



## **TENDER FOR**

# **SUPPLY OF METER REGULATING STATION (MRS)**

**TENDER NO. GNGPL/C&P/T-60**

**TENDER ID :VCS21000050**

**VCS REFERENCE NO.VCS/GNGPL/I023/PRC/2023/006**

**(OPEN DOMESTIC COMPETITIVE BID)  
COMMERCIAL VOLUME**

**(Volume I of II)**

**Issued : 18.12.2023**



**Goa Natural Gas Pvt.Ltd.**  
A Joint Venture of GAIL Gas Ltd & BPCL

**GOA NATURAL GAS PRIVATE LIMITED  
Goa | India**



## COMMERCIAL TENDER



### GOA NATURAL GAS PVT. LTD.

{A Joint Venture of Bharat Petroleum Corporation Limited  
(BPCL) & GAIL GAS Limited}

### CITY GAS DISTRIBUTION PROJECT AT NORTH GOA GA

### TENDER FOR SUPPLY OF METER REGULATING STATION (MRS)

**TENDER NO. GNGPL/C&P/T-60**

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### VOLUME I OF II COMMERCIAL VOLUME

**(OPEN DOMESTIC COMPETITIVE BIDDING)**

00	18.12.2023	Issued for Bid	Yusuf Khan	Md Ishan	Rachna Shukla
<b>Rev</b>	<b>Date</b>	<b>Description</b>	<b>Prepared by</b>	<b>Checked by</b>	<b>Approved by</b>



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# INVITATION FOR BIDS (IFB)



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## INVITATION FOR BIDS (IFB)



### 1.0 INTRODUCTION

- 1.1 M/s Goa Natural Gas Pvt. Ltd. is a Joint Venture (JV) of Bharat Petroleum Corporation Limited (BPCL), A Govt. of India Enterprise and GAIL Gas Limited, a fully owned subsidiary company of GAIL (India) Limited, has been set up to provide PNG (piped Natural Gas) to industrial, domestic, commercial sectors and CNG to automobile sector in North Goa GA.
- 1.2 VCS Quality Services Pvt. Ltd. (VCS) (hereinafter referred as Consultant) has been appointed as Project Management Consultant for providing consultancy services for CGD Expansion Project for PNG & CNG in North Goa by GNGPL.

### 2.0 BRIEF DESCRIPTION OF PROJECT

- 2.1 The present project is the pipeline network in North Goa for supply of packaged Meter Regulating Station (MRS) of 5000 SCMH for Natural Gas services. It is proposed to supply of packaged Meter Regulating Station (MRS as per details furnished in the bid documents.

### 3.0 BRIEF SCOPE

- 3.1 The scope of work / services to be provided by the Bidder shall be inclusive of but not limited to the followings:
- 3.2 The scope of supply covers design, engineering, manufacturing, integration, inspection, performance testing, shipment, supply, supervision of installation, testing, commissioning and documentation of these groups in accordance with the requirements of this Requisition.

<b>Dual Stream Turbine Based MRS with flow capacity of 5000 SCMH</b>		
<b>SOR Item No.</b>	<b>Item Description</b>	<b>Qty (No.)</b>
1	Dual stream Meter Regulating Station (MRS) with Metal cabinet/enclosure of <b>flow capacity of 5000 SCMH, Inlet Pressure - (12-45 bar) , Outlet Pressure - (4-6 bar)</b> consisting of filtration, Pressure gauges, temperature gauges, Differential Pressure gauges, Pressure safety valves, Pressure Control valves with integrated SDV, Creep relief valves, Turbine Flow meter, restriction orifice, electronic volume corrector with pressure, flow & temperature transmitter etc. as indicated in <b>P&amp;ID (1099-GOA-PC-PID-1001N)</b> along with associated accessories including skid cabinet, instrument fittings, manifolds, impulse tubing with fittings, pipes, valves, NRVs, flanges, gaskets, all structure / supports / operating platforms, flame arrestor, cables and cabling from field instruments to EVC, glands, ferrules, lugs, tags at both ends, supports, SS blind plugs, mounting stands, all applicable accessories, mandatory spare required for commissioning.  Note- For future communication, EVC must be compatible with all type of GSM/GPRS module to transfer the EVC data at Client station..	1.00
2	Supervision of Installation, Testing, Commissioning of Meter Regulating Station (MRS) consisting of Filtration, Pressure reduction and Metering at respective site. The price shall be inclusive of Airfare Boarding, Lodging, Local Transport, Incidental, Traveling etc. & all other expenses.	1.00



## INVITATION FOR BIDS (IFB)



3.3 For detail scope of work and technical specification refer technical tender volume II of II and schedule of rates.

### 4.0 DELIVERY SCHEDULE

#### 4.1 Delivery Schedule:

Sl. No.	Description	Details
4.1.1	Delivery of Supply	Delivery Period shall be 16 weeks from the date of intimation / issuance of LOI/ LOA by the owner.
4.1.3	Basis of Delivery	The basis of delivery shall be FOT, GNGPL Site/ Store at North Goa
4.1.4	PRS Applicability	FOT at GNGPL Site/ Store Basis at North Goa

### 5.0 BID VALIDITY

5.1 Bid should be valid for 90 days from the date of schedule submission.

### 6.0 BIDDING PROCEDURE

6.1 Bidding will be conducted through Open Domestic Competitive Bidding basis. Single stage two bid system is adopted for this tender.

6.2 The submission and opening of bids will be through e-tendering mode at <https://www.tenderwizard.com/VCS>. Tender document can be downloaded from the website <https://www.tenderwizard.com/VCS> or from GNGPL website [www.goanaturalgas.com](http://www.goanaturalgas.com) or from Central Public Procurement Portal [www.eprocure.gov.in](http://www.eprocure.gov.in). GNGPL/ VCS shall not be accountable to any payment made in favour of M/s Tenderwizard.

#### **Note:**

- (1) *To participate in the e-tendering, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself with Tenderwizard's website <https://www.tenderwizard.com/VCS>. Please also note that the bidder has to obtain digital signature token for applying in the tender and in general, activation of registration may take 24 hours' subject to the submission of all requisite documents required in the process.*
- (2) *GNGPL/ VCS in no way shall be responsible if the bidder fails to apply due to non-possession of Digital Signature & non registration.*
- (3) *Bidder can visit CPPP portal and Goa Natural Gas portal only for reference or for downloading the bid document. However, Bidder interested to participate in tender may submit their bid only through Tenderwizard's website.*

### 7.0 DETAILS OF BID DOCUMENTS

Sl. No.	Description	Details
7.1	Name of Work / Brief Scope of Service /Job	Supply of Meter Regulating Station (MRS)



## INVITATION FOR BIDS (IFB)



7.2	Tender ID Tender Document Number	VCS21000050 GNGPL/C&P/T-60 dated 18.12.2023
7.3	Tender Document on Sale	18.12.2023 to 08.01.2024 upto 14030 Hrs.
7.4	Pre-bid meeting date and venue	<p>Online Pre-Bid Meeting shall be held on 22/12/2023 at 1500 Hrs. through video conferencing hosted by VCS.</p> <p>Bidders interested to participate in the online pre-bid meeting through video conferencing are requested to communicate the same through their official e-mail IDs to GNGPL / VCS e-mail IDs latest by 20/12/2023 till 1100 Hrs.</p> <p>Details for video conferencing (meeting ID, password, link etc.) will be intimated through e-mail. Bidders are requested to forward their pre-bid queries through email also latest by 1800 Hrs on 21/12/2023.</p>
7.5	Bid Submission date and time	08.01.2024 up to 1430 Hrs IST online on e-tendering website ( <a href="https://www.tenderwizard.com/VCS">https://www.tenderwizard.com/VCS</a> )
7.6	Un-Priced bid opening date and Time	08.01.2024 up to 1500 Hrs IST online on e-tendering website ( <a href="https://www.tenderwizard.com/VCS">https://www.tenderwizard.com/VCS</a> )
7.7	Price bid opening date and time	Date and time shall be intimated later
7.8	Address for submission of physical document	<p>Head C&amp;P (CGD) <b>VCS Quality Services Pvt. Ltd.</b> Unit no. 1116 - 1121, Tower 4, Assotech Business Cresterra, Plot No. 22, Sector-135, Expressway Noida-201301, Uttar Pradesh Contact: 9899812852/ 6392973123 / 8630790184 Email- <a href="mailto:rachna.shukla@vcsprojects.com">rachna.shukla@vcsprojects.com</a>, <a href="mailto:md.ishan@vcsprojects.com">md.ishan@vcsprojects.com</a>, <a href="mailto:yusuf.khan@vcsprojects.com">yusuf.khan@vcsprojects.com</a></p>

### Note:

*Bidders are advised to complete the registration on e-tender portal (<https://www.tenderwizard.com/VCS>) at least two working days prior to bid submission date.*

*In accordance with the general conditions of tender, GNGPL/ VCS may amend these dates of the tender process at its sole discretion. In case any of the specified dates are declared a public holiday, the deadline shall be the next working date.*

### DOWNLOADING OF TENDER DOCUMENT

The tender document is available for downloading from Tenderwizard e-procurement website (<https://www.tenderwizard.com/VCS>).

### DOWNLOADING OF TENDER DOCUMENT

The tender document is available for downloading from Tenderwizard's e-procurement website (<https://www.tenderwizard.com/VCS>) for viewing / participation of the eligible bidders. Bidders meeting the bid evaluation criteria who intend to submit their bid may



## INVITATION FOR BIDS (IFB)



download the tender for submission by the bid due date and time. Bidder shall give an undertaking on his letter-head that the contents of the bidding document have not been altered or modified. Bid evaluation criteria shall be applicable for all the bidders.

Any revision, clarification, addendum, corrigendum, time extension, etc. to this Tender Document will be hosted on the website mentioned above.

**Disclaimer clause:** Bidders are advised to visit Tenderwizard's e-tendering website regularly for any updates on the tender. The ignorance to visit the website, will not be accepted as a reason for any gap / missing information like corrigenda, amendments, clarifications etc.

Bid shall be uploaded in two parts as below:

### **PART- I (UN-PRICED BID)**

Un-priced bid must be completed with all technical details along with all other required documents including price schedule **WITH PRICE BLANKED OUT** etc. as per clause no. 11.0 of ITB.

Following documents need to be uploaded along with Un-Priced bid on e-Portal.

- i) Power of Attorney
- ii) EMD/ UDYAM Registration Certificate

### **iii) PART-II (PRICED BID)**

Priced bid shall contain only the prices without any conditions as per clause no. 13.0 of ITB.

## **8.0 BIDDER EVALUATION CRITERIA (BEC)**

### **8.1 TECHNICAL:**

The bidder should have designed, fabricated, integrated, tested, & supplied of packaged Meter Regulating Station (MRS) for Natural Gas services equal or higher in terms of flow rate, pressure rating and quantity against given flow capacity as mentioned in below table under a Single Work Order/Purchase Order in the last seven (07) years reckoned from the bid due date:

Items as per SOR	Description	Quantity (in Nos.)
(Dual Stream)	Flow-: 5000 SCMH. or higher flow rate Inlet Pressure-: (12-45 bar) Outlet Pressure -: (4-6 bar) Design Class -: INLET 300# / OUTLET 150#	01 No.

### **8.2 FINANCIAL:**

#### **8.2.1 Annual Turnover**

The average annual turnover achieved by the bidder during the last 3 preceding financial years shall be as follows:

<b>Total Amount (INR in Lakhs)</b>
<b>30.34</b>





## INVITATION FOR BIDS (IFB)



### 8.2.2 Net Worth

Net worth of the bidder should be positive as per the immediate preceding year's audited financial results.

### 8.2.3 Working Capital

The minimum working capital of the bidder as per the immediate preceding year's audited financial results shall be as per below table:

Total Amount (INR in Lakhs)
6.07

If the bidder's working capital is inadequate or negative, the bidder should furnish a letter from the Bidder's bank (as per format F-13) having net worth not less than Rs 100 Crore, confirming the availability of the line of credit for at least for the working capital requirement as stated above.

#### **Note to BEC:**

- A job executed by a bidder for its own plant/projects cannot be considered as experience for the purpose of meeting requirement of BEC of the tender. However, jobs executed for Subsidiary /Fellow subsidiary / Holding company will be considered as experience for the purpose of meeting BEC subject to submission of tax paid invoice(s) duly certified by Statutory Auditor of the bidder towards payments of statutory tax in support of the job executed for Subsidiary /Fellow subsidiary / Holding company. Such bidders to submit these documents in addition to the documents specified in the bidding documents to meet BEC.
- The bidder shall be required to submit documentation and proof for the above requirements and purchaser may at its DISCRETION make additional checks for the same.

### 8.2.4 Bids may be submitted by

- a) Bids may be submitted by an entity (sole domestic bidder) and must be duly registered with GST.
- b) Bidding through JV or in a consortium is not permitted.
- c) Sole bidder shall meet each requirement of the Bid Evaluation Criteria (BEC) as Mentioned above.

### 8.3 The documents required to be submitted by the bidder to substantiate their qualification under Bidder Evaluation Criteria (BEC) shall be as follows:

BEC Clause no.	Description	Documents required for qualification
<b>Technical BEC</b>		
8.1.	Code Requirement	As mentioned in Material Requisition (MR) Clause No 5 of Technical Tender.



## INVITATION FOR BIDS (IFB)



8.1.		<p>a) Detailed Purchase order along with Schedule of Rates with prices.</p> <p>b) Confirmation by the bidder on letter head that the bidder shall be a regular manufacturer and supplier of MRS package handling hydrocarbon gas.</p> <p>c) Completion Certificate / Execution Certificate issued by end user / Owner (or their consultant who has been duly authorized by owner to issue such certificate) / Invoices along with Inspection Release Note or Dispatch Clearance Note having reference of PO (i.e. PO No. &amp; date)</p> <p>d) In absence of requisite documents and certification / attestation as mentioned above, M/s GNGPL reserves the right to reject the bid without making any reference to the bidder.</p>
<b>Financial BEC</b>		
8.2.1	Annual Turnover	<p><b>Bidder must submit:</b> Audited Financial statements including Balance sheet and Profit &amp; Loss Account etc. for three preceding financial years.</p> <p>AND</p> <p>Certificate from Chartered Accountant for details of financial capability (F-14).</p>
8.2.2	Net Worth	<p><b>Bidder must submit:</b> Audited Financial statements including Balance sheet and Profit &amp; Loss Account etc. for immediate preceding financial year.</p> <p>AND</p> <p>Certificate from Chartered Accountant for details of financial capability (F-14)</p>
8.2.3	Working Capital	<p><b>Bidder must submit:</b> Audited Financial statements including Balance sheet and Profit &amp; Loss Account etc. for immediate preceding year.</p> <p>In case of inadequate or negative working capital, Letter from the bidder's Bank (as per format F-13), having net worth not less than Rs. 100 Crores, confirming the availability of the line of credit for at least working capital requirement as stated in BEC.</p> <p>Certificate from Chartered Accountant for details of financial capability (F-14).</p>

8.4

### Authentication of document submitted in support of Bid Evaluation Criteria (BEC)

Technical Criteria of BEC	All documents in support of Technical Criteria of Bid Evaluation Criteria (BEC) to be furnished by the bidders shall necessarily be duly certified / attested by Chartered Engineer and notary public with legible stamp.
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## INVITATION FOR BIDS (IFB)



Financial Criteria of BEC	<p>Bidder shall submit “Details of financial capability of bidder” in prescribed format ‘F-14 duly signed and stamped by a chartered accountant with UDIN.</p> <p>Further, copy of audited annual financial statements submitted in bid shall be duly certified by chartered accountant and attested by notary public with legible stamp.</p> <p><b><i>Practicing Chartered Accountants shall generate Unique Document Identification Number (UDIN) for all certificates issued by them as per provisions of tender document.</i></b></p>
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### 9.0 BID SECURITY/EMD

9.1 All bids must be accompanied by a bid security amount as per below:

<b>EMD Total Amount (INR)</b>
<b>1,21,351.00</b>

- 9.2 Bid Security shall be furnished along with the un-priced bid. The EMD/ Bid Security shall be in the form of Demand Draft/ Banker’s Cheque/ Letter of Credit OR BG as per format F-4 in favour of **GOA NATURAL GAS PVT. LTD., payable at North Goa** (issued by Indian Scheduled bank). GNGPL shall not be liable to pay any bank charges, commission or interest on the amount of bid security.
- 9.3 Bidder also has the option to submit EMD/Bid Security fee by online/ RTGS as per GNGPL accounts details given in clause no 17.0 of ITB.
- 9.4 In case bid security is in the form of irrevocable Bank Guarantee, the same shall be from any Indian Scheduled bank or a branch of an international bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of Bank Guarantee from banks other than the Nationalized Indian bank, the bank must be a commercial bank having net worth in excess of INR 100 million and a declaration to this effect should be made by such commercial bank either in the bank guarantee itself or separately on its letterhead.
- 9.5 The bid security shall be submitted along with the bid and to be enclosed in Part – I (Un-priced bid). Bid security in the form of Bank Guarantee shall be valid for sixty (60) days beyond the validity of the bid i.e. 150 days from scheduled date of bid submission.
- 9.6 Bids must be accompanied with the scanned copy of bid security as mentioned above. Bids not accompanied with requisite bid security or bid security not in the requisite form specified in Bidding Document, shall be considered as non-responsive and such Bids shall be rejected. The Bidder in whose name the Bid and the Bid Security/EMD have been submitted shall be considered for evaluation.
- 9.7 The original copy of bid security must reach within 7 days of bid submission at VCS office.
- 9.8 EMD/Bid Bond will not be accepted in case the same has reference of ‘remitter’/‘financer’ other than bidder on the aforementioned financial instrument of EMD/ Bid Bond submitted by the bidder and bid of such bidder will be summarily rejected.



## INVITATION FOR BIDS (IFB)



9.9 MSEs (Micro & Small Enterprises) are exempted from submission of EMD in accordance with the provisions of PPP-2012 and Clause 35 of ITB. However, Traders/Dealers/ Distributors /Stockiest /Wholesaler are not entitled for exemption of EMD. The Government Departments/PSUs are also exempted from the payment of EMD.

9.10 MSEs (to whom EMD exemption is allowed as per extant guidelines in vogue) is required to submit Declaration for Bid Security in bid as per Form-23.

### 10.0 PRE-BID MEETING

10.1 The bidder(s) or his representative who intend to bid and who have either purchased the tender document or paid the tender fees for downloaded document are invited to attend a pre bid meeting which will take place on date specified in the tender document. Bidder(s) queries if any must reaches Consultant via E-mail at least Two (02) days prior to pre bid meeting date.

10.2 Non-attendance of the pre-bid meeting will not be a cause for disqualification of the bidder.

### 10.3 Instructions to bidders for Pre-bid meeting through video conferencing:

In case of pre-bid meeting through video conferencing, all bidders intending to attend pre-bid meeting must send their interest through email along with details of registration on e-tender website. E-mail received from bidders within due date and time shall be invited formally through email to attend the meeting. Instructions to bidders:

- (i) All the Bidders who have submitted their registration details and interest to attend the pre-bid meeting in email up 2 hours prior to start of scheduled meeting will be invited to join as guests through the link shared in mail.
- (ii) Upon joining the video conference, bidders have to mention their organization name as well as representative name.
- (iii) Bidders shall be allowed to discuss their queries in sequence of their responses received.
- (iv) Time slot shall be allotted to each bidder to ask his queries.
- (v) Recording shall be done for pre-bid meeting.
- (vi) Clarifications or queries raised shall be responded to during meeting or through subsequent email.

### 11.0 GENERAL

11.1 GNGPL /VCS reserve the right to carry out capability assessment of the bidder including referral to in-house information.

11.2 GNGPL /VCS will not be responsible or liable for cost incurred in preparation & delivery of bids, regardless of the conduct or outcome of the bidding process.

11.3 Bid document is non-transferable.

11.4 Bids received after stipulated last date and time, due to any reasons what-so-ever, will not be considered.

11.5 GNGPL /VCS will follow purchase preference policies as per prevailing guidelines of Government of India.

11.6 The prospective bidders should not be under 'liquidation', any 'court receivership or similar



## INVITATION FOR BIDS (IFB)



proceedings' or 'bankruptcy' during the processing of the tender. The bidder shall give an undertaking regarding the same in their bid. In case it comes to the notice of GNGPL that the bidder has given wrong declaration in this regard, the same shall be dealt as 'fraudulent practices' and action shall be initiated as per the Procedure for action in case of Corrupt/Fraudulent/Collusive/Coercive Practices. Further, it shall be the sole responsibility of the bidder to ensure that any changes occurring in their above declaration during the processing of the tender are brought to the notice of Employer.

- 11.7 Bids sent in physical form/ through Fax/ E-mail/ Computer floppy shall not be accepted.
- 11.8 GNGPL /VCS reserve the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- 11.9 Bidder shall send duly filled in "Acknowledgement Cum Consent letter" through return fax or latest be within 7 days of date of issue to contact person as mentioned in bid document.

This Invitation of Bids (IFB) is an integral and inseparable part of the Bid Document.

- 11.10 Contact details of owner is given below:

### A. OWNER / PURCHASER

#### **Goa Natural Gas Private Limited**

**Shri Amit S Gokhale**, Chief Manager – C&P

C/O RAJAN VILLA, Plot No. 33

Housing Board Colony

Behind Patrakar Colony

PORVORIM Goa-403521

Email Id: [gokhaleas@bharatpetroleum.in](mailto:gokhaleas@bharatpetroleum.in), Ph.: 09011183421

### B. CONSULTANT

VCS Quality Services Private Limited

Unit no. 1116 - 1121, Tower 4,

Assotech Business Cresterra,

Plot No. 22, Sector-135,

Expressway Noida-201301, Uttar Pradesh

#### **Contracts & Procurement**

Rachna Shukla/ Md. Ishan/ Yusuf Khan

Tel: +91 6392973123 / 8630790184

E-mail: [rachna.shukla@vcsprojects.com](mailto:rachna.shukla@vcsprojects.com); [md.ishan@vcsprojects.com](mailto:md.ishan@vcsprojects.com);  
[yusuf.khan@vcsprojects.com](mailto:yusuf.khan@vcsprojects.com)

#### **Project Management**

Jitendra Rajput

Tel: +91-9826800112

E-mail: [jitendra.rajput@vcsprojects.com](mailto:jitendra.rajput@vcsprojects.com)

**CUT-OUT SLIP FOR PHYSICAL DOCUMENTS**

*(To be pasted on the envelope containing Power of Attorney, EMD etc.)*

**DO NOT OPEN-THIS IS A QUOTATION**

<b>CLIENT:</b>	<b>GOA NATURAL GAS PRIVATE LIMITED</b>
<b>PROJECT:</b>	<b>CITY GAS DISTRIBUTION PROJECT AT NORTH GOA</b>
<b>TENDER NO.:</b>	<b>GNGPL/C&amp;P/T-60 dated 18.12.2023</b>
<b>TENDER ID:</b>	<b>VCS21000050</b>
<b>ITEM:</b>	<b>SUPPLY OF METERING REGULATING SKIDS (MRS) IN NORTH GOA GA</b>
<b>DUE DATE &amp; TIME OF SUBMISSION:</b>	
	To, Head C&P (CGD) <b>VCS Quality Services Pvt. Ltd.</b> Unit no. 1116 - 1121, Tower 4, Assotech Business Cresterra, Plot No. 22, Sector-135, Expressway Noida-201301, Uttar Pradesh Contact: 6392973123 / 8630790184 Email- <a href="mailto:rachna.shukla@vcsprojects.com">rachna.shukla@vcsprojects.com</a> , <a href="mailto:md.ishan@vcsprojects.com">md.ishan@vcsprojects.com</a> <a href="mailto:/yusuf.khan@vcsprojects.com">/yusuf.khan@vcsprojects.com</a>

**FROM:**

**NAME OF BIDDER:**

**ADDRESS:**



## INSTRUCTIONS TO BIDDERS (ITB)



### SECTION – II INSTRUCTIONS TO BIDDERS (ITB)

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# INSTRUCTIONS TO BIDDERS (ITB)



## [ A.] INTRODUCTION

### 1.0 SCOPE OF BID

- 1.1 The Purchaser/ Owner/ Employer/ GNGPL as defined in the "General Conditions of Contract-Goods [GCC-Goods]", wishes to receive Bids as described in the Bidding Document/ Tender Document.
- 1.2 SCOPE OF BID: The scope of Supply shall be as defined in the Tender Document.
- 1.3 The successful Bidder (the "Supplier") shall complete delivery of Goods along-with its incidental services (if any) as per Specification, Scope of Supply/Job within the period stated in Special Conditions of Contract.
- 1.4 Throughout the Bidding Documents,
- The terms 'Bid', 'Tender' & 'Offer' and their derivatives [Bidder/ Tenderer, Bid/ Tender/ Offer etc.] are synonymous.
  - 'Day' means 'Calendar Day'
  - The singular shall include the plural and vice versa wherever the context so requires.

### 2.0 ELIGIBLE BIDDERS

- 2.1 The Bidder shall not be under a declaration of ineligibility by Purchaser for Corrupt/ Fraudulent/ Collusive/ Coercive practices, as defined in ITB, Clause No. 42.0 (Action in case Corrupt/ Fraudulent/ Collusive/ Coercive Practices).
- 2.2 The Bidder is not put on 'Holiday'/ Banning List by GNGPL or Public Sector Project Management Consultant (like EIL, VCS only due to "poor performance" or "corrupt and fraudulent practices") or on the Suspension list of GNGPL or banned/ blacklisted by Government department/ Public Sector on Due Date of Bid Submission.

If the bidding documents were issued inadvertently/ downloaded from website, offers submitted by such bidders shall not be considered for opening/ evaluation/Award.

In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to GNGPL/VCS by the bidder.

It shall be the sole responsibility of the bidder to inform GNGPL/VCS in case the bidder is put on 'Holiday'/ 'Banning List' by GNGPL or Public Sector Project Management Consultant (such as EIL, VCS. only due to "poor performance" or "corrupt and fraudulent practices") or banned/blacklisted by Government department/ Public Sector on due date of submission of bid and during the course of finalization of the tender.

Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders as per tender stipulation.

- 2.3 The Bidder should not be under any liquidation, court receivership or similar proceedings on Due Date of Bid Submission.

In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to GNGPL/ VCS by the bidder.

It shall be the sole responsibility of the bidder to inform GNGPL/ VCS in case the bidder is under any liquidation, court receivership or similar proceedings on Due Date of Bid Submission and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause no. 42.0 of ITB.



## INSTRUCTIONS TO BIDDERS (ITB)



- 2.4 Bidder shall not be affiliated with a firm or entity:
- that has provided consulting services related to the work to the Employer during the preparatory stages of the work or of the project of which the works/ services form a part of or
  - that has been hired (proposed to be hired) by the Employer as an Engineer/ Consultant for the contract.

2.5 Neither the firm/ entity appointed as the Project Management Consultant (PMC) for a contract nor its affiliates/ JV's/ subsidiaries shall be allowed to participate in the tendering process unless it is the sole Licensor/ Licensor nominated agent/ vendor.

2.6 Pursuant to qualification criteria set forth in the bidding document, the Bidder shall furnish all necessary supporting documentary evidence to establish Bidder's claim of meeting qualification criteria.

### **Power of Attorney:**

Power of Attorney to be issued by the bidder in favour of the authorized employee(s), in respect of the particular tender, for purpose of signing the documents including bid, all subsequent communications, agreements, documents etc. pertaining to the tender and act and take any and all decision on behalf of the bidder (including Consortium). Any consequence resulting due to such signing shall be binding on the Bidder (including Consortium)

- In case of a Single Bidder, the Power of Attorney shall be issued as per the constitution of the bidder as below:
  - In case of Proprietorship: by Proprietor
  - In case of Partnership: by all Partners or Managing Partner
  - In case of Limited Liability Partnership: by any bidder's employee authorized in terms of Deed of LLP
  - In case of Public / Limited Company: POA in favour of authorized employee(s) by Board of Directors through Board Resolution or by the designated officer authorized by Board to do so. Such Board Resolution should be duly countersigned by Company Secretary / MD / CMD / CEO
- In case of a Consortium, Power of Attorney shall be issued both by Leader as well as Consortium Member(s) of the Consortium as per procedure defined herein above in favour of employee of Leader of Consortium.

Further, The Power of Attorney should be valid till award of contract / order to successful bidder.

2.7 Bids shall be evaluated as per Bid Evaluation Criteria (BEC) clause no 8.0 of IFB of commercial Volume.

### **3.0 ONE BID PER BIDDER**

3.1 A Bidder shall submit only 'one [01] Bid' in the same Bidding Process either as single entity or as a member of any consortium (wherever consortium bid is allowed). A Bidder who submits or participates in more than 'one [01] Bid' will cause all the proposals in which the Bidder has participated to be disqualified

3.2 A Bidder shall submit only 'one [01] Bid' in the same Bidding Process either as single entity or as a member of any consortium (wherever consortium bid is allowed). A Bidder who submits or participates in more than 'one [01] Bid' will cause all the proposals in which the Bidder has participated to be disqualified.



## INSTRUCTIONS TO BIDDERS (ITB)



Failure to comply this clause during tendering process will disqualify all such bidders from process of evaluation of bids

3.3 Alternative bids are not acceptable.

**Note:** Further, the Details of Partner(s) / Proprietor / Power of Attorney holders of bidder are to be necessarily sought in Format for 'Bidder's General Information' in the tender document

### 4.0 COST OF BIDDING

4.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid including but not limited to Bank charges, all courier charges including taxes & duties etc. incurred thereof. Further, GNGPL will in no case, be responsible or liable for these costs, regardless of the outcome of the bidding process.

4.2 *No tender document will, however, be issued to the bidder who are on 'Holiday' by GAIL GAS Limited/ BPCL/ GNGPL or Public sector Project management Consultant (like EIL, MECON etc. only due to "poor performance" or "corrupt and fraudulent practices") or banned by Government department/Public sector or on suspension list of GNGPL/ GAIL Gas/ BPCL on due date of submission of bid. If the document were issued inadvertently/downloaded from website, offers submitted by such bidder shall not be considered for opening/evaluation/award and will be returned immediately to such bidder. The above is without prejudice to the other rights of GNGPL.*

### 5.0 NON-TRANSFERABILITY OF THE BID DOCUMENTS

5.1 Bid document is non-transferable. Bid received from the bidders in whose name bid document fee has been submitted shall only be considered. Bidder must submit the bid document fee in their name. Bid document fee shall be submitted by the bidder as defined in tender document.

### 6.0 SITE VISIT

6.1 The Bidder is advised to visit and examine the site and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a Contract for the required supply/job. The costs of visiting the site shall be borne by the Bidder.

6.2 The Bidder or any of its personnel or agents shall be granted permission by the Purchaser to enter upon its premises and land for the purpose of such visits, but only upon the express conditions that the Bidder, its personnel and agents will release and indemnify the Purchaser and its personnel, agents from and against all liabilities in respect thereof, and will be responsible for death or injury, loss or damage to property, and any other loss, damage, costs, and expenses incurred as a result of inspection.

6.3 The intending bidders shall be deemed to have visited the site and familiarised submitting the tender. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the Supply in strict conformity with the DRAWINGS and SPECIFICATIONS or for any delay in performance

6.4 The Bidder shall not be entitled to hold any claim against GNGPL for non-compliance due to lack of any kind of pre-requisite information, as it is the sole responsibility of the Bidder to obtain all the necessary information with regard to site, surrounding, working conditions, weather etc. on its own before submission of the Bid.

## [ B.] BIDDING DOCUMENT

### 7.0 CONTENTS OF BIDDING DOCUMENT

7.1 The Bid Documents are those stated below and should be read in conjunction with any



## INSTRUCTIONS TO BIDDERS (ITB)



corrigendum issued in accordance with clause “AMENDMENT OF BID DOCUMENTS “of Instruction to bidders (ITB).

**Volume I: Commercial Volume** consisting of:

- Section – I : Invitation for Bids (IFB)
- Section – II : Instructions to Bidders (ITB)
- Section – III : General Conditions of Contracts (GCC)
- Section – IV : Special Conditions of Contracts (SCC)
- Section – V : Forms and Formats
- Section – VI : Schedule of Rates (SOR)

**Volume II: Technical Volume**

7.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bid documents. Failure to furnish all information required by the bid documents or to submit a bid not substantially responsive to the bid documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.

### 8.0 CLARIFICATION OF BIDDING DOCUMENTS

8.1 A prospective Bidder requiring any clarification of the bid documents may notify the GNGPL and / or the Consultant as the case may be, in writing or by cable (hereinafter, the term ‘cable’ is deemed to include electronic mail and facsimile) at the address indicated in the tender. The GNGPL / Consultant will respond in writing to any request for clarification of the bid documents which it receives after issue of the bid documents but prior to at least two (02) working days before the pre-bid meeting date. GNGPL/ VCS will not entertain any queries received after 1800 HRS post one (1) day of pre-bid meeting. Written copies of the GNGPL’s/ VCS’s response (including an explanation of the query but without identifying the source of inquiry) will be hosted on TENDERWIZARD’s e-procurement website <https://www.tenderwizard.com/VCS> along with the corrigendum before the bid due date. All such clarifications issued shall deem to form a part and parcel of the Bid documents.

8.2 Any clarification or information required by the Bidder but same not received by the Employer by way of above is liable to be considered as "no clarification / information required".

8.3 The Bidder shall submit their queries / clarifications to VCS in the format “F-15”.

### 9.0 AMENDMENT OF BIDDING DOCUMENTS

9.1 At any time prior to the deadline for submission of bids, the Purchaser / Consultant, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bid documents by amendment.

9.2 Any addendum /corrigendum/ clarifications to bidders query thus issued shall be part of the bidding documents pursuant to ITB Clause- 9.0 and shall be hosted on the on website [www.vcsquality.com](http://www.vcsquality.com) and Tenderwizard e-tendering website (<https://www.tenderwizard.com/VCS>) before bid due date. All the prospective bidders who have attended the Pre-Bid meeting/ submitted bid document fee, shall be informed by email/ post about the addendum/ corrigendum/ clarifications to bidder’s query for their reference. Bidders desirous to submit its bid have to take into consideration of all the addendum(s)/ corrigendum (s)/ clarifications to bidder’s query hosted on the above websites before



## INSTRUCTIONS TO BIDDERS (ITB)



submitting the bid.

- 9.3 At any time prior to the deadline for submission of bids, the Purchaser / Consultant, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bid documents by amendment.
- 9.4 Any addendum /corrigendum/ clarifications to bidders query thus issued shall be part of the bidding documents pursuant to ITB Clause- 9.0 and shall be hosted on the on website [www.vcsquality.com](http://www.vcsquality.com) and Tenderwizard e-tendering website (<https://www.tenderwizard.com/VCS>) before bid due date. All the prospective bidders who have attended the Pre-Bid meeting/ submitted bid document fee, shall be informed by email/post about the addendum/ corrigendum/ clarifications to bidder's query for their reference. Bidders desirous to submit its bid have to take into consideration of all the addendum(s)/ corrigendum (s)/ clarifications to bidder's query hosted on the above websites before submitting the bid.
- 9.5 In order to allow prospective bidders reasonable time to take care of the addendum/ corrigendum into account in preparing their bids, the Purchaser/ Consultant, at its discretion, may extend the deadline for the submission of bids.
- 9.6 Bidders are advised to visit TENDERWIZARD's e-tendering website <https://www.tenderwizard.com/VCS> from time to time to get updated information / documents.

### [ C.] PREPARATION OF BIDS

#### 10.0 LANGUAGE OF BID

- 10.1 The bid prepared by the bidder and all correspondence/ drawings and documents relating to the bid exchanged by bidder and GNGPL/VCS shall be written in English language alone. Any printed literature furnished by the bidder may be written in another language as long as accompanied by an ENGLISH translation duly authenticated by the chamber of commerce of Bidders' country in which case, for the purpose of interpretation of the bid, the ENGLISH translation shall govern.
- 10.2 In the event of submission of any document/ certificate by the Bidder in a language other than English, the English translation of the same duly authenticated by Chamber of Commerce of Bidder's country shall be submitted by the Bidder.

#### 11.0 DOCUMENTS COMPRISING THE BID

- 11.1 In case the Bids are invited under the two Bid system, the Bid prepared by the Bidder shall comprise the following components.
- 11.1.1 **Techno-commercial / un-priced bid**
- (a) 'Covering Letter' on Bidder's 'Letterhead' clearly specifying the enclosed contents.
  - (b) 'Bidder's General Information', as per 'Form F-1'.
  - (c) 'Bid Form', as per 'Form F-2'
  - (d) Copies of documents, as required in 'Form F-3'
  - (e) As a confirmation that the prices are quoted in requisite format complying with the requirements copy of Schedule of Rate (SOR) with prices blanked out mentioning quoted / not quoted (as applicable) written against each group(s).
  - (f) Performa of "Bank Guarantee" For "Earnest Money / Bid Security" EMD/Bid security as



## INSTRUCTIONS TO BIDDERS (ITB)



per Form F-4 issued by Bank

- (g) 'Letter of Authority' on the Letter Head, as per 'Form F-5'
- (h) 'No Deviation Confirmation', as per 'Form F-6'
- (i) 'Bidder's Declaration regarding Holiday/ Banning, Anti-Corruption, Conflict of Interest, Liquidation, Court Receivership and Bankruptcy', in 'Form F-7'
- (j) 'Certificate for Non-Involvement of Government of India ' from Bidder, as per 'Form F-8'
- (k) 'Agreed Terms and Conditions', as per 'Form F-9'
- (l) Duly attested documents in accordance with the "BID EVALUATION CRITERIA [BEC]" establishing the qualification.
- (m) Undertaking on the Letter head, as per the Form F-10.
- (n) Power of Attorney for authorized signatory in non-judicial stamp paper/copy of Board Resolution, the authorized signatory shall be signing the bid and any consequence resulting due to such signing shall be binding on the bidder as per the Form F-11.
- (o) Any other information/details required as per Bidding Document
- (p) All forms and Formats including Annexures.
- (q) Tender Document shall sign by the Authorized Signatory.
- (r) Additional document specified in IFB, ITB, GCC, Special Conditions of Contract (SCC), Scope of Supply, if any
- (s) Integrity Pact as per Form F-17.
- (t) Details of Quoted Scope as per Form F-21.
- (u) Undertaking on letterhead regarding bidder sharing border with India as per Form F-22.
- (v) MSE Exemption Certificate along with Declaration as per Form-23.
- (w) Undertaking of Bidder for Purchase Preference as per Public Procurement (Preference to Make in India) as per Form F-24

**Note:** All pages of the bid offer to be signed and stamped by an authorised representative (as described in bid document) of the bidder.

### 11.1.2 **Price Bid**

The price bid shall contain Schedule of Rates dully filled in the prescribed format available on the e-portal.

### 12.0 **BID FORM**

The Bidder shall complete all the Bid Forms attached in Section-V "FORM & FORMAT" of bid document and submit the same as a part of "Techno-Commercial Un-priced bid "as per clause "DOCUMENTS CONSTITUTING THE BID" of ITB.

In two-part bidding as specified in IFB, Bidder shall furnish its bid on e-tendering website (<https://www.tenderwizard.com/VCS>) in two parts, the first part will contain all bid forms with related documents, SOR without prices and bid security declaration but not the price schedule, the second part will contain only price schedule.





## INSTRUCTIONS TO BIDDERS (ITB)



### 13.0 PRICE SCHEDULE / BID PRICES

- 13.1 Bidders shall indicate the following in the Price Schedule/SOR format.
- 13.2 Ex-works Price including packing and forwarding charges (such price to include all costs as well as duties and taxes paid or payable on components and raw materials incorporated or to be incorporated in the goods).
- 13.3 Inland transportation up to Delivery Location and other costs incidental to delivery.
- 13.4 Supervision prices for Installation, Testing, and Commissioning of Meter Regulating Station (MRS).
- 13.5 GST (CGST & SGST/UTGST or IGST) on the finished goods including inland transportation (which will be payable on the finished goods, if this Contract is awarded) and on supervision.
- 13.6 The material is required to be delivered through a reliable bank approved Road Transport Company.
- 13.7 Also, GNGPL reserves the right to transport the material with its own transporter.
- 13.8 Charges for incidental services, as per SOR, and GST (CGST & SGST/UTGST or IGST) on these services as per the Price Schedule/ Schedule of Rates.
- 13.9 It shall be the endeavour of the Purchaser to arrange transit insurance (refer bidding document for details). For the purpose of arranging transit insurance of the goods dispatched / shipped, vendors are required to furnish the dispatch / shipping particulars to the Insurance Company giving complete details of dispatches along with Policy No. etc.
- 13.10 Prices must be filled exactly in the format for "Price Schedule/ Schedule of Rates [SOR]" enclosed as part of Tender Document. If quoted in separate typed sheets and any variation in item description, unit, quantity, any conditions of SOR etc. is noticed, the Bid is liable to be rejected.
- 13.11 The delivery basis of the goods is mentioned in bidding document. The date of LR/GR shall be considered as date of delivery. Other terms shall be interpreted as per INCOTERMS@2010 or its latest version.
- 13.12 All duties, taxes and other levies (if any) payable by the Seller under the Contract or for any other cause, except GST (CGST & SGST/UTGST or IGST) on finished product & on the incidental services, shall be included in the rates / prices and the total bid-price submitted by the Bidder. The quoted rate of GST (CGST & SGST/UTGST or IGST) on finished product & on the incidental services shall be indicated in the specific Format, as provided in ITB and the bid prices. Bidders are required to quote the prices after carefully reading the provisions mentioned in tender document including SCC, GCC, Scope of Work, etc.
- 13.13 Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account, whatsoever.
- 13.14 The Bidder shall quote the rates in 'figures' & 'words', as per Price Schedule /SOR format provided in the Tender Document. There should not be any discrepancy between the prices indicated in figures and in words. In case of any discrepancy, the same shall be dealt as stipulated in ITB.
- 13.15 Further, Bidder shall also mention the Harmonized System Nomenclature (HSN) at the designated place in Price Schedule.

### 14.0 TAXES AND DUTIES

- 14.1 Within the contractual delivery/ completion period, the statutory variation in applicable GST (CGST & SGST/UTGST or IGST) on supply and on incidental services, shall be to GNGPL's



## INSTRUCTIONS TO BIDDERS (ITB)



account.

Any increase in the rate of GST (CGST & SGST/UTGST or IGST) beyond the contractual delivery/ completion period shall be to Supplier's account whereas any decrease in the rate GST (CGST & SGST/UTGST or IGST) shall be passed on to the Purchaser.

The base date for the purpose of applying statutory variation shall be the Bid Due Date.

- 14.2 In case of statutory variation(s) in the taxes & duties mentioned at clause no. 14.1 above, the Supplier shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid Due Date and on the date of revision. Claim for payment of Statutory variation should be raised preferably along with the Invoice. Any claim for arrears on account of statutory variation shall be submitted to Purchaser within two [02] months from the date of issue of such 'Government Notification', otherwise such claim may not be entertained.
- 14.3 **New Taxes & duties:** Any new taxes & duties, if imposed by the State/ Central Govt. of India on the finished goods after the due date of bid submission but before the Contractual Delivery/Completion Date, shall be reimbursed to the Supplier on submission of copy of notification(s) issued from State/ Central Govt. Authorities along with documentary evidence for proof of payment of such taxes & duties, but only after ascertaining it's applicability with respect to the Contract.
- 14.4 Deemed Export benefits are not applicable and Bidder should furnish prices without considering the same.
- 14.5 Supplier shall ensure timely submission of correct invoice(s), as per GST rules/ regulation, with all required supporting document(s) within a period specified in Contract to enable GNGPL to avail input credit of GST (CGST & SGST/UTGST or IGST). Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods / Services with requisite details.
- 14.6 If input tax credit is not available to GNGPL for any reason not attributable to GNGPL, then GNGPL shall not be obligated or liable to pay or reimburse GST (CGST & SGST/UTGST or IGST) claimed in the invoice(s) and shall be entitled to deduct/ setoff/recover such GST (CGST & SGST/UTGST or IGST) together with all penalties and interest, if any, against any amounts paid or payable by GNGPL to the Supplier.
- 14.7 The supplier shall mention the particulars of Goa Natural Gas Private Limited on the Invoice. Besides, if any other particulars of GNGPL are required to be mentioned, under GST rules/ regulations on the date of dispatch, the same shall also be mentioned on the Invoice.
- 14.8 In case CBEC (Central Board of Excise and Customs)/ any equivalent government agency brings to the notice of GNGPL that the Supplier has not remitted the amount towards GST (CGST & SGST/UTGST or IGST) collected from GNGPL to the government exchequer, then, that Supplier shall be put under Holiday list of GNGPL for period of six months as mentioned in Procedure for Evaluation of Performance of Vendors/ Suppliers/Contractors/ Consultants.
- 14.9 GNGPL will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.
- 14.10 However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST (CGST & SGST/UTGST or IGST) during evaluation of bid.
- 14.11 In case the GST rating of vendor on the GST portal / Govt. official website is negative / black listed, then the bids may be rejected by GNGPL. Further, in case rating of bidder is negative / black listed after award of work for supply of goods / services, then GNGPL shall not be obligated or liable to pay or reimburse GST (CGST & SGST/UTGST or IGST) to such vendor and shall also be entitled to deduct / recover such GST (CGST & SGST/UTGST or IGST) along with all penalties / interest, if any, incurred by GNGPL.





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### 14.12 **Anti-profiteering clause**

As per Clause 171 of GST Act, it is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit to the consumer by way of commensurate reduction in prices. The Supplier may note the above and quote their prices accordingly.

14.13 GST (CGST & SGST/UTGST or IGST) is implemented w.e.f. 01.07.2017 which subsumed various indirect taxes and duties applicable before 01.07.2017. Accordingly, the provisions of General Condition of Contract relating to taxes and duties which are subsumed in GST are modified to aforesaid provisions mentioned in clause no. 13.0 and 14.0 of ITB.

### 15.0 **BID CURRENCIES**

Bidders must submit bid in **Indian Rupees (INR)** only.

### 16.0 **BID VALIDITY**

16.1 Bids shall be kept valid for a period of 90 days from the Due Date of Bid Submission. A Bid valid for a shorter period may be rejected by GNGPL/VCS as 'non-responsive'

16.2 In exceptional circumstances, prior to expiry of the original 'Bid Validity Period', the Employer may request the Bidders to extend the 'Period of Bid Validity' for a specified additional period. The request and the responses thereto shall be made in writing or by fax/ email. A Bidder may refuse the request. A Bidder agreeing to the request will not be required or permitted to modify his Bid, and their EMD shall remain valid in all respects.

### 17.0 **EARNEST MONEY DEPOSIT/ BID SECURITY**

17.1 The bidder shall furnish, as part of its Bid, a Bid Security in the amount specified in the IFB.

17.2 The bid security is required to protect the Owner against the risk of bidder's conduct which would warrant the bid security's forfeiture, pursuant to ITB clause 17.9.

17.3 The bid security in Indian Rupees shall be in the form of "Online Banking transaction" or Demand Draft/ Banker's Cheque in favour of **GOA NATURAL GAS PVT. LTD., payable at North Goa** or in the form of an irrevocable Bank Guarantee in favour of GOA NATURAL GAS PVT. LTD. as per format enclosed at **F-4** (issued by Indian Nationalised /Scheduled bank or a branch of an International Bank situated in India and registered with Reserve Bank of India as Schedule Foreign Bank in case of Indian Bidders and from any reputed international bank or Indian Schedule Bank in case of Foreign Bidders).

17.4 To enable the bidders to utilize online transaction option, Bank details of GNGPL is as specified at ITB clause 17.14 below.

17.5 Bidder is required to submit successful Transaction Details along with their bid. In case of online transaction, submission of EMD in original is not applicable.

17.6 GNGPL shall not be liable to pay any bank charges, commission or interest on the amount of bid security.

17.7 However, in case of Bank Guarantee from banks other than the Nationalized Indian bank, the bank must be a commercial bank having net worth in excess of Rs. 100 Crores and a declaration to this effect should be made by such commercial bank either in the bank guarantee itself or separately on its letter head.

17.8 The bid security shall be valid for two (02) months beyond the validity of the bid as specified



## INSTRUCTIONS TO BIDDERS (ITB)



in Clause 16 of ITB i.e. 5 (five) months beyond deadline for bid submission.

- 17.9 Any bid not secured in accordance with ITB clause 17.1 and 17.3 shall be rejected by GNGPL as non-responsive.
- 17.10 Unsuccessful bidder's bid security will be discharged / returned, as promptly as possible but not later than 30 days after the expiration of period of bid validity prescribed by OWNER pursuant to ITB clause 17.0.
- 17.11 The successful bidder's bid security will be discharged upon the bidder's accepting the order, pursuant to ITB clause 39.0 and furnishing the Contract Performance Guarantee pursuant to ITB clause 41.0.
- 17.12 The bid security may be forfeited:
- a) If a bidder withdraws its bid during the period of Bid validity.
  - b) In case of a successful bidder, if the bidder fails:
    - i) to accept the award in accordance with clause 37.0 of ITB or
    - ii) to accept the arithmetic corrections pursuant to clause 31.0 of ITB and/or
    - iii) in case of a successful Bidder, if the Bidder fails, within the specified period
      - a) to sign the Contract and
      - b) to furnish the performance guarantee in accordance with Clause 41.0 of ITB.
- 17.13 Bid security should be in favour of **GOA NATURAL GAS PVT. LTD.**, North Goa. Bid security must indicate the bid document and the work for which the bidder is quoting. This is essential to have proper co-relation at a later date. The bid security shall be in the form of irrevocable Bank guarantee shall be in the Format F-4, provided in the bidding document.
- 17.14 Bank details of GNGPL are as below:

Account Name:	Goa Natural Gas Private Limited
Account no	40352433901
Bank Name	State Bank of India
IFSC code:	SBIN0009995
MICR code	400002133
Branch name	CAG Mumbai

- 17.15 MSEs (Micro & Small Enterprises) are exempted from submission of EMD in accordance with the provisions of PPP-2012 and Clause 34.0 of ITB. However, Traders/Dealers/ Distributors /Stockiest /Wholesaler are not entitled for exemption of EMD. The Government Departments/PSUs are also exempted from the payment of EMD.
- 17.16 MSEs (to whom EMD exemption is allowed as per extant guidelines in vogue) is required to submit Declaration for Bid Security in bid as per F-23.
- 18.0 PRE-BID MEETING**
- 18.1 The Bidder(s) or his designated representative are invited to attend a "Pre-Bid Meeting" which



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will be held at the time and address/ video conferencing as specified in tender documents. It is expected that a bidder shall not depute more than 02 representatives for the meeting.

18.2 The Bidder must submit their queries / clarifications to VCS in the format "F-15".

18.3 Text of the questions raised and the responses given, together with any responses prepared after the meeting, will be uploaded on VCS, GNGPL website against the Tender. Any modification of the Contents of Bidding Documents listed in "ITB: Clause- 7.1", that may become necessary as a result of the Pre-Bid Meeting shall be made by the Employer exclusively through the issue of an Addendum / Corrigendum pursuant to "ITB: Clause-9.0", and not through the minutes of the Pre-Bid Meeting.

18.4 Non-attendance of the Pre-Bid Meeting will not be a cause for disqualification of Bidder.

### 19.0 FORMAT AND SIGNING OF BID

19.1 The Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder (as per POA). The name and position held by each person signing, must be typed or printed below the signature. All pages of the Bid except for un-amended printed literature where entry(s) or amendment(s) have been made shall be fulfilment by the person or persons signing the Bid.

19.2 The Bid shall contain no alterations, omissions, or additions, unless such corrections are fulfilment by the person or persons signing the Bid.

### 20.0 ZERO DEVIATION AND REJECTION CRITERIA

20.1 ZERO DEVIATION: Deviation to terms and conditions of "Bidding Documents" may lead to rejection of bid. GNGPL will accept bids based on terms & conditions of "Bidding Documents" only. GNGPL will determine the substantial responsiveness of each bid to the Bidding Documents pursuant to provision contained in clause 30.0 of ITB. For purpose of this, a substantially responsive bid is one which conforms to all terms and conditions of the Bidding Documents without deviations or reservations. GNGPL' determination of a bid's responsiveness is based on the content of the bid itself without recourse to extrinsic evidence. GNGPL reserves the right to raise technical and/or commercial query(s), if required, on the bidder(s). The response(s) to the same shall be submitted in writing within the permitted time frame and no change in the price(s) or substance of the bids shall be sought, offered or permitted. The substance of the bid includes but not limited to prices, completion, scope, technical specifications, etc. Bidders are requested not to take any deviation/exception to the terms and conditions laid down in this "Tender Documents", and submit all requisite documents as mentioned in this "Tender Documents", failing which their offer will be liable for rejection. If a bidder does not reply to the queries in the permitted time frame then its bid shall be evaluated based on the documents available in the bid.

### 20.2 REJECTION CRITERIA:

Notwithstanding the above, deviation to the following clauses of Tender document shall lead to summarily rejection of Bid:

- (a) Firm Price
- (b) Bid Security/ EMD as per Form F-4 / MSE Exemption (Udyam) Reg. Certificate along with Declaration as per Form-23.
- (c) Specifications & Scope of Services
- (d) Schedule of Rates / Price Schedule / Price Basis
- (e) Duration / Period of Contract/ Completion schedule



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- (f) Period of Validity of Bid
- (g) Price Reduction Schedule
- (h) Contract Performance Bank Guarantee / Security Deposit
- (i) Guarantee / Defect Liability Period
- (j) Arbitration / Resolution of Dispute/Jurisdiction of Court k) Force Majeure & Applicable Laws
- (k) Payment terms
- (l) Integrity Pact, if Applicable
- (m) Any other condition specifically mentioned in the tender document elsewhere that non-compliance of the clause lead to rejection of bid
- (n) Submission of prices in unpriced/technical Bid

**Note:** Further, it is once again reminded not to mention any condition in the Bid which is contradictory to the terms and conditions of Tender document.

### 21.0 E-PAYMENT

- 21.1 Payments to Suppliers will be made electronically, through 'e-banking'. The successful bidder should give the details of his bank account as per the bank mandate form.
- 21.2 Further, to promote cashless transactions, the onward payments by Contractors to their employees, service providers, sub-contractors and suppliers may be made through Cards and Digital means to the extent possible.

### [ D.] SUBMISSION OF BIDS

### 22.0 BID INSTRUCTIONS FOR ONLINE BID SUBMISSION

- 22.1 The bidders are required to submit soft copies of their bid electronically on the E-Tender Portal (<https://www.tenderwizard.com/VCS>) using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the E-Tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the E-Tender Portal. For more information, detailed guides and FAQs, bidders may visit the E-Tender Portal <https://www.tenderwizard.com/VCS>.

### 22.2 REGISTRATION PROCESS ON ONLINE PORTAL

- i. Bidder has to enrol on the e-Procurement module of the portal <https://www.tenderwizard.com/VCS> by clicking on the link "Vendor Registration".
- ii. The bidder has to choose a unique username and assign a password for their accounts. Both these are case-sensitive.
- iii. Once the username and password are saved, even if the registration process is not completed in a single go, it can be continued where left. For resuming, click on "retrieve details" button on the Vendor Registration page.
- iv. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the E-Tender Portal.
- v. Bidders will be asked to provide their refund bank account details. These details will only be used for Bid Security (if any) refund purpose only in case where Bid Security (if any) is



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paid through e-payment mode on the portal. These details may be updated anytime in the user profile after login.

- vi. Upon enrolment, bidder needs to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing and encryption combo key usage) issued by any Certifying Authority recognized by CCA India with their profile. This step may be skipped while registration, the same will be prompted to be done during first login into the portal. Please note that login can only be done in presence of a valid digital signature.
- vii. Only one valid DSC should be registered by a bidder. This can be however be changed anytime in the user profile after login. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- viii. Bidders must ensure that they have the latest version of Java installed in their local system to enable the portal to access their digital signatures. Refer section “System prerequisites” below for details.
- ix. The User ID of bidders will only be activated once they upload correct documents for verification (such as PAN, GST, etc.) and send email to [twregdelhi@etenderwizard.com](mailto:twregdelhi@etenderwizard.com) requesting activation mentioning their user ID and attaching their registration payment acknowledgement in the mail.
- x. Once ID is activated, bidders can then log in to the site through the secured log-in by entering their user ID / password and their DSC / e-Token.
- xi. Foreign bidders are advised to refer “DSC details for Foreign Bidders” on the portal for Digital Signature requirements. Any type of DSC that has valid signing and encryption capabilities are allowed on the portal. Fields not relevant for foreign bidders are optional and can be skipped during registration process.

### 22.3 SYSTEM PREREQUISITES

- i. Your system should have Java installed and configured for the portal before logging in to your ID, if not follow the below steps.
- ii. Go to <https://www.java.com> and click on “Download” and run the downloaded setup file.
- iii. Once fully installed, search in your start menu- “Configure Java” and run it.
- iv. Go to tab “Security” of the window, click on “Edit site list”. Click on “Add” and enter <https://www.tenderwizard.com/VCS> in the new row. Click on “Add” then “Ok” and again “Ok”.

### 22.4 TENDER DOCUMENTS SEARCH

- i. Active tenders can be searched on the portal through various parameters including Tender ref no., description, date, etc.
- ii. After login, if the bidders are not able to see the desired tender on the published tenders page, they may need to update their profile through the Profile tab. On the update profile page, check mark all the procurement categories and save. All tenders should now be visible on their published tenders page.

### 22.5 BID PREPARATION

- i. Bidders, in advance, should upload the bid documents on the portal well within time as indicated in the tender document. Generally, they are to be in PDF format except some of the documents provided in excel formats (such documents have to be filled and uploaded in excel format only).



## INSTRUCTIONS TO BIDDERS (ITB)



- ii. Bidders are required to upload all required documents such as certificates, purchase order details, forms, financial reports, etc. under “Document Library” link on the portal first. These can be later attached as part of their bid documents during bid submission.
- iii. Bidders can merge multiple PDF and upload in a single PDF file as long as it within the size limit of single file i.e. 5 MB.

### 22.6 BID SUBMISSION

- i. Bidder will be entirely responsible for any last minute issues and Tenderwizard or VCS shall not be held responsible for such default. To prevent this, bidders are advised to upload the documents on the portal well within deadline.
- ii. For Bid Security (if any), bidder has to select the mode of payment (DD) and fill in the required details along with scanned copy. Exempted vendors can select ‘Exemption’ and upload valid certificate for the same.
- iii. A standard SOR format in excel has been provided with the tender document to be filled by all the bidders. Bidders to note that they should necessarily submit their financial bids in the prescribed format only. Proving the same in any other format such as pdf, shall render the bid liable for rejection.
- iv. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- v. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- vi. It is important to note that the bidder has to click on the ‘Submit the tender form button’, to ensure that the Bid Submission Process is completed. Bids which aren’t submitted successfully are considered as Incomplete/Invalid bids and are not considered for evaluation by the portal.
- vii. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

### 22.7 ASSISTANCE TO BIDDERS

- i. Any queries relating to the content of the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority as indicated in the tender.
- ii. For e-Procurement technical support or any queries related to the process of online bid submission or queries relating to E-Tender Portal in general may be directed to the 24x7 Tenderwizard Helpdesk. The contact number for the helpdesk are 011-49424365.

### 22.8 EMAIL SUPPORT:

For any e-Procurement application related service requests and technical issues related to document uploads, encryption/decryption key issues, bidder login issues, new registration issues, key uploads, DSC key installation, bid submission, system users may please mail to [safdar.ali@vcsprojects](mailto:safdar.ali@vcsprojects), [twregdelhi@etenderwizard.com](mailto:twregdelhi@etenderwizard.com) with a copy to [dscdelhi@etenderwizard.com](mailto:dscdelhi@etenderwizard.com). Any issues encountered due to last minute actions by the bidders shall not be the responsibility of VCS or Tenderwizard. Bidders are advised to use the portal in advance so that any issue can be resolved with adequate time before any deadline.

### 23.0 DUE DATE AND TIME OF BID SUBMISSION





## INSTRUCTIONS TO BIDDERS (ITB)



- 23.1 The bid must be submitted on the specified e-tendering portal as specified in IFB not later than the time and date as specified in IFB. The online e-tendering portal will not allow any bid or part thereof whatsoever to be submitted after the due time on the due date.
- 23.2 The Purchaser may, in exceptional circumstances and at its discretion, on giving reasonable notice by uploading on website, email or any written communication to all prospective bidders who have been issued the bid document to extend the deadline for the submission of bids in which case all rights and obligations of the Purchaser and bidders, previously subject to the original deadline will thereafter be subject to deadline as extended.
- 24.0 LATE BIDS/ UNSOLICITAED Bid/ BID SUBMISSION AT OTHER Place**
- 24.1 Bidders must ensure submission of bids within the Due Date and Time of Bid Submission. Through e-tendering portal which shall be closed immediately after the deadline for submission of bid and no bids can be submitted thereafter.
- 24.2 The Purchaser may, in exceptional circumstances and at its discretion, on giving reasonable notice by uploading on website, email or any written communication to all prospective bidders who have been issued the bid document to extend the deadline for the submission of bids in which case all rights and obligations of the Purchaser and bidders, previously subject to the original deadline will thereafter be subject to deadline as extended.
- 25.0 MODIFICATION AND WITHDRAWAL OF BIDS**
- 25.1 The Bidder may modify or withdraw its bid after the bid's submission, but before the due date of submission as per provisions provided on the e-tendering portal. After the bid due date & time however, no modifications whatsoever are allowed in the bid.
- 25.2 Withdrawal/ Modification/Substitution of a bid during the interval between the Due Date and Time for Bid Submission and the expiration of the Bid Validity Period shall result in the rejection of bid and also bidder's banning/ putting on holiday list.
- 25.3 The latest bid submitted shall be considered for evaluation and all other bids shall be considered to be unconditionally withdrawn.
- 25.4 In case after price bid opening the lowest evaluated bidder (L-1) is not awarded the job for any mistake committed by him in bidding or withdrawal of bid or modification of bid or varying any term in regard thereof leading to re-tendering, such bidders shall be debarred from participation in re-tendering of the same job(s)/item(s). Further, such bidder will be put on holiday for a period of six months after following the due procedure as per tender documents

### [ E.] BID OPENING AND EVALUATION

- 26.0 EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**
- 26.1 GNGPL reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the ground for GNGPL' action. However, Bidder if so, desire may seek the reason (in writing) for rejection of their Bid to which GNGPL shall respond quickly.
- 27.0 BID OPENING**
- 27.1 Un-Priced bid opening shall take place after 1500 Hrs of stipulated date of bid submission on e-portal.
- 27.2 After un-priced technical and commercial bid evaluation, priced Bid opening meeting of techno-commercially qualified bidders may be conducted through Video Conferencing.



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- 27.3 Bidder shall be required to submit an authorization letter of the authorized person via E-mail separately.
- 28.0 CONFIDENTIALITY**
- During Bid Process: Information relating to the examination, clarification, evaluation, and comparison of Bids, and recommendations for the award of a Contract, shall not be disclosed to any person(s) not officially concerned with such process.
- 29.0 CONTACTING THE EMPLOYER**
- 29.1 From the time of Bid opening to the time of award of Contract, if any Bidder wishes to contact the Employer on any matter related to the Bid, it should do so in writing.
- 29.2 Any effort by the Bidder to influence the Employer in the Employer's 'Bid Evaluation', 'Bid Comparison', or 'Contract Award' decisions may result in the rejection of the Bidder's Bid and action shall be initiated as per procedure in this regard.
- 30.0 EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS**
- 30.1 The Owner's determination of a bid's responsiveness is based on the content of the bid only. Prior to the detailed evaluation of Bids, the Employer will determine whether each Bid.
- (a) Meets the "Bid Evaluation Criteria" of the Bidding Documents;
  - (b) Has been properly signed;
  - (c) Is accompanied by the required 'Earnest Money / Bid Security' Declaration;
  - (d) Is substantially responsive to the requirements of the Bidding Documents; and
  - (e) Provides any clarification and/or substantiation that the Employer may require to determine responsiveness pursuant to "ITB: Clause-30.0"
- 30.2 A substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the Bidding Documents without material deviations or reservations or omissions. For this purpose, Employer defines the foregoing terms below:
- (a) "Deviation" is departure from the requirement specified in the tender documents.
  - (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirement in the tender documents.
  - (c) "Omission" is the failure to submit part or all of the information or documentation required in the tender document.
- 30.3 A material deviation, reservation or omission is one that,
- (a) If accepted would,
    - (i) Affect in any substantial way the scope, quality, or performance of the job as specified in tender documents.
    - (ii) Limit, in any substantial way, inconsistent with the Tender Document, the Employer's rights or the tenderer's obligations under the proposed Contract.
  - (b) If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- 30.4 The Employer shall examine all aspects of the bid to confirm that all requirements have been met without any material deviation, reservation or omission.
- 30.5 If a Bid is not substantially responsive, it may be rejected by the Employer and may not





## INSTRUCTIONS TO BIDDERS (ITB)



subsequently be made responsive by correction or withdrawal of the material deviation, reservation or omission.

### 31.0 CORRECTION OF ERRORS

31.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:

- (i) When there is a difference between the rates in figures and words, the rate which corresponds to the amount worked out by the contractor (by multiplying the quantity and rate) shall be taken as correct.
- (ii) When the rate quoted by the contractor in figures and words tallies but the amount is incorrect, the rate quoted by the contractor shall be taken as correct and not the amount and the amount will be corrected accordingly.
- (iii) When it is not possible to ascertain the correct rate, in the manner prescribed above, the rate as quoted in words shall be taken as correct and the amount will be corrected accordingly.
- (iv) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.

31.2 The amount stated in the bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the bidder may be put on watch list/holiday/ banning list as per declaration submitted for Bid Security/ EMD.

### 32.0 EVALUATION AND COMPARISON OF BIDS

The Purchaser/ Consultant will evaluate and compare the bids which have been determined to be substantially responsive, Bid shall be evaluated clause no 30.0 & 32.0 of ITB

32.1 Bidder must quote for full quantity against quoted item. Bids with part quantity shall be liable for rejection.

32.2 Prices shall be evaluated **on overall lowest cost basis** to arrive at the lowest evaluated cost to owner:

1.1.1 The evaluated price of bidders shall include the following:

- i) Ex-works price quoted by the bidder (including testing, packing, forwarding, and GST on components and raw materials but excluding Inland Transportation to Delivery Location) including cost of Inspection by Third Party Agency, (wherever applicable).
- ii) Inland transportation, transit insurance, unloading & staking at Delivery location (Goa) and other costs incidental to delivery of goods.
- iii) Supervision prices quoted for Installation, Testing, and Commissioning of Meter Regulating Station (MRS).
- iv) GST (CGST&SGST/UTGST or IGST) on the finished goods including inland transportation (i.e. on sl. no. i and ii above)

**Note:**

- (i) In case the bidder is covered under Composition Scheme under GST laws, then bidder should quote the price inclusive of the GST (CGST&SGST/UTGST or IGST). Further, such bidder should mention "Cover under composition system" in column for GST



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(CGST&SGST/UTGST or IGST) of price schedule.

- (ii) In case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST (CGST&SGST/UTGST or IGST) during evaluation of bid.
- (iii) In case any cess on GST is applicable, same shall also be considered in evaluation

32.3 In case of a tie at the lowest bid (L-1) position between two or more bidders, the order/LOA will be placed on the bidder who has higher/ highest turnover in last audited financial year.

### 33.0 QUANTITY VARIATION

33.1 Where nature of items is such that the items cannot be supplied in exact quantity of the Purchase Order as in case of cables/ steel/ chemicals etc., quantity tolerance upto  $\pm 5\%$  may be allowed. For such tolerance, separate amendment to Purchase Order would not be necessary.

33.2 The Purchaser reserves the right to delete the requirement of any one or more items of Tender Document without assigning any reason.

### 34.0 PURCHASE PREFERENCE

#### 34.1 PUBLIC PROCUREMENT POLICY FOR MICRO AND SMALL ENTERPRISES

34.1.1 Following provision has been incorporated in tender for MSEs, in line with notification of Government of India, vide Gazette of India No. 503 dated 26.03.2012 proclaiming the Public Procurement Policy on procurement of goods and services from Micro and Small Enterprises (MSEs)

- (i) Issue of tender document to MSEs free of cost.
- (ii) Exemption to MSEs from payment of EMD/Bid Security.
- (iii) In Tender participating Micro and Small Enterprises quoting price within the price band of L-1 + 15% shall also be allowed to supply a portion of requirement by bringing down their prices to L-1 price in a situation where L-1 price is from someone other than a micro and small enterprise and such micro and small enterprises shall be allowed to supply upto 20% of the tendered value. In case of more than one such Micro and Small Enterprises, the supply shall be shared proportionately (to tendered quantity). Further, out of above 20%, 4% shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs.

The quoted prices against various items shall remain valid in case of splitting of quantities of the items above.

In case tendered item is non-split able or non- dividable, MSE quoting price within price band L-1 (other than MSE) + 15% , may be awarded for full/ complete supply of total tendered value subject to matching of L-1 price.

34.1.2 The MSEs owned by SC/ST entrepreneurs shall mean:

- a) In case of proprietary MSE, Proprietor(s) shall be SC/ST.
- b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% share in the unit
- c) In case of private Limited Companies, at least 51%share is held by SC/ST. If the MSE is owned by SC/ST entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.



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34.1.3 In case bidder is a Micro or Small Enterprise under the Micro, Small and Medium Enterprises Development Act, 2006, the bidder shall submit the following:

- a) Documentary evidence that the bidder is a Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises or UDYAM Registration Certificate.
- b) If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

The above documents submitted by the bidder shall be duly certified by the Statutory Auditor of the bidder or a Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) where audited accounts are not mandatory as per law and notary public with legible stamp.

If the bidder does not provide the above confirmation or appropriate document or any evidence, then it will be presumed that they do not qualify for any preference admissible in the Public Procurement Policy (PPP) 2012.

Further, MSEs who are availing the benefits of the Public Procurement Policy (PPP) 2012 get themselves registered with MSME Data Bank being operated by NSIC, under SME Division, M/o MSME, in order to create proper data base of MSEs which are making supplies to CPSUs.

34.1.4 If against an order placed by GNGPL, successful bidder(s) (other than Micro/Small Enterprise) is procuring material/services from their sub-vendor who is a Micro or Small Enterprise registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises with prior consent in writing of the purchasing authority/Engineer-in-charge, the details like Name, Registration No, Address, Contact No. details of material & value of procurement made, etc. of such Enterprises shall be furnished by the successful bidder at the time of submission of invoice/Bill.

34.1.5 The benefit of policy is not extended to the traders/dealers/Distributors/Stockiest/Wholesalers.

### 35.0 PURCHASE PREFERENCE AS PER PUBLIC PROCUREMENT (PREFERENCE TO MAKE IN INDIA), ORDER 2017

#### NOT APPLICABLE

~~Ministry of Petroleum & Natural Gas vide Notification No. FP-20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26.04.2022 has notified that Public Procurement (Preference to Make in India), Order 2017 (PPP-MII) issued by DPIIT and as amended from time to time shall be applicable to all the Public Sector Undertakings and their wholly owned subsidiaries under MoP&NG with certain modifications.~~

~~The Public Procurement (Preference to Make in India), Order 2017 (PPP-MII) issued by DPIIT to encourage 'Make in India' and promote manufacturing & production of goods and services in India with a view to enhancing income and employment~~

~~Bidders to provide duly signed & stamped forms under **Form-24** as per format enclosed in the Tender.~~

### 36.0 PROCUREMENT FROM A BIDDER WHICH SHARES A LAND BORDER WITH INDIA

1. Order (Public Procurement No. 1) dated 23.07.2020, Order (Public Procurement No.



## INSTRUCTIONS TO BIDDERS (ITB)



2) dated 23.07.2020 and Order (Public Procurement No. 3) dated 24.07.2020, Department of Expenditure, Ministry of Finance, Govt. of India refers. The same are available at website <https://doe.gov.in/procurement-policy-divisions>.

2. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. For details of competent authority refer to Annexure I of Order (Public Procurement No. 1) dated 23.07.2020.

Further the above will not apply to bidders from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects. Updated lists of countries to which lines of credit have been extended or in which development projects are undertaken are given in the website of the Ministry of External Affairs, Govt. of India

3. **"Bidder"** (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) **for purpose of this provision** means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
4. **"Bidder from a country which shares a land border with India"** for the purpose of this:
  - a. An entity incorporated, established or registered in such a country; or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is a citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

5. **"Beneficial owner"** for the purpose of above (4) will be as under:

- i. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.

Explanation—

- a) "Controlling ownership interest" means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
- b) "Control" shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;



## INSTRUCTIONS TO BIDDERS (ITB)



- ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  - iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
  - iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  - v) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
6. **"Agent"** for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons

7. **SUBMISSION OF CERTIFICATE IN BIDS:**

Bidder shall submit a certificate in this regard as **Form-22**.

If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate rejection of the bid/termination and further action as per "Procedure for Action in case of Corrupt/Fraudulent/ Collusive / Coercive Practices" of tender document.

The registration, wherever applicable, should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder was validly registered at the time of acceptance / placement of order, registration shall not be a relevant consideration during contract execution.

### [ F.] AWARD OF CONTRACT

#### 37.0 AWARD

- 37.1 The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive.
- 37.2 Prices shall be evaluated **on overall lowest cost basis** for supply of Meter Regulating Station (MRS) including supply, testing, including, packaging, forwarding, insurance, TPIA charges and supervision prices to arrive at the lowest evaluated cost to Owner and work shall be awarded to lowest bidder.



## INSTRUCTIONS TO BIDDERS (ITB)



- 37.3 Owner also reserves the right to negotiate the quoted prices before award of work.
- 37.4 In case, after price bid opening the lowest evaluated bidder (L-1) is not awarded the job for any mistake committed by him in bidding or withdrawal of bid or varying any term in regard thereof leading to retendering, GNGPL shall forfeit the EMD/ Bid Security (Non-MSE bidder) or shall take action as per Declaration (Form-23) submitted by the MSE bidder and such bidders shall be debarred from participation in re-tendering of the same job(s) / items(s) and shall be put on banning/ holiday list.
- 37.5 Such bidder will be put on holiday for a period of 06 (Six) months after following the due procedure as per GNGPL policy of Performance Evaluation.
- 38.0 SPLIT OF WORK**
- Not Applicable.
- 39.0 NOTIFICATION OF AWARD / FAX OF ACCEPTANCE**
- 39.1 Prior to the expiry of 'Period of Bid Validity', Notification of Award for acceptance of the Bid will be intimated to the successful Bidder by GNGPL either by Fax / E – mail / Letter or like means defined as the "Fax of Acceptance (FOA)". The Contract shall enter into force on the date of FOA and the same shall be binding on GNGPL and successful Bidder (i.e. Supplier/ Seller). The Notification of Award/ FOA will constitute the formation of a Contract. The detailed Purchase Order /Contract shall be issued thereafter incorporating terms & conditions of Tender Document, Corrigendum, Clarification(s), Bid and agreed variation(s)/acceptable deviation(s), if any. GNGPL may choose to issue Notification of Award in form of detailed Purchase Order without issuing FOA and in such case the Contract shall enter into force on the date of detailed Purchase Order only.
- 39.2 Contract/ Delivery/ Completion Period shall commence from the date of Notification of Award/ FOA or as mentioned therein.
- 39.3 Successful Bidder's / Supplier's furnishing the 'Contract Performance Guarantee / Security Deposit', pursuant to "ITB: Clause-41.0
- 40.0 DISPATCH SCHEDULE**
- 40.1 If Purchase Order issued based on FOT (Free on Truck) / FOR (Free on Rail) (project site) basis, materials shall be delivered at the destination on freight prepaid & door delivery basis and for the cases where order(s) are finalized on Ex-works basis the transportation will be arranged by supplier(s) / GNGPL on 'freight to pay' basis and the freight will be paid at the destination.
- Seller shall submit the following details of goods/cargo within 15 days from Notification of Award to the designated authority as specified in tender documents or as per Purchase Order, if a separate person is mentioned therein:
- (i) Shipments Schedule
  - (ii) Dimension details of packages
  - (iii) Detailed technical write-up along with Catalogue (if applicable)
  - (iv) Any other document/details, if mentioned in Purchase Order
- 40.2 The consignment should be handed over to transporter with E-way bill, wherever required as per law/act. In case such e-way bill is required to be issued by GNGPL, the concerned designated order issuing authority may be contacted in this regard.
- 40.3 It shall be responsibility of the seller to send intimation immediately on dispatch of the material





## INSTRUCTIONS TO BIDDERS (ITB)



so that necessary arrangements can be made at site. Delays on account of the same shall solely be attributable to the Supplier.

### 41.0 CONTRACT PERFORMANCE BANK GUARANTEE/ SECURITY DEPOSIT

41.1 Within 30 days of the receipt of the notification of award/ FOA from GNGPL, the successful Bidder shall furnish the Contract Performance Guarantee/Security Deposit. The Contract Performance Guarantee shall be in the form of either Banker's Cheque or Demand Draft or Bank Guarantee or Letter of Credit and shall be in the currency of the Contract. However, CPBG/SD shall not be applicable in cases wherein the individual order value as specified in Notification of Award is upto INR 5 Lakh (excluding GST). The successful bidder has the option to submit CPBG/SD as per the following details:

(i) Procurement of materials

10% of Contract/Order value within 30 days of award within 30 days of FOA / Notification of award.

(ii) Annual Rate Contracts for materials (**NOT APPLICABLE**)

2.5% of order/services/works value within 30 days (either through extension of EMD, if available or through equivalent BG) and 7.5% of Individual release order value.

41.2 The Contract Performance Guarantee shall be for an amount as specified in tender documents towards faithful performance of the contractual obligations and performance of equipment/material. For the purpose of Contract Performance Guarantee, Contract Value shall be exclusive of taxes and duties / GST (CGST & SGST/UTGST or IGST).

41.3 Bank Guarantee towards Contract Performance Guarantee shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank in case of Indian bidder as well as foreign bidder. However, in case of bank guarantees from banks other than the Nationalized Indian banks, the bank must be a commercial bank having net worth in excess of Rs 100 crores and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead. This bank guarantee shall be valid for a period as three months beyond the Warranty/ Guarantee Period specified in Tender Document.

41.4 Failure of the successful Bidder to comply with the requirements of this article shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD.

41.5 Further, the bidder can submit CPBG on line through issuing bank to Goa Natural Gas Private Limited directly as per Ministry of Finance (MOF) Department of financial service direction vide letter ref number F.No.7/112/2011-BOA dated 17th July 2012. In such cases confirmation will not be sought from issuing banker by Goa Natural Gas Private Limited.

### 42.0 PROCEDURE FOR ACTION IN CASE CORRUPT/ FRAUDULENT/ COLLUSIVE/ COERCIVE PRACTICES

42.1 Procedure for action in case Corrupt/ Fraudulent/Collusive/Coercive Practices is enclosed at Annexure-III.

42.2 The Fraud Prevention Policy document is available on GNGPL's website (<https://www.goanaturalgas.com>)

42.3 NON-APPLICABILITY OF ARBITRATION CLAUSE IN CASE OF BANNING OF VENDORS/ SUPPLIERS / CONTRACTORS /BIDDERS/ CONSULTANTS INDULGED IN FRAUDULENT/ COERCIVE PRACTICES

Notwithstanding anything contained contrary in GCC and other "CONTRACT DOCUMENTS", in case it is found that the Vendors/ Suppliers / Contractors/Bidders/



## INSTRUCTIONS TO BIDDERS (ITB)



Consultants indulged in fraudulent/ coercive practices at the time of bidding, during execution of the contract etc., and/or on other grounds as mentioned in GNGPL' "Procedure for action in case Corrupt/Fraudulent/Collusive/Coercive Practices" (Annexure- III), the contractor/bidder shall be banned (in terms of aforesaid procedure) from the date of issuance of such order by Goa Natural Gas Private Limited., to such Vendors/ Suppliers / Contractors/Bidders/ Consultants.

The Vendor/ Supplier / Contractor/ Bidder/Consultant understands and agrees that in such cases where Vendor/ Supplier / Contractor/ Bidder/Consultant has been banned (in terms of aforesaid procedure) from the date of issuance of such order by Goa Natural Gas Private Limited, such decision of Goa Natural Gas Private Limited shall be final and binding on such Vendor/ Supplier / Contractor/ Bidder/Consultant and the 'Arbitration clause' in the GCC and other "CONTRACT DOCUMENTS" shall not be applicable for any consequential issue /dispute arising in the matter.

### 43.0 PACKING INSTRUCTIONS

43.1 Packing shall be strong and sturdy such that it can withstand loading/unloading & pushing by mechanical devices. All packaging shall be done in such a manner as to reduce volume and weight as much as possible without jeopardizing the safety of the material. All packing materials shall be new.

43.2 Fragile articles should have special packing materials depending on type of materials.

43.3 All soft and delicate surfaces on equipment/material should be carefully protected / painted with suitable coating and wrapped to prevent rusting and damage. All mechanical and electrical equipment and other heavy articles should be securely fastened to the bottom of the case, to avoid damage.

43.4 Attachments and spare parts of equipment and all small pieces shall be packed separately in wooden cases with adequate protection inside the case and sent along with main equipment. Each item shall be tagged so as to identify it with the main equipment and part number and reference number shall be indicated.

43.5 All protrusions shall be suitably protected and openings shall be blocked by wooden/steel covers as may be required.

43.6 Detailed case wise packing list in water proof envelope shall be inserted in each package together with equipment/material. One copy of 'Detailed Packing List' shall be fastened outside of the package in waterproof envelope and covered by metal cover.

43.7 Each package shall be marked on three sides with proper paints/indelible waterproof ink as follows:

PURCHASER:

DESTINATION:

Purchase Order No..... Net

Wt..... Kgs,

Gross Wt..... Kgs.

Dimensions.....X.....X.....CM. Package No.  
(Sl. No. of total packages).....

Seller's Name.....

43.8 Permits are to be obtained separately for entry/use of vehicles/trailers etc. inside the plant.

The following requirements are to be met to obtain vehicle permit:-





## INSTRUCTIONS TO BIDDERS (ITB)



- a) Vehicle/Equipment etc. should be brought to site in good conditions.
- b) Valid Road Tax Certificate, fitness certificate and insurance policy from Competent Authority
- c) Valid operating/driving license of driver/operator
- d) Any other requirement mentioned elsewhere in Tender Document

### 44.0 **VENDOR PERFORMANCE EVALUATION**

The procedure for evaluation of performance of Supplier containing provisions for putting a Bidder / Supplier on suspension and/or holiday list (as the case may be) is enclosed tender documents. The Period of Holiday mentioned in GCC clause no. 28.1.3 shall be superseded by the period mentioned in tender documents.

### 45.0 **MENTIONING OF PAN NO. IN INVOICE/BILL**

As per CBDT Notification No. 95/2015 dated 30.12.2015, mentioning of PAN no. is mandatory for procurement of goods/services/works/consultancy services exceeding Rs. 2 Lacs per transaction.

Accordingly, service provider should mention their PAN no. in their invoice/ bill for any transaction exceeding Rs. 2 lakhs. As provided in the notification, in case service provider do not have PAN no., they have to submit declaration in Form 60 along with invoice/ bill for each transaction.

Payment of supplier/ contractor / service provider/ consultant shall be processed only after fulfilment of above requirement.

### 46.0 **SETTLEMENT OF COMMERCIAL DISPUTES BETWEEN PUBLIC SECTOR ENTERPRISE(S) INTER-SE AND PUBLIC SECTOR ENTERPRISE(S) AND GOVERNMENT DEPARTMENT (S) THROUGH PERMANENT MACHINERY OF ARBITRATION (PMA) IN THE DEPARTMENT OF PUBLIC ENTERPRISES**

In the event of any dispute or difference relating to the interpretation and application of the provisions of the Contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitrator under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary / Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

### 47.0 **DISPUTE RESOLUTION (ADDENDUM TO PROVISION REGARDING APPLICABLE LAWS AND SETTLEMENT OF DISPUTES OF GCC)**

- 47.1 Goa Natural Gas Private Limited has framed the Conciliation Rules 2013 in conformity with supplementary to Part – III of the Indian Arbitration and Conciliation Act 1996 for speedier, cost effective and amicable settlement of disputes through conciliation. A copy of the said rules made available on GNGPL's web site <https://www.goanaturalgas.com> for reference. Unless otherwise specified, the matters where decision of the Engineer-in-Charge is deemed to be final and binding as provided in the Agreement and the issues/disputes which cannot be mutually resolved within a reasonable time, all disputes shall be settled in accordance with the



## INSTRUCTIONS TO BIDDERS (ITB)



Conciliation Rules 2013.

- 47.2 Any dispute(s)/difference(s)/issue(s) of any kind whatsoever between/ amongst the Parties arising under/out of/in connection with this contract shall be settled in accordance with the afore said rules.
- 47.3 In case of any dispute(s)/difference(s)/issue(s), a Party shall notify the other Party (ies) in writing about such a dispute(s) / difference(s) / issue(s) between / amongst the Parties and that such a Party wishes to refer the dispute(s)/difference(s)/issue(s) to Conciliation. Such Invitation for Conciliation shall contain sufficient information as to the dispute(s)/difference(s)/issue(s) to enable the other Party (ies) to be fully informed as to the nature of the dispute(s)/difference(s)/issue(s), the amount of monetary claim, if any, and apparent cause(s) of action.
- 47.4 Conciliation proceedings commence when the other Party(ies) accept(s) the invitation to conciliate and confirmed in writing. If the other Party (ies) reject(s) the invitation, there will be no conciliation proceedings.
- 47.5 If the Party initiating conciliation does not receive a reply within thirty days from the date on which he/she sends the invitation, or within such other period of time as specified in the invitation, he/she may elect to treat this as a rejection of the invitation to conciliate. If he/she so elects, he/she shall inform the other Party(ies) accordingly.
- 47.6 Where Invitation for Conciliation has been furnished, the Parties shall attempt to settle such dispute(s) amicably under Part-III of the Indian Arbitration and Conciliation Act, 1996 and Goa Natural Gas Private Limited Conciliation Rules, 2013. It would be only after exhausting the option of Conciliation as an Alternate Dispute Resolution Mechanism that the Parties hereto shall go for Arbitration. For the purpose of this clause, the option of 'Conciliation' shall be deemed to have been exhausted, even in case of rejection of 'Conciliation' by any of the Parties.
- 47.7 The cost of Conciliation proceedings including but not limited to fees for Conciliator(s), Airfare, Local Transport, Accommodation, cost towards conference facility etc. shall be borne by the Parties equally.
- 47.8 The Parties shall freeze claim(s) of interest, if any, and shall not claim the same during the pendency of Conciliation proceedings. The Settlement Agreement, as and when reached/agreed upon, shall be signed between the Parties and Conciliation proceedings shall stand terminated on the date of the Settlement Agreement.

### 48.0 REPEAT ORDER

PURCHASER reserves the right, within 06 (Six) months of order to place repeat order upto 50% of the original ordered quantity (s) without any change in unit price or other terms and conditions.

To meet the project exigencies, repeat order can be resorted for any city against a valid contract.

### 49.0 PROVISIONS FOR STARTPUS

(AS DEFINED IN GAZETTE NOTIFICATION NO. D.L-33004/99 DATED 18.02.2016 AND 23.05.2017 OF MINISTRY OF COMMERCE AND INDUSTRY AND AS AMENDED FROM TIME TO TIME) **Not Applicable for this tender.**



# GENERAL CONDITIONS OF CONTRACT (GCC)



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



## GENERAL CONDITIONS OF CONTRACT (GCC)



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## GENERAL CONDITIONS OF CONTRACT (GCC)



### 1.0 DEFINITION

In this document, General Conditions of Contract (GCC-Goods), the following terms shall have the following respective meanings:

- 1.1 **BIDDER:** Designates the individual or legal entity which has made a proposal, a tender or a bid with the aim of concluding a Contract with the PURCHASER.
- 1.2 **CONSULTANT** [if engaged] shall mean M/s VCS QUALITY SERVICES PRIVATE LIMITED having its registered office at 505, 5<sup>th</sup> Floor, 360 Degree Business Park, Next to R-Mall, L.B.S. Marg, Mulund West, Mumbai 400080.
- 1.3 **CONTRACT** shall mean Purchase Order/Contract and all attached exhibits and documents referred to therein and all terms and conditions thereof together with any subsequent modifications thereto.
- 1.4 **COMPLETION DATE** shall mean the date on which the goods are successfully **commissioned** by the Seller and handed over to the PURCHASER.
- 1.5 **COMMERCIAL OPERATION** shall mean the condition of the operation in which the **complete** equipment covered under the Contract is officially declared by the PURCHASER to be available for continuous operation at different loads upto and including rated capacity.
- 1.6 **DELIVERY** terms shall be interpreted as per INCO TERMS 2000 in case of Contract with a foreign Bidder and as the date of LR/GR in the case of a contract with an Indian Bidder.
- 1.7 **DRAWINGS** shall mean and include Engineering drawings, sketches showing plans, **sections** and elevations in relation to the Contract together with modifications and/or revisions thereto.
- 1.8 **ENGINEER** or Engineer-in-Charge of the Project SITE shall mean the person designated from time to time by **PURCHASER/CONSULTANT** at SITE and shall include those who are expressly authorized by him to act for and on his behalf for operation of this CONTRACT.
- 1.9 **FINAL ACCEPTANCE** shall mean the PURCHASER's written acceptance of the Works **performed** under the Contract after successful completion of performance and guarantee test.
- 1.10 **GOODS** shall mean articles, materials, equipment, design and drawings, data and other property to be supplied by Seller to complete the contract.
- 1.11 **INSPECTOR** shall mean any person or outside Agency nominated by **PURCHASER/CONSULTANT** through CONSULTANT to inspect equipment, stagewise as well as final, before dispatch, at SELLER's works and on receipt at SITE as per terms of the CONTRACT
- 1.12 **INITIAL OPERATION** shall mean the first integral operation of the complete equipment covered under the Contract with sub-systems and supporting equipment in service or available for service.
- 1.13 **PURCHASER** shall mean **GOA NATURAL GAS PVT. LTD.** (GNGPL) having its **registered** office at Plot No. 33, Rajan Villa, Journalist Colony, Porvorim, Goa- 403521 (INDIA) The term PURCHASER includes successors, assigns of GNGPL.
- 1.14 **PERFORMANCE AND GUARANTEE TESTS** shall mean all operational checks and tests required to determine and demonstrate capacity, efficiency and operating characteristics as specified in the Contract documents.

PROJECT designates the aggregate of the Goods and/or Services to be provided by one or more Contractors.





## GENERAL CONDITIONS OF CONTRACT (GCC)



### Bills of quantities

Designate the quantity calculations to be taken into account when these calculations are made from detailed or construction drawings, or from work actually performed, and presented according to a jointly agreed breakdown of the Goods and/or Services.

- 1.15 **SELLER** shall mean the person, firm or company with whom PURCHASE ORDER/**CONTRACT** is placed/entered into by PURCHASER for supply of equipment, materials and services. The term Seller includes its successors and assigns.
- 1.16 **SERVICE** shall mean erection, installation, testing, commissioning, provision of technical assistance, training and other such obligations of the Seller covered under the Contract.
- 1.17 **SITE** designates the land and/or any other premises on, under, in or across which the Goods and/or Services have to be supplied, erected, assembled, adjusted, arranged and/or **commissioned**.
- 1.18 **SPECIFICATIONS** shall mean and include schedules, details, description, statement of **technical** data, performance characteristics, standards (Indian as well as International) as applicable and specified in the Contract.
- 1.19 **SUB-CONTRACT** shall mean order placed by the Seller, for any portion of the contracted work, after necessary consent and approval of PURCHASER.
- 1.20 **SUB-CONTRACTOR** shall mean the person named in the CONTRACT for any part of the work or any person to whom any part of the CONTRACT has been sub-let by the SELLER with the consent in writing of the CONSULTANT/PURCHASER and will include the legal representatives, successors, and permitted assigns of such person.
- 1.21 **START-UP** shall mean the time period required to bring the equipments covered under the Contract from an inactive condition, when construction is essentially complete to the state of readiness for trial operation. The start-up period shall include preliminary inspection **and** check out of equipment and supporting subsystems, initial operation of the complete equipments covered under the Contract to obtain necessary pre-trial operation data, perform calibration and corrective action, shutdown inspection and adjustment prior to the trial operation period.
- 1.22 **TESTS** shall mean such process or processes to be carried out by the Seller as are prescribed in the Contract or considered necessary by PURCHASER or his representative in order to ascertain quality, workmanship, performance and efficiency of equipment or part thereof.
- 1.23 **TESTS ON COMPLETION** shall mean such tests as prescribed in the Contract to be performed by **the** Seller before the Works are taken over by the PURCHASER

### 2.0 SELLER TO INFORM

- 2.1 The Seller shall be deemed to have carefully examined all contract documents to his entire satisfaction. Any lack of information shall not in any way relieve the Seller of his responsibility to fulfil his obligation under the Contract.

### 3.0 APPLICATION

- 3.1 These General Conditions of Contract (GCC-Goods) shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

### 4.0 COUNTRY OF ORIGIN

- 4.1 For purposes of this Clause "origin" means the place where the Goods were mined, grown or produced, or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a



## GENERAL CONDITIONS OF CONTRACT (GCC)



commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

### 5.0 SCOPE OF CONTRACT

- 5.1 Scope of the CONTRACT shall be as defined in the PURCHASE ORDER/CONTRACT specifications, drawings and Annexure thereto.
- 5.2 Completeness of the EQUIPMENT shall be the responsibility of the SELLER. Any equipment, fittings and accessories which may not be specifically mentioned in the specifications or drawings, but which are usual or necessary for the satisfactory functioning of the equipment (successful operation and functioning of the EQUIPMENT being SELLER's responsibility) shall be provided by SELLER without any extra cost
- 5.3 The SELLER shall follow the best modern practices in the manufacture of high grade EQUIPMENT notwithstanding any omission in the specifications. The true intent and meaning of these documents is that SELLER shall in all respects, design, engineer, manufacture and supply the equipment in a thorough workmanlike manner and supply the same in prescribed time to the entire satisfaction of PURCHASER.
- 5.4 The SELLER shall furnish twelve (12) copies in English language of Technical documents, final drawings, preservation instructions, operation and maintenance manuals, test certificates, spare parts catalogues for all equipments to the PURCHASER.
- 5.5 The documents once submitted by the SELLER shall be firm and final and not subject to subsequent changes. The SELLER shall be responsible for any loss to the PURCHASER/CONSULTANT consequent to furnishing of incorrect data/drawings.
- 5.6 All dimensions and weight should be in metric system.
- 5.7 All equipment to be supplied and work to be carried out under the CONTRACT shall conform to and comply with the provisions of relevant regulations/Acts (State Government or Central Government) as may be applicable to the type of equipment/work carried out and necessary certificates shall be furnished.
- 5.8 The Seller shall provide cross sectional drawings, wherever applicable, to identify the spare part numbers and their location. The size of bearings, their make and number shall be furnished.
- 5.9 Specifications, design and drawings issued to the SELLER along with RFQ and CONTRACT are not sold or given but loaned. These remain property of PURCHASER/CONSULTANT or its assigns and are subject to recall by PURCHASER/CONSULTANT. The SELLER and his employees shall not make use of the drawings, specifications and technical information for any purpose at any time except for manufacture against the CONTRACT and shall not disclose the same to any person, firm or corporate body, without written permission of PURCHASER/CONSULTANT. All such details shall be kept confidential.
- 5.10 SELLER shall pack, protect, mark and arrange for despatch of EQUIPMENT as per instructions given in the CONTRACT.

### 6.0 STANDARDS

- 6.1 The GOODS supplied under the CONTRACT shall conform to the standards mentioned in the Technical Specifications, or such other standards which ensure equal or higher quality, and when no applicable standard is mentioned, to the authoritative standard appropriate to the GOODS' country of origin and such standards shall be the latest issued by the concerned institution.



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### 7.0 INSTRUCTIONS, DIRECTION & CORRESPONDENCE

- 7.1 The materials described in the CONTRACT are to be supplied according to the standards, data sheets, tables, specifications and drawings attached thereto and/or enclosed with the CONTRACT, itself and according to all conditions, both general and specific enclosed with the contract, unless any or all of them have been modified or cancelled in writing as a whole or in part.
- All instructions and orders to SELLER shall, excepting what is herein provided, be given by PURCHASER/CONSULTANT.
  - All the work shall be carried out under the direction of and to the satisfaction of PURCHASER/CONSULTANT.
  - All communications including technical/commercial clarifications and/or comments shall be addressed to CONSULTANT in quintuplicate with a copy to PURCHASER and shall always bear reference to the CONTRACT.
  - Invoices for payment against CONTRACT shall be addressed to PURCHASER.
  - The CONTRACT number shall be shown on all invoices, communications, packing lists, containers and bills of lading, etc.

### 8.0 CONTRACT OBLIGATIONS

- 8.1 If after award of the contract, the Seller does not acknowledge the receipt of award or fails to furnish the performance guarantee within the prescribed time limit, the PURCHASER reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this contract.
- 8.2 Once a contract is confirmed and signed, the terms and conditions contained therein shall take precedence over the Seller's bid and all previous correspondence.

### 9.0 MODIFICATION IN CONTRACT

- 9.1 All modifications leading to changes in the CONTRACT with respect to technical and/or commercial aspects including terms of delivery shall be considered valid only when accepted in writing by PURCHASER/CONSULTANT by issuing amendment to the CONTRACT. Issuance of acceptance or otherwise in such cases shall not be any ground for extension of agreed delivery date and also shall not affect the performance of contract in any manner except to the extent mutually agreed through a modification of contract.
- 9.2 PURCHASER/CONSULTANT shall not be bound by any printed conditions or provisions in the SELLER's Bid Forms or acknowledgment of CONTRACT, invoices, packing list and other documents which purport to impose any conditions at variance with or supplemental to CONTRACT.

### 10.0 USE OF CONTRACT DOCUMENTS & INFORMATION

- 10.1 The Seller shall not, without the PURCHASER's/CONSULTANT's prior written consent, disclose the CONTRACT or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the PURCHASER in connection therewith, to any person other than a person employed by the SELLER in the performance of the CONTRACT. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purpose of such performance.
- 10.2 The SELLER shall not, without the PURCHASER's prior written consent, make use of any document or information enumerated in Article 10.1. except for purpose of performing the



## GENERAL CONDITIONS OF CONTRACT (GCC)



CONTRACT.

### **11.0 PATENT RIGHTS, LIABILITY & COMPLIANCE OF REGULATIONS**

- 11.1 SELLER hereby warrants that the use or sale of the materials delivered hereunder will not infringe claims of any patent covering such material and SELLER agrees to be responsible for and to defend at his sole expense all suits and proceedings against PURCHASER based on any such alleged patent infringement and to pay all costs, expenses and damages which PURCHASER and/or CONSULTANT may have to pay or incur by reason of any such suit or proceedings.
- 11.2 The SELLER shall indemnify the PURCHASER against all third party claims of infringement of patent, trade mark or industrial design rights arising from use of the GOODS or any part thereof in the PURCHASER's country.
- 11.3 SELLER shall also protect and fully indemnify the PURCHASER from any claims from SELLER'S workmen/employees or their heirs, dependants, representatives, etc. or from any other person/persons or bodies/companies etc. for any acts of commissions or omission while executing the CONTRACT
- 11.4 SELLER shall be responsible for compliance with all requirements under the laws and shall protect and indemnify completely the PURCHASER from any claims/penalties arising out of any infringements

### **12.0 PERFORMANCE GUARANTEE**

- 12.1 Within 15 days after the SELLER's receipt of notification of award of the CONTRACT, the SELLER shall furnish Performance Guarantee in the form of Bank Guarantee/irrevocable Letter of Credit to the PURCHASER, in the form provided in the Bidding Documents, for an amount equivalent to 10% of the total value of the CONTRACT.
- 12.2 The proceeds of Performance Guarantee shall be appropriated by the PURCHASER as compensation for any loss resulting from the SELLER's failure to complete his obligations under the CONTRACT without prejudice to any of the rights or remedies the PURCHASER may be entitled to as per terms and conditions of CONTRACT. The proceeds of this Performance Guarantee shall also govern the successful performance of Goods and Services during the entire period of Contractual Warrantee/Guarantee.
- 12.3 The performance guarantee shall be denominated in the currency of the CONTRACT.
- 12.4 The Performance Guarantee shall be valid for the duration of 90 days beyond the expiry of Warrantee/Guarantee period. The Bank Guarantee will be discharged by PURCHASER not later than 6 months from the date of expiration of the Seller's entire obligations, including any warrantee obligations, under the CONTRACT.

### **13.0 INSPECTION, TESTING & EXPEDITING**

- 13.1 The PURCHASER or its representative shall have the right to inspect and/or to test the GOODS to confirm their conformity to the CONTRACT specifications. The special conditions of CONTRACT and/or the Technical Specifications shall specify what inspections and tests the PURCHASER requires and where they are to be conducted. The PURCHASER shall notify the SELLER in writing the identity of any representative(s) retained for these purposes.
- 13.2 The inspections and tests may be conducted on the premises of the SELLER or his sub-contractor(s), at point of DELIVERY and/or at the GOODS' final destination, When conducted on the premises of the SELLER or his sub-contractor (s), all reasonable facilities and assistance including access to the drawings and production data shall be furnished to the inspectors at no charge to the PURCHASER.



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- 13.3 Should any inspected or tested GOODS fail to conform to the specifications, the PURCHASER may reject them and the SELLER shall either replace the rejected GOODS or make all alterations necessary to meet Specifications' requirements, free of cost to the PURCHASER.
- 13.4 The PURCHASER's right to inspect, test and where necessary reject the GOODS after the GOODS' arrival in the PURCHASER's country shall in no way be limited or waived by reason of the GOODS having previously been inspected, tested and passed by the PURCHASER, or their representative prior to the GOODS shipment from the country of origin.
- 13.5 The INSPECTOR shall follow the progress of the manufacture of the GOODS under the CONTRACT to ensure that the requirements outlined in the CONTRACT are not being deviated with respect to schedule and quality.
- 13.6 SELLER shall allow the INSPECTOR to visit, during working hours, the workshops relevant for execution of the CONTRACT during the entire period of CONTRACT validity.
- 13.7 In order to enable PURCHASER's representatives to obtain entry visas in time, SELLER shall notify PURCHASER two months before assembly, testing and packing of main EQUIPMENT. If requested, SELLER shall assist PURCHASER's representatives in getting visas in the shortest possible time (applicable only in case of foreign order).
- 13.8 SELLER shall place at the disposal of the INSPECTOR, free of charge, all tools, instruments, and other apparatus necessary for the inspection and/or testing of the GOODS. The INSPECTOR is entitled to prohibit the use and dispatch of GOODS and/or materials which have failed to comply with the characteristics required for the GOODS during tests and inspections.
- 13.9 SELLER shall advise in writing of any delay in the inspection program at the earliest, describing in detail the reasons for delay and the proposed corrective action.
- 13.10 ALL TESTS and trials in general, including those to be carried out for materials not manufactured by SELLER shall be witnessed by the INSPECTOR. Therefore, SELLER shall confirm to PURCHASER by fax or e-mail about the exact date of inspection with at least 30 days' notice. SELLER shall specify the GOODS and quantities ready for testing and indicate whether a preliminary or final test is to be carried out.
- 13.11 If on receipt of this notice, PURCHASER should waive the right to witness the test, timely information will be given accordingly.
- 13.12 Any and all expenses incurred in connection with tests, preparation of reports and analysis made by qualified laboratories, necessary technical documents, testing documents and drawings shall be at SELLER's cost. The technical documents shall include the reference and numbers of the standards used in the construction and, wherever deemed practical by the INSPECTOR, copy of such standards.
- 13.13 Nothing in Article-13 shall in any way release the SELLER from any warranty or other obligations under this CONTRACT.
- 13.14 Arrangements for all inspections required by Indian Statutory Authorities and as specified in technical specifications shall be made by SELLER.
- 13.15 Inspection & Rejection of Materials by consignees
- When materials are rejected by the consignee, the supplier shall be intimated with the details of such rejected materials, as well as the reasons for their rejection, also giving location where such materials are lying at the risk and cost of the contractor/supplier. The supplier will be called upon either to remove the materials or to give instructions as to their disposal within 14 days and in the case of dangerous, infected and perishable materials within 48 hours, failing





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which the consignee will either return the materials to the contractor freight to pay or otherwise dispose them off at the contractor's risk and cost. The PURCHASER shall also be entitled to recover handling and storage charges for the period, during which the rejected materials are not removed @ 5% of the value of materials for each month or part of a month till the rejected materials are finally disposed off.

### **14.0 TIME SCHEDULE & PROGRESS REPORTING**

#### **14.1 Time Schedule Network/Bar Chart**

**14.1.1** Together with the Contract confirmation, SELLER shall submit to PURCHASER, his time schedule regarding the documentation, manufacture, testing, supply, erection and commissioning of the GOODS.

**14.1.2** The time schedule will be in the form of a network or a bar chart clearly indicating all main or key events regarding documentation, supply of raw materials, manufacturing, testing, delivery, erection and commissioning

**14.1.3** The original issue and subsequent revisions of SELLER's time schedule shall be sent to PURCHASER.

**14.1.4** The time schedule network/bar chart shall be updated at least every second month.

#### **14.2 Progress Trend Chart/Monthly Report**

**14.2.1** SELLER shall report monthly to PURCHASER, on the progress of the execution of CONTRACT and achievement of targets set out in time bar chart

**14.2.2** The progress will be expressed in percentages as shown in the progress trend chart attached to the Time Schedule specification.

**14.2.3** The first issue of the Progress Trend Chart will be forwarded together with the time bar chart along with CONTRACT confirmation.

**14.2.4** PURCHASER's/CONSULTANT's representatives shall have the right to inspect SELLER's premises with a view to evaluating the actual progress of work on the basis of SELLER's time schedule documentation.

**14.2.5** Irrespective of such inspection, SELLER shall advise CONSULTANT, with copy to PURCHASER, at the earliest possible date of any anticipated delay in the progress.

**14.3** Notwithstanding the above, in case progress on the execution of contract at various stages is not as per phased time schedule and is not satisfactory in the opinion of the PURCHASER/CONSULTANT which shall be conclusive or SELLER shall neglect to execute the CONTRACT with due diligence and expedition or shall contravene the provisions of the CONTRACT, PURCHASER/CONSULTANT may give notice of the same in writing to the SELLER calling upon him to make good the failure, neglect or contravention complained of. Should SELLER fail to comply with such notice within the period considered reasonable by PURCHASER/CONSULTANT, the PURCHASER/CONSULTANT shall have the option and be at liberty to take the CONTRACT wholly or in part out of the SELLER's hand and make alternative arrangements to obtain the requirements and completion of CONTRACT at the SELLER's risk and cost and recover from the SELLER, all extra cost incurred by the PURCHASER on this account. In such event PURCHASER/CONSULTANT shall not be responsible for any loss that the SELLER may incur and SELLER shall not be entitled to any gain. PURCHASER/CONSULTANT shall, in addition, have the right to en-cash Performance Guarantee in full or part.





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### 15.0 DELIVERY & DOCUMENTS

- 15.1 Delivery of the GOODS shall be made by the SELLER in accordance with terms specified in the CONTRACT, and the goods shall remain at the risk of the SELLER until delivery has been completed.
- 15.2 Delivery shall be deemed to have been made:
- In the case of FOB, CFR & CIF Contracts, when the Goods have been put on board the ship, at the specified port of loading and a clean Bill of Lading is obtained. The date of Bill of Lading shall be considered as the delivery date.
  - In case of FOT despatch point contract (For Indian bidder), on evidence that the goods have been loaded on the carrier and a negotiable copy of the GOODS receipt obtained. The date of LR/GR shall be considered as the date of delivery
  - In case of FOT site (for Indian bidders) on receipt of goods by PURCHASER/Consultant at the designated site(s).
- 15.3 The delivery terms are binding and essential and consequently, no delay is allowed without the written approval of PURCHASER/CONSULTANT. Any request concerning delay will be void unless accepted by PURCHASER/CONSULTANT through a modification to the CONTRACT.
- 15.4 Delivery time shall include time for submission of drawings for approval, incorporation of comments, if any, and final approval of drawings by PURCHASER/CONSULTANT.
- 15.5 In the event of delay in delivery, Price Reduction Schedule as stipulated in Article – 26 shall apply.
- 15.6 The documentation, in English Language, shall be delivered in due time, in proper form and in the required number of copies as specified in the contract.
- 15.7 The additional copies of final drawings and instructions will be included in the package of goods, properly enveloped and protected.
- 15.8 The SELLER should comply with the Packing, Marking and Shipping Documentation Specifications enclosed.

### 16.0 TRANSIT RISK INSURANCE

- 16.1 All goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.
- 16.2 Where delivery is on FOB or CFR basis, marine insurance shall be the responsibility of the Purchaser.

#### **Insurance Requirements:**

Indigenous Bidders: Transit risk insurance from F.O.T. despatch point onwards shall be arranged and borne by Seller.

Foreign Bidders : Marine insurance as well as transit insurance in Purchaser's country shall be arranged and borne by Seller.

The SELLER shall ensure that in effecting despatch of materials, the primary responsibility of the carriers for safe movement is always retained so that the PURCHASER's interests are fully safeguarded and are in no way jeopardised. The Seller shall furnish the cost of materials against each equipment.



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16.3 PURCHASER's Insurance Agent:  
[The name and address-as mentioned under SCC]

### 17.0 TRANSPORTATION

17.1 Where the SELLER is required under the CONTRACT to deliver the GOODS FOB, transport of the GOODS until delivery, that is, upto and including the point of putting the GOODS on board the export conveyance at the specified port of loading, shall be arranged and paid for by the SELLER and the cost thereof shall be included in the Contract price.

17.2 Where the SELLER is required under the CONTRACT to deliver the GOODS CFR or CIF, transport of the Goods to the port of discharge or such other point in the country of destination as shall be specified in the CONTRACT shall be arranged and paid for by the SELLER and the cost thereof shall be included in the Contract price.

### 18.0 INCIDENTAL SERVICES

18.1 The Seller may be required to provide any or all of the following services:

18.1.1 Performance or supervision of onsite assembly and/or start-up of the supplied Goods:

18.1.2 Furnishing tools required for assembly and/or maintenance of the supplied Goods

18.1.3 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 Seller of any warrantee/guarantee obligations under the Contract

18.1.4 Training of the Purchaser's personnel at the Seller's plant and/or at Site, in assembly, start-up operation, maintenance and/or repair of the supplied Goods at no extra cost. However, Purchaser will bear boarding, lodging & personal expenses of Trainees.

18.2 Prices charged by the Seller for the preceding incidental services, shall not exceed the prevailing rates charged to other parties by the Seller for similar services.

18.3 When required, Seller shall depute necessary personnel for supervision and/or erection of the Equipment at site for duration to be specified by Purchaser on mutually agreed terms. Seller's personnel shall be available at Site within seven days for emergency action and twenty-one days for medium and long-term assistance, from the date of notice given by Purchaser

18.4 The cost of incidental services shall not be included in the quoted prices. The cost of applicable incidental services should be shown separately in the price schedules.

### 19.0 SPARE PARTS, MAINTENANCE TOOLS, LUBRICANTS

19.1 Seller may be required to provide any or all of the following materials and notification pertaining to spare parts manufactured or distributed by the Seller.

19.1.1 Such spare parts as the Purchaser may opt to purchase from the Seller, provided that his option shall not relieve the Seller of any warrantee obligations under the Contract, and

19.1.2 In the event of termination of production of the spare parts:

- a. Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements, and
- b. Following such termination, furnishing at no cost to the Purchaser, the blue prints, drawings and specifications of the spare parts, if any when requested.

19.2 Seller shall supply item wise list with value of each item of spare parts and maintenance tools



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requirements, along with full details of manufacturers/vendors for such spares/maintenance tools for:

- 19.2.1 The construction, execution and commissioning
- 19.2.2 2 years operation and maintenance.
- 19.3 Spare parts shall be new and of first-class quality as per engineering standards/ codes, free of any defects (even concealed), deficiency in design, materials and workmanship and also shall be completely interchangeable with the corresponding parts
- 19.4 Type and sizes of bearings shall be clearly indicated
- 19.5 Spare parts shall be packed for long storage under tropical climatic conditions in suitable cases, clearly marked as to intended purpose.
- 19.6 A list of special tools and gauges required for normal maintenance and special handling and lifting appliances, if any, for the Goods shall be submitted to Purchaser.
- 19.7 Bidders should note that if they do not comply with Clause 19.2 above, their quotation may be rejected
- 19.8 Lubricants
- 19.8.1 Whenever lubricants are required, Seller shall indicate the quantity of lubricants required for the first filling, the frequency of changing, the quantity of lubricants required for the one year's continuous operation and the types of recommended lubricants indicating the commercial name (trade-mark), quality and grade.
- 19.8.2 If Seller is unable to recommend specific oil, basic recommended characteristics of the lubricants shall be given
- 19.8.3 Seller shall indicate various equivalent lubricants available in India.

### **20.0 GUARANTEE**

- 20.1 All Goods or Materials shall be supplied strictly in accordance with the specifications, drawings, data sheets, other attachments and conditions stated in the Contract.
- 20.1.1 No deviation from such specifications or alterations or of these conditions shall be made without PURCHASER'S /CONSULTANT'S agreement in writing which must be obtained before any work against the order is commenced. All materials supplied by the SELLER pursuant to the Contract (irrespective of whether engineering, design data or other information has been furnished, reviewed or approved by PURCHASER/CONSULTANT) are guaranteed to be of the best quality of their respective kinds (unless otherwise specifically authorised in writing by PURCHASER/CONSULTANT) and shall be free from faulty design, workmanship and materials, and to be of sufficient size and capacity and of proper materials so as to fulfil in all respects all operating conditions, if any, specified in the Contract.
- 20.1.2 If any trouble or defect, originating with the design, material, workmanship or operating characteristics of any materials, arises at any time prior to twelve(12) months from the date of the first commercial operation of the Plant for which the materials supplied under the Contract form a part thereof, or twenty four (24) months from the date of last shipment whichever period shall first expire, and the SELLER is notified thereof, SELLER shall, at his own expense and as promptly as possible, make such alterations, repairs and replacements as may necessary to permit the materials to function in accordance with the specifications and to fulfil the foregoing guarantees.
- 20.1.3 PURCHASER/CONSULTANT may, at his option, remove such defective materials, at



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SELLER'S expense in which event SELLER shall, without cost to PURCHASER/CONSULTANT and as promptly as possible, furnish and install proper materials. Repaired or replaced materials shall be similarly guaranteed by the SELLER for a period of no less than twelve (12) months from the date of replacement/repair

In the event that the materials supplied do not meet the specifications and/or not in accordance with the drawings data sheets or the terms of the Contract and rectification is required at site, PURCHASER/CONSULTANT shall notify the SELLER giving full details of differences. The SELLER shall attend the site within seven (7) days of receipt of such notice to meet and agree with representatives of PURCHASER/CONSULTANT, the action required to correct the deficiency. Should the SELLER fail to attend meeting at Site within the time specified above, PURCHASER/CONSULTANT shall immediately rectify the work/materials and SELLER shall reimburse PURCHASER all costs and expenses incurred in connection with such trouble or defect.

### 20.2 PERFORMANCE GUARANTEE OF EQUIPMENT

20.2.1 SELLER shall guarantee that the performance of the EQUIPMENT supplied under the CONTRACT shall be strictly in conformity with the specifications and shall perform the duties specified under the CONTRACT.

20.2.2 If the SELLER fails to prove the guaranteed performance of the EQUIPMENT set forth in the specification, the SELLER shall investigate the causes and carry out necessary rectifications/modifications to achieve the guaranteed performance. In case the SELLER fails to do so within a reasonable period, the SELLER shall replace the EQUIPMENT and prove guaranteed performance of the new equipment without any extra cost to PURCHASER.

20.2.3 If the SELLER fails to prove the guarantee within a reasonable period, PURCHASER/CONSULTANT shall have the option to take over the EQUIPMENT and rectify, if possible, the EQUIPMENT to fulfil the guarantees and/or to make necessary additions to make up the deficiency at Seller's risk and cost. All expenditure incurred by the PURCHASER/CONSULTANT in this regard shall be to SELLER's account.

### 21.0 TERMS OF PAYMENT

21.1 The method of payment to be made to the SELLER under this CONTRACT shall be specified in the Special Conditions of Contract.

21.2 The type(s) of payment to be made to the SELLER under this CONTRACT shall be specified in the Special Conditions of Contract.

21.3 The SELLER's request(s) for payment shall be made to the PURCHASER in writing accompanied by an invoice describing, as appropriate, the Goods delivered and services performed, and by shipping documents submitted, and upon fulfilment of other obligations stipulated in the Contract.

21.4 Payment will be made in the currency or currencies in which the Contract Price has been stated in the SELLER's bid, as well as in other currencies in which the SELLER had indicated in his bid that he intends to incur expenditure in the performance of the Contract and wishes to be paid. If the requirements are stated as a percentage of the bid price along with exchange rates used in such calculations these exchange rates shall be maintained.

1. All foreign currency payments to foreign bidder shall be released through an irrevocable Letter of Credit, which shall be opened through Government of India Nationalised Bank and hence shall not be confirmed. In case any bidder insists on confirmation, charges towards confirmation shall be borne by him. L/C shall be established within 30 days after receipt of unconditional acceptance of Letter /Fax of Intent together with Performance



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Guarantee for 10% of total order/Contract value.

2. For dispatches on FOT dispatch point (in India) basis, the payment shall be through PURCHASER's bank. Payment through Bank, wherever applicable, shall be released as per normal banking procedures
3. Payment shall be released within 30 days after receipt of relevant documents complete in all respects.
4. All bank charges incurred in connection with payments shall be to Seller's account in case of Indian bidders and to respective accounts in case of Foreign bidder.
5. Unless otherwise specifically stated in bid document, all payments shall be made in the currency quoted
6. No interest charges for delay in payments, if any, shall be payable by PURCHASER.
7. In case of Indian bidder, variation, if any, on account of customs duty on their built-in-import content, as per terms of bid document, shall be claimed separately by bidder after receipt of goods at site (s). However, any price benefits to the PURCHASER, on account of such variation as per terms specified in the bid document, shall be passed on to the PURCHASER along with invoicing itself.
8. Agency commission, if any, to Indian agent for foreign bidders, indicated in prices, shall be paid to the agent in equivalent Indian Rupees on receipt and acceptance of material at site.

### **22.0 PRICES**

- 22.1 Prices charged by the SELLER for Goods delivered and services performed under the CONTRACT shall not, with the exception of any price adjustments authorized by the Contract vary from the prices quoted by the SELLER in his bid.

### **23.0 SUBLETTING & ASSIGNMENT**

- 23.1 The contractor shall not without previous consent in writing of the PURCHASER authority, sublet, transfer or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever. Provided, nevertheless, that any such consent shall not relieve the contractor from any obligation, duty or responsibility under the contract.

### **24.0 TIME AS ESSENCE OF CONTRACT**

- 24.1 The time and date of delivery/completion of the GOODS/SERVICES as stipulated in the Contract shall be deemed to be the essence of the Contract.

### **25.0 DELAYS IN THE SELLER'S PERFORMANCE**

- 25.1 If the specified delivery schedule is not adhered to or the progress of manufacture or supply of the items is not satisfactory or is not in accordance with the progress schedule the PURCHASER has the right to:
- (i) hire for period of delay from elsewhere goods which in PURCHASER's opinion will meet the same purpose as the goods which are delayed and SELLER shall be liable without limitation for the hire charges; or
  - (ii) cancel the CONTRACT in whole or in part without liability for cancellation charges. In that event, PURCHASER may procure from elsewhere goods which PURCHASER's opinion would meet the same purpose as the goods for which CONTRACT is cancelled and SELLER shall be liable without limitations for the difference between the cost of such





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substitution and the price set forth in the CONTRACT for the goods involved; or

- (iii) Hire the substitute goods vide (I) above and if the ordered goods continue to remain undelivered thereafter, cancel the order in part or in full vide (ii) above.

25.2 Any inexcusable delay by the SELLER or his sub-contractor shall render the SELLER liable, without prejudice to any other terms of the Contract, to any or all of the following sanctions: forfeiture of Contract performance guarantee, imposition of price reduction for delay in delivery and termination of the contract for default.

### 26.0 PRICE REDUCTION SCHEDULE FOR DELAYED DELIVERY

26.1 Subject to Article -29, if the SELLER fails to deliver any or all of the GOODS or performance the services within the time period (s) specified in the CONTRACT, the PURCHASER shall, without prejudice to his other remedies under the CONTRACT, deduct from the CONTRACT PRICE, a sum calculated on the basis of the CONTRACT PRICE, including subsequent modifications.

26.1.1. Deductions shall apply as per following formula:

In case of delay in delivery of equipment/materials or delay in completion, total contract price shall be reduced by ½ % (half percent) of the total contract price per complete week of delay or part thereof subject to a maximum of 5% (five percent) of the total contract price

26.2 In case of delay in delivery on the part of Seller, the invoice/document value shall be reduced proportionately for the delay and payment shall be released accordingly

26.3 In the event the invoice value is not reduced proportionately for the delay, the PURCHASER may deduct the amount so payable by SELLER, from any amount falling due to the SELLER or by recovery against the Performance Guarantee.

Both seller and PURCHASER agree that the above percentages of price reduction are genuine pre estimates of the loss/damage which the PURCHASER would have suffered on account of delay/breach on the part of the SELLER and the said amount will be payable on demand without there being any proof of the actual loss/or damage caused by such breach/delay. A decision of the PURCHASER in the matter of applicability of price reduction shall be final and binding.

(Date of delivery / completion date shall be the date of Bill of Lading, date of RR /LR, date of successful commissioning and handing over the plant to OWNER)".

26.4 In case of certain specific job if considered workable the following condition may be incorporated in the Special Conditions of Contract (SCC) of the tender:

In a contract, the portion of supply completed in all respect which can be used for commercial operation shall not be considered for applying PRS, if delivered within contractual delivery period. The remaining supplies which are completed beyond the contractual delivery shall attract price reduction schedule @½% of the value of the delayed delivery maximum up to 5% of the total order value.

In case of Rate Contracts (RC), the price reduction schedule to be made applicable against individual release order with specific delivery period and not on the total RC value.

NOTE:

Article 29 referred to in the above provision deals with force majeure provisions wherein the supplier is permitted extension in time without levy of PRS.

### 27.0 REJECTIONS, REMOVAL OF REJECTED EQUIPMENT & REPLACEMENT





## GENERAL CONDITIONS OF CONTRACT (GCC)



- 27.1 Preliminary inspection at SELLER's works by INSPECTOR shall not prejudice PURCHASER's/CONSULTANT's claim for rejection of the EQUIPMENT on final inspection at SITE or claims under warranty provisions.
- 27.2 If the EQUIPMENTS are not of specification or fail to perform specified duties or are otherwise not satisfactory the PURCHASER/CONSULTANT shall be entitled to reject the EQUIPMENT/MATERIAL or part thereof and ask free replacement within reasonable time failing which obtain his requirements from else-where at SELLER's cost and risk.
- 27.3 Nothing in this clause shall be deemed to deprive the PURCHASER AND/OR AFFECT ANY rights under the Contract which it may otherwise have in respect of such defects or deficiencies or in any way relieve the SELLER of his obligations under the Contract.
- 27.4 EQUIPMENT rejected by the PURCHASER/CONSULTANT shall be removed by the Seller at his cost within 14 days of notice after repaying the amounts received against the SUPPLY. The PURCHASER shall in no way be responsible for any deterioration or damage to the EQUIPMENT under any circumstances whatsoever.
- 27.5 In case of rejection of EQUIPMENT, PURCHASER shall have the right to recover the amounts, if any, from any of CONTRACTOR'S invoices pending with PURCHASER or by alternative method(s).

### **28.0 TERMINATION OF CONTRACT**

#### 28.1 Termination for Default

28.1.1. The PURCHASER may, without prejudice to any other remedy for breach of CONTRACT, by written notice of default sent to the SELLER, terminate the CONTRACT in whole or in part:

- A. If the SELLER fails to deliver any or all of the GOODS within the time period(s) specified in the CONTRACT; or
- B. If the SELLER fails to perform any other obligation(s) under the CONTRACT, and
- C. If the SELLER, in either of the above circumstances, does not cure his failure within a period of 30 days (or such longer period as the PURCHASER may authorize in writing) after receipt of the default notice from the PURCHASER.

28.1.2. In the event the PURCHASER terminates the CONTRACT in whole or in part, pursuant to Article 28.1.1, the PURCHASER may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the SELLER shall be liable to the PURCHASER for any excess costs for such similar GOODS. However, the SELLER shall continue performance of the CONTRACT to the extent not terminated.

28.1.3. In case of termination of CONTRACT herein set forth (under clause 28) except under conditions of Force Majeure and termination after expiry of contract, the VENDOR shall be put under holiday [i.e. neither any enquiry will be issued to the party by GNGPL Against any type of tender nor their offer will be considered by GNGPL against any on-going tender (s) where contract between GNGPL and that particular VENDOR (as a bidder) has not been finalized] for three years from the date of termination by GNGPL to such VENDOR.

#### 28.2 Termination for Insolvency

The PURCHASER, may at any time, terminate the CONTRACT by giving written notice to the SELLER, without compensation to the SELLER, if the SELLER becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the PURCHASER.

#### 28.3 Termination for Convenience



## GENERAL CONDITIONS OF CONTRACT (GCC)



- 28.3.1. The PURCHASER may, by written notice sent to the SELLER, terminate the CONTRACT, in whole or part, at any time for his convenience. The notice of termination shall specify that termination is for the PURCHASER's convenience, the extent to which performance of work under the CONTRACT is terminated and the date upon which such termination becomes effective.
- 28.3.2. The GOODS that are complete and ready for shipment within 30 days after the SELLER's receipt of notice of termination shall be purchased by the PURCHASER at the CONTRACT terms and prices. For the remaining GOODS, the PURCHASER may opt:
- A. to have any portion completed and delivered at the CONTRACT terms and prices, and /or
  - B. to cancel the remainder and pay to the SELLER an agreed amount for partially completed GOODS and for materials and parts previously procured by the SELLER.

### 29.0 FORCE MAJEURE

29.1 Shall mean and be limited to the following:

- A. War/hostilities
  - B. Riot or Civil commotion
  - C. Pandemic
  - D. Earthquake, flood, tempest, lightening or other natural physical disaster.
  - E. Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by the SELLER.
- 29.1.1. The SELLER shall advise PURCHASER/CONSULTANT by a registered letter duly certified by the local Chamber of Commerce or statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over one month, if arising out of causes of Force Majeure, PURCHASER/CONSULTANT reserves the right to cancel the Contract and the provisions governing termination stated under Article 28.0 shall apply
- 29.1.2. For delays arising out of Force Majeure, the SELLER shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither PURCHASER/CONSULTANT nor SELLER shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist.
- 29.1.3. SELLER shall categorically specify the extent of Force Majeure Conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any force majeure cause, the SELLER or the PURCHASER shall not be liable for delays in performing their obligations under this order and the delivery dates will be extended to the SELLER without being subject to price reduction for delayed deliveries, as stated elsewhere.

### 30.0 RESOLUTION OF DISPUTES/ARBITRATION

- 30.1 The PURCHASER and the SELLER shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.
- 30.2 If, after thirty days from the commencement of such informal negotiations, the PURCHASER and the SELLER have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism as specified hereunder.



## GENERAL CONDITIONS OF CONTRACT (GCC)



### 30.3 Legal Construction

The Contract shall be, in all respects be construed and operated as an Indian Contract and in accordance with Indian Laws as in force for the time being and is subject to and referred to the Court of Law situated within Goa

### 30.4 Arbitration

All disputes, controversies, or claims between the parties (except in matters where the decision of the Engineer-in-Charge is deemed to be final and binding) which cannot be mutually resolved within a reasonable time shall be referred to Arbitration by a sole arbitrator.

The PURCHASER (GNGPL) shall suggest a panel of three independent and distinguished persons to the Seller to select any one among them to act as the sole Arbitrator

In the event of failure of the Seller to select the Sole Arbitrator within 30 days from the receipt of the communication suggesting the panel of arbitrators, the right of selection of Sole Arbitrator by the other party shall stand forfeited and the PURCHASER shall have discretion to proceed with the appointment of the Sole Arbitrator. The decision of the PURCHASER on the appointment of Sole Arbitrator shall be final and binding on the parties.

The award of the Sole Arbitrator shall be final and binding on the parties and unless directed/awarded otherwise by the Sole Arbitrator, the cost of arbitration proceedings shall be shared equally by the parties. The arbitration proceeding shall be in English language and the venue shall be at Goa, India

Subject to the above, the provisions of (Indian) Arbitration & Conciliation Act, 1996 and the rules framed there under shall be applicable. All matters relating to this contract are subject to the exclusive jurisdiction of the Courts situated in the State of Goa (India).

Seller may please note that the Arbitration & Conciliation Act 1996 was enacted by the Indian Parliament and is based on United nations Commission on International Trade Law (UNCITRAL model law), which were prepared after extensive consultation with Arbitral Institutions and centers of International Commercial Arbitration. The United Nations General Assembly vide resolution 31/98 adopted the UNCITRAL Arbitration rules on 15 December 1996.

The WORK under the CONTRACT shall, however, continue during the Arbitration proceedings and no payment due or payable to the Seller shall be withheld on account of such proceedings.

### 31.0 GOVERNING LANGUAGE

31.1 The Contract shall be written in English language as specified by the PURCHASER/CONSULTANT in the Instruction to Bidders. All literature, correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in English language. Printed literature in other language shall only be considered, if it is accompanied by an English translation. For the purposes of interpretation, English translation shall govern and be binding on all parties.

### 32.0 NOTICES

32.1 Any notice given by one party to the other pursuant to the Contract shall be sent in writing or by telegram or fax, telex/cable confirmed in writing.

32.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

### 33.0 TAXES & DUTIES

33.1 A foreign Seller shall be entirely responsible for all taxes, stamp duties, license fees, and other



## GENERAL CONDITIONS OF CONTRACT (GCC)



such levies imposed outside the PURCHASER's country.

- 33.2 A domestic Seller shall be entirely responsible for all taxes, duties, license fees etc. incurred until the delivery of the contracted goods to the PURCHASER. However, Sales Tax and Excise duty on finished products shall be reimbursed by PURCHASER.
- 33.3 Customs duty payable in India for imported goods ordered by PURCHASER on foreign Seller shall be borne and paid by PURCHASER.
- 33.4 Any income tax payable in respect of supervisory services rendered by foreign Seller under the Contract shall be as per the Indian Income Tax Act and shall be borne by SELLER. It is upto the bidder/seller to ascertain the amount of these taxes and to include them in his bid price.

### 34.0 BOOKS & RECORDS

- 34.1 SELLER shall maintain adequate books and records in connection with Contract and shall make them available for inspection and audit by PURCHASER/CONSULTANT or their authorized agents or representatives during the terms of Contract until expiry of the performance guarantee. Fixed price (lump sum or unit price) Contract will not be subject to audit as to cost except for cost reimbursable items, such as escalation and termination claims, transportation and comparable requirements.

### 35.0 PERMITS & CERTIFICATES

- 35.1 SELLER shall procure, at his expense, all necessary permits, certificates and licenses required by virtue of all applicable laws, regulations, ordinances and other rules in effect at the place where any of the work is to be performed, and SELLER further agrees to hold PURCHASER and/or CONSULTANT harmless from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules. PURCHASER will provide necessary permits for SELLER's personnel to undertake any work in India in connection with Contract.

### 36.0 GENERAL

- 36.1 In the event that terms and conditions stipulated in the General Conditions of Contract should deviate from terms and conditions stipulated in the Contract, the latter shall prevail.

#### 36.2 Losses due to non-compliance of Instructions.

Losses or damages occurring to the PURCHASER owing to the SELLER's failure to adhere to any of the instructions given by the PURCHASER/CONSULTANT in connection with the contract execution shall be recoverable from the SELLER.

#### 36.3 Recovery of sums due

All costs, damages or expenses which the PURCHASER/CONSULTANT may have paid, for which under the CONTRACT SELLER is liable, may be recovered by the PURCHASER (he is hereby irrevocably authorized to do so) from any money due to or becoming due to the SELLER under this Contract or other Contracts and/or may be recovered by action at law or otherwise. If the same due to the SELLER be not sufficient to recover the recoverable amount, the SELLER shall pay to the PURCHASER, on demand, the balance amount.

#### 36.4 Payments, etc. not to affect rights of the PURCHASER

No sum paid on account by the PURCHASER nor any extension of the date for completion granted by the PURCHASER/CONSULTANT shall affect or prejudice the rights of the PURCHASER against the SELLER or relieve the SELLER of his obligation for the due fulfilment of the CONTRACT.



## GENERAL CONDITIONS OF CONTRACT (GCC)



### 36.5 **Cut-off Dates**

No claims or correspondence on this Contract shall be entertained by the PURCHASER/Consultant after 90 days after expiry of the performance guarantee (from the date of final extension, if any)

### 36.6 Paragraph heading

The paragraph heading in these conditions shall not affect the construction thereof.

### 37.0 **IMPORT LICENSE**

37.1 No import license is required for the imports covered under this document.

### 38.0 **FALL CLAUSE**

38.1 The price charged for the materials supplied under the order by the supplier shall in no event exceed the lowest price at which the supplier or his agent/principal/dealer, as the case may be, sells the materials of identical description to any persons/organizations including the Purchaser or any department of the Central Govt. or any dept. Of a State Govt. or any Statutory Undertaking of the Central or State Govt. as the case may be, during the currency of the order.

38.2 If at any time during the said period, the supplier or his agent/principal/dealer, as the case may be, reduces the sale price, sells or offers to sell such materials to any persons/organizations including the Purchaser or any dept. Of Central Govt. or State Govt. as the case may be, at a price lower than the price chargeable under the order, he shall forthwith notify such reduction or sale or offer of sale to the Purchase Authority who has issued this order and the price payable under the order for the materials supplied after the date of coming into force of such reduction or sale or offer of sale shall stand correspondingly reduced.

The above stipulation will, however, not apply to:

- A. Exports by the Contractor/Supplier or
- B. Sale of goods as original equipment at prices lower than the prices charged for normal replacement
- C. Sale of goods such as drugs which have expiry dates.

38.3 The supplier shall furnish the following certificate to the concerned Paying Authority along with each bill for payment for supplies made against this order: -

"I/We certify that there has been no reduction in sale price of the items/goods/materials of description identical to those supplied to the GNGPL under the order herein and such items/goods/materials have not been offered/sold by me/us to any person/organizations including the Purchaser or any Dept. Of Central Govt. or any dept. Of State Govt. or any Statutory Undertaking of the Central or State Govt. as the case may be upto the date of bill/during the currency of the order whichever is later, at a price lower than the price charged to the GNGPL under the order."

Such a certificate shall be obtained, except for quantity of items/goods/materials categories under sub-clause (a), (b) & (c) of sub-para 38.2 above, of which details shall be furnished by the supplier.

### 39.0 **PUBLICITY & ADVERTISING**

39.1 Seller shall not without the written permission of PURCHASER/Consultant make a reference to PURCHASER/Consultant or any Company affiliated with PURCHASER/Consultant or to the destination or the description of goods or services supplied under the contract in any



## GENERAL CONDITIONS OF CONTRACT (GCC)



publication, publicity or advertising media.

### **40.0 REPEAT ORDER**

40.1 PURCHASER reserves the right, within 6 months of order to place repeat order upto 50% of the total order value without any change in unit price or other terms and conditions.

### **41.0 LIMITATION OF LIABILITY**

41.1 Notwithstanding anything contrary contained herein, the aggregate total liability of Seller under the Agreement or otherwise shall be limited to 100% of Agreement / Order price. However, neither party shall be liable to the other party for any indirect and consequential damages, loss of profits or loss of production.





## SPECIAL CONDITIONS OF CONTRACT (SCC)



### SECTION-IV SPECIAL CONDITIONS OF CONTRACT (SCC)



## SPECIAL CONDITIONS OF CONTRACT (SCC)



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## SPECIAL CONDITIONS OF CONTRACT (SCC)



### SPECIAL CONDITION OF CONTRACT

The Special Condition of Contract shall be read in conjunction with the General Conditions of Contract, Schedule of rates, specifications, drawings and any other documents forming part of tender, wherever the context so requires.

Where any portion of the General Condition of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, unless a different intention appears, the provisions of the Special Conditions of Contract shall be deemed to over-ride the provisions of the General Conditions of Contract and shall to the extent of such repugnancy, or variations, prevail. Similarly, provisions of Technical Specifications shall over-ride any such provisions mentioned in SCC & GCC.

#### **1.0 DEFINITIONS**

- 1.1 Bid Documents shall mean documents issued to the Bidder pursuant to document listed in ITB
- 1.2 Effective Date shall mean the date on which Sellers obligations will commence and that will be the date of Fax of Acceptance (FOA).
- 1.3 Warehouse / Dump Yard / Dump site / Storage Yards shall mean a placed hired / owned by Employer for the purpose of storing the material and delivering the materials.

#### **2.0 INTERPRETATIONS**

- 2.1 Where any portion of the GCC – Goods is repugnant to or at variance with any provisions of the SCC then, unless a different intention appears, the provisions of the SCC-Goods shall be deemed to govern the provisions of the GCC – Goods and SCC Goods provisions shall prevail to the extent of such repugnancy, or variations exist.
- 2.2 In Contract Documents unless otherwise stated specifically, the singular shall include the plural and vice versa wherever the context so requires
- 2.3 Notwithstanding the sub-division of the Contract Documents into separate sections and volumes, every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the Agreement so far as it may be practicable to do so.
- 2.4 All headings, subtitles and marginal notes to the clauses of the GCC – Goods, SCC or to the Specifications or to any other part of Bid Document are solely for the purpose of giving a concise indication and not a summary of the contents thereof, and they shall never be deemed to be part thereof or be used in the interpretation or construction thereof.
- 2.5 The terms fully capitalized and/or initial capitalized shall be interchangeable and shall have the meaning as assigned to fully capitalized term or initial capitalised term.
- 2.6 Except the obligation of payment to Seller, Consultant may discharge all other Purchasers obligations. In Bid Documents, at all such places where obligations are confined to Purchaser alone such provision to read as Purchaser/ Consultants obligation to the extent the context so means/ requires.

#### **3.0 SCOPE OF SUPPLY**

- 3.1 Seller's scope shall include
  - (a) design and manufacturing of items as per Material Requisition technical specifications;
  - (b) preparation of Quality Assurance / Quality control programme;
  - (c) obtaining GNGPL / VCS's approval;
  - (d) arranging Inspection and Testing certification;



## SPECIAL CONDITIONS OF CONTRACT (SCC)



- (e) Inspection and obtaining Inspection Release Note;
- (f) obtaining dispatch clearance;
- (g) Packing;
- (h) Loading on truck/trailer for Indian Bidder including transit insurance, loading and Unloading of Skid / MRS at GNGPL's store/site
- (i) commissioning assistance (if required any)

### **4.0 PACKING, MARKING AND SHIPMENT**

- 4.1 The Seller, wherever applicable shall after proper painting, pack and crate all goods for sea/air/road/rail transportation in a manner suitable to tropical humid climatic region in accordance with the internationally accepted practices and in such a manner so as to protect it from damage and deterioration, in transit by sea or air or road or rail and during storage at the storehouse. The Seller shall be held responsible for all damages due to improper packing. The Seller shall ensure sizing or packing of all oversized consignments in such a way that availability of carrier and/or road/rail route is properly taken into consideration.

### **5.0 DELIVERY SCHEDULE**

- 5.1 Refer clause no. 04 of IFB of this tender document.
- 5.2 The basis of delivery shall be FOT, GNGPL Site/ Store at North Goa.

### **6.0 DESPATCH INSTRUCTIONS**

- 6.1 Seller shall obtain dispatch clearance from the Purchaser prior to each dispatch.
- 6.2 Copy of Inspection Release Certificate, Dispatch Clearance and Statement showing the name of the vessel/transporter, description and weight of material and shipping marks etc. to be submitted along with the documents.

### **7.0 INDEPENDENT SELLER**

- 7.1 It is expressly understood and agreed that Seller is an independent party and that neither the Seller/ its personnel are servants, agents or employees of Purchaser nor the Seller has any kind of interest in other sellers.

### **8.0 LIEN**

- 8.1 Seller shall ensure that the Scope of Supply supplied under the Agreement shall be free from any claims of title/liens from any third party. In the event of such claims by any party, Seller shall at his own cost defend, indemnify and hold harmless Purchaser or its authorised representative from such disputes of title/liens, costs, consequences etc.

### **9.0 RECOVERY OF CUSTOM DUTY, GST ETC.**

- 9.1 In case, the statutory variation entitles the Purchaser to recover the amount (irrespective of Contractual Delivery) such amount will be recovered from any bill of the Contractor, immediately, on enforcement of such variation, under intimation to the Contractor.

### **10.0 REJECTION**

- 10.1 Any materials/goods covered under scope of supply, which during the process of inspection by appointed third party, at any stage of manufacture/fabrication and subsequent stages, prior to dispatch is found not conforming to the requirements/specifications of the Purchase Requisition/Order, shall be liable for immediate rejection.



## SPECIAL CONDITIONS OF CONTRACT (SCC)



10.2 Supplier shall be responsible and liable for immediate replacement of such material with acceptable material at no extra cost or impact on the delivery schedule to OWNER

### 11.0 LIMITATION OF LIABILITY

11.1 Notwithstanding anything contrary contained herein, the aggregate total liability of Seller under the Contract or otherwise shall be limited to 100% of contract value. However, neither party shall be liable to the other party for any indirect and consequential damage, loss of profits or loss of production.

### 12.0 INSURANCE

12.1 Supplier shall, at his own expense arrange, secure and maintain insurance as may be necessary with reputable insurance companies to the satisfaction of the Employer. Bidder's failure in this regard shall not relieve him of any of this responsibilities and obligations under Contract. The Contractor will insure the Goods for its full replacement value till the material are handed over to GNGPL/ VCS.

12.2 Employer will be co-insured in the Policy.

12.3 Any damage or loss or short receipt noted by the Employer on receipt of material at Warehouse or at the time of taking delivery at Warehouse, as the case may be, the Employer might immediately inform the Contractor through e-mail/ fax/ letter. The documentary evidence shall be forwarded to Contractor in due course.

12.4 The Contractor shall take immediate step to lodge claims with its insurer and arrange to make good or immediate replacement of damaged/ lost/ short receipt material without waiting for insurance claim settlement.

12.5 In case the damage is repairable and carried out by the Employer to save time, the Contractor will reimburse the cost of repair, immediately on demand.

### 13.0 GOVERNING LAW

13.1 Laws of India will govern the Agreement and Goa courts will have exclusive jurisdiction on all matters related to Agreement.

### 14.0 OWNER'S RIGHTS AND REMEDIES

14.1 Without prejudice to Owner's right and remedies under Agreement, if SUPPLIER fails to commence delivery as per agreed schedule and/or in reasonable opinion of the OWNER, CONTRACTOR is not in a position to make up the delay to meet the intended purpose, the OWNER may terminate the AGREEMENT in full or part at SUPPLIER's default and may get supplies from other sources at SUPPLIER's risk and cost.

### 15.0 GUARANTEE

15.1 **AS PER CLAUSE 12 OF GCC-GOODS with modifications to the following extent:**

***3rd Para of Clause no. 20 of GCC shall stand modified as per following:-***

15.1.1 If any trouble or defect, originating with the design, material, workmanship or operating characteristics of any materials, arises at any time prior to expiry of twelve (12) months from the date of commissioning of the equipment or prior to expiry of twenty four (24) months from the



## SPECIAL CONDITIONS OF CONTRACT (SCC)



date of last shipment, whichever is earlier, first expire, and the SELLER is notified thereof, SELLER shall, at his own expense and as promptly as possible, make such alterations, repairs and replacements as may necessary to permit the materials to function in accordance with the specifications and to fulfil the foregoing guarantees.

15.1.2 Replacement shall be made if any defective items are found damaged or not performing to the specified requirements of any part of the MRS for at least 24 months from the date of delivery.

### 16.0 PRICE REDUCTION SCHEDULE (PRS)

***Clause 26.0 of GCC shall stand modified to the following extent:***

16.1 In a supply contract, the portion of supply completed in all respect which can be used for commercial operation shall not be considered for applying PRS, if delivered within contractual delivery period. The remaining supplies which are completed beyond the contractual delivery shall attract price reduction schedule @1/2 % of the delayed delivery value (per week of delay or part thereof) maximum upto 5% of the total order value against individual release order.

16.2 For PRS purpose the date of delivery at FOT site, Goa will be considered.

16.3 Price reduction schedule shall be separately applicable against individual written intimation and not on the total contract value.

16.4 The value referred in PRS clause is excluding taxes & duties.

### 17.0 TERMS AND MODE OF PAYMENT

17.1 The following shall be read in conjunction with Clause no. 21 of GCC (Goods)

17.1.1 **90% (Ninety percent) payment** along with freight charges including all taxes & duties will be paid progressively on pro-rata basis on receipt & acceptance of goods at FOT site after adjustment of PRS, if any along with submission of following documents:

- i) Invoice in triplicate in compliance with GST law in force
- ii) Inspection Release note by Owner or his appointed or approved agency.
- iii) Original GR / LR
- iv) Packing List
- v) Warranty Certificate and Test certificate

17.1.2 **Balance 10%** payment shall be released on submission of following document on closure of order:-

- i) No Claim Certificate
- ii) Statement of Completion
- iii) Extended BG period, in case supply is delayed beyond contractual time period
- iv) Receipt of final technical documents (if any) as specified in PR

**Note:** Documents related to above points shall be submitted in company letter head duly signed and stamped.

### 17.2 MODE OF PAYMENT

17.2.1 Payment will be released through E-payment as detailed in clause 21.0 of ITB

17.2.2 The INVOICE (as per GST Act/ Rules) shall be raised in favour of EIC, GNGPL to be informed at the time of placement of order.

### 17.3 DEDUCTION AT SOURCE

17.3.1 Purchaser will release the payment to the Seller after effecting deductions as per applicable





## SPECIAL CONDITIONS OF CONTRACT (SCC)



law in force.

17.3.2 Purchaser will release payments to the Contractor after offsetting all dues to the Purchaser payable by the Contractor under the Contract.

### 17.4 **PAYING AUTHORITY:**

**Chief Finance Officer,**  
M/s Goa Natural Gas Private Limited  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, Porvorim, Goa -403521

### 18.0 **REPEAT ORDER**

CLAUSE NO. 40.1 OF GCC (GOODS) SHALL BE MODIFIED TO THE FOLLOWING EXTENT:  
- Purchaser reserves the right, within 06 (Six) months of order; to place repeat order upto 50% of the original quantity without any change in unit price or other terms and conditions. In case of single quantity, purchaser reserves the right to place the repeat order for single quantity without any change in unit price or other terms & conditions.

### 19.0 **ORIGIN OF GOODS**

(In partial modification to GCC)  
A certificate issued by relevant Chamber of Commerce to this effect shall form part of shipping documents.

### 20.0 **FALL CLAUSE**

Fall Clause under Clause 38.0 of GNGPL's GCC Goods stand deleted.

### 21.0 **QUALITY ASSURANCE/QUALITY CONTROL**

21.1 The Contractor shall prepare a detailed quality assurance plan for the execution of Contract for various facilities, which will be mutually discussed and agreed to.

21.2 The Contractor shall establish document and maintain an effective quality assurance system outlined in recognized codes.

21.3 The Purchaser/ Consultant, while agreeing to a quality assurance plan shall mark the stages where they would like to witness the tests; review any or all stages of work at shop/ site as deemed necessary for quality assurance.

### 22.0 **PERFORMANCE EVALUATION**

22.1 The performance of Contractor to whom the award is placed shall be evaluated right from submission of bid till the final completion. Vendor Performance Evaluation Procedure will be as per Annexure-IV this bidding document.

### 23.0 **CERTIFICATION**

23.1 The vendor shall be completely responsible for the design, materials, fabrication, coating, testing, inspection, preparation for packaging, forwarding, shipment, insurance, loading & un-loading of the above item strictly in accordance with the Material Requisition and all attachments thereto. All items shall be provided as stipulated in Technical Volume II of II.

### 24.0 **THIRD PARTY INSPECTION AGENCIES**



## SPECIAL CONDITIONS OF CONTRACT (SCC)



Refer Technical Volume II of II.

### **25.0 POST ORDER CORRESPONDENCE**

All post-order correspondence shall be addressed to:

#### **PURCHASER**

- A. Engineer In-charge  
M/s Goa Natural Gas Private Limited,  
C/O RAJAN VILLA, Plot No. 33, Goa Housing Board Colony,  
Behind Patrakar Colony, Porvorim, Goa -403521
  
- B. In-charge, C&P  
M/s Goa Natural Gas Private Limited  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM  
Goa -403521

#### **CONSULTANT**

- C. Project Manager  
Jitendra Rajput  
VCS Quality Services Pvt. Ltd.  
Unit no. 1116 - 1121, Tower 4, Assotech Business Cresterra,  
Plot No. 22, Sector-135, Expressway Noida-201301, Uttar Pradesh  
Contact: 9826800112

### **26.0 COMPLIANCE OF LAW**

- 26.1 The bidder deploying 20 (twenty) or more workmen as contract labour not only for this project but for all his projects being executed against the same GST number shall have to obtain license from appropriate licensing authority, if required. The bidder (which shall include the Contracting firm / company) shall be solely liable to obtain and to abide by all necessary licenses from the concerned authorities as provided under the various labour laws legislation's including labour license from the competent authority under the Contract Labour ("Regulation & Abolition") Act 1970 and Acts made thereafter.
- 26.2 The Bidder shall be responsible for necessary contributions towards PF, Family Pension, ESIC or any other statutory payments to Government Agencies as applicable under the laws in respect of the contract and personnel deployed by the bidder for rendering services to OWNER and shall deposit the required amount with the concerned statutory authorities on or before due dates. The bidder shall obtain a separate PF number from the concerned Regional Provident Fund Commissioner and submit necessary proof of having deposited the employees as well as the employer's contribution to the Provident Fund.
- 26.3 The bidder shall not engage /deploy any person of less than 18 years under this contract and the persons to be deployed should be physically and mentally fit.
- 26.4 The installations where job is to be carried out are live and have hydrocarbon environment. Bidder shall comply with all safety and security rules and regulations and other rules laid down by OWNER. It shall be the duty/responsibility of the bidder to ensure the compliance of fire, safety, security and other operational rules and regulations by his personnel. Disregard to these rules by the bidder's personnel will lead to the termination of the



## SPECIAL CONDITIONS OF CONTRACT (SCC)



contract in all respects and shall face penal/legal consequences.

- 26.5 The bidder shall arrange for insurance of all this worker engaged on the job as per the relevant Acts, rules and regulations, etc. In case by virtue of provisions of worker's compensation Act, 1923 or any other law in force. OWNER has to pay compensation for a workman employed by the bidder due to any cause whatsoever the amount so paid shall be recovered from the dues payable to the bidder and /or security deposit.

### **27.0 HEALTH SAFETY AND ENVIRONMENT (HSE)**

- 27.1 All the safety rules and regulations prevailing and applicable from time to time at the execution as directed by OWNER will be strictly adhered to by the Contractor.
- 27.2 Contractor has to ensure the safety of man and machine all the times. Damages to equipment's due to bad workmanship/negligence will be recovered as per the decision of owner, which will be final and binding upon the contractor.
- 27.3 The contractor shall supply all the protective safety equipment's like helmets / hard head hats, gumboots / safety shoes, hand gloves, safety belts, eye protection, ear protection etc. to his workmen at his own cost as required by operations.
- 27.4 Tobacco/ Ghutka chewing or other such acts, are strictly prohibited at the site.

### **28.0 GENERAL CONDITIONS**

- 28.1 When the materials are dispatched to the consignee intimation must also be given to this effect.
- 28.2 Reference to the supply order should invariably be given in all the relevant correspondence.
- 28.3 The tender is liable to be rejected in case the tender does not comply with tender stipulations or the goods, works and services offered do not conform to the required specifications indicated therein.
- 28.4 Any other terms and conditions offered by the firm and not included in the order/contract, are not acceptable to GNGPL/VCS



## FORMS & FORMATS



### LIST OF FORMS & FORMAT

Form No.	Description
F-1	BIDDER'S GENERAL INFORMATION
F-2	BID FORM
F-3	LIST OF ENCLOSURES
F-4	PROFORMA OF "BANK GUARANTEE" FOR "EARNEST MONEY / BID SECURITY"
F-4A	PROFORMA OF "LETTER OF CREDIT" FOR "EARNEST MONEY / BID SECURITY" (Not Applicable)
F-5	LETTER OF AUTHORITY
F-6	NO DEVIATION CONFIRMATION
F-7	DECLARATION REGARDING HOLIDAY/BANNING
F-8	CERTIFICATE FOR NON-INVOLVMENT OF GOVT. OF INDIA
F-9	AGREED TERMS & CONDITIONS
F-10	UNDERTAKING ON LETTERHEAD
F-11	FORMAT FOR POWER OF ATTORNEY
F-12	CHECK LIST
F-13	FORMAT FOR CERTIFICATE FROM BANK IF BIDDER'S WORKING CAPITAL IS INADEQUATE
F-14	FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER
F-15	BIDDER'S QUERIES FOR PRE-BID MEETING
F-16	E-BANKING FORMAT
F-17	INTEGRITY PACT
F-18	PROFORMA OF "BANK GUARANTEE" FOR "CONTRACT PERFORMANCE GUARANTEE/ SECURITY DEPOSIT"
F-19	PREFERENCE FOR DOMESTICALLY MANUFACTURED ELECTRONIC PRODUCTS (DMEP) (Not Applicable)
F-20	FREQUENTLY ASKED QUESTIONS (FAQs)
F-21	DETAILS OF QUOTED SCOPE
F-22	LAND BOND SHARING
F-23	EMD/ BID DECLARATION BY MSE
F-24	PPLC-MII POLICY OF MOPNG



## FORMS & FORMATS



### F-1

#### BIDDER'S GENERAL INFORMATION

To,  
M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, Porvorim Goa -403521

TENDER NO:

SUBJECT:

1	Bidder Name	
2	Status of Firm	Proprietorship Firm/Partnership firm/ Limited/Others If Others Specify: _____ [Enclose certificate of Registration]
3	Name of Proprietor/Partners/Directors of the firm/company	
4	Number of Years in Operation	
5	Address of Registered Office: *In case of Partnership firm, enclose letter mentioning current address of the firm and the full names and current addresses of all the partners of the firm.	City:
		District:
		State:
		PIN/ZIP:
6	Operation Address (if different from above)	City:
		District:
		State:
		PIN/ZIP:
8	Telephone Number	_____ (Country Code) (Area Code) (Telephone No.)
9	E-mail address	
10	Website	
11	Fax Number:	_____ (Country Code) (Area Code) (Telephone No.)
12	ISO Certification, if any	{If yes, please furnish details}
13	Bid Currency	
14	Banker's Name	



## FORMS & FORMATS



15	Branch	
17	Bank account number	
18	PAN No.	[Enclose copy of PAN Card]
19	GST No.	[Enclose copy of GST Registration Certificate]
20	Whether Micro/Small/Medium Enterprise	Yes/No (Bidder to submit documents as specified in ITB)
21	Type of Entity	Corporate/ Non-Corporate (As per GST Act). (In case of Non-Corporate Entity, bidder will submit documentary evidence for same).
22	Offer No.	

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:





## FORMS & FORMATS



F-2

### BID FORM

To,  
M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM Goa -403521

TENDER NO:

SUBJECT:

Dear Sir,

After examining / reviewing the Bidding Documents for the tender of  
"\_\_\_\_\_ including  
"Specifications & Scope of Work", "General Conditions of Contract [GCC]", "Special Conditions  
of Contract [SCC]" and "Schedule of Rates [SOR]", etc. the receipt of which is hereby duly  
acknowledged, we, the undersigned, are pleased to offer to execute the whole part of the job  
and in conformity with the said Bid Documents, including Addenda / Corrigenda Nos.  
\_\_\_\_\_, if any.

We confirm that this Bid is valid for a period of "three [03] months" from the date of opening of  
"Techno-Commercial / Un-priced Bid", and it shall remain binding upon us and may be accepted  
by any time before the expiry of that period.

If our Bid is accepted, we will provide the "Contract Performance Security / Security Deposit"  
equal to "\_\_\_\_\_ of the Contract Price" or as mentioned in Tender Document for the due  
performance within "thirty [30] days" of such Award, if applicable.

Until a final Agreement/Letter of Award is prepared and executed, the tender document  
(including addenda/ corrigenda) together with the "Notification of Award" shall constitute a  
binding Agreement between us.

We understand that Bidding Document is not exhaustive and any action and activity not  
mentioned in Bidding Documents but may be inferred to be included to meet the intend of the  
Bidding Documents shall be deemed to be mentioned in Bidding Documents unless otherwise  
specifically excluded and we confirm to perform for fulfilment of Agreement and completeness  
of the Work in all respects within the time frame and agreed price.

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

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



## FORMS & FORMATS



Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

[Signature of Witness]

Name of Witness:

Address:



## FORMS & FORMATS



F-3

### LIST OF ENCLOSURES

To,  
M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM Goa -403521

TENDER NO

SUBJECT:

**Dear Sir,**

We are enclosing the following documents as part of the bid:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
- 7.

**Note:**

\* In case of e-bidding the bidder has the option to submit specified documents in physical form on/before the bid due date or within seven days from the bid opening date. However, scanned copy of these (same) documents must be submitted on-line as part of e-bid before the bid due date/time.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



## FORMS & FORMATS



**F-4**

**FORMAT FOR PROFORMA OF “BANK GUARANTEE” FOR “EARNEST MONEY / BID SECURITY”**

(To be stamped in accordance with the Stamp Act)



## FORMS & FORMATS



(To be stamped in accordance with the Stamp Act)

**Ref.....**

**Bank Guarantee No.....**

**Date.....**

To,  
M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM Goa -403521

**SUB:**

**TENDER NO:**

**Dear Sir(s),**

In accordance with Letter Inviting Tender under your reference No. \_\_\_\_\_ M/s.

\_\_\_\_\_ having their Registered / Head Office at \_\_\_\_\_ (hereinafter called the Tenderer), wish to participate in the said tender for

As an irrevocable Bank Guarantee against Earnest Money for the amount of \_\_\_\_\_ is required to be submitted by the Tenderer as a condition precedent for participation in the said tender which amount is liable to be forfeited on the happening of any contingencies mentioned in the Tender Document.

We, \_\_\_\_\_ the \_\_\_\_\_ Bank at \_\_\_\_\_ having our \_\_\_\_\_ Head Office \_\_\_\_\_ (Local Address) guarantee and undertake to pay immediately on demand without any recourse to the tenderers by GNGPL Ltd., the amount \_\_\_\_\_ without any reservation, protest, demur and recourse. Any such demand made by GNGPL, shall be conclusive and binding on us irrespective of any dispute or difference raised by the Tenderer.

This guarantee shall be irrevocable and shall remain valid up to \_\_\_\_\_ [this date should be two (02) months beyond the validity of the bid]. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from M/s. \_\_\_\_\_ whose behalf this guarantee is issued.

In witness whereof the Bank, through its authorized officer, has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_.



## FORMS & FORMATS



WITNESS:

(SIGNATURE)

(SIGNATURE)

(NAME)

(NAME)

Designation with Bank Stamp

**(OFFICIAL ADDRESS)**

Attorney as per Power of Attorney No. \_\_\_\_\_

Date:

-----





## FORMS & FORMATS



### **INSTRUCTIONS FOR FURNISHING "BID SECURITY / EARNEST MONEY" BY "BANK GUARANTEE"**

1. The Bank Guarantee by Bidders will be given on non-judicial stamp paper as per "Stamp Duty" applicable. The non-judicial stamp paper should be in the name of the issuing Bank. In case of foreign Bank, the said Bank's Guarantee to be issued by its correspondent Bank in India on requisite non-judicial stamp paper
2. The expiry date should be arrived at in accordance with "ITB"
3. The Bank Guarantee by bidders will be given from Bank as specified in "ITB".
4. A letter from the issuing Bank of the requisite Bank Guarantee confirming that said Bank Guarantee / all future communication relating to the Bank Guarantee shall be forwarded to the Employer at its address as mentioned at "ITB".
5. Bidders must indicate the full postal address of the Bank along with the Bank's E-mail / Fax / Phone from where the Earnest Money Bond has been issued.
6. If a Bank Guarantee is issued by a commercial Bank, then a letter to Employer confirming its net worth is more than Rs. 1,000,000,000.00 [Rupees One Hundred Crores] or equivalent alongwith documentary evidence.
7. Bank Guarantees towards EMD/Bid Bond from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve Bank of India as scheduled foreign bank in case of Indian bidder and from any reputed International Bank or Indian scheduled bank in case of foreign bidder may be accepted. However, other than the Nationalized Indian Banks, the banks whose BGs are furnished, must be commercial banks having net worth in excess of Rs. 100 crores and a declaration to this effect should be made by such commercial bank either in the Bank Guarantee itself or separately on a letter head.



## FORMS & FORMATS



**F-4A (NOT APPLICABLE)**

**PROFORMA OF “LETTER OF CREDIT” FOR “EARNEST MONEY / BID SECURITY”**



## FORMS & FORMATS



F-5

### LETTER OF AUTHORITY

[Pro forma for Letter of Authority for Attending Subsequent 'Negotiations' / 'Pre-Bid Meetings' / 'Un-priced Bid Opening' / 'Price Bid Opening']

Ref:

Date:

To,  
M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM Goa -403521

SUB:

TENDER NO:

**Dear Sir,**

I/We, \_\_\_\_\_ hereby authorize the following representative(s) for attending any 'Negotiations' / 'Meetings [Pre-Bid Meeting]', 'Un-priced Bid Opening', 'Price Bid Opening' and for any subsequent correspondence / communication against the above Bidding Documents:

[1] Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_  
Phone/Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: ..... @ .....

[2] Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_  
Phone/Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: ..... @ .....

We confirm that we shall be bound by all commitments made by aforementioned authorized representative(s).

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

Note: This "Letter of Authority" should be on the "**letterhead**" of the Firm / Bidder and should be signed by a person competent and having the 'Power of Attorney' to bind the Bidder. Not more than 'two [02] persons per Bidder' are permitted to attend "Techno-commercial / Un-priced" & "Price Bid" Openings. Bidders authorized representative is required to carry a copy of this authority letter while attending the un-priced and priced bid opening, the same shall be submitted to GNGPL.



## FORMS & FORMATS



F-6

### “NO DEVIATION” CONFIRMATION

To,  
M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM Goa -403521

SUB:

TENDER NO:

**Dear Sir,**

We understand that any ‘deviation / exception’ in any form may result in rejection of Bid. We, therefore, certify that we have not taken any ‘exception / deviation’ anywhere in the Bid and we agree that if any ‘deviation / exception’ is mentioned or noticed, our Bid may be rejected.


Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



## FORMS & FORMATS



F-7

### DECLARATION REGARDING HOLIDAY/BANNING AND LIQUIDATION, COURT RECEIVERSHIP

To,  
M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM Goa -403521

SUB:

TENDER NO:

**Dear Sir,**

We hereby confirm that we are not on 'Holiday' by GNGPL / GNGPL or Public Sector Project Management Consultant (like EIL, Mecon only due to "poor performance" or "corrupt and fraudulent practices") or banned by Government department/ Public Sector on due date of submission of bid.

Further, we confirm that neither we nor our allied agency/(ies) (as defined in the Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices) are on banning list of GNGPL or the Ministry of Petroleum and Natural Gas.

We also confirm that we are not under any liquidation, court receivership or similar proceedings or 'bankruptcy'.

In case it comes to the notice of GNGPL that the bidder has given wrong declaration in this regard, the same shall be dealt as 'fraudulent practices' and action shall be initiated as per the Procedure for action in case of Corrupt/Fraudulent/Collusive/Coercive Practices.

Further, we also confirm that in case there is any change in status of the declaration prior to award of contract, the same will be promptly informed to GNGPL by us.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



## FORMS & FORMATS



F-8

### CERTIFICATE FOR NON-INVOLVMENT OF GOVT. OF INDIA

To,  
M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM Goa -403521

SUB:

TENDER NO:

**Dear Sir,**

If we become a successful Bidder and pursuant to the provisions of the Bidding Documents, award is given to us for the tender for “  
\_\_\_\_\_”, the following Certificate shall be automatically enforceable:

“We agree and acknowledge that the Employer is entering into the Agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood & agreed that the Government of India is not a party to the Agreement and has no liabilities, obligations or rights thereunder. It is expressly understood and agreed that the Employer is authorized to enter into Agreement, solely on its own behalf under the applicable laws of India. We expressly agree, acknowledge and understand that the Employer is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the Agreement. Accordingly, we hereby expressly waive, release and forego any and all actions or claims, including cross claims, VIP claims or counter claims against the Government of India arising out of the Agreement and covenants not to sue to Government of India as to any manner, claim, cause of action or things whatsoever arising of or under the Agreement.”

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



## FORMS & FORMATS



F-9

### AGREED TERMS & CONDITIONS

To,  
M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM Goa -403521

SUB:

TENDER NO:

This Questionnaire duly filled in, signed & stamped must form part of Bidder's Bid and should be returned along with Un-priced Bid. Clauses confirmed hereunder need not be repeated in the Bid.

Sl.	DESCRIPTION	BIDDER'S CONFIRMATION
1	Bidder's name and address	
2.	Please confirm the currency of quoted prices is in Indian Rupees.	
3.	Confirm quoted prices will remain firm and fixed till complete execution of the order.	
4	Please specify the Dispatch Point	
5.	Rate of applicable <b>GST</b> ( <b>CGST &amp; SGST/ UTGST or IGST</b> )	CGST: ..... % Plus SGST/UTGST..... % Total: .....% Or IGST:..... %
5.1.	Freight charges, quoted separately	
5.2.	Service Accounting Codes (SAC)/ Harmonized System of Nomenclature (HSN)	
5.3.	We hereby confirm that the quoted prices is in compliance with the Section 171 of CGST Act/ SGST Act as mentioned as clause no. 14.0 of ITB	
6.a	Confirm acceptance of relevant Terms of Payment specified in the Bid Document. In case of delay, the bills shall be submitted after deducting the price reduction due to delay.	
6.b	Confirm that Contract Performance Bank Guarantee will be furnished as per Bid Document.	
6.c	Confirm that Contract Performance Bank Guarantee shall be from any Indian scheduled bank or a branch of	





## FORMS & FORMATS



Sl.	DESCRIPTION	BIDDER'S CONFIRMATION
	an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of bank guarantees from banks other than the Nationalised Indian banks, the bank must be a commercial bank having net worth in excess of Rs 100 crores and a declaration to this effect shall be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead.	
7.	Confirm compliance to Completion Schedule as specified in Bid document. Confirm contract period shall be reckoned from the date of Fax of Acceptance.	
8.	Confirm acceptance of Price Reduction Schedule for delay in completion schedule specified in Bid document.	
9.	Confirm acceptance of all terms and conditions of Bid Document (all sections).	
10.	Confirm your offer is valid for <b>3 Months</b> from Final/Extended due date of opening of Techno-commercial Bids.	
11.	Please furnish EMD/Bid Security details : EMD/ Bid Security No. & date Value Validity	
11. a	EMD/ Bid Security as per FORM-4	
12.	Confirm acceptance to all provisions of ITB read in conjunction with tender documents	
13.	Confirm that Annual Reports for the last three financial years are furnished alongwith the Un-priced Bid.	
14.	Confirm that, in case of contradiction between the confirmations provided in this format and terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail.	
15.	Confirm the none of Directors of bidder is a relative of any Director of Owner or the bidder is a firm in which any Director of Owner/ GNGPL or his relative is a partner.	
16.	All correspondence must be in ENGLISH language only.	
17.	Owner reserves the right to make any change in the terms & conditions of the TENDER/BIDDING DOCUMENT and to reject any or all bids.	
18.	Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.	



## FORMS & FORMATS



Sl.	DESCRIPTION	BIDDER'S CONFIRMATION
19.	<p>Confirm that you have not been banned or de-listed by any Government or Quasi-Government agencies or Public Sector Undertakings. If you have been banned or de-listed by any Government or Quasi-Government agency or Public Sector Undertakings, then this fact must be clearly stated. If this declaration is not furnished bid shall be treated as nonresponsive and liable for rejection.</p> <p>* It shall be the sole responsibility of the bidder to inform Goa natural Gas Private Limited about the changes that may occur in the stated declaration during the course of finalization of the tender.</p>	
20.	<p>Confirm that any correction in documents submitted in the Un-priced part has been initialled and with digital signatures of the authorized person</p>	
21.	<p>a) Please confirm whether you are MSE and if so then you have submitted Documentary evidence that you are a Micro or Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises.</p> <p>b) If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.</p> <p>c) The above documents submitted by shall be duly certified by the Statutory Auditor of the bidder or a practicing Chartered Accountant (not being an employee or a Director of the entity)</p>	
22.	<p>Confirm that all documents submitted with bid against the subject tender are true and genuine and in case of any Discrepancy noticed or observed at any stage, bidder shall be personally responsible not only for the</p>	CONFIRMED



## FORMS & FORMATS



Sl.	DESCRIPTION	BIDDER'S CONFIRMATION
	damages or loss to Goa natural Gas Private Limited, but also for criminal proceedings under the relevant laws.	
23.	Confirm that scanned copy of the EMD / Bid Bond Declaration as per Form-4 has been submitted along bid documents	CONFIRMED
24.	Confirm that no Price disclosing files have been attached with unpriced/ technical bid. *In case price disclosing files are attached in techno commercial unpriced bid area, bid will be summarily rejected as per clause 22.0 of ITB.	CONFIRMED
25.	Confirm that bid documents are considered in full while preparing the bid and in case of award, work will be executed in accordance with the provisions detailed in bid document.	CONFIRMED

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



## FORMS & FORMATS



F-10

### UNDERTAKING ON LETTERHEAD

To,  
M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM Goa -403521

SUB:

TENDER NO:

Dear Sir

We hereby confirm that "The contents of this Tender Document No. \_\_\_\_\_  
have not been modified or altered by M/s.  
..... (Name of the bidder with  
complete address). In case, it is found that the tender document has been modified / altered by  
the bidder, the bid submitted by M/s.....(Name of  
the bidder) shall be liable for rejection".

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



## FORMS & FORMATS



**F-11**

### **POWER OF ATTORNEY**

*[Bidder shall use own Power of Attorney Format]*



## FORMS & FORMATS



### F-12

### CHECK LIST

Bidders are requested to duly fill in the checklist. This checklist gives only certain important items to facilitate the bidder to make sure that the necessary data/information as called for in the bid document has been submitted by them along with their offer. This, however, does not relieve the bidder of his responsibilities to make sure that his offer is otherwise complete in all respects. Please ensure compliance and tick (√) against following points:

S. No.	DESCRIPTION	CHECK BOX
1.0	Confirm that the following details have been submitted in the Un-priced part of the bid	<input type="checkbox"/>
I.	Covering Letter, Letter of Submission	<input type="checkbox"/>
II.	Bid Security	Not Applicable
III.	Signed and stamped original copy of bidding document along with drawings and addendum (if any)	<input type="checkbox"/>
IV.	Power of Attorney in the name of person signing the bid.	<input type="checkbox"/>
V.	Copies of documents defining constitution or legal status, place of registration and principal place of business of the company	<input type="checkbox"/>
VI.	Bidders declaration that regarding, Holiday/ Banning, liquidation court receivership or similar proceedings	<input type="checkbox"/>
VII.	Details and documentary proof required against BEC/qualification criteria along with complete documents establishing ownership of equipment as per SCC are enclosed	<input type="checkbox"/>
VIII.	Confirm submission of document along with techno-commercial bid as per bid requirement.	<input type="checkbox"/>
IX.	Confirm that all applicable forms duly filled in are enclosed with the bid duly signed by authorized person(s)	<input type="checkbox"/>
X.	Integrity Pact duly filled, signed and stamped (if Applicable)	<input type="checkbox"/>
2.0	Confirm that all forms duly filled in are enclosed with the bid duly signed by authorised person(s)	<input type="checkbox"/>
i.	Confirm that no Price disclosing files have been attached with unpriced/ technical bid	<input type="checkbox"/>
3.0	Confirm that proper page nos. have been given in sequential way in all the documents submitted along with your offer with Index.	<input type="checkbox"/>
4.0	Confirmation that no deviations are taken against commercial and technical specifications of the bid document.	<input type="checkbox"/>
5.0	Confirm that the price part of e-bid as per Price Schedule format enclosed with Bidding Document has been duly filled in for each item, digitally signed on each page separately	<input type="checkbox"/>



## FORMS & FORMATS



6.0

Confirm that annual reports for last three financial years & duly filled in Form 14 are enclosed in the offer for financial assessment (where financial criteria of BEC is applicable).

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:





## FORMS & FORMATS



### F-13

#### **FORMAT FOR CERTIFICATE FROM BANK IF BIDDER'S WORKING CAPITAL IS NEGATIVE OR INADEQUATE**

(To be provided on Bank's letter head)

Ref Tender No:

Date:

To,  
M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM Goa -403521

Dear Sir,

This is to certify that M/s ..... (name of the bidder with address)  
(hereinafter referred to as Customer) is an existing customer of our Bank.

The Customer has informed that they wish to bid for GNGPL's RFQ/Tender no.  
..... dated ..... for .....(Name  
of the supply/work/services/consultancy) and as per the terms of the said RFQ/Tender they have  
to furnish a certificate from their Bank confirming the availability of line of credit.

Accordingly M/s ..... (name of the Bank with address) confirms availability  
of line of credit to M/s ..... (name of the bidder) for at least an amount of Rs.  
\_\_\_\_\_

It is also confirmed that the net worth of the Bank is more than Rs.100 Crores (or Equivalent  
USD) and the undersigned is authorized to issue this certificate.

Yours Truly,

For ..... (Name & address of Bank)

(Authorized signatory)

Name of the signatory : :

Designation : :

Registration No. : :

Stamp of Bank:



## FORMS & FORMATS



F-14

### FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE/CERTIFIED PUBLIC ACCOUNTANT (CPA) FOR FINANCIAL CAPABILITY OF THE BIDDER

We have verified the Annual Accounts and other relevant records of M/s..... (Name of the bidder) and certify the following

#### ANNUAL TURNOVER OF LAST 3 YEARS:

Year	Amount (Currency)
Year 1:	
Year 2:	
Year 3:	

#### NETWORTH\* AS PER LAST AUDITED FINANCIAL STATEMENT:

Description	Year ____
	Amount (Currency)
1. Net Worth	

#### WORKING CAPITAL\* AS PER LAST AUDITED FINANCIAL STATEMENT:

Description	Year ____
	Amount (Currency)
1. Current Assets	
2. Current Liabilities	
3. Working Capital (Current Assets-Current liabilities)	

**Note: It is further certified that the above mentioned applicable figures are matching with the returns filed with Registrar of Companies (ROC) [Applicable only in case of Indian Companies]**

Name of Audit Firm:  
Chartered Accountant  
Date:

[Signature of Authorized Signatory]  
Name:  
Designation:  
Seal:

Membership no.  
UDI No.



## FORMS & FORMATS



### Instructions:

- 1) The Separate Pro-forma shall be used for each member in case of JV/ Consortium.
- 2) The financial year would be the same as one normally followed by the bidder for its Annual Report.
- 3) The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non-responsive.
- 4) For the purpose of this Tender document:
  - (i) Annual Turnover shall be "Sale Value/ Operating Income"
  - (ii) Working Capital shall be "Current Assets less Current liabilities" and
  - (iii) **Net** Worth shall be Paid up share capital plus Free Reserves & Surplus less accumulated losses, deferred expenditure and miscellaneous expenditure not written off, if any.
- 5) Above figures shall be calculated after considering the qualification, if any, made by the statutory auditor on the audited financial statements of the bidder including quantified financial implication.
- 6) This certificate is to be submitted on the letter head of Chartered Accountant/CPA.



## FORMS & FORMATS



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### BIDDER'S QUERIES FOR PRE-BID MEETING

To,  
M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM Goa -403521

Sub :

Tender No :

SL	REFERENCE OF BIDDING DOCUMENT				BIDDER'S QUERY	GNGPL'S REPLY
	Sec No.	Page No.	Clause No.	Subject		

**NOTE: The Pre-Bid Queries may be sent by fax and/or also by e-mail before due date for receipt of Bidder's queries.**

SIGNATURE OF BIDDER: \_\_\_\_\_

NAME OF BIDDER : \_\_\_\_\_



## FORMS & FORMATS



**F-16**

### **E-Banking Mandate Form**

(To be issued on vendors letter head)

1. Vendor/customer Name:
2. Vendor/customer Code:
3. Vendor /customer Address:
4. Vendor/customer e-mail id:
5. Particulars of bank account
  - a) Name of Bank
  - b) Name of branch
  - c) Branch code:
  - d) Address:
  - e) Telephone number:
  - f) Type of account (current/saving etc.)
  - g) Account Number:
  - h) RTGS IFSC code of the bank branch
  - i) NEFT IFSC code of the bank branch
  - j) 9-digit MICR code

I/We hereby authorize Goa Natural Gas Pvt. Ltd. to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the GNGPL responsible.

(Signature of vendor/customer)

### **BANK CERTIFICATE**

We certify that ----- has an Account no. ----- with us and we confirm that the details given above are correct as per our records.

Bank stamp

Date

(Signature of authorized officer of bank)



## FORMS & FORMATS



F-17

### INTEGRITY PACT

#### INTRODUCTION:

**M/s. Goa Natural Gas Pvt. Ltd. (GNGPL), Porvorim, North Goa- 403 521.** GNGPL as one of its endeavor to maintain and foster most ethical and corruption free business environment, have decided to adopt the Integrity Pact, a tool developed by the Transparency International, to ensure that all activities and transactions between the Company (GNGPL) and its Counterparties (Bidders, Contractors, Vendors, Suppliers, Service Providers/Consultants etc.) are handled in a fair and transparent manner, completely free of corruption.

Considering the above, the details mentioned **at attached Annexure-1** are applicable as stated in Instruction to Bidders of Bid Document in addition to the existing stipulation regarding Corrupt and Fraudulent Practices.

The attached copy of the **Integrity Pact at Annexure- 2** shall be included in the Bid submitted by the bidder (to be executed by the bidder for all tenders of value Rs. 1 (One) crore and above). In case a bidder does not sign the Integrity Pact, his bid shall be liable for rejection.



## FORMS & FORMATS



### ANNEXURE-1

**Bidder is required to sign the Integrity Pact with GNGPL as per format & terms and conditions enclosed with tender. In case a bidder does not sign the Integrity Pact, his bid shall be liable for rejection.**

#### **I COMMITMENTS AND OBLIGATIONS OF THE “COUNTERPARTY”**

The Counterparty, directly or indirectly (through agent, consultant, advisor, etc.), shall not pay any bribe/ influence or give undue/ unlawful benefit to anyone to gain undue advantage in dealing with GNGPL.

The Counterparty will not engage in collusion of any kind including price fixation etc. with other Counterparts.

The counterparty will not pass GNGPL's confidential information to any third party unless specifically authorized by GNGPL in writing.

The Counterparties shall promote and observe best ethical practices within their respective organizations.

The Counterparty shall inform the Independent External Monitor.

- i) If it received any demand, directly or indirectly, for a bribe/ favour or any illegal gratification/ payment / benefit;
- ii) If it comes to know of any unethical or illegal payment / benefit;
- iii) If it makes any payment to any GNGPL associate.

The Counterparty shall not make any false or misleading allegations against GNGPL or its associates.

#### **II VIOLATIONS & CONSEQUENCES:**

If a Counterparty commits a violation of its Commitments and Obligations under the Integrity Pact Programme during bidding process, their entire Earnest Money Deposit/ Bid Security, would be forfeited and in addition, they may be blacklisted from the GNGPL business in future.

In case of violation of the Integrity pact by Counterparty after award of the Contract, GNGPL shall be entitled to terminate the Contract. GNGPL would forfeit the security deposits, encash the bank guarantee (s) and other payments payable to Counterparty in such cases, subject to satisfaction of the Independent External Monitor, GNGPL may ban/ blacklist/ put on holiday and exclude the Counterparty from future dealings until GNGPL is satisfied that the Counterparty shall not commit any such violation in future.

In addition to above, GNGPL reserves its right to initiate criminal proceedings against the violating Counterparty, if the allegations by Counterparty are found frivolous, untrue and misleading and may also impose exemplary cost for the same.

The Counterparty will be entitled to claim as determined by the Independent External Monitor, if the above (d) is found incorrect.

#### **INDEPENDENT EXTRNAL MONITORS (IEMS)**

The Bidder(s), in case of any dispute(s) / complaint(s) pertaining to this Tender may raise the issue with the designated Tender Issuing Officer in GNGPL.





## FORMS & FORMATS



### ANNEXURE-2

#### INTEGRITY PACT

(To be executed on plain paper)

Between GNGPL (Goa Natural Gas Pvt. Ltd. here-in-after referred to as “Principal”).  
**AND**

\_\_\_\_\_ (here-in-after referred to as “The Bidder/  
Contractor”).

(Principal and the Bidder / Contractor are here-in-after are referred to individually  
as “Party” or collectively as “Parties”).

#### PREAMBLE

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

The Principal values full compliance with all relevant laws and regulations, and the  
principles of economic use of resources, and of fairness and transparency in its relations  
with its Bidder/s and Contractor/s.

In order to achieve these goals, the Principal co-operates with the renowned International  
Non-Governmental Organisation ‘Transparency International’ (TI). Following TI’s national  
and international experience, the Principal will appoint an Independent External Monitor  
who will monitor the tender process, the execution of the contract etc. for compliance with  
the principles mentioned above.

#### Section 1 – Commitments of the Principal

1. The Principal commits itself to take all measures necessary to prevent corruption  
and to observe the following Principles in this regard:-

No employee of the Principal, either in person or through family members, including  
relatives, will in connection with the tender for or the execution of a contract, demand or  
accept a promise for or accept for him/herself or for a third person, any material or  
immaterial benefit to which he/she is not legally entitled.

The Principal shall, during the tender process treat all Bidders with equity. The Principal  
undertakes and ensures that before and during the tender process shall provide and  
share the same information to all Bidders and will not provide to any Bidder confidential /  
additional information through which one particular Bidder could take an advantage in  
relation to the tender process or the contract execution.

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



## FORMS & FORMATS



2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Principal will inform its Vigilance Office and in addition can initiate disciplinary actions.

### **Section 2 – Commitments and Undertakings by the Bidder/Contractor**

1. The Bidder / Contractor commits and undertakes to take all measures necessary to prevent malpractices & corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution:

The Bidder / Contractor undertakes not to, directly or through any other person or firm offer, promise or give or influence to any employee of the Principal associated with the tender process or the execution of the contract or to any other person on their behalf any material or immaterial benefit to which he / she is not legally entitled in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

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

The Bidder / Contractor undertakes not to commit any offence under the relevant Anti-corruption Laws of India. Further, the Bidder / Contractor will not use improperly any information or document provided by the Principal as part of the business relationship regarding plans, technical proposals and business details, including information contained or transmitted electronically for the purposes of competition or personal gain and will not pass the information so acquired on to others.

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

2. The Bidder / Contractor will not instigate and allure third persons / parties to commit offences outlined above or be an accessory to such offences.

### **Section 3 – Disqualification from tender process and exclusion from future contracts**

If the Bidder, before the award of contract, has committed a transgression through a violation of any provisions of Section 2 or in any other form so as to put his reliability or credibility as Bidder into question, the Principal shall be entitled to disqualify, put on holiday or blacklist the Bidder including from the future tender process or to terminate the contract, if already signed, on that ground.



## FORMS & FORMATS



1. If the Bidder / Contractor has committed a transgression through a violation of any provisions of Section 2 so as to put his reliability or credibility into question, the Principal shall be entitled to exclude including blacklist and put on holiday the Bidder / Contractor from entering into any GNGPL future contract tender processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the Principal taking into consideration the full facts and circumstances of each case particularly taking into account the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder and the amount of the damage. The exclusion may be imposed for a minimum period of 6 months and maximum of three years.
2. A transgression is considered to have occurred if the Principal after due consideration of the available evidence, concludes that no reasonable doubt is possible.
3. The Bidder with its free consent and without any influence agrees and undertakes to respect and uphold the Principal's absolute rights to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining independent legal advice.
4. Subject to the full satisfaction of the Principal, the exclusion of the Bidder / Contractor could be revoked by Principal prematurely if the bidder / contractor can prove that he has restored / recouped the damage caused by him and has installed a suitable corruption prevention system in his organization.

### **Section 4 – Forfeiture of EMD / Security Deposits**

1. If the Principal has disqualified the Bidder from the tender process prior to the award in terms of Section 3, and during the execution of the contract, the Principal shall forfeit earnest money deposit / bid security money, encash the bank guarantee including due payments in addition to blacklisting or putting on holiday the bidder and terminating the contract.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages equivalent to Earnest Money Deposit / Security Deposit / Performance Bank Guarantee.
  1. The bidder agrees and undertakes to pay the said amounts without protest or demur subject only to condition that if the Bidder / Contractor can prove and establish that the exclusion of the Bidder from the tender process or the termination of the contract after the contract award has caused no damage or less damage than the amount of the liquidated damages, the Bidder / Contractor shall compensate the Principal only to the extent of the damage in the amount proved.



## FORMS & FORMATS



### **Section 5 – Previous transgression**

1. The Bidder swears on oath that no previous transgression has occurred during the last three years with any other Company in any country conforming to the TI approach or including with any other Public Sector Enterprise / Undertaking in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he shall be disqualified from the tender process or the contract, if already awarded, could be liable to be terminated on this ground.

### **Section 6 – Equal treatment to all Bidders / Contractors / Subcontractors**

1. The Bidder / Contractor undertakes to demand from all its sub-contractors, if any, an undertaking and commitment in conformity with this Integrity Pact, and to submit it to the Principal before signing of the contract.
2. The Principal will enter into agreements with similar conditions, as stipulated herein, with all Bidders, Contractors and Subcontractors.
3. The Principal shall disqualify from the tender process all Bidders who do not sign this Pact or violate any of its provisions.

### **Section 7 – Criminal charges against violating Bidders / Contractors / Sub-contractors**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the Vigilance Office / Department for initiating appropriate action for above.

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

1. The Principal appoints competent and credible external independent Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to any instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairperson of the Board of the Principal.
3. The Contractor accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and



## FORMS & FORMATS



demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub-contractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder / Contractor / Sub-contractor with confidentiality.

4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement he will so inform the Management of the Principal and request the Management to discontinue or heal the violation or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Independent External Monitor shall give an opportunity to the bidder / contractor to present its case before making its recommendations to the Principal.
6. The Monitor will submit a written report to the Chairperson of the Board of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the 'Principal' and should the occasion arise, submit proposals for taking corrective measures.
7. Monitor shall be entitled to compensation by the Principal.
8. If the Monitor has reported to the Chairperson of the Board a substantiated suspicion of an offence under relevant Anti-Corruption laws of India, and the Chairperson has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
9. The word 'Monitor' would include both singular and plural.
10. Independent External Monitor shall be required to maintain confidentiality of the information acquired and gathered during their tenure / role as Independent Monitor. Any breach in this regard would be subject to the legal judicial system of India.
11. The Independent External Monitors shall be responsible to oversee the implementation of Integrity Pact Program to prevent corruption, bribes or any other unethical practices in the GNGPL. However, Monitor(s) shall be personally and severally be liable for any action or suit brought by Bidder / Contractor / against the Monitor, in case the findings of Independent Monitor is / are found incorrect or biased or prejudiced.



## FORMS & FORMATS



12. Independent External Monitor(s) shall be required to furnish an Undertaking and shall disclose before taking any assignment that he / she has no interest in the matter or connected with the party (bidder / contractor) in any manner.

### Section 9 – Pact Duration

The provisions of this Pact shall come into effect from the date of signing of this Pact by the both parties. It expires for the Contractor 12 months after the last payment under the respective contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made / lodged by either party during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by the Chairperson of the Principal.

### Section 10 – Miscellaneous provisions

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Goa. The Arbitration clause provided in main tender document / contract shall not be applicable for any issue / dispute arising under Integrity Pact.
2. Changes and supplements as well as termination notices, if any, need to be made in writing. Side agreements have not been made.
3. If the Contractor / Bidder is a partnership concern or a consortium, this agreement must be signed by all partners or consortium members.
4. In case any or several of the provisions of this agreement turn out to be void, the remainder of this pact shall remain valid. The parties to this pact however, shall strive to come to an agreement to their original intentions in such a case.

-----  
(Name & Designation)  
For the Principal

Place -----

Date -----

-----  
(Name & Designation)  
For the Bidder/Contractor

Witness 1: -----

Witness 2: -----



## FORMS & FORMATS



**F-18**

**PROFORMA OF "BANK GUARANTEE" FOR "CONTRACT PERFORMANCE  
SECURITY / SECURITY DEPOSIT"  
(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)**



**PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE GUARANTEE**

(ON NON-JUDICIAL PAPER OF APPROPRIATE VALUE)

To,

M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM  
Goa -403521

Dear Sir(s),

M/s. \_\_\_\_\_ having  
registered office at \_\_\_\_\_ (herein after called the "contractor/supplier"  
which expression shall wherever the context so require include its successors and assignees)  
have been placed/ awarded the job/work of

\_\_\_\_\_ vide PO/LOA /FOA No.  
\_\_\_\_\_ dated \_\_\_\_\_ for M/s Goa Natural Gas Pvt. Ltd. having  
registered office at C/O RAJAN VILLA, Plot No. 33, Goa Housing Board Colony, Behind Patrakar  
Colony, PORVORIM, Goa -403521 (herein after called the "GNGPL" which expression shall  
wherever the context so require include its successors and assignees).

The Contract conditions provide that the SUPPLIER/CONTRACTOR shall pay a sum of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) as full  
Contract Performance Guarantee in the form therein mentioned. The form of payment of Contract  
Performance Guarantee includes guarantee executed by Nationalized Bank/Scheduled  
Commercial Bank, undertaking full responsibility to indemnify GNGPL, in case of default.

The said M/s. \_\_\_\_\_ has approached us and  
at their request and in consideration of the premises we having our office at  
\_\_\_\_\_ have agreed to give such guarantee as hereinafter  
mentioned.

1. We \_\_\_\_\_  
hereby undertake to give the irrevocable & unconditional guarantee to you that if default shall be  
made by M/s. \_\_\_\_\_ in performing any of the terms and  
conditions of the tender/order/contract or in payment of any money payable to GNGPL we shall  
on first demand pay without demur, contest, protest and/ or without any recourse to the supplier /  
contractor to GNGPL in such manner as GNGPL may direct the said amount of Rupees  
\_\_\_\_\_ only or such portion thereof not exceeding the said sum as  
you may require from time to time.

2. You will have the full liberty without reference to us and without affecting this guarantee,  
postpone for any time or from time to time the exercise of any of the powers and rights conferred  
on you under the order/contract with the said M/s. \_\_\_\_\_ and to  
enforce or to forbear from endorsing  
any powers or rights or by reason of time being given to the said M/s. \_\_\_\_\_  
and such postponement forbearance would not have the effect of releasing the bank from its  
obligation under this debt.

3. Your right to recover the said sum of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) from us in manner aforesaid is  
absolute & unequivocal and will not be affected or suspended by reason of the fact that any  
dispute or disputes have been raised by the said M/s.



\_\_\_\_\_ and/or that any dispute or disputes are pending before any officer, tribunal or court or arbitrator or any other authority/forum and any demand made by you in the bank shall be conclusive and binding. The bank shall not be released of its obligations under these presents by any exercise by you of its liberty with reference to matter aforesaid or any of their or by reason or any other act of omission or commission on your part or any other indulgence shown by you or by any other matter or changed what so ever which under law would, but for this provision, have the effect of releasing the bank.

4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up dissolution or changes of constitution or insolvency of the said supplier/contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to you in respect of such liabilities is paid.

5. This guarantee shall be irrevocable and shall remain valid upto \_\_\_\_\_ (this date should be 90 days after the expiry of defect liability period/ Guarantee period) \_\_\_\_\_. The bank undertakes not to revoke this guarantee during its currency without your previous consent and further agrees that the guarantee shall continue to be enforceable until it is discharged by GNGPL in writing. However, if for any reason, the supplier/contractor is unable to complete the supply/work within the period stipulated in the order/contract and in case of extension of the date of delivery/completion resulting extension of defect liability period/guarantee period of the supplier/contractor fails to perform the supply/work fully, the bank hereby agrees to further extend this guarantee at the instance of the supplier/contractor till such time as may be determined by GNGPL. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instruction from M/s. \_\_\_\_\_ (supplier / contractor) on whose behalf this guarantee is issued.

6. Bank also agrees that GNGPL at its option shall be entitled to enforce this Guarantee against the bank (as principal debtor) in the first instant, without proceeding against the supplier/contractor and notwithstanding any security or other guarantee that GNGPL may have in relation to the supplier's/contractor's liabilities.

7. The amount under the Bank Guarantee is payable forthwith without any delay by Bank upon the written demand raised by GNGPL. Any dispute arising out of or in relation to the said Bank Guarantee shall be subject to the exclusive jurisdiction of courts at Goa.

8. Therefore, we hereby affirm that we are guarantors and responsible to you on behalf of the Supplier/Contractor up to a total amount of \_\_\_\_\_ (amount of guarantees in words and figures) and we undertake to pay you, upon your first written demand declaring the Supplier/Contractor to be in default under the order/contract and without caveat or argument, any sum or sums within the limits of (amounts of guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

9. We have power to issue this guarantee in your favor under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney, dated \_\_\_\_\_ granted to him by the Bank.

Yours faithfully,

\_\_\_\_\_  
Bank by its Constituted Attorney  
Signature of a person duly  
Authorized to sign on behalf of the Bank



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### INSTRUCTIONS FOR FURNISHING "CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT" BY "BANK GUARANTEE"

1. The Bank Guarantee by successful Bidder(s) will be given on non-judicial stamp paper of Rs. 100/- or the value prevailing in the State where executed as per the Stamp Act, whichever is higher. The non-judicial stamp paper should be in name of the issuing bank.
2. The Bank Guarantee by Bidders will be given from bank as specified in Tender.
3. A letter (preferably digitally signed secured e-mail) from the issuing bank of the requisite Bank Guarantee confirming that said bank guarantee and future communication relating to the Bank Guarantee may be forwarded to Employer.
4. Bidder must indicate the full postal address of the Bank along with the Bank's E-mail / Fax / Phone from where the Bank Guarantee has been issued
5. If a Bank Guarantee is issued by a commercial bank, then a letter to Employer and copy to Consultant (if applicable) confirming its net worth is more than Rs. 100,00,00,000.00 [Rupees One Hundred Crores] or its equivalent in foreign currency along with documentary evidence.
6. Bidder can submit CPBG on line through issuing bank to GNGPL directly as per Ministry of Finance (MOF) Department of financial service direction vide letter ref number F.No.7/112/2011-BOA dated 17th July 2012. In such cases confirmation will not be sought from issuing banker by GNGPL.



## FORMS & FORMATS



**F-19**

**Not Applicable**



## FORMS & FORMATS



F-20

### FREQUENTLY ASKED QUESTIONS (FAQs)

<u>SL.NO.</u>	<u>QUESTION</u>	<u>ANSWER</u>
<u>1.0</u>	Can any vendor quote for subject Tender?	Yes. A Vendor has to meet Bid Evaluation Criteria given under Section 1.1 of Tender document in addition to other requirements.
<u>2.0</u>	Should the Bid Evaluation Criteria documents be attested?	Yes. Please refer clause no. D of Section 1.1 of Tender document
<u>3.0</u>	Is attending Pre Bid Meeting mandatory.	No. Refer Clause No. 17 of Instruction to Bidders of Tender Document. However attending Pre Bid Meeting is recommended to sort out any issue before submission of bid by a Bidder.
<u>4.0</u>	Can a vendor submit more than 1 offer?	No. Please refer Clause No. 4 of Instruction to Bidders of Tender Document.
<u>5.0</u>	Is there any Help document available	Yes. Refer Annexure I to Instructions to Bidders of Tender Document and FAQs
<u>6.0</u>	Are there are any MSE (Micro & Small Enterprises) benefits available?	Yes. Refer Clause No. 39 of Instructions to Bidders of Tender Document.

**All the terms and conditions of Tender remain unaltered.**



## FORMS & FORMATS



F-21

### Details of Quoted Scope

Bidder's Name: .....

Description	Quoted/ Not Quoted	EMD submitted
As per SOR		

(Seal & signature)



## FORMS & FORMATS



F-22

**UNDERTAKING ON LETTERHEAD REGARDING BIDDER SHARING BORDER WITH  
INDIA**

To,  
M/s Goa Natural Gas Pvt. Ltd.  
C/O RAJAN VILLA, Plot No. 33  
Goa Housing Board Colony  
Behind Patrakar Colony, PORVORIM Goa -403521

SUB:

TENDER NO:

Dear Sir

We have read the clause regarding Provisions for Procurement from a Bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; we certify that, bidder M/s \_\_\_\_\_ (**Name of Bidder**) is:

- (i) not from such a country [     ]
- (ii) if from such a country, has been registered [     ]  
with the Competent Authority.  
(Evidence of valid registration by the  
Competent Authority shall be attached)

***(Bidder is to tick appropriate option (✓ or X) above).***

We hereby certify that bidder **M/s** \_\_\_\_\_ (**Name of Bidder**) fulfills all requirements in this regard and is eligible to be considered.

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:





## FORMS & FORMATS



F-23

**DECLARATION OF BID SECURITY / EMD**  
**(on Bidder's Letter Head)**

To,

M/s Goa Natural Gas Pvt. Ltd.

C/O RAJAN VILLA, Plot No. 33, Goa Housing Board Colony

Behind Patrakar Colony, PORVORIM Goa -403521

Tender No:

Dear Sir

After examining / reviewing provisions of above referred tender documents (including all corrigendum / Addenda), we M/s \_\_\_\_\_ (**Name of Bidder**) have submitted our offer/ bid no. \_\_\_\_\_ .

We, M/s \_\_\_\_\_ (**Name of Bidder**) hereby understand that, according to your conditions, we are submitting this Declaration for Bid Security.

We understand that we will be put on blacklist / holiday list / information letter indicating the nature of default shall be sent to Ministry of Micro, Small and Medium Enterprises (as per policies of GNGPL in this regard), if we are in breach of our obligation(s) as per following:

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the GNGPL during the period of bid validity:
  - i. fail or refuse to execute the Contract, if required, or
  - ii. fail or refuse to furnish the Contract Performance Security, in accordance provisions of tender document.
  - iii. fail or refuse to accept 'arithmetical corrections' as per provision of tender document.
- c. having indulged in corrupt/fraudulent /collusive/coercive practice as per procedure.

Place:

Signature of Authorize Signatory

Date:

Name:

Destination:

Seal



## FORMS & FORMATS



**F-24  
(NOT APPLICABLE)**



## FORMS & FORMATS



### SECTION – VI

### **SCHEDULE OF RATES (SOR)** *(ATTACHED SEPERATELY)*