



DIRECTORATE GENERAL OF HYDROCARBONS
(Ministry of Petroleum & Natural Gas)
OIDB Bhawan, Plot No. 2, Sector 73, Noida-201301, India.
Phone: 0120-247 2000, Fax- 247 2049. eMail- mm@dghindia.org

INVITATION FOR BID (IFB) - NATIONAL COMPETITIVE BIDDING (NCB)

Directorate General of Hydrocarbons (DGH) invites bids under “Two Bid System” on Open Indigenous Tender Basis from experienced Indian Manufactures /Suppliers / Contractors for the following Services / Scope of Supply :

Bid Document No	:	DGH/MM/Admin/Steel Optimizer/224/2015/ ENQ/014
Description of Service	:	Supply & Installation of 14 units of Steel Mobile Compactor Filing System on rails also known as Optimizer / Movable racks / shelves.
Cost of Bid Document (Non-refundable)	:	Rs. 500.00
Pre-Bid Conference	:	28.12.2015 from 1400 Hrs at DGH, Noida.
Bid Closing Date & Time	:	25.01.2016 at 1400 hrs.(IST)
Bid Opening Date	:	25.01.2016 at 1500 hrs.(IST)

The detailed Bid Documents can be viewed / downloaded from DGH’s web site www.dghindia.org or Government of India’s Public Procurement Portal <http://eprocure.gov.in/cppp/>, till bid closing date & time.

Addendum/ Corrigendum / Bid Due Date Extensions, if any, to the Bid Documents shall be uploaded on aforementioned websites only. Hence, bidders shall view the said websites regularly.

**Directorate General of Hydrocarbons
Ministry of Petroleum & Natural Gas**

Phone No : (+91)-120-2472000
Tele Fax : (+91)-120-2472049

Office of : Director General (DGH)
OIDB Bhawan, Tower A, Plot No. 2,
Sector – 73, NOIDA-201301, INDIA

FORWARDING LETTER FOR INVITATION TO BID

To,

Sir/s,

The Directorate General of Hydrocarbons (DGH) hereby invites sealed tenders in duplicate for providing below mentioned scope of supply / services.

The salient features of the tender are:

1	Tender No.	:	DGH/MM/Admin/Steel Optimizer/224/2015/ ENQ/014
2	Type of Bid	:	National Open Tender under 2 Bid System (Techno-commercial Bid & Price Bid)
3	Brief Description of the Services / Scope of Supply.	:	Supply & Installation of 14 units of Steel Mobile Compactor Filing System on rails also known as Optimizer / Movable racks / shelves. (Please see Annexure-IV for detailed Scope of Supply.)
4	Delivery / Installation Period	:	3 months from Letter of Award (LoA).
5	Terms of Delivery	:	Delivered Free at the Office of DGH, Noida.
6	Cost of Bid Documents (Tender Fee)	:	Rs. 500.00
7	Last Date for receipt of queries from vendors for pre-bid conference.	:	22.12.2015
8	Date of Pre Bid Conference	:	28.12.2015; from 1400 Hrs – 1700 Hrs
9	Venue of Pre Bid Conference	:	Directorate General of Hydrocarbons (DGH),OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301. India.
10	Last date for downloading tender documents	:	Same as bid closing date & time as given below
11	Bid Closing Time & Date	:	25.01.2016 at 1400 Hrs
12	Place of Submission	:	Directorate General of Hydrocarbons (DGH), OI DB Bhawan, Tower A, Plot

		No. 2, Sector – 73, Noida -201 301. India.
13	Bid Opening Time, Date & Place	: Techno-commercial bid : 1500 Hrs. (IST) on the same date of Bid Closing and at the same address, as above. Price bid : Opening time and date shall be intimated to technically qualified bidders.
14	Bid validity	: 90 days from bid closing date.
15	Amount of Bid Bond (original Bid Bond to be enclosed with the Techno-commercial Bid only)	: Rs. 70,000.00 Bid Bond should be valid for 45 days beyond the validity of the bids asked for in the Bid Documents.
16	Amount of Performance Security to be submitted only by the Successful Bidder.	: 10 % of the Contract value to be submitted within 15 days of issue of the letter of Award (LoA). Bidders should ensure that the Performance Bank Guarantee should be valid for a period extending to 12 months beyond Successful commissioning & Acceptance
17	Quantum of Liquidated damages for default in completion of the scope of work as per the contract.	: At the rate of ½ % of the order value per week or part thereof subject to a maximum of 10%, for the period extending beyond the scheduled delivery date and/or Commissioning date.

Other details and terms/conditions are as per the following Annexures I-V.

You are invited to submit your bid against the above tender.

Thanking you,

Yours faithfully

HOD (MM)

Encl: As above

For Directorate General of Hydrocarbons

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1.0 ELIGIBILITY AND EXPERIENCE OF THE BIDDER:- Please refer to “Technical & Commercial Rejection Criteria” under Bid Evaluation Criteria under **Annexure-II**.

2.0 TENDER FEE (Cost of Bid Documents)

2.1 The offer will not be considered without tender fee. The bidders downloading the Bid document from the website should ensure to submit “Tender Fee” in the form of a Demand Draft, along with the Techno-commercial Bid. The DD should be drawn in the name of “Directorate General of Hydrocarbons” payable at New Delhi. In the event a particular tender is cancelled, the tender fee will be refunded to the concerned Bidder.

2.2 However, MSEs eligible as per Ministry of MSME’s guidelines, and Government Departments will be exempted from payment of tender fee, provided the bidder submits necessary evidence for eligibility, along with the bid.

3.0 TRANSFER OF BIDDING DOCUMENT

The Bidding document is not transferable.

4.0 COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5.0 PRE-BID CONFERENCE

5.1 In order to avoid clarification/confirmation after opening of bids, a Pre-bid conference shall be held so as to provide an opportunity to the participating bidders to interact with DGH with regard to various tender provisions/tender specifications, before the bids are submitted. In case, due to the points/doubts raised by the prospective bidders, any specific term & condition (which is not a part of “Standard terms and conditions of tender”) needs to be modified, then the same will be considered for modification.

5.2 After pre-bid conference, the specifications & other tender conditions will be frozen. No change in specifications and tender conditions will be permissible after bid opening. All the bidders must ensure that their bid is complete in all respects and conforms to tender terms and conditions, BEC and the tender specifications in toto failing which their bids are liable to be

rejected without seeking any clarifications on any exception/deviation taken by the bidder in their bid.

5.3 Bidders should depute their authorised representative who should be competent to take on the spot decisions.

B. THE BIDDING DOCUMENT

6.0 CONTENT OF BIDDING DOCUMENTS

6.1 The goods & ancillary services required, bidding procedures and contract terms are described in the bidding document. In addition to the Invitation for Bids, the bidding documents include:

Annexure-I : Instructions to Bidders with following Appendices.

- Appendix-1 : Bid Submission Proforma.
- Appendix-2 : Proforma of Authorization Letter for Attending Tender Opening.
- Appendix-3 : Bid Bond Bank Guarantee proforma.
- Appendix-4 : Bank Guarantee for Performance Security
- Appendix-5 : Check List
- Appendix-6 : Bidders Past Supplies Proforma
- Appendix-7 : Bidder's Information Proforma

Annexure-II : Bid Evaluation Criteria

Annexure-III : General Terms & Conditions of Contract for Supply.

Annexure-IV : Scope of Supply & Technical Specifications

Annexure-V : Price Format.

6.2 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents will be at the bidder's risk. Tenders not complying with tender conditions and not conforming to tender specifications will result in the rejection of its bid without seeking any clarifications.

7.0 AMENDMENT OF BID DOCUMENT

7.1 At any time prior to the deadline for submission of bids, DGH may at its own discretion and for any reason whatsoever whether at its own initiative or in response to a clarification requested by a bidder, modify the Bid Documents by the issuance of an Addendum.

7.2 The Addendum will be hoisted on DGH's & GoI's CPPP websites. All are advised to visit DGH website periodically to update themselves about modifications to the Bid , if any, in order to submit their offer accordingly.

7.3 In order to allow the bidders reasonable time to take the amendment into account in preparing their bids, the DGH may at its discretion, extend the deadline for the submission of Bids and any such extension will be conveyed to the bidders through DGH's website.

C. PREPARATION OF BIDS

8.0 LANGUAGE AND SIGNING OF BID

8.1 The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the DGH shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the bid, the translation shall prevail.

8.2 Bids shall be submitted in the prescribed bid proforma as per **appendices 1 to 7 of Annexure-I** & Price schedule. The prescribed proforma at Appendices of **Annexure-I**, duly filled in and signed should be returned intact whether quoting for any item or not. When items are not being tendered for, the corresponding space should be defaced by some such words as "Not Quoting".

8.3 In the event of the space on the bid proforma being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, showing the tender number and should be duly signed. In such cases reference to the additional page(s) must be made in the bid.

8.4 The bid proforma referred to above, if not returned or if returned but not duly filled in will be liable to result in rejection of the bid.

8.5 The Bidders are advised in their own interest to ensure that all the points brought out in the check list are complied with in their bid failing which the offer is liable to be rejected.

8.6 The bids can only be submitted in the name of the Bidder in whose name the bid documents were issued by DGH. The bid papers, duly filled in and complete in all respects shall be submitted together with requisite information and Annexures / Appendices. It shall be complete and free from ambiguity, change or interlineations.

8.7 The bidder should indicate at the time of quoting against this tender their full postal and e-mail /fax addresses and also similar information in respect of their authorized agents in India, if any.

8.8 The Bidder shall sign its bid with the exact name of the firm to whom the contract is to be issued. The bid shall be signed by a duly authorised officer and in the case of a Company, the same shall be sealed with the company seal or otherwise appropriately executed under seal.

8.9 The bidder shall clearly indicate their legal constitution and the person signing the bid shall state his capacity and also source of his ability to bind the Bidder.

8.10 The power of attorney or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the bidder, shall be annexed to the bid.

8.11 The Bidder, in each tender, will have to give a certificate in its offer, that the terms and conditions as laid down in this bidding document are acceptable to it in toto.

8.12 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

8.13 The original bid should be signed manually by the authorized signatory(ies) of the bidder.

8.14 The complete bid including the prices must be written by the bidders in indelible ink. Bids and/or prices written in pencil will be rejected.

9.0 COMPLIANCE WITH THE REQUIREMENTS OF BID EVALUATION CRITERIA (BEC) AND ALL OTHER TENDER CONDITIONS:

9.1 Advice to bidders for avoiding rejection of their offers:

DGH has to finalize its purchase / contracts within a limited time schedule. Therefore, it may not be feasible for DGH to seek clarifications in respect of incomplete offers. Prospective bidders are advised to ensure that their bids are complete in all respects and conform to DGH's terms, conditions and bid evaluation criteria of the tender. Bids not complying with DGH's requirement may be rejected without seeking any clarification.

10.0 DOCUMENTS COMPRISING THE BID

10.1 Techno-commercial Bid:

10.1.1 The bid prepared by the Bidder shall comprise the following components, duly completed:

- a) Proof of the sale / issue of bid documents or Requisite "Cost of Bid Document" in case of using downloaded Bid documents, as the case may be.
- b) The power of attorney or authorisation, or any other document consisting of adequate proof of the ability of the signatory to bind the bidder.
- c) All **Appendices** of Annexure-I.
- d) Price Format. (**Annexure-V**) (Without indicating Prices)

e) Documentary evidence establishing that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted. The documentary evidence of the Bidder's qualifications to perform the Contract if its bid is accepted, shall establish to the DGH's satisfaction :

(i) that the Bidder has the financial, technical and production capability necessary to perform the Contract.

(ii) that the Bidder meets **all** the criteria prescribed in the Bid Evaluation Criteria **(Annexure-II)**.

f) Documentary evidence that the goods and services to be supplied / rendered by the Bidder are eligible goods & services and conform to the requirements of bidding documents. The documentary evidence of conformity of the services to the bidding documents may be in the form of literature, drawings and data and shall consist of:

(i) A detailed description of essential technical and performance characteristics of the services.

(ii) An item by item commentary on the DGH's technical specifications demonstrating conformity to the provisions of the technical specifications of the bidding document.

g) Bid security.

h) The bidder should submit a declaration to the effect that neither the bidder themselves, nor any of its allied concerns, partners or associates or directors or proprietors involved in any capacity, are currently serving any banning orders issued by DGH debarring them from carrying on business dealings with DGH.

10.2 Price Bid

The Bidder shall complete the appropriate price schedule furnished in the bidding document, indicating the services to be provided.

11.0 BID PRICES

11.1 The bidders shall indicate on the appropriate price schedule the net unit prices (wherever applicable) .

11.2 Prices quoted by the bidder shall be firm during the bidder's performance of the contract and not subject to variation on any account.

11.3 Discount: Bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices. Discount of any type, indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer, without considering discount, is found to be lowest, DGH shall avail such discount at the time of award of contract.

11.4 Concessions permissible under statutes

Bidder, while quoting against this tender, must take cognizance of all concessions permissible under the statutes including the benefit under Central Sales Tax Act, 1956, failing which it will have to bear extra cost where Bidder does not avail exemptions/ concessional rates of levies like customs duty, excise duty, VAT/sales tax, etc. DGH will not take responsibility towards this. However, DGH may provide necessary assistance, wherever possible, in this regard.

11.4.1 Bidders may take note there would be NO customs duty exemption available for business tendered with DGH.

11.5 **Income Tax Liability**

The bidder will have to bear all Income Tax liability both corporate and personal tax.

12.0 PAYMENT TERMS: Within 30 days of receipt of Invoices after successful delivery, installation and commissioning. (Payment terms as given in “Scope of Supply / Service” or “Special Terms & Conditions” will prevail).

13.0 MODE OF PAYMENT

In all cases, DGH shall make payments only through Electronic Payment mechanism (viz. NEFT/RTGS /ECS). Bidders should invariably provide the following particulars along with their offers:

1. Name & Complete Address of the Supplier / Contractor as per Bank records.
2. Name & Complete Address of the Bank with Branch details.
3. Type of Bank account (Current / Savings/Cash Credit).
4. Bank Account Number (indicate ‘Core Bank Account Number’, if any).
5. IFSC / NEFT Code (11 digit code) / MICR code, as applicable, along with a cancelled cheque leaf.
6. Permanent Account Number (PAN) under Income Tax Act;
7. TIN/Sales Tax Registration Number (for supply of Goods) and Service Tax Registration Number (for supply of Services), as applicable.
8. E-mail address of the vendor / authorized official (for receiving the updates on status of payments).”
9. Confirmation as to whether the bidder belong to the category of Micro, Small and Medium Enterprises as defined in the “Micro, Small and Medium Enterprises Development Act, 2006 (MSMEDA)”. If yes, specify the category of Micro, Small or Medium Enterprises and whether the enterprise is in manufacturing or service industry, along with valid documentary evidence.
10. Any other details as required by the remitting bank.

For receiving payment through NEFT / RTGS, the bank/branch in which the bidder is having account and intends to have the payment should be either an NEFT enabled bank or SBI branch with core banking facility.

14.0 VAGUE AND INDEFINITE EXPRESSIONS

14.1 Bids qualified by vague and indefinite expressions such as "Subject to availability" etc. will not be considered.

15.0 PERIOD OF VALIDITY OF BIDS

15.1 The Bid shall be valid for acceptance for the period as indicated in the "Invitation for Bid" (hereinafter referred to as validity period) and shall not be withdrawn on or after the opening of bids till the expiration of the validity period or any extension agreed thereof.

15.2 In exceptional circumstances, prior to expiry of the original bid validity period, the DGH may request the bidder for a specified extension in the period of validity. The requests and the responses shall be made in writing. The Bidder will undertake not to vary/modify the bid during the validity period or any extension agreed thereof. Bidder agreeing to the request for extension of validity of offer shall be required to extend the validity of Bid Security correspondingly.

16.0 BID SECURITY

16.1 The Bid Security is required to protect the DGH against the risk of Bidder's conduct which would warrant the security's forfeiture in pursuance to clause **16.7**.

16.2 MSEs eligible as per Ministry of MSME's guidelines, and Government Departments will be exempted from Bid Security, provided the bidder submits necessary evidence for eligibility, along with the bid.

16.3 The Bidders not covered under Para **16.2** above must enclose with their offer (in case of two bid systems, with techno-commercial bid) bid security. The amount for bid security has been indicated in the "Invitation For Bid".

16.4 The Bid Security shall be acceptable in any of the following forms:

- (i) An account payee Demand Draft in favour of Directorate General of Hydrocarbons & payable at Delhi, valid for 90 **days** from its date of issue.
- (ii) A Bank Guarantee as per **Appendix-3**. Bank Guarantee issued from any of the Nationalised / scheduled Bank in India on non-judicial stamp paper of requisite value, as per Indian Stamp Act, purchased in the name of the Banker valid for 45 days beyond the validity of the bids asked for in the tender.

16.5 DGH shall not be liable to pay any bank charges, commission or interest on the amount of Bid Security.

16.6 Subject to provisions in para **16.2** above, offers without Bid Security will be ignored.

16.7 The Bid Security shall be forfeited:

a) If Bid is withdrawn during the validity period or any extension thereof duly agreed by the Bidder.

b) If Bid is varied or modified in a manner not acceptable to DGH during the validity period or any extension of the validity duly agreed by the Bidder.

c) If a Bidder, having been notified of the acceptance of its bid, fails to furnish Security Deposit/Performance Bank Guarantee (Performance Security) within 21 days of notification of such acceptance.

16.8 The Bid Security of unsuccessful Bidders will be returned on finalization of the bid. The Bid Security of successful bidder will be

returned on receipt of Security Deposit/Performance Bond (Performance Security).

17.0 TELEFAX / e-MAIL / XEROX / PHOTOCOPY BIDS AND THE BIDS CONTAINING SCANNED SIGNATURE:

17.1 Telefax / e-mail / Xerox / Photocopy bids and bids with scanned signature will not be considered.

Original bids should be signed manually failing which they shall be rejected.

D. SUBMISSION AND OPENING OF BIDS

18.0 SEALING AND MARKING OF BIDS.

18.1 Offers are to be submitted in triple sealed covers. The first inner sealed cover will contain Techno-Commercial bids having all details but with price column blanked out. **However a tick mark (✓) shall be provided against each item of the price bid format to indicate that there is a quote against this item in the Priced Commercial bid** This cover will clearly be super scribed with "Techno-Commercial bid" along with tender number and item description. The second sealed inner cover will contain only the price schedule duly filled in and signed and will be clearly super scribed with "Price Bid" along with tender number. These two covers shall be put into outer cover and sealed. The outer cover should duly bear the tender number and date of closing/opening prominently underlined, along with the address of this office. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to bind the bidder to the

contract. The authorization shall be indicated by written power of attorney / board resolution / agency agreement etc. accompanying the bid. The person or persons signing the bid documents shall initial all pages of the bid, except for un-amended printed literature.

18.2 The right to ignore any offer which fails to comply with the above instructions is reserved. Only one bid should be included in one cover.

18.3 Price bids, which remain unopened with DGH, will be returned to the concerned bidders within 5 (five) working days of receipt of Performance Guarantee Bond(s) from the successful bidder(s).

18.4 Any change in quotation after opening of the tender WILL NOT BE CONSIDERED.

18.5 DGH will not be responsible for the loss of tender form or for the delay in postal transit.

19.0 DEADLINE FOR SUBMISSION OF BIDS

19.1 The Bid must be received by the DGH at the address specified in Invitation for Bids not later than **1400 Hrs** (IST) on the notified date of closing of the tender. Offers sent by hand delivery should be put in the Tender Box at the specified office not later than **1400 Hrs.** (IST) on the specified date. All out-station tenders, if sent by post, should be sent under registered cover. **Bids received by post without proper superscription of Tender number & Bid Closing Date on the outer envelope will be opened in DGH office as ordinary mail and may not be considered.**

20.0 LATE BIDS

20.1 Bidders are advised in their own interest to ensure that bid reaches the specified office well before the closing date and time of the bid.

20.2 Any bid received after dead line for submission of bid, will be rejected and returned unopened.

21.0 MODIFICATION AND WITHDRAWAL OF BIDS

21.1 No bid may be modified after the dead line for submission of bids.

22.0 OPENING OF BIDS

22.1 The bid will be opened at **1500 Hrs.** (IST) on the date of opening indicated in "Invitation for Bid". The Bidder or his authorized representative may be present at the time of opening of bid on the specified date, but a letter in the form annexed at **Appendix-2** hereto must be forwarded to this office along with bid and a copy of this letter must be produced in the office by the person attending the opening of bid. Unless this letter is presented by him, he may not be allowed to attend the opening of bid.

22.2 In case of unscheduled holiday on the closing/opening day of bid, the next working day will be treated as scheduled prescribed day of closing/opening of bid, the time notified remaining the same.

E. EVALUATION OF BIDS

23.0 EVALUATION AND COMPARISON OF BIDS

23.1 Evaluation and comparison of bids will be done as per provisions of Bid Evaluation Criteria at **Annexure-II**.

24.0 UNSOLICITED POST TENDER MODIFICATIONS

24.1 Unsolicited post-tender modification will lead to straight away rejection of the offer.

25.0 EXAMINATION OF BID

25.1 The DGH will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

25.2 **DGH will determine the conformity of each bid to the bidding documents. Bids falling under the purview of “Rejection Criteria” of the bid Evaluation Criteria of the bidding document will be rejected.**

26.0 SPECIFICATIONS

26.1 The Bidder must note that its Bid will be rejected in case the tender stipulations are not complied with strictly or the services offered do not conform to the required specifications indicated therein. The lowest Bid will be determined from among those Bids which are in full conformity with the required specifications.

27.0 PURCHASE PREFERENCE

27.1 DGH reserves its right to allow to the Indian Small Scale Sector purchase preference facility as admissible under the existing policy.

F. AWARD OF CONTRACT

28.0 AWARD CRITERIA.

DGH will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

29.0 DGH'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS.

29.1 DGH reserves the right to reject, accept or prefer 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 obligation to inform the affected Bidder or Bidders of the ground for DGH's action. The DGH also reserves to itself the right to accept any bid in part or split the order between two or more bidders.

30.0 NOTIFICATION OF AWARD (NOA)

30.1 Prior to the expiration of the period of bid validity, DGH will notify the successful bidder in writing that its bid has been accepted.

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

30.3 Upon the successful bidder's furnishing performance security, pursuant to clause 30, the Purchaser will promptly notify each unsuccessful bidder and discharge their bid securities.

31.0 PERFORMANCE SECURITY:

31.1 Within **15 days** of receipt of notification of award of Supplies / Job from DGH, the successful Bidder shall furnish to DGH the Performance Security for an amount specified above (and Letter of Award(LOA) issued by DGH to Contractor awarding the contract) as per **Appendix-4** in the form of Bank Guarantee (BG) from any Nationalised / Scheduled Bank in India. Bank Guarantees issued by Banks should be on non-judicial stamp paper of requisite value, as per Indian Stamp Act, purchased in the name of the Banker.

31.2 The performance security specified above must be valid for 3(three) months plus 3 months to lodge claim, if any, after the date of expiry of the tenure of the contract to cover the warranty obligations indicated in clause **9** of General Terms & Conditions hereof. The same will be discharged by DGH not later than 30 days following its expiry. In the event of any extension of the Contract period, Bank Guarantee should be extended by Contractor by the period equivalent to the extended period.

31.3 The performance security shall be payable to DGH as compensation for any loss resulting from Contractor's failure to fulfil its obligations under the Contract.

31.4 The Performance Security will not accrue any interest during its period of validity or extended validity.

32.0 SIGNING OF CONTRACT

At the same time as Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will send the Bidder the contract/supply order

in duplicate. The contract against this tender will be governed in accordance with the General Terms & Conditions of Contract at **Annexure-III**. The successful Bidder will return one copy of the supply order/contract duly signed on each page as token of confirmation/acceptance.

33.0 Submission of forged documents:

33.1 Bidders should note that DGH may verify authenticity of all the documents/certificate/information submitted by the bidder(s) against the tender. In case at any stage of tendering process or Contract/PO execution etc., if it is established that bidder has submitted forged documents/certificates/information towards fulfilment of any of the tender/contract conditions, DGH shall immediately reject the bid of such bidder(s) or cancel/terminate the contract and forfeit EMD/SD submitted by the bidder.

33.2 The bidder shall be required to give an undertaking on the company's letter head and duly signed by the signatory of the bid, that all the documents/ certificates/information submitted by them against the tender are genuine. In case any of the documents/certificates/information submitted by the bidder is found to be false or forged, action as deemed fit may be initiated by DGH at its sole discretion.

BID SUBMISSION PERFORMA

Tender No.....

Bidder's Name & Address:

Telephone No :

FAX NO:

e-Mail ID: _____.

Directorate General of Hydrocarbons.

OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301, India.

Dear Sirs,

1. I/We hereby offer to supply the Items / Services detailed in schedule hereto or such portion thereof as you specify in the Acceptance of Tender at the price given in the said schedule and agree to hold this offer valid for the validity period indicated in the Forwarding Letter of this tender document.

2. I/We have understood and complied with the "Instructions to Bidders" at Annexure-I, "Bid Evaluation Criteria" at Annexure-II and accepted the "General Terms and Conditions" at Annexure-III for providing Supplies / Services and have thoroughly examined and complied with the Scope of Supply / Work, Specifications etc at Annexure-IV, hereto and am/are fully aware of the nature of the service required and my/our offer is to provide services strictly in accordance with the requirements.

3. I / We declare that all the information given and documents submitted by me/ us in our bid are true, correct and genuine. I/We further agree that if any of the information given in bid or in any of documents submitted in support of bid for the award of tender found to be untrue or incorrect or false or forged, action as deemed fit may be initiated by DGH at its sole discretion.

Yours faithfully,

Signature of the Bidder

Name_____

Dated

Seal of the Company

Signature of witness

Address

Note : This form should be returned along with offer duly signed.

AUTHORISATION LETTER FOR ATTENDING TENDER OPENING

NO.

Date.....

To,

The
Directorate General of Hydrocarbons.
OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301,
India.

Subject : **Tender No.**----- **due on**-----

Sir,

Mr..... has been authorised to be present at the time
of opening of above tender due on..... at, on
my/our behalf.

Yours faithfully

Signature of Bidder

Copy to: Mr.for information and for
production before the HoD (MM) at the time of opening of bids.

Proforma of Bank Guarantee towards Bid Security
BID BOND

Ref. No.....

Bank Guarantee No.....

Dated

To,

Directorate General of Hydrocarbons
OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301,
India.

Dear Sirs,

1. Whereas Directorate General of Hydrocarbons, having its office at OI DB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301, India. (hereinafter called 'DGH' which expression unless repugnant to the context or meaning thereof shall mean and include all its successors, administrators, executors and assignees) has floated a Tender No. _____ and M/s _____ having Head/Registered office at _____ (hereinafter called the 'Bidder' which expression unless repugnant to the context or meaning thereof shall mean and include all its successors, administrators, executors and permitted assignees) have submitted a bid Reference No..... and Bidder having agreed to furnish as a condition precedent for participation in the said tender an unconditional and irrevocable Bank Guarantee of Indian Rupees (in figures)_____ (Indian Rupees (in words)_____ only) for the due performance of Bidder's obligations as contained in the terms of the Notice Inviting Tender (NIT) and other terms and conditions contained in the Bidding documents supplied by DGH which amount is liable to be forfeited on the happening of any contingencies mentioned in said documents.

2. We (name of the bank)_____ registered under the laws of _____ having its head/registered office at _____ (hereinafter referred to as "the Bank" which expression, unless repugnant to the context or meaning thereof, shall mean and include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on the first demand by DGH, the amount of Indian Rs. (in figures) _____ (Indian Rupees (in words) _____ only) in aggregate at any time without any demur and recourse, and without DGH having to substantiate the demand. Any such demand made by DGH shall be conclusive and binding on the Bank irrespective of any dispute or difference raised by the Bidder.

3. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

4. The Bank also agree that this guarantee shall be irrevocable and governed and construed in accordance with Indian Laws and subject to exclusive jurisdiction of Indian Courts of the place from where the Bank Guarantee has been issued..

5. This guarantee shall be irrevocable and shall remain in force up to _____ which **includes forty-five days** after the period of bid validity and any demand in respect thereof should reach the Bank not later than the aforesaid date.

6. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs (in figures) _____ (Indian Rupees (in words) _____ only) and our guarantee shall remain in force until (indicate the date of expiry of bank guarantee) _____.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of DGH under this Guarantee will cease. However, if such a claim has been received by us by the said date, all the rights of DGH under this Guarantee shall be valid and shall not cease until we have satisfied that claim. In witness whereof, the Bank, through its authorized officer, has set its hand and stamp on this day of at

WITNESS NO. 1

(Signature)
Full name and official
address (in legible letters)

(Signature)
Full name, designation and
official address (in legible
letters) with Bank stamp.

Attorney as per Power of
Attorney No.....
Dated

WITNESS NO. 2

(Signature)
Full name and official
address (in legible letters)

Notes:

11. The expiry date as mentioned in clause **5 & 6** should be arrived at by adding **45** days to the date of expiry of the bid validity unless otherwise specified in the bidding documents.

Appendix-4 to Annexure-I

Proforma of Bank Guarantee towards Performance Security.

Ref. No.

Bank Guarantee No.

Dated.

To,

Directorate General of Hydrocarbons,
OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301.

Dear Sirs,

1. In consideration of Directorate General of Hydrocarbons, having its Office at OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301, India, (hereinafter referred to as 'DGH', which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) having entered into a CONTRACT No. _____ dated _____ (hereinafter called 'the CONTRACT' which expression shall include all the amendments thereto) with M/s _____ having its registered/head office at _____ (hereinafter referred to as the 'CONTRACTOR') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and DGH having agreed that the CONTRACTOR shall furnish to DGH a performance guarantee for Indian Rupees for the faithful performance of the entire CONTRACT.

2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rs (in figures) _____ (Indian Rupees (in words) _____) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by DGH on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by DGH in writing. This guarantee shall not be determined, discharged or affected by the liquidation,

winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that DGH at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the CONTRACTOR and notwithstanding any security or other guarantee that DGH may have in relation to the CONTRACTOR's liabilities.

4. The Bank further agrees that DGH shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in DGH against the said CONTRACTOR(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of DGH or any indulgence by DGH to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of DGH under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till DGH discharges this guarantee in writing, whichever is earlier.

6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of DGH or that of the CONTRACTOR.

7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.

8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the Purchase Order has been issued.

9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Indian Rs. (in figures) _____ (Indian Rupees (in words) _____) and our guarantee shall remain in force until _____.(indicate the date of expiry of bank guarantee).

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of DGH under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of

DGH under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorised officer has set its hand and stamp on this day of20__ at

WITNESS NO. 1

(Signature)
Full name and official address
(in legible letters)

(Signature)
Full name, designation and
address (in legible letters)

with Bank stamp

WITNESS NO. 2

Attorney as per power of

(Signature)
Full name and official address
(in legible letters)

Attorney No.....
Dated

Bank Information of DGH:

Name of the Bank	: State Bank of Patiala,
Address of the Bank	: Shastri Bhawan, New Delhi
IFSC Code	: STBP0000203
Account Number	: 65191279625
Accounts Name	: Directorate General of Hydrocarbons

Appendix-5 to Annexure-I

CHECK LIST

(Must be submitted duly ticked, along with the Techno-commercial Bid)
Please Tick (✓) compliance (Yes/No) for the following:

Sl	Particulars	Yes	No
1	Whether “Cost of Bid Documents” (Tender Fee) submitted along with Techno-Commercial Bid ?		
2	Whether “Bid Security” submitted along with Techno-Commercial Bid?		
3	In case of Exemption from “Cost of Bid Documents” and Bid Security, necessary certificates attached along with Techno-Commercial Bid ?		
4	Whether Appendices of Annexure-I, as under, has been submitted along with Techno-commercial Bid, duly filled in and signed ?		
4a	Appendix-1 : Bid Submission Proforma.		
4b	Appendix-5 : Check List		
4c	Appendix-6: Bidders Past Services (Similar) Proforma.		
4d	Appendix-7: Bidder’s Information Proforma		
5a	Whether all the clauses of the bidding document are accepted ?		
5b	Whether you have taken any exception/deviations to the bid document ?		
5c	If “YES” to Sl. 5b above, whether the same has been furnished along with the Techno-Commercial Bid. Please indicate page number of your bid where exceptions are furnished. (Please ref. Para A of Annexure-II in this regard)		
6	Whether prices quoted will remain firm through the contract period and without any qualifications?		
7	Whether the period of validity of the offer is as required in bidding document?		
8	Whether your offers conform to the delivery/contract period indicated in the bid?		
9	Whether copies of respective contracts, along with documentary evidence in respect of satisfactory execution of each of those contracts enclosed with the techno-commercial Bid, as per Annexure-II ?		
10	Whether it is ensured that prices are not disclosed in the Techno-Commercial Bid Envelope?		

Signature of the Bidder

Name_____

Seal of the Company

Appendix-6 to Annexure-I

BIDDERS PAST SUPPLIES PROFORMA

Sl. No	Name & Address of Client	Period From-To	Description in detail	Total Qty supplied successfully	Remarks
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Note: - Certificate from Clients to be enclosed along with this proforma

Signature of the Bidder

Name_____

Seal of the Company

BIDDER'S INFORMATION PROFORMA
BIDDER MUST GIVE SPECIFIC ANSWERS AGAINST EACH OF
THE FOLLOWING QUESTIONS

1. (i) Name of the Bidder :
(ii) Postal Address :
(iii) Telephone No. :
(iv) E-mail id (official) :
(v) Fax No :
(vi) Contact Person :
(vii) Mobil No of contact :
2. Is the firm registered under :

(i) The Indian Companies Act, 1913.
(ii) The Indian Companies Act, 1932/1956
(iii) Any other Act, if any, who are owners? (Please give full name)
3. Sales Tax Registration No. if any:
4. Central Sales Tax Registration No. if any:
5. Service Tax Registration No.:
6. Whether materials offered conform to particulars quoted at Annexure-IV.
If not, details of deviations must be stated here:
7. (i) Brand :
(ii) Name & address of the manufacturer:
8. Country of Origin:
9. Here please state specifically whether the price offered by you, as to the best of your knowledge and belief, is not more than that of the price which is permissible for you to charge a private purchaser for the same class and description of goods under the provision of any law for the time being in force. If not, state the reason and margin of profit:

Signature of the Bidder

Date.....

BID EVALUATION CRITERIA**A. VITAL CRITERIA FOR ACCEPTANCE OF BIDS**

Bidders are advised not to take any exception/deviations to the bid document. Queries for Pre-bid Conference, where applicable, Exceptions/deviations, clarifications if any, along with suggested changes are to be communicated to DGH within the date specified in the Forwarding Letter of this Bid Documents. DGH after processing such suggestions may, through an addendum to the bid document, communicate to the bidders the changes in its bid document, if any, through DGH's & CPPP's websites. Still, if exceptions /deviations are maintained in the bid, such conditional/ non-conforming bids shall not be considered and shall be rejected.

B. REJECTION CRITERIA**B.1 Technical rejection criteria**

The following vital technical conditions should be strictly complied with failing which the bid will be rejected:

1.0 Bid should be complete covering all the scope of job/ supply and should conform to the technical specifications indicated in the bid documents, duly supported with technical catalogues/ literatures wherever required. Incomplete and non-conforming bids will be rejected outrightly.

2.0 Eligibility and experience of the bidder:-

SL	Eligibility Criteria	Document establishing eligibility to be submitted along with Technical Bid.
2.1	The bidder must be either (i) Original Equipment Manufacturer or (ii) Sole selling agents/ Authorised distributors/ Authorised dealers/Authorised supply houses / Channel Partners of the OEM, with back-up authority letter from the concerned manufacturers who authorised them to market their product, provided further that such an authority letter is valid at the time of bid opening. Offers without back-up authority from manufacturer will not be considered. Further, OEM should have ISO 9001 & 18000 and BIFMA certification. Required warranty cover of the manufacturers for the	(i) Self-certified copies of ISO 9001 & 18000 and BIFMA certification of the OEM (ii) Authority letter from OEM

	product will be provided by such supplier.	
2.2	Bidder should have an experience of 05 years in supply, installation and commissioning of movable storage racks i.e optimizer or mobile compactors.	Self-certified copies of relevant pages of contract document and completion certificates thereof, executed prior to 05 years reckoned from Bid Closing date.
2.3	<p>The Bidder must have experience of having successfully executed orders for supply & installation of Steel Mobile Compactor Filing System on rails as per Annexure-IV during last 5 years ending Bid Closing Date and should be either of the following:</p> <p>(i) Two similar completed Contracts each costing not less than Rs. 15.00 Lakhs.</p> <p>(ii) One similar completed Contracts costing not less than Rs. 30.00 Lakhs.</p>	<p>(i) Self-certified copies of relevant pages of contract document showing Contract Number, period of contract and Detailed Scope of Supply etc.</p> <p>(ii) Self-certified copies of completion Certificate(s) or payment certificates or any other documents which substantiate completion of the jobs, issued by the client(s) with contact details of the issuing person/ organization (e-mail address, Phone Number, Fax number etc.)</p>
2.4	Bidder should have established presence of his branch office / service network facilities in NCR (National Capital Region) for providing after sales service and trouble shooting.	Self Certificate with details of postal address, telephone number, contact person etc.

B.2 Commercial rejection criteria

The following vital commercial conditions should be strictly complied with, failing which the bid will be liable for rejection:

1.0 Acceptance of terms & conditions:

The bidder must confirm unconditional acceptance of General Terms & Conditions of Contract at **Annexure-III** and Instruction to Bidders at **Annexure-I** by attaching a copy of the tender document duly signed by the bidder on all the pages.

2.0 Offers of following kinds will be rejected:

- a) Offers made without “Tender Fee i.e. Cost of Bid Document” along with the Techno-Commercial bid (Refer Instruction to Bidders).
- b) Offers made without Bid Security/Bid Bond/Bank Guarantee along with the Techno-Commercial bid (Refer Instruction to Bidders)
- c) Fax / e-Mail / Xerox / Photocopy offers and bids with scanned signature. Original bids that are not signed manually.

- d) Offers which do not confirm unconditional validity of the bid as indicated in the "Forwarding Letter for Invitation to Bid".
- e) Offers where prices are not firm during the entire duration of the contract and/or with any qualifications.
- f) Offers which do not conform to DGH's price bid format.
- g) Offers which do not confirm to the delivery / contract period indicated in the bid.
- h) The offers indicating/disclosing prices in techno-commercial (un-priced bid) or at any stage before opening of price-bid shall be straightaway rejected.

3.0 Bidder shall bear, within the quoted rates, the Personnel Tax as applicable in respect of their personnel and their sub-contractor's personnel, arising out of this contract. Bidder shall also bear, within the quoted rates, the Corporate Tax, as applicable, on the income arising out of this contract.

C. Price Evaluation Criteria

- (i) **Evaluation of bids:** - The price comparison of bids will be done on the basis of total value including taxes & duties, packing & forwarding charges, installation & commissioning charges, as per the Price Format at Annexure-V.
- (ii) If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amounts in words shall prevail and will be adopted for evaluation.

D. General:

- 1. The BEC overrides all other similar clauses operating anywhere in the Bid Documents.
- 2. **The bidder/contractor is prohibited to offer any service / benefit of any manner to any employee of DGH and that the contractor may suffer summary termination of contract / disqualification in case of violation.**
- 3. **On site inspection will be carried out by DGH's officers / representative /Third Parties at the discretion of the DGH.**

GENERAL TERMS AND CONDITIONS

1. DEFINITIONS :

Unless inconsistent with or otherwise indicated by the context, the following terms stipulated in this ORDER shall have the meaning as defined hereunder.

1.1 ORDER/CONTRACT

Shall mean a written Purchase Order issued by DGH to the successful bidder including subsequent amendments to ORDER in writing thereto.

1.1.1 RELEASE ORDER :

Shall mean Individual delivery orders issued with reference to a Rate Contract during its validity specifying items , quantities and delivery period.

1.2 DGH/PURCHASER :

Shall mean DIRECTORATE GENERAL OF HYDROCARBONS, Noida, India and shall include all their legal representatives, successors and assignees.

1.3 SUPPLIER/CONTRACTOR :

Shall mean any person or persons or firm or company in India as well as abroad whose bid has been accepted by DGH and the legal representation, representatives, successors and permitted assignees of such person, persons, firm or company.

1.4 SUB-CONTRACT:

Shall mean ORDER placed by the SUPPLIER for any portion of the ORDER or work sublet with necessary written consent of DGH on third party. Such sub-letting shall not relieve the contractor from any obligation, duty or responsibility under the Contract.

1.5 SUB-CONTRACTOR :

Shall mean any person or persons or firm or their legal representatives, successors, assignees to whom part of ORDER has been sublet by the SUPPLIER after necessary consent of DGH.

1.6 ORDER PRICE:

Shall mean the sum accepted or the sum calculated in accordance with the rates accepted by DGH and amendments thereof, and shall include all fees, registration and other charges paid to statutory authorities without any

liability on DGH for any of these charges. The prices will remain firm during currency of the ORDER unless specifically agreed to in writing by DGH.

1.7 DELIVERY PERIOD :

Shall mean the time period by which delivery of ordered goods at DGH, Noida, as indicated in the ORDER, is to be effected.

1.8 DESTINATION :

Shall mean the location of the consignee for which this ORDER has been issued.

1.9 EQUIPMENT/MATERIALS/GOODS :

Shall mean and include any equipment, machinery, instruments, stores, goods which SUPPLIER is required to supply to the PURCHASER for/under the ORDER/CONTRACT and amendments thereto.

1.10 SERVICES:

Shall mean those services ancillary to the supply of goods, such as transportation and insurance and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other such obligations of the SUPPLIER covered under the contract.

1.11 DRAWINGS :

Shall mean and include all Engineering sketches, general arrangements/layout drawings, sectional plans, all elevations, etc. related to the ORDER together with modification and revision thereto.

1.12 SPECIFICATIONS :

Shall mean and include detailed description, statements to technical data, performance characteristics, and standards (Indian as well as International) as applicable and as specified in the ORDER.

1.13 INSPECTORS :

Shall mean any person or outside Agency nominated by DGH to inspect equipment, materials and services, if any, in the contract stage wise as well as final before despatch at SUPPLIER's Works and on receipt at destination as per the terms of the ORDER.

1.14 TESTS :

Shall mean such process or processes to be carried out by the SUPPLIER as are prescribed in the ORDER considered necessary by DGH or their representative in order to ascertain quality, workmanship, performance and efficiency of equipment or part thereof.

1.15 APPROVAL :

Shall mean and include the written consent either manuscript, type written or printed statement under or over signature or seal as the case may be of the DGH or their representative or documents, drawings or other particulars in relation to the ORDER.

1.16 EFFECTIVE DATE OF CONTRACT/SUPPLY ORDER

Unless otherwise specified to the contrary, the date of LoA indicating following details will be start of the contract for all practical purposes.

- (i) Prices
- (ii) Price basis
- (iii) Delivery Schedule
- (iv) Liquidated Damages
- (v) Performance Guarantee
- (vi) Payment terms
- (vii) Special conditions and deviations, if any, taken by SUPPLIER/CONTRACTOR but not agreed by DGH.

2. SCOPE OF ORDER :

2.1 Scope of the ORDER shall be as defined in the ORDER, specifications, drawings and annexures thereto.

2.2 Completeness of the EQUIPMENT shall be the responsibility of the SUPPLIER. Any equipment, fittings and accessories, which may not be specifically mentioned in the specification or drawing(s) but which are usual or necessary for the satisfactory functioning of the EQUIPMENTS (successful operation and functioning of the equipment being SUPPLIER's responsibility), shall be provided by the SUPPLIER without any extra cost.

2.3 The EQUIPMENT shall be manufactured in accordance with sound engineering and good industry standards and also the SUPPLIER shall in all respect design, engineer, manufacture and supply the same within delivery period to the same within delivery period to the entire satisfaction of DGH.

2.4 WORK TO BE CARRIED OUT UNDER THE ORDER :

All equipment to be supplied and work to be carried out under the ORDER shall conform to and comply with the provision of relevant regulation/Acts (State Govt. or Central Govt.) as may be applicable to the type of equipment/work carried out and necessary certificate shall be furnished.

2.5 LEGAL RIGHT TO TRANSFER OWNERSHIP OF EQUIPMENT/MATERIALS:

The SUPPLIER/SUB-CONTRACTOR hereby represents that it has full legal right, power and authority to transfer the ownership of the equipment/materials to DGH.

3. SPECIFICATION, DRAWING, TECHNICAL MANUALS :

3.1 The SUPPLIER shall furnish copies of technical documents, final drawing, preservation instructions, operation and maintenance manuals, test certificates, spare parts catalogue before despatch of the equipment to HoD (MM), DGH

3.2 The SUPPLIER shall be responsible for any loss to DGH consequent to the furnishing of the incorrect data/drawings.

4. ACCEPTANCE OF OFFER

4.1 With the acceptance of the Bidder's offer, which is as per the terms and conditions of the tender, by DGH, by means of LoA/purchase Order, the contract is concluded.

4.2 The LoA / Purchase Order being itself an acceptance of the offer, does not have to be accepted by the Bidder. But the Bidder must acknowledge a receipt of the order within 15 days from the date of mailing of the purchase order in its entirety by returning one copy of the purchase order duly signed without any qualification.

4.3 Any delay in acknowledging the receipt of the purchase order within the specified time limit or any qualification or modification of the order in the acknowledgement of the order by the SUPPLIER shall be a breach of the contract on the part of the SUPPLIER. Compensation for the loss caused by the breach will be recovered by DGH by forfeiting the earnest money/ bid security / bid bond given by the SUPPLIER. If the SUPPLIER's bid contains any condition and any correspondence containing conditions which are contrary to the NIT then they shall be considered as superseded and void on the acceptance of the bid by DGH.

4.4 Recovery of liquidated damages by the DGH from the SUPPLIER by forfeiting the earnest money/ bid security or by invoking the bid bond shall be regarded as cancellation of the contract which had come into existence on the acceptance of the offer by DGH.

5. NOTICES & ADDRESSES :

5.1 For the purposes of this CONTRACT, the addresses of the parties will be as follows and all correspondence and notices in relations to the present CONTRACT sent to the parties at the addresses mentioned below shall be deemed to be sufficient service of notice on the parties. All such notices as well as reports, invoices and other relevant material shall be addressed to the parties as per the address given below:

5.2 Directorate general of Hydrocarbons

H O D (MM)

Directorate General of Hydrocarbons,

OIDB Bhawan, Tower A, Plot No. 2, Sector – 73, Noida -201 301.

Fax : +91 120 2472049

CONTRACTOR'S REGISTERED OFFICE AND ADDRESS

.....

.....

.....

Fax:.....

6. MODIFICATION IN ORDER :

6.1 All modifications leading to changes in the order with respect to technical and/or commercial aspects, including terms of delivery, shall be considered valid only when accepted in writing by DGH by issuing amendment to the ORDER.

6.2 DGH shall not be bound by any printed conditions, provisions in the SUPPLIER's BID, forms of acknowledgement of ORDER, invoice, packing list and other documents which purport to impose any condition at variance with or supplement to ORDER.

7. JOINT AND SEVERAL RESPONSIBILITY :

7.1 Where SUPPLIER's EQUIPMENT or any part thereof are to be used jointly with other equipment supplied by another manufacturer (the name of the manufacturer will be communicated separately to SUPPLIER) DGH will hold SUPPLIER and the manufacturer jointly and severally responsible for the perfect operation of the entire group or section of equipment as regard the technical and mechanical characteristics stipulated in the specification. Such responsibility shall include the mechanical coupling as well as dynamic and starting moment.

7.2 Consequently, SUPPLIER shall establish and maintain all necessary contact with the manufacturer to be indicated by DGH with a view to ensuring the exchange of all relevant data and information.

8. PERFORMANCE SECURITY /PERFORMANCE BOND

8.1 The successful Bidder, within 21 days from the date of issue of LOA/NOA from the Purchaser, will be required to send Performance Security in the form of Bank Draft or in lieu thereof, Performance Bond for 10 % of the contract value in the form of Bank Guarantee from a nationalized /scheduled Bank. Detailed P.O. shall be placed only after receipt of acceptable Contract Security (i.e. Security Deposit/Performance Bond).

8.2 DGH shall not be liable to pay any bank charges, commissions or interest on the amount of Performance Security / Performance Bond.

8.3 Performance Security/ Performance Bond shall be refunded/returned to the SUPPLIER after completion of supplies/after satisfactory execution of the order.

8.4 In the event of non performance of the contract, if the losses suffered by DGH are more than the value of the Performance Security/Performance bond, DGH in addition to forfeiting the performance security/ performance bond, reserves the right to claim the balance amount of damages/losses suffered by DGH.

8.5 The performance security/performance bond shall remain at the entire disposal of DGH as a security for the satisfactory completion of the supply in accordance with the conditions of the contract.

9. WARRANTIES AND GUARANTEES : (MATERIALS AND WORKMANSHIP)

9.1 SUPPLIER shall fully warrant that all the stores, EQUIPMENT and components supplied under the ORDER shall be new and of first quality according to the specifications and shall be free from defects (even concealed fault, deficiency in design, Materials and Workmanship).

9.2 Should any defects be noticed in design, material and/or workmanship within 12 months after the goods, or any portion thereof, as the case may be, have been delivered (and commissioned) to the final destination indicated in the contract or for 18 months after the date of shipment from the port of loading in the source country, whichever periods conclude earlier unless specified otherwise in the special conditions of contract, DGH shall inform SUPPLIER and SUPPLIER shall immediately on receipt of such intimation, depute their personnel within 14 days to investigate the causes of defects and arrange rectification/ replacement/ modification of the defective equipment at site without any cost to DGH within a reasonable period. However, supplier shall not be liable for the labour or any other costs involved in removal or reinstallation of the goods. If the SUPPLIER fails to take proper corrective action to repair/replace defects satisfactorily within a reasonable period DGH shall be free to take such corrective action as may be deemed necessary at SUPPLIER's risk and cost after giving notice to the SUPPLIER.

10. PERFORMANCE GUARANTEE

10.1 SUPPLIER shall guarantee that the "performance of the EQUIPMENT/MATERIAL" supplied under the order shall be strictly in conformity with the specifications and shall perform the duties specified under the ORDER.

10.2 Materials/equipment that shall be purchased from the subcontractor(s) shall have to fulfill the requirement as laid down vide para 9 above.

11. REJECTION

If DGH finds that the goods supplied are not in accordance with the specification and other conditions stated in the order or its sample(s) are received in damaged condition (of which matters DGH will be the sole judge), DGH shall be entitled to reject the whole of the goods or the part, as the case may be, and intimate within 14 from the date of receipt at site/store house as per terms of Contract to the SUPPLIER the rejection without prejudice to DGH other rights and remedies to recover from the SUPPLIER any loss which the DGH may be put to, also reserving the right to forfeit the performance security/performance Bond if any, made for the due fulfilment of the contract. The goods shall be removed by the SUPPLIER and if not removed within 14 days of the date of communication of the rejection, DGH will be entitled to dispose-of the same on account and at the risk of the SUPPLIER and after recovering the storage charges at the rate of 5% of the value of goods for each month or part of a month and the loss and expenses if any caused to DGH, pay balance to the SUPPLIER.

12. FAILURE AND TERMINATION CLAUSE/LIQUIDATED DAMAGES CLAUSE

12.1 Time and date of delivery shall be the essence of the contract. If the contractor/supplier fails to deliver and/or commission the stores, or any installment thereof within the period fixed for such delivery and/or commissioning in the schedule or any time repudiates the contract before the expiry of such period, the purchaser may, without prejudice to any other right or remedy available to him to recover damages for breach of the contract,:

(b) Recover from the Contractor/Supplier as agreed liquidated damages and not by way of penalty, a sum equivalent to 1/2% (half percent) of the contract / PO price **per week** for such delay or part thereof (this is an agreed, genuine pre-estimate of damages duly agreed by the parties) which the contractor has failed to deliver and/or commission within the period fixed for delivery and/or commissioning in the schedule, where delivery and/or commissioning thereof is accepted after expiry of the aforesaid period. It may be noted that such recovery of liquidated damages may be upto a ceiling of 10 % of contract / PO price of the whole unit of stores which the contractor/supplier has failed to deliver and/or commission within the period fixed for delivery and/or commissioning.

OR

(c) Cancel the contract/supply order or a portion thereof by serving prior notice to the contractor/supplier.

12.2 Liquidated damages for delay in supplies thus accrued will be recovered by the paying authorities of the purchaser specified in the supply

order, from the bill for payment of the cost of the materials submitted by the contractor/supplier in accordance with the terms of supply order/contract or otherwise. Notwithstanding anything stated above, equipment and materials will be deemed to have been delivered only when all its components and parts are also delivered. If certain components are not delivered in time the equipment and material will be considered as delayed until such time all the missing parts are also delivered.

12.3 Liquidated damages will be calculated on the basis of contract/supply order price of services/materials excluding duties and taxes, where such duties/taxes have been shown separately in contract/supply order.

13. ACCEPTANCE OF HIGHER OFFER BY IGNORING LOWER OFFER FOR TIMELY DELIVERY-LIQUIDATED DAMAGES IN CASE OF DELAY

In the cases where initially lower offer has been ignored on account of loading and a higher offer has been accepted for timely delivery, the differential prices will be treated as price preference for earlier delivery. In the event of delay in completion of supply/project the extra expenditure paid on account of above price preference will be recoverable from the party towards liquidated damages. This is without prejudice to other rights under terms of contract.

14. INSPECTION/TESTING OF MATERIAL :

The inspection of material will be carried out by the authority specified in the purchase order. The material will be accepted only after the same has been found satisfactory after inspection and duly marked and sealed by the inspecting authority.

15. SUB-STANDARD MATERIAL/REPLACEMENT OF REJECTED GOODS

15.1 If DGH finds that material supplied are not of the correct quality or not according to specifications required or otherwise not satisfactory owing to any reason of which DGH will be the sole judge, DGH will be entitled to reject materials, cancel the contract and buy its requirement in the open market at the risk and cost of SUPPLIER, reserving always to itself the right to forfeit the performance security/Performance Bond placed by the SUPPLIER for the due fulfillment of the contract.

15.2 Rejected goods should be removed and replaced within 14 days of the date of communication of rejection.

16. SUBLETTING AND ASSIGNMENT

The Contractor shall not, save with the previous consent in writing of the Purchase 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.

17. VARIATION IN QUANTITY

DGH is entitled to increase or decrease the quantities against any/all the items of the tender while placing the order.

18. TERMINATION FOR INSOLVENCY:

The Purchaser may at any time terminate the contract by giving written notice to the SUPPLIER if the SUPPLIER becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the SUPPLIER, 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.

19. INTER-CHANGEABILITY OF PARTS :

19.1 If against any item it becomes necessary to supply spare parts other than specified, the SUPPLIER shall be required to give the following certificate to DGH before arranging supply of spare parts bearing different part numbers. If there is any obvious typographical or clerical error in the part number and/or description of any item, the SUPPLIER will supply the correct part. The aforesaid certificate should be supplied in such cases also. The SUPPLIER will furnish this certificate in either case, to the paying authority. No formal amendment is necessary in such cases.

"The changed part numbers are exact replacement of parts ordered and are suitable for and will fit in the machines and the existing fittings for which they are intended."

19.2 If, however the substitute spare part (s) is not a bare replacement of the part originally ordered and involves a purchase of other items in addition, as would be the case when a kit, is offered instead of one small item (s) forming part of the kit, the supply of the kit, would be subject to the following conditions:

(a) The supply of the kit will be accompanied with a certificate that the manufacturer, have definitely stopped supply of the spare parts but are supplying only a kit.

(b) The spares will not be supplied as kit unless prior acceptance of the same has been obtained from the purchaser.

(c) In case the supply of the kit involves any change in the price and if so, the revised price would be stated for scrutiny and incorporation of the same in the supply order, if found acceptable.

19.3 Provided further, that if any part numbers are declared by the Purchaser to be unsuitable to the machines for which they have been supplied within 30 days from the date of arrival of the stores at site, the SUPPLIER will take them back at their own cost and expenses.

20. BREAKAGE/SHORTAGE :

Claim in respect of breakage/shortages, if any, shall be preferred on the SUPPLIER within thirty days from the date of receipt of materials by the Port/Ultimate consignee which shall be replaced/made good by the SUPPLIER at his own cost. All risk of loss or damage to the material shall be upon the SUPPLIER till it is delivered in accordance with the terms and conditions of the supply order.

21. DESIGNS, PATENTS AND ROYALTIES :

If any material used or methods or processes practised or employed in the manufacture of items to conform with the requirements of the contract is/are covered by a patent(s) in respect of which CONTRACTOR is not licensed, the CONTRACTOR shall, before using the material, method or process, as the case may be, obtain such licence(s) and pay such royalty(ies) and licence- fee(s) as may be necessary. The CONTRACTOR shall keep DGH indemnified from and against any and all claims, actions, demands and proceedings whatsoever brought or made against DGH on the basis of any patent or infringement thereof claimed or otherwise relating to and arising from any method or process employed or matter or thing done to or in connection with any work executed by the CONTRACTOR shall, at their own risk and expense defend any suit for infringement of patent or like suit brought against DGH (whether with or without the CONTRACTOR being a party thereto) and shall pay any damages and costs awarded in such suit, and keep DGH indemnified from and against all consequence thereof.

22. FORCE MAJEURE

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. The term " Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely DGH and the CONTRACTOR. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 (seventy two) hours of the alleged beginning and ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, DGH shall have the option of cancelling this contract in whole or part at its discretion without any liability at its part. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

23. LANGUAGE/TERMINOLOGY :

The SUPPLIER shall ensure that the language/terminology/Description of goods used in supply order/ Bill of Lading/ Airway Bill/Invoice is verbatim in English and not at variance.

24. PACKING & MARKING :

The SUPPLIER shall consign/ship the materials in worthy packing conforming to the prescribed standards in force to withstand journey and ensuring the safety of cargo en-route and also arrival of materials at ultimate destination in good condition. The consignment shall be comprehensively insured against all risks by the SUPPLIER in case of FOR destination contracts from CONTRACTOR's ware-house to ultimate consignee's ware-house basis and each case/packing shall have on its outer side the following marking in English in indelible ink:

- (a) Supply Order No. and date
- (b) Name of SUPPLIER.
- (c) Case number (running number upon total number of boxes).
- (d) Gross and net weight in Kilogram on each box.
- (e) Dimension of packages
- (f) Consignee
- (g) TOP/DON'T TURNOVER/HANDLE WITH CARE
- (h) The equipment which cannot be packed shall bear metal tags with above marking indicated thereon. Each box shall contain one copy of packing list in English.

24.1 In case of hazardous chemicals / materials the bidder will provide material safety data sheets along with quotation and also while dispatching the materials. The bidder will also provide special hazard identification symbols / markings on each packing of hazardous chemicals.

25. PAYMENT OF EXCISE DUTY, VAT/SALES TAX (ON ULTIMATE PRODUCTS), CUSTOMS DUTY (FOR INDIAN BIDDERS) AND SERVICE TAX (ON TAXABLE SERVICES, IF ANY).

25.1 Payment of Excise Duty, VAT/Sales Tax (on ultimate products), Customs Duty (for Indian Bidders) and Service Tax (on taxable services, if any, which is part of scope of supply), as applicable on the closing date of tender will be to SUPPLIER's / Contractor's account. In the case of "Two Bid" system where revised price bids are permitted after techno-commercial discussions, payment of these charges, as applicable on closing day of revised price bid, will be to SUPPLIER's/ Contractor's account.

25.2 In the event of introduction of any new legislation or any change or amendment or enforcement of any Act or Law, rules or regulations of Government of India or State Government or Public Body which becomes effective after the date of submission of Price Bid but within the contractual delivery/completion period, the 'net impact' of any variation (both plus and minus) in the value of supply order / contract through increased / decreased liability of taxes/duties (i.e. the amount of taxes/duties payable minus eligible credit of taxes / duties paid on inputs / input services) will be to the account of DGH.

25.3 Any increase in 'net impact' of any variation in Excise Duty/VAT/Sales Tax/Customs Duty/Service Tax or introduction of any new

taxes/duties/levy by the Govt. of India or State Government(s) or Public Body, during extended period of the contract / supply order will be to SUPPLIER's / Contractor's account where such an extension in delivery of the material / completion of the project is due to the delay attributable to the SUPPLIER/ Contractor. However, any decrease in 'net impact' of any variation in Excise Duty / VAT / Sales Tax / Custom Duty / Service Tax during extended period of the contract/ supply order will be to the account of DGH.

25.4 In order to ascertain the net impact of the revisions / enactment of various provisions of taxes / duties, the SUPPLIER is liable to provide following disclosure to DGH:

- (i) Details of Inputs (material/consumable) used/required in manufacturing / supplying the ordered materials, including estimated monthly value of input and excise duty/CVD paid/payable on purchase of inputs.
- (ii) Details of each of the input services used/required in manufacturing / supplying the ordered materials, including estimated monthly value of input service and service tax amount.

26. CONCESSION PERMISSIBLE UNDER STATUTES

The Supplier/Contractor must take cognizance of all concessions permissible under the statutes including the benefit under Central Sales Tax Act, 1956, failing which he will have to bear extra cost where SUPPLIER/Contractor does not avail concessional rates of levies like customs duty, sales tax, etc. DGH does not take any responsibility towards this. However, DGH may provide necessary assistance wherever possible, in this regard.

27. PROGRESS ON MANUFACTURING OF ITEMS:

27.1 From the date of receipt of order, the manufacturer will send report on monthly basis to the Purchase Authority about the progress on manufacturing of item (s) ordered on him. The monthly progress report will be sent on regular basis till completion of entire supply as per delivery date indicated in supply order.

27.2 In case any part of the order is sub-contracted to a Micro or Small Enterprise as per contract conditions then the supplier shall provide complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor to DGH.

28. TERMS OF PAYMENTS

The terms of payment shall be as stipulated in main body of the purchase order. Payment shall be subject to Tax Deduction at source as per Indian Tax Laws. The original invoice should accompany the following documents/details:

- a) Copy of valid registration certificate under the VAT/Sales Tax rules. (Copy of valid registration certificate under the Service Tax rules, if applicable, in cases where supply involves rendering of any service also).
- b) Particulars required for making payments through 'Electronic Payment Mechanism', in accordance with the clause on 'MODE OF PAYMENT' appearing in Annexure-I (i.e. 'Instructions to bidders') of bid document.
- c) Tax Invoice (Original and duplicate) issued under relevant rules Central Excise, respective State VAT Act and Service Tax (as applicable), clearly indicating rates and amount of various taxes/ duties shown separately).
- d) Proof of delivery in case of direct / door delivery.
- g) Warranty/ Guarantee Certificate.
- i) Any other document specifically mentioned in the Purchase Order, or supporting documents in respect of other claims (if any), permissible under the Purchase Order.

29. CORPORATE TAXES:

29.0 The SUPPLIER shall bear all direct taxes, levied or imposed on the SUPPLIER under the laws of India, as in force from time to time.

29.1 The SUPPLIER shall also be responsible for ensuring compliance with all provisions of the direct tax laws of India including, but not limited to, the filing of appropriate Returns and shall promptly provide all information required by the DGH for discharging any of its responsibilities under such laws in relation to or arising out of the SUPPLY ORDER.

29.2 Tax shall be deducted at source by DGH from all sums due to an Indian tax resident Contractor in accordance with the provisions of the Income Tax Act, 1961, as in force at the relevant point of time.

29.3 As per the provisions of Section 206AA of Indian Income Tax Act, 1961, effective from 01.04.2010, any person entitled to receive any sum or income or amount, on which tax is deductible under the provisions of Act, is required to furnish his Permanent Account Number (PAN) to the person responsible for deducting tax at source. In case the SUPPLIER does not furnish its PAN, DGH shall deduct tax at source as provided in the Income Tax Act, 1961, or in the relevant Finance Act, or at such higher rate as may be required by Section 206AA of Indian Income Tax Act, 1961, from time to time.

29.4 For the lapses, if any, on the part of the SUPPLIER and consequential penal action taken by the Income Tax department, the DGH shall not take any responsibility whether financial or otherwise.

30. ARBITRATION

30.0 Except as otherwise provided elsewhere in the contract, if any dispute or difference arises between the parties hereto or the respective representatives or assignees at any time in connection with operation, interpretation or out of CONTRACT or breach thereof shall be decided in accordance with Indian Arbitration and Conciliation Act, 1996 by an Arbitral Tribunal consisting of three arbitrators. Each party shall appoint one arbitrator and the Arbitrators so appointed shall appoint third arbitrator, who shall act as the presiding arbitrator.

30.1 In case a party fails to appoint an arbitrator within 30 days from the receipt of request to do so by the other party or the two arbitrators so appointed fail to agree on the appointment of the third arbitrator within 30 days of the appointment of second Arbitrator, the Chief Justice of Supreme Court/High Court as the case may be or any other person or institution designated by him within whose jurisdiction the subject CONTRACT has been made, shall appoint the arbitrator/presiding arbitrator upon request of any of the parties.

30.2 If any of the arbitrators so appointed dies, resigns, incapacitated or withdraws for any reasons from the proceedings, it shall be lawful for the concerned party/arbitrators to appoint another person in his place in the same manner as aforesaid. Such person shall proceed with the reference from the stage where his predecessor had left if both the parties agree for the same and otherwise he shall proceed de-novo.

30.3 It is agreed between the parties that the party invoking arbitration shall specify all disputes to be referred to arbitration at the time of invocation of arbitration and not thereafter.

30.4 It is also agreed between the parties that neither party to the arbitration shall be entitled to the interest on the amount of award.

30.5 The Arbitral tribunal shall give a reasoned award and the same shall be final, conclusive and binding on the parties.

30.6 The venue of the arbitration shall be New Delhi, India and shall be conducted in English language. The Courts in Delhi will have the jurisdiction to deal with such arbitration award if required.

30.7 The fees of the arbitrators shall be borne by the respective parties nominating them and the fee of the presiding arbitrator, cost and other expenses incidental to the arbitration proceedings shall be borne equally by the parties. Subject to aforesaid, the provisions of Indian Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment in lieu thereof shall apply to the arbitration proceedings under this clause.

31. APPLICABLE LAW AND JURISDICTION

The supply order, including all matters connected with this supply order shall be governed by the Indian law both substantive and procedural, for the

time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at the place from where the Purchase Order has been placed.

32. REFERENCE OF SUPPLY ORDER IN ALL CORRESPONDENCE

Reference of this supply order should invariably be quoted in all correspondence relating to this supply order.

33. LIABILITY UNDER THE CONTRACT

The total liability of the supplier arising out of sale or use of the equipment/material/goods supplied by them, if the same is found defective, shall be limited to the contract value of such defective unit(s) and associated tools. In no event shall either party be liable to the other whether in contract, tort or otherwise for any consequential loss or damage, loss of use, loss of production, or loss of profit or interest costs or environmental pollution damage whatsoever arising.

Scope of Work/Technical Specification

Supply & Installation of 14 units of Steel Mobile Compactor Filing System on rails also known as Optimizer / Movable racks / shelves.

1. Scope of Work/Technical Specification: The works involves Supply, Installation and commissioning of machine powder coated metal body factory finished movable storage filing racks i.e mobile compactors/ optimizers with detail as follows:

2. General Description :

The Compactor / Optimizer Storage System should be an efficient space saving storage arrangement catering to a variety of office storages requirements. It should consists of storage units of 457 mm deep – fixed or movable – bolted to undercarriage which rolls onto the channels, which, are firmly embedded to the ground with 2 Bay/1 Bay and Drive/Push pull type where Bay denotes side by side unit placements in a block.

Each compactor shall have following type of blocks:

1. Single Static (SS) zz
2. Single Last (SL)
3. Twin Mobile (TM) - 2 body back to back.

(Note: Unless otherwise specified, all dimensions mentioned hereunder are in mm.)

A. Main Body:

a) **Construction:** The overall construction of the main body to be rigid knockdown/ welded construction made out of minimum 0.8 mm thickness CRCA steel conforming to IS: 513 Gr.D. Each body block (SS/SL/TM) building should consists of 1 Main unit & then Add-on units (0, 1, 2, 3, 4 – depending on no. of bays 1, 2, 3, 4 & 5 respectively). Each unit to have 06 loading levels formed by 5 Nos. adjustable shelves. Body units are bolted to undercarriage. Also, each body will be bolted back to back for Twin mobile & side to side for two bays.

b) **Size:**

Depth: 457 mm

Width: 915 mm

Height (Body): 2362 mm

c) **Finish:**

The body including shelves will be given antirust surface treatment & are powder coated with epoxy polyester powder. Final finish will consist of epoxy polyester powder coating of approved color & shade with a Dry Film Thickness of minimum 40 microns.

B. Shelf:

a) **Construction:** Shelf will be made of 0.8 thick CRCA steel conforming to IS:513 Gr.D or DD with max load bearing capacity of 80 Kg uniformly distributed per shelf. Shelves will be mounted on support brackets & shelf level adjustable at approx. 25.4 pitch. There will be 5 adjustable shelves per body giving 6 loading levels.

b) **Size:** Shelf depth should be 457 mm.

C. Undercarriage :

a) **Construction:** The construction of the undercarriage to be as a Welded type made of HR sheet minimum 3 mm thickness conforming to IS: 10748 suitably fabricated to take the loads based on configuration.

b) **Size:**

Sizes of Undercarriage:

Single Static / Single Last - 915 x (no. of bays) (Width) X 457 (Depth) X 65 (Height)

Twin Mobile - 915 x (no. of bays) (Width) X 915 (Depth) X 65 (Height)

c) **External Load carrying capacity per understructure:**

Drive/Push- pull type: 80 x (total nos. of shelf above it) Kg.

d) **Finish:**

The undercarriage, after pre-treatment, is to be coated with final finish consisting of epoxy polyester powder coat of approved color & shade with a Dry Film Thickness of minimum 40 microns.

D. Fittings:

a) **Centralized Locking:** A Centralized locking arrangement will be provided mounted onto back of Single Last unit so that it gets locked on channels when all the units are brought together. The handle lock shall be of standard make & placed at suitable height.

Each Drive type unit should have the provision of “locking Knob” in the Drive wheel for manual locking of individual units when a person is using those units, Knob shall be turned and pressed inside when units are to be locked.

End stoppers will be provided at the end of channels to prevent derailment.

b) **Fasteners:** The nuts & bolts will be galvanized / blackodized / Zn Plated.

c) **Guide Channels:** It will consist of 'J' section 2 mm thk HR sheet & 25 mm Square bright bar– both connected by screws. Prior to that embedding of the guide channels with the help of raul plug & screw, the ground has to be in properly leveled condition.

d) **Label Holder:** Each unit must have label holder/holders of proper size and made from acrylic sheet.

e) **Movements of the System:**

i) **Drive Type configuration:** The system will be mounted on a pair of channels. Movement of units will be achieved mechanically through a Drive wheel and 'Sprocket-Chain-Tensioner' arrangement mounted rigidly onto body side. The effort required is about 0.05% of the load movements. The drive arrangement is covered by a 0.8 mm thk. CR sheet Cover fixed onto the body side. The Drive wheel is rigidly fixed at suitable height on body side and projects out of cover any another 70 mm.

ii) **Push-Pull Type configuration:** Movement of units shall be achieved by pushing or pulling Chrome plated 'C' handle fitted onto 1.6 mm thk plate (mounted on each double & single movable units) & shall be rigidly fixed at suitable height on body side. Each movable undercarriage shall have 4 nos. of antifriction ball bearings for rolling onto channels & 4 nos. of antifriction ball bearings for guiding between channels & 'J' section.

f) **Aisle Space:** Generally, for comfortable movements, the clear aisle space kept on the Handle / Drive Wheel side will be around 915mm. Also, the aisle for comfortable accessing of inside of units, when rolled apart will be around 915mm or as mentioned in the drawing attached in the file.

g) **Base of the System:** The base of the compactor should be with anti-topple mechanism.

Appendices 1a to -1d : BOQ of the units required is given in the following pages, marked.

Warranty – 3 years from date of successful commissioning.

BOQ of Optimizer for Ground Floor

S.no.	Description	Qty.
Ground Floor Store		
NO.1	Optimizer -1 (915 mm W x 457 mm D x 2362mm H) APO Bond White Colour, Consisting of:	
1	Single Static 1 Bay Push Pull Type	1
2	Single Last 1 Bay Push Pull Type	1
3	Twin Mobile 1 Bay Push Pull Type	3
4	Railing (12ft.)	2
5	Rail (3ft.)	2
NO.2	Optimizer -2 (915 mm W x 457 mm D x 2362 mm H) APO Bond White Colour, Consisting of:	
1	Single Static 2 Bay Drive Cover Unit	1
2	Single Last 2 Bay Drive Cover Unit	1
3	Twin Mobile 2 Bay Drive Cover Unit	4
4	Rail (12ft.)	2
5	Rail (6ft.)	2

Appendix-1b to Annexure-IV
BOQ of Optimizer for First Floor

S.no.	Description	Qty.
First Floor - Logging Group		
NO.3	Optimizer -3 (915 mm W x 457 mm D x 2362 mm H) APO Bond White Colour, Consisting of:	
1	Single Static 1 Bay Push Pull Type	1
2	Single Last 1 Bay Push Pull Type	2
3	Twin Mobile 1 Bay Push Pull Type	3
4	Rail (12ft.)	2
5	Rail (6ft.)	2
NO.4	Optimizer -4 (915 mm W x 457 mm D x 2362 mm H) APO Bond White Colour, Consisting of:	
1	Single Static 1 Bay Push Pull Type	1
2	Single Last 1 Bay Push Pull Type	2
3	Twin Mobile 1 Bay Push Pull Type	2
4	Rail (12ft.)	2
5	Rail (3ft.)	2
CBM Data Room		
NO.5	Optimizer -5 (915 mm W x 457 mm D x 2362 mm H) APO Bond White Colour, Consisting of:	
1	Single Static 1 Bay Push Pull Type	1
2	Single Last 1 Bay Push Pull Type	2
3	Twin Mobile 1 Bay Push Pull Type	3
4	Rail (12ft.)	2
5	Rail (6ft.)	2
NO.6	Optimizer -6 (915 mm W x 457 mm D x 2362mm H) APO Bond White Colour, Consisting of:	
1	Single Static 1 Bay Push Pull Type	1
2	Single Last 1 Bay Push Pull Type	2
3	Twin Mobile 1 Bay Push Pull Type	2
4	Rail (12ft.)	2
5	Rail (3ft.)	2
T2 side Store		
NO.7	Optimizer -7 (915 mm W x 457 mm D x 2362 mm H) APO Bond White Colour, Consisting of:	
1	Single Static 2 Bay Drive Cover Unit	1
2	Single Last 2 Bay Drive Cover Unit	2
3	Twin Mobile 2 Bay Drive Cover Unit	1
4	Rail (12ft.)	2
NO.8	Optimizer - 8 (915 mm W x 457 mm D x 2362 mm H) APO Bond White Colour, Consisting of:	
1	Single Static 2 Bay Drive Cover Unit	1
2	Single Last 2 Bay Drive Cover Unit	1
3	Twin Mobile 2 Bay Drive Cover Unit	2
4	Rail (12ft.)	2

Appendix-1c to Annexure-IV

BOQ of Optimizers (Drawings attached at the end of the set)

S.no.	Description	Qty.
Second Floor Store		
NO.9	Optimizer-9 (915 mm W x 457 mm D x 2362 mm H) APO Bond White Colour, Consisting of:	
1	Single Static 1 Bay Push Pull Type	1
2	Single Last 1 Bay Push Pull Type	1
3	Twin Mobile 1 Bay Push Pull Type	2
4	Rail (12ft.)	2
Quibical side		
NO.10	Optimizer-10 (915 mm W x 457 mm D x 2362 mm H) APO Bond White Colour, Consisting of:	
1	Single Static 1 Bay Push Pull Type	1
2	Single Last 1 Bay Push Pull Type	2
3	Twin Mobile 1 Bay Push Pull Type	3
4	Rail (12ft.)	2
5	Rail (6 ft.)	2
Near T2 Side		
NO.11	Optimizer-11 (915 mm W x 457 mm D x 2362 mm H) APO Bond White Colour, Consisting of:	
1	Single Static 1 Bay Push Pull Type	1
2	Single Last 1 Bay Push Pull Type	2
3	Twin Mobile 1 Bay Push Pull Type	1
4	Rail (12ft.)	2

Appendix- 1d to Annexure-IV**BOQ of Optimizer for Third Floor**

S.no.	Description	Qty.
NELP Data		
NO.12	Optimizer -12 (915 mm W x 457 mm D x 2362 mm H) APO Bond White Colour, Consisting of:	
1	Single Static 2 Bay Drive Cover Unit	1
2	Single Last 2 Bay Drive Cover Unit	1
3	Twin Mobile 2 Bay Drive Cover Unit	8
4	Rail (12ft.)	4
5	Rail (6 ft.)	2
NO.13	Optimizer -13 (915 mm W x 457 mm D x 2362 mm H) APO Bond White Colour, Consisting of:	
1	Single Static 1 Bay Push Pull Type	1
2	Single Last 1 Bay Push Pull Type	1
3	Twin Mobile 1 Bay Push Pull Type	2
4	Rail (12ft.)	2
T2 side Lobby		
NO.14	Optimizer -14 (915 mm W x 457 mm D x 2362 mm H) APO Bond White Colour, Consisting of:	
1	Single Static 1 Bay Push Pull Type	1
2	Single Last 1 Bay Push Pull Type	2
3	Twin Mobile 1 Bay Push Pull Type	2
4	Rail (12ft.)	2
5	Rail (3ft.)	2

Summary of Requirement

Sl	Opti- zer No.	Description (Dimensions of Width x Depth x Height in mm)	Qty
1 Bay Push Pull Units			
1	11	915 mm W x 457 mm D x 2362 mm H, 1 Bay Push Pull Units – (1 static+2 last+1twin mobile)- Qty : 1 Composite Block.	
1a		Single Static Blocks	1
1b		Single Last Blocks	2
1c		Twin Mobile (consisting of back to back blocks i.e. 2 units / Single Bay Twin block)	1
2	9 & 13	915 mm W x 457 mm D x 2362 mm H, 1 Bay Push Pull Units – (1 static+1 last+2twin mobile) – Qty: 2 Composite Blocks.	
2a		Single Static Blocks	2
2b		Single Last Blocks	2
2c		Twin Mobile (consisting of back to back blocks i.e. 2 units / Single Bay Twin block)	4
3	4, 6 & 14	915 mm W x 457 mm D x 2362 mm H, 1 Bay Push Pull Units – (1 static+2 last+2twin mobile)- Qty: 3 Composite Blocks.	
3a		Single Static Blocks	3
3b		Single Last Blocks	6
3c		Twin Mobile (consisting of back to back blocks i.e. 2 units / Single Bay Twin block)	6
4	1	915 mm W x 457 mm D x 2362 mm H, 1 Bay Push Pull Units – (1 static+1 last+3twin mobile) – Qty : 1 Composite Block.	
4a		Single Static Blocks	1
4b		Single Last Blocks	1
4c		Twin Mobile (consisting of back to back blocks i.e. 2 units / Single Bay Twin block)	3
5	3, 5 & 10	915 mm W x 457 mm D x 2362 mm H, 1 Bay Push Pull Units – (1 static+2 last+3twin mobile) – Qty : 3 Composite Blocks.	
5a		Single Static Blocks	3
5b		Single Last Blocks	6
5c		Twin Mobile (consisting of back to back blocks i.e. 2 units / Single Bay Twin block)	9
2 Bay Drive Cover Units			
6	2	915 mm W x 457 mm D x 2362 mm H, 2 Bay Drive Cover Units – (1 static+1 last+4twin mobile) – Qty: 1 Composite Block.	
6a		Single Static Blocks	1
6b		Single Last Blocks	1
6c		Twin Mobile (consisting of side by side and back to back blocks i.e. 4 units/ Two Bay Twin Block)	4
7		915 mm W x 457 mm D x 2362 mm H, 2 Bay Drive Cover Units –	

		(1 static+1 last+8twin mobile) – Qty: 1 Composite Block.	
7a	12	Single Static Blocks	1
7b		Single Last Blocks	1
7c		Twin Mobile (consisting of side by side and back to back blocks i.e. 4 units / Two Bay Twin Block)	8
8	7	915 mm W x 457 mm D x 2362 mm H, 2 Bay Drive Cover Units – (1 static+2 last+1twin mobile) – Qty: 1 Composite Block.	
8a		Single Static Blocks	1
8b		Single Last Blocks	2
8c		Twin Mobile (consisting of side by side and back to back blocks i.e. 4 units / Two Bay Twin Block)	1
9	8	915 mm W x 457 mm D x 2362 mm H, 2 Bay Drive Cover Units – (1 static+1 last+2twin mobile) – Qty: 1 Composite Block.	
9a		Single Static Blocks	1
9b		Single Last Blocks	1
9c		Twin Mobile (consisting of side by side and back to back blocks i.e. 4 units / Two Bay Twin Block)	2

Price Format

S/	Description (Dimensions of Width x Depth x Height in mm)	Qty	Unit Rate (Rs)	Total (Rs)
1	Single Static Blocks, 1 (One) Bay Push Pull Blocks of Size 915 mm W x 457 mm D x 2362 mm H	10		
2	Single Last Blocks, 1 (One) Bay Push Pull Blocks of Size 915 mm W x 457 mm D x 2362 mm H	17		
3	Twin Mobile Blocks, 1 (One) Bay Push Pull Blocks of Size 915 mm W x 457 mm D x 2362 mm H (consisting of back to back blocks i.e. 2 basic units / One Bay Twin Block)	23		
4	Single Static Blocks, 2 (Two) Bay Drive Units Blocks of Size 915 mm W x 457 mm D x 2362 mm H	8		
5	Single Last Blocks, 2 (Two) Bay Drive Units Blocks of Size 915 mm W x 457 mm D x 2362 mm H	10		
6	Twin Mobile Blocks, 2 (Two) Bay Drive Units Blocks of Size 915 mm W x 457 mm D x 2362 mm H (consisting of side by side and back to back blocks i.e. 4 basic units / Two Bay Twin Block)	15		
A	Total Price			
B	VAT, if applicable @ _____ %			
C	Other Taxes, if any, applicable (Please Specify _____ @ _____ %)			
D	Total Price including all charges, taxes & duties.			

Notes

1. Bidders have to quote for all items, failing which bid will not be considered for further evaluation.
2. Prices are inclusive of all required accessories, spares & materials, packing & forwarding, freight, installation & commissioning charges, taxes & duties, for door delivery & installation at DGH, Noida office.
3. Evaluation of offers will be made on the basis of total price at row D inclusive of all charges & taxes.

Authorised Person's Signature: _____ **Name:** _____
Designation: _____ **Seal of the Bidder** _____