.
- (c) Training of personnel has been done by the supplier as specified in the contract
- (d) In the event of documents/drawings having not been supplied or installation and startup of the plant have been delayed on account of the supplier, the extent of delay should always be mentioned.

## **PART 3 – CONTRACT**

## **SECTION VIII – GENERAL CONDITIONS OF CONTRACT**



## Section VII. General Conditions of Contract

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## Section VIII. General Conditions of Contract

<p><b>1. Definitions</b></p>	<p>The following words and expressions shall have the meanings hereby assigned to them:</p> <ul style="list-style-type: none"> <li>(a) “Bank” means the World Bank and refers to the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).</li> <li>(b) “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.</li> <li>(c) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.</li> <li>(d) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.</li> <li>(e) “Day” means calendar day.</li> <li>(f) “Completion” means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.</li> <li>(g) “GCC” means the General Conditions of Contract.</li> <li>(h) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.</li> <li>(i) “Purchaser’s Country” is India.</li> <li>(j) “Purchaser” means the entity purchasing the Goods and Related Services, as specified in the <b>SCC</b>.</li> <li>(k) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, start-up, training and initial maintenance and other such obligations of the Supplier under the Contract.</li> <li>(l) “SCC” means the Special Conditions of Contract.</li> <li>(m) “Subcontractor” means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.</li> <li>(n) “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.</li> <li>(o) “The Project Site,” where applicable, means the place named in the <b>SCC</b>.</li> </ul>
<p><b>2. Contract Documents</b></p>	<p>2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.</p>

<p><b>3. Corrupt &amp; Fraudulent Practices</b></p>	<p>3.1 The Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Appendix to the GCC.</p> <p>3.2 The Purchaser requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.</p>
<p><b>4. Interpretation</b></p>	<p>4.1 If the context so requires it, singular means plural and vice versa.</p> <p>4.2 Incoterms.</p> <p>(a) Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms.</p> <p>(b) The terms EXW and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the <b>SCC</b> and published by the International Chamber of Commerce in Paris, France.</p> <p>4.3 Entire Agreement The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.</p> <p>4.4 Amendment No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.</p> <p>4.5 Nonwaiver</p> <p>(a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.</p> <p>(b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.</p> <p>4.6 Severability If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity</p>

	or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
<b>5. Language</b>	<p>5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be English. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in English language, in which case, for purposes of interpretation of the Contract, this translation shall govern.</p> <p>5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.</p>
<b>6. Deleted</b>	
<b>7. Eligibility</b>	<p>7.1 The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.</p> <p>7.2 All Goods and Related Services to be supplied under the Contract and financed by the Bank shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.</p>
<b>8. Notices</b>	<p>8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the <b>SCC</b>. The term “in writing” means communicated in written form with proof of receipt.</p> <p>8.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.</p>
<b>9. Governing Law</b>	9.1 The Contract shall be governed by and interpreted in accordance with the laws of the Union of India.
<b>10. Settlement of Disputes</b>	<p>10.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.</p> <p>10.2 If, after twenty-eight (28) 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. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration</p>

	<p>proceedings shall be conducted in accordance with the rules of procedure <b>specified in the SCC.</b></p> <p>10.3 Notwithstanding any reference to arbitration herein,</p> <p>(a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and</p> <p>(b) the Purchaser shall pay the Supplier any monies due the Supplier.</p>
<b>11. Inspections and Audit by the Bank</b>	<p>11.1 The Supplier shall keep, and shall make all reasonable efforts to cause its Subcontractors to keep, accurate and systematic accounts and records in respect of the Goods in such form and details as will clearly identify relevant time changes and costs</p> <p>11.2 The Supplier shall permit, and shall cause its Subcontractors to permit, the Bank and/or persons appointed by the Bank to inspect the Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 3 [Fraud and Corruption], which provides, inter alia, that acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under this Sub-Clause 11.1 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank's prevailing sanctions procedures)</p>
<b>12. Scope of Supply</b>	<p>12.1 The Goods and Related Services to be supplied shall be as specified in the <b>Special Conditions of Contract.</b></p>
<b>13. Delivery and Documents</b>	<p>13.1 Subject to GCC Sub-Clause 33.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the <b>SCC.</b></p>
<b>14. Supplier's Responsibilities</b>	<p>14.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 12, and the Delivery and Completion Schedule, as per GCC Clause 13.</p>
<b>15. Contract Price</b>	<p>15.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the <b>SCC.</b></p>
<b>16. Terms of Payment</b>	<p>16.1 The Contract Price, including any Advance Payments, if applicable, shall be paid as specified in the <b>SCC.</b></p> <p>16.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 13 and upon fulfillment of all other obligations stipulated in the Contract.</p> <p>16.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or</p>

	<p>request for payment by the Supplier, and after the Purchaser has accepted it.</p> <p>16.4 The payments shall be made in Indian Rupees to the Supplier under this Contract.</p> <p>16.5 In the event that the Purchaser fails to pay the Supplier any payment by its due date or within the period set forth in the <b>SCC</b>, the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the <b>SCC</b>, for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.</p>
<b>17. Taxes and Duties</b>	<p>17.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.</p>
<b>18. Performance Security</b>	<p>18.1 If required as specified in the SCC, the Supplier shall, within twenty-one (21) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the <b>SCC</b>.</p> <p>18.2 The proceeds 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.</p> <p>18.3 As specified in the SCC, the Performance Security shall be denominated in the Indian Rupees, and shall be in the format stipulated by the Purchaser in the <b>SCC</b>, or in another format acceptable to the Purchaser.</p> <p>18.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the <b>SCC</b>.</p>
<b>19. Copyright</b>	<p>19.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.</p>
<b>20. Confidential Information</b>	<p>20.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under</p>

	<p>GCC Clause 20.</p> <p>20.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.</p> <p>20.3 The obligation of a party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:</p> <ul style="list-style-type: none"> <li>(a) the Purchaser or Supplier need to share with the Bank or other institutions participating in the financing of the Contract;</li> <li>(b) now or hereafter enters the public domain through no fault of that party;</li> <li>(c) can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or</li> <li>(d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.</li> </ul> <p>20.4 The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.</p> <p>20.5 The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.</p>
<b>21. Subcontracting</b>	<p>21.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.</p> <p>21.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.</p>
<b>22. Specifications and Standards</b>	<p>22.1 Technical Specifications and Drawings</p> <ul style="list-style-type: none"> <li>(a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section VII, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.</li> <li>(b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.</li> <li>(c) Wherever references are made in the Contract to codes and</li> </ul>

	<p>standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC Clause 33.</p>
<p><b>23. Packing and Documents</b></p>	<p>23.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>23.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the <b>SCC</b>, and in any other instructions ordered by the Purchaser.</p>
<p><b>24. Insurance</b></p>	<p>24.1 Unless otherwise specified in the <b>SCC</b>, the Goods supplied under the Contract shall be fully insured—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the <b>SCC</b>.</p>
<p><b>25. Transportation &amp; Incidental Services</b></p>	<p>25.1 Unless otherwise specified in the <b>SCC</b>, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.</p> <p>25.2 The Supplier may be required to provide any or all of the following services, including additional services, if any, <b>specified in Schedule of Requirements and SCC</b>:</p> <ul style="list-style-type: none"> <li>(a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>(b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>(d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>(e) training of 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</li> </ul> <p>25.3 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates</p>



	charged to other parties by the Supplier for similar services.
<b>26. Inspections and Tests</b>	<p>26.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the <b>SCC</b>.</p> <p>26.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place in the Purchaser's Country as specified in the <b>SCC</b>. Subject to GCC Sub-Clause 26.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.</p> <p>26.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 26.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.</p> <p>26.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.</p> <p>26.5 The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.</p> <p>26.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.</p> <p>26.7 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 26.4.</p> <p>26.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 26.6, shall release the Supplier from any warranties or other obligations under the</p>

	Contract.
<b>27. Liquidated Damages</b>	27.1 Except as provided under GCC Clause 32, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the <b>SCC</b> of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those <b>SCC</b> . Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 35.
<b>28. Warranty</b>	<p>28.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.</p> <p>28.2 Subject to GCC Sub-Clause 22.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.</p> <p>28.3 Unless otherwise specified in the <b>SCC</b>, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the <b>SCC</b>, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.</p> <p>28.4 The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.</p> <p>28.5 Upon receipt of such notice, the Supplier shall, within the period specified in the <b>SCC</b>, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.</p> <p>28.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the <b>SCC</b>, the Purchaser may proceed to take within a reasonable period 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.</p>
<b>29. Patent Indemnity</b>	29.1 The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged

	<p>infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:</p> <ul style="list-style-type: none"> <li>(a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and</li> <li>(b) the sale in any country of the products produced by the Goods.</li> </ul> <p>Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.</p> <p>29.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 29.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.</p> <p>29.3 If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.</p> <p>29.4 The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.</p> <p>29.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.</p>
<p><b>30. Limitation of Liability</b></p>	<p>30.1 Except in cases of criminal negligence or willful misconduct,</p> <ul style="list-style-type: none"> <li>(a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided</li> </ul>

	<p>that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser, and</p> <p>(b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the purchaser with respect to patent infringement.</p>
<b>31. Change in Laws and Regulations</b>	<p>31.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in India, where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 15.</p>
<b>32. Force Majeure</b>	<p>32.1 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.</p> <p>32.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>32.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition 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 is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>
<b>33. Change Orders and Contract Amendments</b>	<p>33.1 The Purchaser may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:</p> <p>(a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;</p>

	<p>(b) the method of shipment or packing;</p> <p>(c) the place of delivery; and</p> <p>(d) the Related Services to be provided by the Supplier.</p> <p>33.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.</p> <p>33.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>33.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.</p>
<p><b>34. Extensions of Time</b></p>	<p>34.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 13, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.</p> <p>34.2 Except in case of Force Majeure, as provided under GCC Clause 32, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.</p>
<p><b>35. Termination</b></p>	<p>35.1 Termination for Default</p> <p>(a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:</p> <p>(i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 34;</p>

	<ul style="list-style-type: none"> <li>(ii) if the Supplier fails to perform any other obligation under the Contract; or</li> <li>(iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in GCC Clause 3, in competing for or in executing the Contract.</li> </ul> <p>(b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.</p> <p>35.2 Termination for Insolvency.</p> <p>(a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.</p> <p>35.3 Termination for Convenience.</p> <p>(a) The Purchaser, by 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 termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.</p> <p>(b) The Goods that are complete and ready for shipment within twenty-eight (28) 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:</p> <ul style="list-style-type: none"> <li>(i) to have any portion completed and delivered at the Contract terms and prices; and/or</li> <li>(ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.</li> </ul>
<b>36. Assignment</b>	<p>36.1 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.</p>

# APPENDIX TO GENERAL CONDITIONS

## Bank's Policy- Corrupt and Fraudulent Practices

*(text in this Appendix shall not be modified)*

### Guidelines for Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011:

#### “Fraud and Corruption:

- 1.16 It is the Bank's policy to require that Borrowers (including beneficiaries of Bank loans), bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof, observe the highest standard of ethics during the procurement and execution of Bank-financed contracts.<sup>14</sup> In pursuance of this policy, the Bank:
- (a) defines, for the purposes of this provision, the terms set forth below as follows:
    - (i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;<sup>15</sup>
    - (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;<sup>16</sup>
    - (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;<sup>17</sup>
    - (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;<sup>18</sup>
    - (v) "obstructive practice" is:
      - (aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to

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<sup>14</sup> In this context, any action to influence the procurement process or contract execution for undue advantage is improper.

<sup>15</sup> For the purpose of this sub-paragraph, “*another party*” refers to a public official acting in relation to the procurement process or contract execution. In this context, “*public official*” includes World Bank staff and employees of other organizations taking or reviewing procurement decisions.

<sup>16</sup> For the purpose of this sub-paragraph, “*party*” refers to a public official; the terms “*benefit*” and “*obligation*” relate to the procurement process or contract execution; and the “*act or omission*” is intended to influence the procurement process or contract execution.

<sup>17</sup> For the purpose of this sub-paragraph, “*parties*” refers to participants in the procurement process (including public officials) attempting either themselves, or through another person or entity not participating in the procurement or selection process, to simulate competition or to establish bid prices at artificial, non-competitive levels, or are privy to each other's bid prices or other conditions.

<sup>18</sup> For the purpose of this sub-paragraph, “*party*” refers to a participant in the procurement process or contract execution.

- prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or
- (bb) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 1.16(e) below.
- (b) will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- (c) will declare misprocurement and cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- (d) will sanction a firm or individual, at any time, in accordance with the prevailing Bank's sanctions procedures,<sup>19</sup> including by publicly declaring such firm or individual ineligible, either indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract; and (ii) to be a nominated<sup>20</sup>;
- (e) will require that a clause be included in bidding documents and in contracts financed by a Bank loan, requiring bidders, suppliers and contractors, and their sub-contractors, agents, personnel, consultants, service providers, or suppliers, to permit the Bank to inspect all accounts, records, and other documents relating to the submission of bids and contract performance, and to have them audited by auditors appointed by the Bank.”

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<sup>19</sup> A firm or individual may be declared ineligible to be awarded a Bank financed contract upon: (i) completion of the Bank's sanctions proceedings as per its sanctions procedures, including, inter alia, cross-debarment as agreed with other International Financial Institutions, including Multilateral Development Banks, and through the application the World Bank Group corporate administrative procurement sanctions procedures for fraud and corruption; and (ii) as a result of temporary suspension or early temporary suspension in connection with an ongoing sanctions proceeding. See footnote 14 and paragraph 8 of Appendix 1 of these Guidelines.

<sup>20</sup> A nominated sub-contractor, consultant, manufacturer or supplier, or service provider (different names are used depending on the particular bidding document) is one which has either been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.



## SECTION IX. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

<b>GCC 1.1(j)</b>	The Purchaser is: <b>Bihar Rural Livelihoods Promotion Society</b>
<b>GCC 1.1 (o)</b>	The Project Site(s)/Final Destination(s) are: <b>As per Scope of Work</b>
<b>GCC 4.2 (a)</b>	The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties there under shall not be as prescribed by Incoterms, they shall be as prescribed by: <b>As per Annexure-A</b>
<b>GCC 4.2 (b)</b>	Not Applicable
<b>GCC 8.1</b>	For notices, the Purchaser's address shall be: Attention: <b>Chief Executive Officer-cum-Mission Director</b> Street Address: <b>Vidyut Bhawan, Bailey Road</b> Floor/ Room number: <b>Annexe-II, 1<sup>st</sup> Floor</b> City: <b>Patna</b> ZIP Code: <b>800021</b> Country: <b>INDIA</b> Telephone: <b>91-612-2504981</b> Facsimile number: <b>91-612-2504960</b> Electronic mail address: <b><u>info@brlp.in</u></b>
<b>GCC 10.2</b>	In the case of a dispute between the Purchaser and Service Provider who is a national of the Purchaser's country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Purchaser's country. The arbitration shall be held in Patna and the language will be ENGLISH.
<b>GCC 12.1 and 25.2</b>	The scope of Services shall be as specified below: <b>As per Annexure-A of the NCB document.</b>
<b>GCC 13.1</b>	Not Applicable
<b>GCC 15.1</b>	The prices charged for the Services performed shall not be adjustable.
<b>GCC 16.1</b>	Payment shall be made on monthly basis after completion of one calendar month and submission of bill along with self-signed photocopy of challans (PF, ESI etc.) of previous month.
<b>GCC 16.5</b>	The payment-delay period after which the Purchaser shall pay interest to the supplier shall be <b>NIL</b> days.
<b>GCC 17</b>	As per GCC
<b>GCC 18.1</b>	A Performance Security shall be required. An amount equal to 5% of the contract value is to be submitted by the successful agency as performance security and the same shall be released within 60 days after completion of contract agreement.
<b>GCC 18.3</b>	As per para 18.1 above.
<b>GCC 18.4</b>	As per para 18.1 above.

<b>GCC 18.5</b>	Add as Clause 18.5 to the GCC the following: In the event of any contractual amendment, the service provider shall, within 21 days of receipt of such amendment, furnish the amendment to the Performance Security, if required.
<b>GCC 23.2</b>	Deleted
<b>GCC 24.1</b>	Deleted
<b>GCC 25.1</b>	Deleted
<b>GCC 25.2</b>	Incidental services to be provided are: Performance of service etc. under this service till the period of this service period shall be assessed by BRLPS.
<b>GCC 26.1</b>	The Inspections and tests shall be conducted at the start of the service.
<b>GCC 26.2</b>	The inspections of services may be done at respective place of services.
<b>GCC 27.1</b>	Proportionate amount will be deducted from the running bill/s on account of unavailability of services as defined in Annexure-A (Scope of Work and Terms and Conditions)
<b>GCC 27.2</b>	The maximum amount of liquidated damages shall be: 10% of the contract price.
<b>GCC 28.3</b>	All the equipment to be used in the services shall be warranted by the service provider.
<b>GCC 28.5</b>	Not Applicable
<b>GCC 31.1</b>	This clause will apply only to variations in GST and other taxes payable in India on the final service which is being provided and not for variations in tax on the individual components / raw materials which go into the product.

## Attachment: Price Adjustment Formula

# Not Used

If in accordance with GCC 15.2, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 [a + bL_1 + cM_1] - P_0$$

$L_0$        $M_0$

$$a+b+c = 1$$

in which:

- $P_1$  = adjustment amount payable to the Supplier.
- $P_0$  = Contract Price (base price).
- $a$  = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- $b$  = estimated percentage of labor component in the Contract Price.
- $c$  = estimated percentage of material component in the Contract Price.
- $L_0, L_1$  = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
- $M_0, M_1$  = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

- $a = [insert\ value\ of\ coefficient]$
- $b = [insert\ value\ of\ coefficient]$
- $c = [insert\ value\ of\ coefficient]$

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = *[insert number of weeks]* weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
  - (b) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.
- .....

# **SECTION X – CONTRACT FORMS**

# 1. LETTER OF ACCEPTANCE

*[letterhead paper of the Purchaser]*

*[date]*

To: *[name and address of the Supplier]*

Subject: **Notification of Award Contract No.** . . . . .

This is to notify you that your Bid dated . . . . *[insert date]* . . . . for execution of the . . . . . *[insert name of the contract and identification number, as given in the SCC]*. . . . . for the Accepted Contract Amount of . . . . . *[insert amount in numbers and words in Rupees]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

You are requested to furnish the Performance Security within 21 days in accordance with the Conditions of Contract, using for that purpose the of the Performance Security Form included in Section X, Contract Forms, of the Bidding Document.

Authorized Signature: \_\_\_\_\_  
Name and Title of Signatory: \_\_\_\_\_  
Name of Agency: \_\_\_\_\_

**Attachment: Contract Agreement**

## 2. CONTRACT AGREEMENT

*[The successful Bidder shall fill in this form in accordance with the instructions indicated]*

THIS CONTRACT AGREEMENT is made

the [ *insert: number* ] day of [ *insert: month* ], [ *insert: year* ].

BETWEEN

- 1) [ *insert complete name of Purchaser* ], a [ *insert description of type of legal entity, for example, an agency of the Ministry of ... of the Government of { insert name of Country of Purchaser }, or corporation incorporated under the laws of { insert name of Country of Purchaser }* ] and having its principal place of business at [ *insert address of Purchaser* ] (hereinafter called “the Purchaser”), and
- 2) [ *insert name of Supplier* ], a corporation incorporated under the laws of [ *insert: country of Supplier* ] and having its principal place of business at [ *insert: address of Supplier* ] (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., [ *insert brief description of Goods and Services* ] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [ *insert Contract Price in words and figures, expressed in Rs* ] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract Agreement. This Agreement shall prevail over all other contract documents: In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed below.
  - (a) The letter of Acceptance
  - (b) this Contract Agreement
  - (c) The Supplier’s letter of Bid and original completed Schedules including Price Schedules
  - (d) Special Conditions of Contract
  - (e) General Conditions of Contract
  - (f) Technical Requirements (including Schedule of Requirements and Technical Specifications)
  - (g) [ *Add here any other document(s) listed in GCC/SCC as part of contract* ]
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of *[insert the name of the Contract governing law country]* on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*

in the capacity of *[ insert title or other appropriate designation ]*

in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*

in the capacity of *[ insert title or other appropriate designation ]*

in the presence of *[ insert identification of official witness]*

### 3. Performance Security - Bank Guarantee

*[Guarantor letterhead or SWIFT identifier code]*

Performance Guarantee No.....*[insert guarantee reference number]*

Date.....*[insert date of issue of the guarantee]*

To: \_\_\_\_\_ *[name of Purchaser]*  
\_\_\_\_\_ *[address of Purchaser]*

WHEREAS \_\_\_\_\_ *[name and address of Supplier<sup>21</sup>]* (hereinafter called "the Applicant") has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to execute \_\_\_\_\_ *[name of Contract and brief description of Goods and related Services]* (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Applicant shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Applicant such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Applicant, up to a total of \_\_\_\_\_ *[amount of guarantee<sup>22</sup>]* \_\_\_\_\_ *[in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ *[amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Applicant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Goods and related Services to be supplied thereunder or of any of the Contract documents which may be made between you and the Applicant shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until ..... (i.e.) 60 days following the Completion date of the Contract including any warranty obligations<sup>23</sup>, and any demand for payment under it must be received by us at this office on or before that date.

<sup>21</sup>*In the case of a JV, insert the name of the Joint Venture*

<sup>22</sup>*An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract and denominated in Indian Rupees.*

<sup>23</sup> Completion date as described in GC Clause 18.4



Signature and seal of the guarantor \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

*Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.*

**4. Advance Payment Security  
Demand Guarantee**

*[Guarantor letterhead or SWIFT identifier code]*

Advance Payment Guarantee No.....*[insert guarantee reference number]*

Date.....*[insert date of issue of the guarantee]*

To: \_\_\_\_\_ *[name of Purchaser]*  
\_\_\_\_\_ *[address of Purchaser]*  
\_\_\_\_\_ *[name of Contract]*

Gentlemen:

In accordance with the provisions of the Conditions of Contract, Clause 16 ("Terms of Payment") of the above-mentioned Contract, \_\_\_\_\_ *[name and address of Supplier<sup>24</sup>]* (hereinafter called "the Applicant") shall deposit with \_\_\_\_\_ *[name of Purchaser]* a bank guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of \_\_\_\_\_ *[amount of guarantee<sup>25</sup>]* \_\_\_\_\_ *[in words]*.

We, the \_\_\_\_\_ *[bank or financial institution]*, as instructed by the Applicant, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to \_\_\_\_\_ *[name of Purchaser]* on his first demand without whatsoever right of objection on our part and without his first claim to the Applicant, in the amount not exceeding \_\_\_\_\_ *[amount of guarantee]* \_\_\_\_\_ *[in words]*.

We further agree that no change or addition to or other modification of the terms of the Contract or of Goods and related Services to be supplied thereunder or of any of the Contract documents which may be made between \_\_\_\_\_ *[name of Purchaser]* and the Applicant, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until \_\_\_\_\_ *[name of Purchaser]* receives full repayment of the same amount from the Applicant. Consequently any demand for payment under this guarantee must be received by us at this office on or before that date.

Yours truly,

Signature and seal: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

***Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.***

<sup>24</sup> In the case of a JV, insert the name of the Joint Venture

<sup>25</sup> An amount shall be inserted by the bank representing the amount of the Advance Payment, and denominated in Indian Rupees.