

**NHPC LIMITED  
(A GOVT. OF INDIA ENTERPRISE)**



**CIN: L40101HR1975GOI032564**

**E-Tender Document (Open)**

**For**

**“Hiring of Services for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. works in the NHPC Office, Sec-33, Faridabad for office work”**

**Tender Reference No.: NH/CCW/CCII/CO-289/PR10023/321**

**January 2024**

## TABLE OF CONTENTS

Sl. No.	Sections	Description	Page No.
1	<b>SECTION- I</b>	Notice Inviting Tender (NIT)	04-08
2	<b>SECTION- II</b>	Instructions to Bidders (ITB)	09-23
3		Check List	24
4	<b>SECTION- III (Form &amp; Procedures)</b>	Tender Form (Format-1)	26
5		Form of Declaration (Format-2)	27
6		ECS Form (Format-3)	28
7		Bid Proforma (Format-4)	29-30
8		Form for applicability of MSMED Act, 2006 (Format-5)	31-33
9		Declaration regarding Class-I local supplier under Public Procurement (Preference to Make in India) order (Format-6)	34
10		Declaration of Ineligibility (Format-7)	35
11		Undertaking by Bidder towards Anti-profiteering Clause of GST Act/ Rules (Format-8)	36
12		Declaration regarding applicability of Start-up India Initiative (Format-9)	37-38
13		Declaration regarding Insolvency and Bankruptcy Code 2016 (Format-10)	39
14		Self-declaration in respect of benefit under MSEs / Startups (Format-11)	40
15		Pre-Contract Integrity Pact (Format-12)	41-61
16	<b>SECTION- IV</b>	General Conditions of Contract (GCC)	64-73
17		Special Conditions of Contract (SCC)	74-80
18		Form of Agreement	81
19		Performance Bank Guarantee Form	82-83
20	<b>SECTION- V</b>	Schedule of Quantities and Prices	85

**SECTION - I**

**NOTICE INVITING TENDER (NIT)**

**NHPC LIMITED**  
**(A Government of India Enterprise)**  
 Regd. Office: NHPC Office Complex, Sector-33, Faridabad-121003 (Haryana)

**Notice Inviting (Open) E-Tender (NIT) -Web Notice**

Online bids (e-tender) are invited in single stage- two part bidding basis i.e. Technical-bid and Financial Bid for and on behalf of NHPC Limited (A Govt. of India Enterprise) from eligible Sole Domestic Bidders for **“Hiring of Services for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. Works in the NHPC Office, Sec-33, Faridabad) for office work”** on Open Tender Basis.

1. The complete bid/ tender document can be viewed and downloaded from GeM Portal <https://gem.gov.in>. The brief details of the tender are as under:

Sl. No.	Item	Description
i)	Nature of Bid Process	Through GeM Portal
ii)	BID No.	GEM/2024/B/4464044
iii)	Tender Reference No.	NH/CCW/CC-II/CO-289/PR10023/321
iv)	Estimated Cost including GST @18%	Rs 4,77,75,883/-
v)	Bid Security	Rs 9,56,000/- (Rs Nine Lakh Fifty Six Thousand only)
vi)	Bid Life Cycle (From Publish Date)	90 days
vii)	Bid Offer Validity (From End Date)	60 days
viii)	Completion Period	24 Months
ix)	GeM Bid Issuing Authority	General Manager (CC-II), 2 <sup>nd</sup> Floor, Jyoti Sadan, NHPC Office Complex, Sector-33, Faridabad-121003 (Haryana)

2. The critical dates of tender are as under:

Sl. No.	Particulars	Date & Time
i)	Bid Start Date/Time	10.01.2024
ii)	Bid End Date/Time	02.02.2024 (16:00 Hrs)
iii)	Last date for submission of offline document	One hour prior to bid opening date & time
iv)	Bid Opening Date/ Time (Technical-bid)	02.02.2024 (16:30 Hrs)
v)	Price bid/ Financial Bid Opening Date	Date & time to be intimated later to the bidders whose Techno-Commercial bids will be found responsive

### 3. Eligible Bidder

3.1 The Invitation for Bid is open to:

- a) All Domestic bidders who are registered legal entity i.e. Firm/ Company/ Proprietary firm (Except Joint Venture).

In support, the bidder should submit notarized copy of Registration Certificate/ Certificate of Incorporation issued from the appropriate Govt. agency for Firm/ Company/ Proprietary firm.

**b) General Criteria:-**

- i) To qualify for the award of the contract, each bidder should have satisfactorily completed, as prime contractor of Manpower Supply/ Similar work in India in the last seven years (28 days prior to the deadline for online submission of Bid) as under:

- a) Minimum 1 completed assignment of value Rs. 3.82 Crore or more  
or,  
b) Minimum 2 completed assignments each of Rs. 2.39 Crore or more  
or  
c) Minimum 3 completed assignments each of Rs. 1.91 Crore or more.

In support, firms should furnish self-attested copies of contracts/agreements/ work orders and Completion Certificates issued by clients.

“In case of experience certificates produced by the contractors for having executed works for Private Organizations, TDS Certificates shall also be produced along with experience certificate”.

Similar work means – “Providing services in Manpower supply for Assistance in Day to Day office related work“

- ii) The bidder shall have PAN, EPF No. duly issued by the RPFC and GST No.
- iii) All Start-ups (whether MSEs or otherwise), falling within the definition as per Gazette notification- G.S.R. 501 (E) dt. 23.05.2017 or as amended from time to time are exempted from meeting the qualification criteria in respect of Prior Experience-Prior Turnover in public procurement subject to meeting of quality and technical specifications for which necessary documents shall be submitted by such bidders.
- iv) All Micro and Small Enterprises (MSEs) are also exempted from meeting the qualification criteria in respect of Prior Experience-Prior Turnover as per para 3 subject to their meeting the quality and technical specifications. Micro and Small Enterprises (MSEs) firms registered for any other Services and not for the Services covered under this tender document will be treated as unregistered. Tenders received from such unregistered firms are liable to be summarily rejected. However, such firms submitting cost of tender fee & Bid Security (EMD) and meeting the Qualifying Criteria as per para 3 will be considered for further evaluation

**c) Financial Criteria/turnover:**

Achieved in any one year in last three-year, ending **FY 2022-23** a minimum financial turnover of **Rs. 1,43,33,000/-**.

*Note: MSE/ Start –up registered for the “Services for Providing services in Manpower supply for Assistance in Day to Day work“ shall be given exemption in General Criteria regarding Experience & Turnover.*

**d)** All bidders who are **Class-I Local Supplier** under Public Procurement (Preference to Make in India) order for Goods/ Services/ Works issued by Department of Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry vide Order No. P-45021/2/2017-PP (BE-II) dated 16<sup>th</sup> September, 2020 or as amended. Further, Local content / Class-I local supplier etc. defined in ITB clause 19, in this regard bidders must submit undertaking as per Format-6.

**Verification of local content:**

The 'Class-I local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I local supplier', . They shall also give details of the location(s) at which the local value addition is made.

3.2 The bidders who wish to submit their bids for the aforesaid work shall have to meet the eligibility criteria as hereunder:

Man Power Requirement					
Hiring of Services for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other Misc. Works in the NHPC Office, Sec-33, Faridabad) for official works					
Sl. No.	Trade	Quantity	Category	Qualification	Experience*
1	Attendant, Photocopier ,Dak carrier and other Misc. Works **	60	Unskilled	10th pass	Ability to read and write Hindi & English.

\*Qualification & Experience Certificate as well as proof of age by the individual/ Attendant, Photocopier,Dak carrier / Manpower supplied deployed for the work shall be self-certified. In case of any tampering is noticed, action shall be taken against the bidder as per Integrity Pact and the individual candidate i.e the Man-power/ Attendant, Photocopier Dak carrier shall be removed from duty and action will be initiated as per Indian Law. Bidder has to provide suitable substitute in such case.

\*\* Maximum Age Limit for Attendant, Photocopier, Dak carrier is not more than 35 Years as on date of NIT for Attendant, Photocopier, Dak carrier and should be physically fit for performing the duty. Copy of individual AADHAR card is to be provided at the time of joining

3.3 Bidders should not have been banned/ de-listed/ black listed/ de-barred from business on the ground mentioned in para 6 of Guidelines on Banning of Business dealings . Self-declaration in this regard is to be submitted as per the enclosed proforma (Format-7).

3.4 To improve transparency and fairness in the tendering process the Employer is implementing Integrity Pact.

The Integrity Pact, signed by all the prospective Bidders and the Employer, shall commit the persons/ officials of both the parties, not to exercise any corrupt/ fraudulent/ collusive/ coercive practices in the Tendering process and also during implementation of the Contract. Only those Bidders who have entered into Integrity Pact with the Employer shall be eligible to participate in the bidding process. Entering into Integrity Pact as per Performa (enclosed in forms and procedure as Format-12) is a basic qualifying requirement.

To oversee the compliance of obligation under the Integrity Pact, Sh. Sutanu Behuria, IAS (Retd.) and Sh. Rakesh Kumar Agarwal, CES (Retd.) have been appointed as Independent External Monitor (IEM) by the Employer. The Contact address of IEMs are as under:

To oversee the compliance of obligation under the Integrity Pact Dr. Vinod Aggrawal, IAS (Retd.) & Shri Prabhash Singh, ITS (Retd.) have been appointed as Independent External Monitor (IEM) by the Purchaser/ Employer. The Contact address of IEM (Name of IEM May be changed as communicated time to time is as under:

Dr. Vinod Aggarwal, B-103, Sarvodaya Enclave, 2nd Floor, New Delhi-110017 E-mail: arsv50@gmail.com	Shri Prabhash Singh, E7 M702, Housing Board Colony, Arera Colony, Bhopal, Madhya Pradesh-462016 <a href="mailto:srgmhrbpl@gmail.com">Email: srgmhrbpl@gmail.com</a>
---	---

Successful bidders shall execute Integrity Pact on non-judicial stamp paper of appropriate value as per stamp act applicable in the state of Haryana.

3.5 The Bidder, against whom proceedings for insolvency under the Insolvency and Bankruptcy Code 2016, or as amended from time to time, have started, shall not be eligible for bidding. Self-declaration in this regard is to be submitted as per enclosed Proforma (Format-10).

3.6 Bids of only those Bidders who are meeting the Eligibility Criteria specified above will be considered for evaluation and award of the Contract. Bidder will submit requisite supporting documents and testimonials with their Bids to prove their credentials and claim of meeting the Eligibility Criteria.

3.7 Provisions related to Make in India:

For procurement of Services, irrespective of purchase value where there is sufficient local capacity and local competition, only Class-I local supplier shall be eligible to bid.

The above criteria shall be subject to compliance of following:

- i) The bidder shall have to be an entity registered in India in accordance with law.
  - ii) The bids shall be in Indian National Rupees (INR) only in respect of local content.
  - iii) The bidder shall follow Indian laws, regulations and standards.
4. Bidders will submit duly signed documents/ certificates as defined in the ITB. Failure to produce the certificates shall make the bid non-responsive.
  5. At any time prior to the deadline for submission of bid, the Employer may amend the Tender Document by issuing corrigendum/ addenda which shall be notified on portal <https://gem.gov.in>. Therefore, the bidders are advised to visit the site regularly before deadline for submission of bids.
  6. Bids will be opened as per the schedule date & time. In case the office happens to be closed on the date of opening of bid as specified, the same will be opened on the next working day at the same time and venue.
  7. The bids, as well as all correspondence and documents relating to the qualification exchanged by the bidders and the Employer, shall be in the English language.
  8. Employer reserves the rights to cancel the tendering process at any time before award of work without assigning any reasons thereof.

**For & on behalf of NHPC Ltd.**

**General Manager (CC-II),**  
Contracts (Civil) Division,  
2nd Floor, NHPC Office Complex,  
Sector-33, Faridabad-121003 (Haryana),  
Tele # 0129-2270596  
E-mail: contcivil2-co@nhpc.nic.in

**SECTION - II**

**INSTRUCTIONS TO BIDDERS (ITB)**

## **INSTRUCTIONS TO BIDDERS (ITB)**

### **1. General:**

1.1 On-line bids (e-tender) under single stage- two part bidding basis i.e. Technical-bid and Financial Bid for and on behalf of NHPC Limited for the work **“Hiring of Services for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. Works in the NHPC Office, Sec-33, Faridabad) for office works”** on Open Tender Basis as per enclosed Schedule of Quantity & Price. The complete tender can be downloaded from GeM Portal <https://gem.gov.in>.

1.2 The Tender Document comprises of documents listed below and addenda issued if any:

- i) Section-I- Notice Inviting Tender (NIT),
- ii) Section-II- Instructions to Bidders (ITB),
- iii) Section-III- Forms and Schedules,
- iv) Section-IV- Conditions of Contract\*, Special Conditions of Contract, Form of Agreement & Performance Bank Guarantee Form.
- v) Section-V- Schedule of Quantity and Price

\*This will supersede the ‘General Terms and Conditions (GTC) & SLA’ available on GeM Portal.

1.3 This section of the bidding document provides the information necessary for bidders to prepare online responsive bids in accordance with the requirement of the Client/ Employer. It also provides information on online bid submission, opening, evaluation and award.

### **1.4 Instructions for online bid submission:**

The Techno-commercial Bid and Price Bid to be submitted on-line at GeM Portal <https://gem.gov.in>. The bidders are required to submit soft copies of their bids electronically on the GeM Portal, using registered GeM user ID. The instructions for Seller’s registration, User creations, Bid Participation Manual are available on GeM Portal under Training Module.

### **1.5 ASSISTANCE TO BIDDERS:**

- i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
- ii) Bidder may visit FAQ Section of GeM Portal to find answers to common queries put forth by other Buyers, Sellers & Service Providers at <https://gem.gov.in/userFaqs>
- iii) For any technical queries please call at **GeM Portal Helpdesk Number (Toll Free): 1800-419-3436; 1800-102-3436**  
**E-mail:** [helpdesk-gem\[at\]gov\[dot\]in](mailto:helpdesk-gem[at]gov[dot]in)

**Note:** Bidders are requested to kindly mention the URL of the Portal and BID No. in the subject while emailing any issue along with the Contact details.

## **2. Eligible Bidder:**

2.1 The Invitation for Bid is open to :

- a) All Domestic bidders who are registered legal entity i.e. Firm/ Company/ Proprietary firm (Except Joint Venture).

In support, the bidder should submit notarized copy of Registration Certificate/ Certificate of Incorporation issued from the appropriate Govt. agency for Firm/ Company/ Proprietary firm.

### **b) General Criteria:-**

- i) To qualify for the award of the contract, each bidder should have satisfactorily completed, as prime contractor of Manpower Supply/ Similar work in India in the last seven years (28 days prior to the deadline for online submission of Bid) as under:

- a) Minimum 1 completed assignment of value Rs. 3.82 Crore or more  
or,  
b) Minimum 2 completed assignments each of Rs. 2.39 Crore or more  
or  
c) Minimum 3 completed assignments each of Rs. 1.91 Crore or more.

In support, firms should furnish self-attested copies of contracts/agreements/ work orders and Completion Certificates issued by clients.

“In case of experience certificates produced by the contractors for having executed works for Private Organizations, TDS Certificates shall also be produced along with experience certificate”.

Similar work means – “Services for Providing services in Manpower supply for Assistance in Day to Day work“

- ii) The bidder shall have PAN, EPF No. duly issued by the RPFC and GST No.
- iii) All Start-ups (whether MSEs or otherwise), falling within the definition as per Gazette notification- G.S.R. 501 (E) dt. 23.05.2017 or as amended from time to time are exempted from meeting the qualification criteria in respect of Prior Experience-Prior Turnover in public procurement subject to meeting of quality and technical specifications for which necessary documents shall be submitted by such bidders.
- iv) All Micro and Small Enterprises (MSEs) are also exempted from meeting the qualification criteria in respect of Prior Experience-Prior Turnover as per para 2 subject to their meeting the quality and technical specifications. Micro and Small Enterprises (MSEs) firms registered for any other Services and not for the Services covered under this tender document will be treated as unregistered. Tenders received from such unregistered firms

are liable to be summarily rejected. However, such firms submitting cost of tender fee & Bid Security (EMD) and meeting the Qualifying Criteria as per para 2 will be considered for further evaluation

**c) Financial Criteria/turnover:**

Achieved in any one year in last three-year, ending **FY 2022-23** a minimum financial turnover of **Rs. 1,43,33,000 /-**.

*Note: MSE/ Start –up registered for the “Services for Providing services in Manpower supply for Assistance in Day to Day work“ shall be given exemption in General Criteria regarding Experience & Turnover.*

d) All bidders who are **Class-I Local Supplier** under Public Procurement (Preference to Make in India) order for Goods/ Services/ Works issued by Department of Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry vide Order No. P-45021/2/2017-PP (BE-II) dated 16<sup>th</sup> September, 2020 or as amended. Further, Local content / Class-I local supplier etc. defined in ITB clause 19, in this regard bidders must submit undertaking as per Format-6.

**Verification of local content:**

The 'Class-I local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I local supplier', as the case may be. They shall also give details of the location(s) at which the local value addition is made.

2.2 The bidders who wish to submit their bids for the aforesaid work shall have to meet the Eligibility Criteria as hereunder:

Man Power Requirement					
Hiring of Services for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other Misc. Works in the NHPC Office, Sec-33, Faridabad) for official works					
Sl. No.	Trade	Quantity	Category	Qualification*	Experience*
1	Attendant, Photocopier ,Dak carrier and other Misc. Works **	60	Unskilled	10th pass	Ability to read and write Hindi & English.

\*Qualification & Experience Certificate as well as proof of age by the individual/ Attendant, Photocopier,Dak carrier / Manpower supplied deployed for the work shall be self-certified. In

case of any tampering is noticed, action shall be taken against the bidder as per Integrity Pact and the individual candidate i.e the Man-power/ Attendant, Photocopier Dak carrier shall be removed from duty and action will be initiated as per Indian Law. Bidder has to provide suitable substitute in such case.

\*\* Maximum Age Limit for Attendant, Photocopier,Dak carrier is not more than 40 Years as on date of NIT for Attendant, Photocopier,Dak carrier and should be physically fit for performing the duty. Copy of individual AADHAR card is to be provided at the time of joining.

- 2.3 Bidders should not have been banned/ de-listed/ black listed/ de-barred from business on the ground mentioned in para 6 of Guidelines on Banning of Business dealings . Self-declaration in this regard is to be submitted as per the enclosed proforma (Format-7).
- 2.4 To improve transparency and fairness in the tendering process the Employer is implementing Integrity Pact.

The Integrity Pact, signed by all the prospective Bidders and the Employer, shall commit the persons/ officials of both the parties, not to exercise any corrupt/ fraudulent/ collusive/ coercive practices in the Tendering process and also during implementation of the Contract. Only those Bidders who have entered into Integrity Pact with the Employer shall be eligible to participate in the bidding process. Entering into Integrity Pact as per Performa (enclosed in forms and procedure as Format-12) is a basic qualifying requirement.

To oversee the compliance of obligation under the Integrity Pact Dr. Vinod Aggrawal, IAS (Retd.) & Shri Prabhash Singh, ITS (Retd.) have been appointed as Independent External Monitor (IEM) by the Purchaser/ Employer. The Contact address of IEM (Name of IEM May be changed as communicated time to time is as under

Dr. Vinod Aggarwal, B-103, Sarvodaya Enclave, 2nd Floor, New Delhi-110017 E-mail: arsv50@gmail.com	Shri Prabhash Singh, E7 M702, Housing Board Colony, Arera Colony, Bhopal, Madhya Pradesh-462016 Email: srgmhrbpl@gmail.com
---	--

Successful bidders shall execute Integrity Pact on non-judicial stamp paper of appropriate value as per stamp act applicable in the state of Haryana.

- 2.5 The Bidder, against whom proceedings for insolvency under the Insolvency and Bankruptcy Code 2016, or as amended from time to time, have started, shall not be eligible for bidding. Self-declaration in this regard is to be submitted as per enclosed Proforma (Format-10).
- 2.6 Bids of only those Bidders who are meeting the Eligibility Criteria specified above will be considered for evaluation and award of the Contract. Bidder will submit requisite supporting documents and testimonials with their Bids to prove their credentials and claim of meeting the Eligibility Criteria.
- 2.7 Provisions related to Make in India:

For procurement of Services, irrespective of purchase value where there is sufficient local capacity and local competition, only Class-I local supplier shall be eligible to bid.

The above criteria shall be subject to compliance of following:

- i) The bidder shall have to be an entity registered in India in accordance with law.
- ii) The bids shall be in Indian National Rupees (INR) only in respect of local content.
- iii) The bidder shall follow Indian laws, regulations and standards.

### **3. Earnest Money Deposit (EMD)/ Bid Security:**

- 3.1 The Bidder shall furnish, as part of the Bid, Earnest Money, for Rs. 9,56,000/- (Rupees Nine Lakh Fifty Six Thousand Only) either in the form of Demand draft /banker's cheque in favour of 'NHPC Ltd' payable at "Faridabad" or in the form of an irrevocable Bank Guarantee issued by an Indian Nationalized Bank or any Scheduled commercial Bank in India in the prescribed proforma, annexed as "Annexure-II" of Section-III hereto, valid for a period not less than 90 days beyond the validity period of the tender. Failure to do so may prevent a tender from being considered.

The said BG shall be issued in paper form as well as issued under Structured Financial Messaging System (SFMS). Earnest Money if submitted by the Bidder in the form of Bank Guarantee, the original Bank Guarantee shall be submitted along with the bid. However, the issuing Bank shall submit an unstamped duplicate copy of Bank Guarantees alongwith the SFMS message directly by registered post (A.D.) to the Employer (authority inviting tenders) with a forwarding letter.

- 3.2 Micro & Small Enterprises (MSEs) Units registered with the NSIC under their Single Point Registration Scheme or District Industries Centre (DIC) or Khadi and village Industries Commission (KVIC) or Khadi Village and Industries Board (KVIB) or Coir Board or Directorate of Handicrafts and Handlooms or any other body specified by Ministry of MSME or MSEs having Udyam Registration Certificate for the goods & services are exempted from furnishing the Bid Security deposit/ EMD. They should furnish with the Bid (Both offline & Online), a Notarized copy of the valid registration certificate/ Entrepreneurs memorandum (EM-II) details/ other relevant document issued by above board/ body in their favour, for the goods & services covered under this Tender document.

Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for similar nature of work are exempted from furnishing the Bid Security/ EMD. They should furnish with the Bid a Notarized copy of the valid Certificate of Recognition issued by DIPP.

***Note: MSE/ Start –up registered for the “Services for Providing services in Manpower supply for Assistance in Day to Day work“ shall be given exemption in General Criteria regarding Experience & Turnover.***

**No other bidders other than MSEs and Startups are exempted from furnishing Bid Security/EMD except as mentioned elsewhere in the document.**

#### **4. Clarification of Bidding Documents:**

- 4.1 A prospective Bidder requiring any clarification of the bidding documents may notify to Tender Inviting Authority in writing or by e-mail or facsimile at the address indicated in the NIT. The Employer will respond to any request for clarification received earlier than 10 days prior to the Bid End Date/ Time. Employer's response will be published on the GeM portal <https://gem.gov.in>, including a description of the inquiry, but without identifying its source. The Employer shall not be obliged to respond to any request for clarification received later than the above said period. Further, the mere request for clarification from the bidder(s) shall not be a ground for seeking extension in the deadline for submission of bids.
- 4.2 Any modifications in the Tender documents, shall be made by the Employer exclusively through the issue of an Addendum pursuant to **Clause 5** of ITB.

#### **5. Amendment of Bidding Documents:**

- 5.1 Before the deadline for submission of bids, the Employer may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by issuing addenda.
- 5.2 Any addenda/ corrigenda issued prior to submission of bids would be put up on the GeM portal <https://gem.gov.in> as well as on NHPC website [www.nhpcindia.com](http://www.nhpcindia.com). Any addenda/ corrigenda/ clarifications thus issued shall be part of the bidding document. The prospective bidders have to check aforesaid portal for any amendment/ corrigenda/ clarifications periodically and before submission of their bids. All prospective bidders are presumed to have examined all amendments/ corrigenda/ clarifications published on the website and have submitted their bids accordingly.
- 5.3 To give prospective Bidders reasonable time in which to take an amendment into account in preparing their bid, the Employer shall extend as necessary the deadline for the submission of bids.

#### **6. Language of bid:**

The bid prepared by the Bidder and all correspondence and documents related to the bid exchanged by the Bidder and the Employer shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language, as long as such literature is accompanied by a translation of its pertinent passages in English language, in which case, for purposes of interpretation of the bid, the translation in English shall govern.

#### **7. Bid Currency:**

All figures mentioned under the commercial bid should be in Indian National Rupee (INR). Commercial proposals in any currency other than INR would be considered non-responsive and hence rejected.

#### **8. Bid Offer Validity:**

- 8.1 Bids shall remain valid for a period as specified in NIT.
- 8.2 In exceptional circumstances, prior to expiry of the original time limit, the Employer may request the bidders to extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by e-mail or facsimile. A bidder may refuse the request without forfeiting his Bid Security. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of his earnest money for a period of the extension.

## **9. Preparation, Receipt and Signing of Bid:**

The Bid shall be prepared and submitted in two parts as stated hereunder. Submission of the bids by any other means shall not be accepted by the Employer in any circumstances.

### **9.1 Online Submission:**

- 9.1.1 **Part-I:** This shall be named "Technical Bid or Techno-Commercial Bid". No bid price related information shall be mentioned in the Technical Bid. Techno-commercial Bid shall comprise;
- i) Copy of Registration certificate issued from the appropriate Govt. agency for Firm/ Company/ Proprietor & Value of assignment along with TDS certificate as per **Clause 2.1** of ITB.
  - ii) Documentary evidences in support of the Qualification Criteria & Experience as per **Cl. No. 2.2** of ITB.
  - iii) Declaration in respect of banning/ de-listing as per **Clause 2.3** of ITB (Format-7).
  - iv) Pre- Contract Integrity Pact as per **Clause 2.4** of ITB (Format-12).
  - v) Declaration regarding Insolvency and Bankruptcy Code 2016, as per Clause 2.5 of ITB (Format-10).
  - vi) Bid Security Declaration as mentioned in **Clause 3** of ITB (Format-13).
  - vii) Tender Form, Form of Declaration, ECS Form, Bid Proforma as per format appended in Section-III (Format-1 to 4).
  - viii) Declaration regarding MSMED Act as per **Clause 16** of ITB (Format-5).
  - ix) Declaration regarding applicability of Start-ups under Start-up India initiative (Format-9).
  - x) Undertaking by Bidder towards Anti-profiteering Clause of GST Act/ Rules as per format appended in Section-III (Format-8).
  - xi) Declaration regarding Class-I local supplier under Public Procurement as per **Clause 19** of ITB (Format-6)
  - xii) Self-declaration in respect of benefit under MSEs/ Startups (Format-11)
  - xiii) Notarized Power of Attorney in respect of the person authorized for signing the Bid with authority of the executant to execute the POA as per Clause 9.9 of ITB
  - xiv) Goods and Services Tax Registration No., PAN, EPF Registration No, ESI Reg. No.
  - xv) Other Supporting documents as per the tender requirement are to be uploaded and attached with the tender.
- 9.1.2 **Part-II:** It shall be named "Financial Bid or Price Bid" and shall comprise of Schedule of Quantity and Price.

Financial Bid shall be submitted in Electronic Form on the portal by the date & time as specified in NIT. Submission of the “Financial Bid” by any other means shall not be accepted by the Employer in any circumstances. In case, if any cell is left blank and no rate is quoted against any of the item(s) by the bidder, rate of such item(s) shall be treated as "0" (Zero) and considered included in the cost of the Bid and no separate claim whatsoever will be entertained on this account.

## **9.2 Offline Bid/ Hard copy/ Supporting documents:**

Bidder shall submit the hard copy(ies) of documents as mentioned at **sub para 9.2.1** in (one) sealed envelope, which must be either delivered by hand or by registered mail, and submitted by the date and time as specified in NIT. The envelope received late or after the prescribed due date and time will not be entertained. NHPC will not be responsible for any postal delay. No bid price related information shall be mentioned in offline submission.

If hard copy (ies) of the offline documents, not received by the Employer upto deadline for receipt of Hard copies prescribed in NIT/ ITB, then it will be considered as ‘non-responsive bid’ notwithstanding the fact that the bidder has uploaded the bid online within the stipulated deadline. In such a case, the uploaded online bid on the portal shall not be processed further.

**9.2.1** The sealed Envelope containing hard copy of documents shall be marked as “Hard copy(ies) of documents for **Hiring of Contractor for Supply of Manpower Service for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. Works in the NHPC Office, Sec-33, Faridabad) for office work**”.

- i) Amount of EMD (in original) in the form of demand draft/banker’s cheque as per **Clause 3.1 of ITB**.
- ii) Notarized Power of Attorney in respect of the person authorized for signing the Bid as per **Clause 9.10 of ITB**.

**9.3** The Employer reserves the right to itself to postpone and/ or extend the date of receipt or to withdraw the Bid notice, without assigning any reason thereof, entirely at its discretion. In such an event, bidders shall not be entitled to any compensation, in any form whatsoever.

**9.4** Vague and ambiguous replies and replies such as “Refer covering letter, conditions of Bid etc.” shall be avoided. Such replies shall be deemed to be incomplete and may prevent the Bid from being considered by the Employer.

**9.5** The bidders in their own interest are advised to be very careful while mentioning their rates in price bid in electronic form.

**9.6** The services covered by this Bid specification shall be executed strictly in accordance with the conditions specified in this Bid document. If any of the aforesaid condition is not clear to the bidder, clarification may be sought from the Employer before submission of bids. Bidders are advised to accept all the conditions specified in the Bid document, to facilitate early finalization of bids. Separate set of commercial conditions (such as bidders’ standard printed conditions) enclosed with the offer and any reference thereto may render the Bid liable to summarily rejection.

**9.7** The bidder shall submit rate analysis of quoted price if so desired by the Employer.

- 9.8** Any addition, deletion or substitution in the bid document is not permitted. Failure to do so may render the bid liable for summarily rejection.
- 9.9** The Contract shall be for the whole Works, based on the ‘Schedule of Quantity and Price’ submitted by the Bidder.
- 9.10** The Bid shall be signed by a person duly authorized to sign on behalf of the Bidder. The notarized power of attorney of the signatory of the Bid to commit the Bidder with authority of the executant to execute the same (by the way of Board Resolution, Article/ Memorandum of Association etc.) shall be furnished with the bid.

## **10. Modification, Substitution and Withdrawal of Bid:**

- 10.1 The server time of GeM Portal will be considered as standard time for referencing the deadline for submission of the bids (i.e. Bid End Date & Time) by the bidders, opening of bid etc. The bidder should follow this time during bid submission.
- 10.2 No bid shall be withdrawn or modified/ revised in the interval between the bid submission deadline and the expiration of the Bid Validity period specified in the bid document. Withdrawal or modification of a bid during this interval will result in the invocation of its bid security declaration and further their bid shall be considered non-responsive.

## **11. Opening of Bids by Employer:**

- 11.1 The Employer/ Authority inviting Tender will open the bids received in the presence of the bidders/ bidder’s representatives who choose to attend at the time, date and place specified in the NIT. The Bidders/ Bidder’s representatives who are present shall sign a register evidencing their attendance. Bidder(s) can also view Bid opening event on the GeM portal <https://gem.gov.in> at their end.

In the event of the specified date for the opening of bids being declared a holiday for the Employer, the Bids will be opened at the appointed time and location on the next working day.

- 11.2 Online Technical Bids (i.e. Part-I) shall be opened first.
- 11.3 Part-I i.e. Technical Bids shall be evaluated for establishing eligibility of the bidder as per **Clause 2** as well as techno-commercially responsiveness as per **Clause 12** of ITB, and a list will be drawn up of the responsive bids whose financial bids are eligible for consideration.
- 11.4 The Part-II i.e. Financial Bid of only of those Bidder(s), who are found to be meeting the eligibility criteria as well as techno-commercially responsive for the subject Works shall be opened thereafter. The date of opening of the Financial Bid shall be notified separately to all the eligible & techno-commercial responsive Bidder. The Financial Bid shall be opened online in presence of Bidder’s representatives who wish to be present at the notified time and place. Bidder(s) can also view Bid opening event on the GeM portal <https://gem.gov.in> at their end.

11.5 The Financial Bids of Bidder(s), who are not considered eligible and techno commercial responsive, shall not be opened. The decision of the Employer will be final and binding in this regard.

## **12. Examination of Bids and Determination of Responsiveness:**

12.1 During the detailed evaluation of “Technical Bids or Techno-Commercial Bid”, the Employer will determine whether each Bid:

- a) meets the eligibility criteria defined in **Clauses 2** of ITB;
- b) has been properly signed;
- c) is accompanied by the required securities; and
- d) is substantially responsive to the requirements of the bidding documents. During the detailed evaluation of the “Financial Bids”, the responsiveness of the bids will be further determined with respect to the remaining bid conditions, i.e., priced Schedule of Quantity and Price, Technical Specifications and Drawings, if any.

12.2 A substantially responsive “Bid” is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one:

- a) which affects in any substantial way the scope, quality, or performance of the Works;
- b) which limits in any substantial way, the Employer’s rights or the Bidder’s obligations under the Contract; or
- c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids or
- d) which is inconsistent with the bidding documents,

12.3 If a “Bid” is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

12.4 During techno-commercial Bid evaluation, the Employer may, at its discretion, ask any Bidder for a clarification of its Bid. The request for clarification and response shall be in writing or e-mail or through the portal, however, no change in the price or substance of the Bid shall be sought, offered or permitted. Reply shall be submitted by Bidder within a stated reasonable period of time. If Bidder does not provide clarifications of the information requested by the date and time set in the Employer’s request for clarification, its Bids may be rejected.

## **13. Evaluation and Comparison of Bids:**

The Employer will evaluate and compare the Part-II i.e. Financial Bid/ Price of bidders whose bids are determined to be substantially techno-commercially responsive in accordance with **Clause 12** of ITB.

## **14. Preference for in favour of MSEs:**

Purchase preference will be applicable as under:

14.1 Micro & Small Enterprises (MSEs) Units registered with the NSIC under their Single Point Registration Scheme or District Industries Centre (DIC) or Khadi and village Industries Commission (KVIC) or Khadi Village and Industries Board (KVIB) or Coir Board or Directorate of Handicrafts and Handlooms or any other body specified by Ministry of MSME or MSEs having Udyog Aadhar Memorandum for the goods/ services, covered in this Tender Document shall be eligible for the purchase preference.

14.2 In tender, participating MSEs quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price, in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 25% of total tendered value. In case more than one such MSEs, the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-split able or non-dividable, etc. MSE quoting price within price band L1+ 15% may be awarded for full/ complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

14.3 Out of 25% target of annual Procurement from MSEs, a sub target of 4% will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements and the L1 price, the 4% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs will be met from other MSEs.

14.4 Out of the total annual procurement from MSEs, 3% from within the 25% target shall be earmarked for procurement from MSEs owned by women.

14.5 Definition of MSEs owned by SC/ST is as given under:

- a) In case of proprietary MSE, proprietor(s) shall be SC/ST.
- b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
- c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

14.6 MSEs and Start-ups Bidders shall be allowed to get the benefit under one category either as a MSEs or as a Start-up only, for which self-declaration on company's letter head in the format enclosed at **Format-11** of Section-III is required to be furnished.

## **15. Award Criteria & Employer's Right to accept any bid and to reject any or all Bids:**

15.1 The Employer will award the Contract to the Bidder who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of **Clause 2** of ITB; (b) determined substantive responsive and (c) and who has offered the lowest Evaluated Bid Price pursuant to **Clause 13** of ITB.

15.2 The Employer reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any

liability to the affected bidder or bidders. However, the Bidder(s) who wish to seek reasons for such decision of cancellation/ rejection shall be informed of the same by Employer unless its disclosure reasonably could be expected to affect the sovereignty and integrity of India, the security, strategic, scientific or economic interest of the state or lead to incitement of an offence.

- 15.3 In case two or more bidders are evaluated lowest (L-1), all those lowest bidders (L-1) shall be asked to participate in the Snap bidding at NHPC office and they will be required to submit their fresh financial bid in sealed envelope on spot basis. In case of snap bidding, the bid will be finalized with the bidder whose bid emerges to be the lowest on the basis of snap bidding in presence of bidders participating in the snap bidding.
- 15.4 The bidder whose bid has been accepted will be notified of the award by the Employer prior to expiration of the Bid validity period through the “Letter of Acceptance/ Letter of Award”, which will state the sum that the Employer will pay to the Contractor in consideration of the execution, completion by the Contractor as prescribed by the Contract.
- 15.5 The notification of award will constitute the formation of the Contract until the Formal Agreement is signed. The successful bidder shall execute Contract Agreement and sign the Integrity Pact (wherever applicable) with NHPC on non-judicial paper of appropriate value as per Stamp Act in the format appended within 10 days from the date of issue of Letter of Acceptance/ Letter of Award.

**16. Information w.r.t Public Procurement Policy for Micro and Small Enterprise (MSES) order’2012**

MSME Development Act`2006 is applicable to all contractors/ suppliers/ service providers. Therefore information as per Proforma appended hereto in Section-III is required to be submitted/ enclosed by the bidder along with bid.

**17. Contacting the Employer:**

- 17.1 Subject to ITB Clause 12.4, no Bidder shall contact the Employer on any matter relating to its bid, from the time of the opening of bids to the time the contract is awarded.
- 17.2 Any effort by a Bidder to influence the Employer in the Employer’s bid evaluation, bid comparison or contract award may result in rejection of the Bidder’s bid.

**18. Corrupt, Fraudulent, Collusive or Coercive Practices:**

It is expected from the Bidders that they will observe the highest standard of ethics during the bidding and currency of the contracts. In pursuance of this policy:

- a) for the purposes of this provision, the terms set forth below shall mean as under:
- i) “corrupt practice” means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - ii) “fraudulent practice” means a misrepresentation/ omission of facts in order to influence a

procurement process or the execution of a contract.

- iii) “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Employer, designed to establish bid prices at artificial, noncompetitive levels; and
  - iv) “Coercive practice” means harming or threatening to harm, directly or indirectly, person or their property to influence their participation in a procurement process, or affect the execution of a contract.
- b) A Bid may be rejected by the Employer if it is determined at any stage that the respective Bidder has engaged in corrupt, fraudulent, collusive and coercive practices or default commitment under Integrity Pact as mentioned above in competing for the contract in question.
  - c) The Employer may declare a firm ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt or fraudulent practices, Collusive and Coercive practices or default commitment under Integrity Pact in competing for, or in executing, a contract.

## **19. Definition of Make in India and Purchase Preference to Make in India:**

### **Definition of Make in India:**

#### **A) Definitions**

**Local content:** means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent.

**Class-I local supplier:** means a supplier or service provider, whose Goods/ Services/ Works offered for procurement, has local content equal to or more than 50%.

#### **B) Verification of local content:**

- a) The 'Class-I local supplier' at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for 'Class-I local supplier'. They shall also give details of the location(s) at which the local value addition is made.
- b) False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law. A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for preference under this Order for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities.



## CHECK LIST

The list of documents required to be submitted Online are listed hereunder:

Sl. No.	Document Required	Clause Ref.	Action required	Submitted (Yes / No) Please tick (√)
1.	Copy of Registration Certificate issued from appropriate Govt. agency for Firm/ Company/ Proprietor and value of completed assignment alongwith TDS certificate.	ITB Clause 2.1	To be submitted online	<input type="checkbox"/> / <input type="checkbox"/>
2.	Documentary evidence in support of Qualification Criteria, Experience & Age Proof	ITB Clause 2.2	To be submitted online	<input type="checkbox"/> / <input type="checkbox"/>
3.	Declaration in respect of banning/ de-listing (Declaration of Ineligibility)	ITB Clause 2.3 Section-III	To be submitted online	<input type="checkbox"/> / <input type="checkbox"/>
4.	Pre Contract Integrity Pact along with Annexure-A & Appendix-I to IV	ITB Clause 2.4	To be submitted online	<input type="checkbox"/> / <input type="checkbox"/>
5.	Declaration regarding Insolvency and Bankruptcy Code 2016	ITB Clause 2.5	To be submitted online	<input type="checkbox"/> / <input type="checkbox"/>
6.	EMD	ITB Clause 3	To be submitted offline	<input type="checkbox"/> / <input type="checkbox"/>
7.	Online Documents listed in Clause 10.1.1 of ITB	ITB Clause 9.1.1	To be submitted online	<input type="checkbox"/> / <input type="checkbox"/>
8.	Notarized Power of Attorney	ITB Clause 9.9	To be submitted online & Offline	<input type="checkbox"/> / <input type="checkbox"/>
9	All Forms & Schedules under Section-III	Section-III	To be submitted online	<input type="checkbox"/> / <input type="checkbox"/>
10.	Schedule of Quantity & Price	Section-V	To be filled online only in Part-II	<input type="checkbox"/> / <input type="checkbox"/>

**This checklist duly tick marked shall be submitted with online submission.**

**SECTION – III**

**FORMS AND SCHEDULE**

**TENDER FORM**

**General Manager (CC-II),**  
 Contracts (Civil) Division,  
 NHPC LTD, NHPC Office Complex,  
 Sector-33, Faridabad-121003, Haryana.

1. We have read and examined the following tender documents relating to **“Hiring of Services for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. Works in the NHPC Office, Sec-33, Faridabad) for office work”**.
  - a) Notice Inviting Tender (NIT)
  - b) Instructions to Bidders (ITB)
  - c) Form of Declaration, ECS form, Bid Proforma, Declaration/ Undertaking under MSMED Act, 2006, Declaration of Ineligibility, Undertaking by Bidder towards Anti-profiteering Clause of GST Act/ Rules
  - d) General Conditions of Contract & Special Conditions of Contract
  - e) Form of Agreement & Performance Bank Guarantee Form
  - f) Schedule of Quantity and Price
  - g) Amendment issued in pursuance to Clause No. 5 of ITB.
2. We hereby tender for execution of the Services referred to in the documents mentioned in Paragraph -1 above upon the terms and conditions contained or referred to in the aforesaid documents and in accordance in all respects with the specifications and other details given herein and at the rates contained in Schedule of Quantity and within the period(s) of completion as given in Conditions of Contract and subject to such terms and conditions as stipulated in the bid document.
3. We agree to keep this tender open for acceptance as specified in NIT and also agree not to make any modifications in its terms and conditions on our own accord.
4. We agree that if we fail to keep the validity of tender open, as aforesaid and /or we indulge in corrupt or fraudulent or collusive or coercive practices or make any modification in the terms and conditions of our tender on our own accord or fail to commence the execution of the works as provided in the documents referred to in Paragraph-1 above, after the acceptance of our tender, we shall become liable for forfeiture of our earnest money, as aforesaid and the Client shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.

Should this tender be accepted, we agree to abide by and fulfill all the terms and conditions and provisions of the above mentioned tender documents.

We certify that the Tender submitted by us is strictly in accordance with the terms, conditions, specifications etc. as contained in your Tender Documents, referred to in Paragraph-1 above, and it does not contain any deviations to the aforesaid documents. It is further certified that information furnished in the Tender submitted by us is correct to the best of our knowledge and belief.

(Signature of person duly authorized to sign the Tender on behalf of the Bidder along with seal of company)

Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Name of Company \_\_\_\_\_  
 Date \_\_\_\_\_

**FORM OF DECLARATION**

M/s-----(**name of Bidder**) having its registered office at ----- (hereinafter referred to as `the Bidder') having carefully studied all the Tender documents, specifications, drawings, etc. pertaining to the Work for **“Hiring of Service for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. Works in the NHPC Office, Sec-33, Faridabad) for office work”** , the local and site conditions and having undertaken to execute the said works.

It is declared without any reservation whatsoever that:

- 1) the submitted Techno-Commercial/Price Bid proposals are without any deviations and are strictly in conformity with the documents issued by the Employer,
- 2) in case any deviations are noticed which might have crept inadvertently, that such deviations without reservation of any kind are automatically deemed to have been withdrawn by us,
- 3) we are familiar with all the requirements of the Contract and has not been influenced by any .statement or promise of any person of the Employer,
- 4) we are experienced and competent Bidder to perform the Contract to the satisfaction of Employer and are familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipalities, District, State and Central Government of India that may affect the work, its performance or personnels employed therein,
- 5) we hereby authorize the Employer to seek reference from our bankers for its financial position and undertake to abide by all labour welfare legislations, and
- 6) we confirm that the provisions of Micro, Small & Medium Enterprise as per MSME Development Act. 2006 are applicable/ not applicable (strike out whichever is not applicable) to us. Any change in the status of the organization occurring during the currency of the contract shall be informed to Employer.

The above statement submitted by us is true and correct to our best knowledge.

Dated:

For and on behalf of the Bidder  
(To be signed by Power of Attorney Holder)

**ECS – Form**

**NHPC Limited  
ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)  
(PAYMENT TO PARTIES THROUGH CREDIT CLEARING MECHANISM)**

No. :

1. BIDDER'S NAME : \_\_\_\_\_

a) ADDRESS : \_\_\_\_\_

b) Phone/ Mobile No. : \_\_\_\_\_

2. PARTICULARS OF BANK ACCOUNT :

a) BANK NAME : \_\_\_\_\_

b) BRANCH NAME : \_\_\_\_\_

c) ADDRESS : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

d) IFSC CODE OF THE BANK :


(For payment through RTGS)

e) ACCOUNT TYPE :  
(S.B. Account/ Current Account  
or/Cash Credit with code 10/11/13)

f) ACCOUNT NUMBER : \_\_\_\_\_

(As appearing on the Cheque Book)

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete of incorrect Information, I would not hold the user Company responsible.

Date: \_\_\_\_\_  
Signature of the Bidder

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date: \_\_\_\_\_  
Signature of the Authorized  
Official from the Bank

**BID PROFORMA**

- | Sl. No. | Description of information   | Replies by the bidder  |     |          |  |  |
|---------|--|--|-----|----------|--|--|
| 1.      | Name of the Firm/ Company  | :  |     |          |  |  |
| 2.      | Complete Address of Regd./Head Office  |  |     |          |  |  |
|         | i) Postal  | :  |     |          |  |  |
|         | ii) Telephone/ Fax   | :  |     |          |  |  |
|         | iii) E-mail  | :  |     |          |  |  |
| 3.      | Complete Name and Communication address of Bid Signatory   |  |     |          |  |  |
|         | i) Name & Designation  | :  |     |          |  |  |
|         | ii) Postal   | :  |     |          |  |  |
|         | iii) Telephone/ Fax  | :  |     |          |  |  |
|         | iv) E-mail   |  |     |          |  |  |
| 4.      | Former name of Firm/ Company (if any)  | :  |     |          |  |  |
| 5.      | Type of the Firm /Company<br>(Proprietary/ Partnership/ Private Ltd. Co./<br>Public Ltd. Co.)  | :  |     |          |  |  |
| 6.      | Whether MSE or Start-up<br>(tick in the appropriate box)   | :  |     |          |  |  |
|         |  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px;">MSE</td> <td style="padding: 2px;">Start-up</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> | MSE | Start-up |  |  |
| MSE     | Start-up   |  |     |          |  |  |
|         |  |  |     |          |  |  |
| 7.      | Year and place established   | :  |     |          |  |  |
| 8.      | Are you registered with any Government/<br>PSU (if yes, give the details) for work of<br>similar nature covered under the specifications | :  |     |          |  |  |
| 9.      | Have your Company ever been declared<br>Bankrupt (if yes give the details)   | :  |     |          |  |  |
| 10.     | Whether the Prices quoted are firm/variable  | : Firm   |     |          |  |  |
| 11.     | Validity period of tender, reckoned after<br>the deadline date for online bid submission.  | : As per NIT   |     |          |  |  |
| 12.     | Rate of Taxes & Duties as applicable   |  |     |          |  |  |
|         | i) Rate of GST   | : @ 18 % as included   |     |          |  |  |
|         | ii) Any other taxes/ duties (please specify):  | @ .....% as included (To be specified by the bidder)   |     |          |  |  |

13. Whether furnished & filled all schedules/ annexure appended to tender document :
14. Goods and Services Tax No. (GSTIN) :
15. (HSN/ SAC code) :
16. EPF No. :
17. PAN :

Station : \_\_\_\_\_

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

For & on behalf of \_\_\_\_\_

Signature : \_\_\_\_\_

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

Designation: \_\_\_\_\_

(of the authorized representative of the bidder)

Official Seal of the Company:

**Format for obtaining declaration regarding applicability of Micro, Small & Medium Enterprise under MSMED Act, 2006**

**Subject:** Declaration as regard to applicability of Micro, Small & Medium Enterprise Development Act, 2006.

Micro, Small and Medium Enterprises Development Act, 2006 has been introduced w.e.f. 02.10.2006. Following are the relevant provisions of the Act as regard to registration of enterprise:

8 (1) Any person who intends to establish,-

- a) a micro or small enterprise, may, at his discretion; or
- b) a medium enterprise engaged in providing or rendering of services may, at his discretion; or
- c) a medium enterprise engaged in the manufacture or production of goods pertaining to any industry specified in the First Schedule to the Industries (Development and Regulation) Act, 1951, shall file the memorandum of micro, small or, as the case may be, of medium enterprise with such authority as may be specified by the State Government under sub-section (4) or the Central Government under sub-section (3):

Provided that any person who, before the commencement of this Act, established-

- a) a small scale industry and obtained a registration certificate, may, at his discretion; and
- b) an industry engaged in the manufacture or production of goods pertaining to any industry specified in the First Schedule to the Industries (Development and Regulation) Act, 1951, having investment in plant and machinery of more than one crore rupees but not exceeding ten crore rupees and, in pursuance of the notification of the Government of India in the erstwhile Ministry of Industry (Department of Industrial Development) number S.O.477(E), dated the 25<sup>th</sup> July, 1991 file an Industrial Entrepreneurs' Memorandum, shall within one hundred and eighty days from the commencement of this Act, file the memorandum, in accordance with the provisions of this Act.

2.0 Authority as referred to in aforesaid section is the General Manager, District Industries Centre/District Level Officer in Directorate dealing with such enterprises of State Government.

3.0 The existing and revised Classification of enterprises is as mentioned below. The revised Classification enterprises is **effective from 01.07.2020**.

Sl. No.	Type of Enterprise	Existing Classification		Revised Classification
		Manufacturing Industry*	Service Industry	
1.	Micro	A micro enterprise, where the investment in Plant and Machinery or Equipment does not	A micro enterprise, where the investment in Equipment does not	A micro enterprise, where the investment in Plant and Machinery or

		exceed Rs. 25 Lakhs.	exceed Rs. 10 Lakhs.	Equipment does not exceed Rs. 1 Crore and turnover does not exceed Rs. 5 Crore.
2.	Small	A small enterprise, where the investment in Plant and Machinery is more than Rs.25 lacks but does not exceed Rs.5 Crore.	A small enterprise, where the investment in Equipment is more than Rs.10 lacks but does not exceed Rs.2 Crore.	A small enterprise, where the investment in Plant and Machinery or Equipment does not exceed Rs. 10 Crore and turnover does not exceed Rs. 50 Crore.
3.	Medium	A medium enterprise, where the investment in Plant and Machinery is more than Rs. 5 Crore but does not exceed Rs.10 Crore.	A medium enterprise, where the investment in Equipment is more than Rs. 2 Crore but does not exceed Rs. 5 Crore.	A medium enterprise, where the investment in Plant and Machinery or Equipment does not exceed Rs. 50 Crore rupees and turnover does not exceed Rs. 250 Crore.

\*engaged in the manufacture or production of goods, in any manner, pertaining to any industry specified in the First Schedule to the Industries (Development and Regulation) Act, 1951.

**Note:** (i) The existing enterprises registered prior to 30.06.2020, shall continue to be valid only for a period up to 31.12.2021. Hence, till 31.12.2021, the registered bidders, who wish to submit valid MSE registration documents, other than Udyam Registration Certificate, as proof of being a MSE, shall submit a certificate by a Chartered Accountant, for audited turnover as per MSME Notification S.O. 2119 (E) dt. 26.06.2020.

(ii) Online generation of Udyam Registration Certificate, by the entrepreneur, is available from 01.07.2020. As per MSME Notification S.O. 2119 (E) dt. 26.06.2020, from 01.01.2022, Udyam registration shall be the ONLY valid MSME Registration Document.

4.0 As such, it is requested to provide the confirmation as regard to applicability of Micro, Small & Medium Enterprise Development Act, 2006 to your firm by submitting the declaration/undertaking.

**Declaration/Undertaking under MSMED Act, 2006**

**(As per guidelines issued by Ministry of MSME time-to-time)**

A) I/We confirm that the provisions of Micro, Small & Medium Enterprise are applicable/not applicable to us and our organization falls under the definition of:

- (i)  - Micro Enterprise
- (ii)  - Small Enterprise
- (iii)  - Medium Enterprise

Please tick in the appropriate option box  and attach documents/certificate, if any.

B) I/We also confirm that we are MSEs owned by SC/ST/ Women Entrepreneurs (Strike out if not applicable)

C) I/We also undertake to inform the change in this status as aforesaid during the currency of the contract, if any.

(Authorized Representative of Firm)

## Format-6

**Name of Work: Hiring of Service for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. Works in the NHPC Office, Sec-33, Faridabad) for office work**

Declaration regarding Class-I local supplier under Public Procurement (Preference to Make in India) order:

<b>Item Description</b>	<b>Country of Origin</b>	<b>% of Local Content</b>
Hiring of Service for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. Works in the NHPC Office, Sec-33, Faridabad) for office work	India	More than 50%

**Declaration of Ineligibility**

“I/ We, M/s ..... hereby certify that I/we have not been declared ineligible in accordance with para 6 of Guidelines on Banning of Business Dealings.”

**(Seal & Signature of the Bidder)**

**Undertaking by Bidder towards Anti-profiteering Clause of GST Act / Rules**

**(To be submitted on letter head)**

To,

M/s NHPC Ltd.  
-----

Sub.: Tender no.....

Dear Sir,

We, M/s..... **(Name of Bidder)** have submitted bid dt.....for the aforesaid tender.

Section 171 of CGST Act./ SGST Act. stipulates that it is mandatory to pass on the benefit of reduction in rate of tax on supply of Goods or Services or availability of Input Tax Credit, by way of commensurate reduction in prices.

Accordingly, it is certified that we have duly considered the impact of Input Tax Credit available on supplies in the GST regime, in our quoted prices. Further, any additional benefit of ITC if available to bidder shall be passed on to the Employer.

Further, we hereby confirm that our quoted prices are duly considering maximum possible benefit available and are in compliance with the aforesaid Section 171 of CGST Act/ IGST Act.

Further, if any refund on account of GST is received from the Government in future by the Contractor/ Supplier under any GST Refund/ Exemption or Subsidy Scheme, the same shall also be passed on to the Employer.

In case this declaration is found faulty in any manner, we shall fully responsible for the consequential effect including making good of any losses of interest etc. to NHPC Ltd.

**Place:** [Signature of Authorized Signatory of Bidder]  
**Date:** **Name:**  
**Designation:**  
**Seal:**

**DECLARATION REGARDING APPLICABILITY OF START UPS UNDER START UP INDIA INITIATIVE**

**Subject: Declaration as regard to applicability of Startup India Initiatives**

---

Startup India Initiative has been introduced by the Government of India and notified their definition in the Gazette notification-G.S.R. 501(E) dt. 23.05.2017. Following are the relevant provisions of the notification as regard to consider any entity as startup:-

- a) If it is incorporated as a private limited company (as defined in the Companies Act, 2013) or registered as a partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2008) in India; and
- b) up to seven years from the date of its incorporation/ registration; however, in the case of Startups in the biotechnology sector, the period shall be up to ten years from the date of its incorporation/ registration; and
- c) if its turnover for any of the financial years since incorporation/ registration has not exceeded Rupees 25 crores; and
- d) if it is working towards innovation, development or improvement of products or processes or services, or if it is a scalable business model with a high potential of employment generation or wealth creation.

Provided that any such entity formed by splitting up or reconstruction of a business already in existence shall not be considered a “startup”;

Provided further that in order to obtain tax benefit a startup should:

- i. be a private limited company (as defined in the Companies Act, 2013) or a limited liability partnership (as defined under the Limited Liability Partnership Act, 2008) which is incorporated on or after the 1st day of April, 2016 but before the 1st day of April, 2019, and
- ii. be working towards innovation, development or improvement of products or processes or services, or should be a scalable business model with a high potential of employment generation or wealth creation, and
- iii. obtain a certificate of an eligible business from the Inter-Ministerial Board of Certification as constituted by Department of Industrial Policy and Promotion from time to time.

As such, it is requested to provide the confirmation as regard to applicability of Startup India Initiative to your firm by submitting the declaration/undertaking.

-----Sd-----

**Declaration/Undertaking**

A) I/ We confirm that the provisions of Startup India Initiatives are:

Applicable to us and our organization falls under the definition of Startups.

Not Applicable to us and our organization does not fall under the definition of Startups.

Please (tick) the appropriate box  and attach documents / certificates, if any.

B) I/ We also undertake to inform the change in this status as aforesaid during the currency of the contract, if any.

**(Authorized Representative of Firm)**

[To be uploaded online (scanned copy)]

**(Format for declaration by the Bidder)**

**“Self-Declaration by the Bidder”**

I/ We, M/s \_\_\_\_\_ (Name of Bidder) hereby certify that proceedings for insolvency under the Insolvency and Bankruptcy Code, 2016, or as amended from time to time, have not started, against us and/ or our Parent/ Holding company \_\_\_\_\_ (Name of Parent/ Holding company).

**(Seal & Signature of Bidder)**

Note: This ‘Declaration’ should be **on the letter-head** of Bidder.

[To be uploaded online (scanned copy)]

**“Self-Declaration by the Bidder”**

“It is hereby declared that the Bid / Tender ID No. .... has been submitted by M/s .....(Name of Bidder) against Tender Specification No.....as a ..... (MSEs / Startups). (strike (X) out the remaining)

.....(Name of Bidder) shall get the benefit for the specified category only if complied all the terms and conditions mentioned in the tender”.

**(Seal & Signature of Bidder)**

Note: This ‘Declaration’ should be **on the letter-head** of Bidder.

**(Format of Integrity Pact)**

**PRE CONTRACT INTEGRITY PACT  
Between**

NHPC Limited, a company incorporated under the Companies Act 1956 and having its registered office at NHPC Office Complex, Sector-33, Faridabad-121003 (Haryana), hereinafter referred to as “The Employer” which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns of the **First Part**.

**And**

M/s \_\_\_\_\_, a company/ firm/ individual (status of the company) and having its registered office at \_\_\_\_\_ represented by Shri \_\_\_\_\_, hereinafter referred to as “The Bidder/Contractor” which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns of the **Second Part**.

WHEREAS the Employer proposes to procure under laid down organizational procedures, contract/s for “**Hiring of Service for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. Works in the NHPC Office, Sec-33, Faridabad) for office work**” and the Bidder/Contractor is willing to offer against NIT No. **NH/CCW/CCII/CO-289/PR10023/321**.

WHEREAS the Bidder/Contractor is a private company/ public company/Government undertaking/partnership/consortium/joint venture constituted in accordance with the relevant law in the matter and the Employer is a Public Sector Enterprise.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the Employer to obtain the desired said (work/ goods/ services) at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling the Bidder(s)/Contractor(s) to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the Employer will commit to prevent corruption, in any form, by its officials by following transparent procedures.

**1.0 Commitments of the Employer**

- 1.1 The Employer undertakes that no official of the Employer, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the Bidder/Contractor, either for themselves or for any

person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2. The Employer will, during the pre-contract stage, treat all the Bidders/Contractors alike, and will provide to all the Bidders/Contractors the same information and will not provide any such information to any particular Bidder/Contractor which could afford an advantage to that particular Bidder/Contractor in comparison to other Bidders/Contractors.

1.3. All the officials of the Employer will report to the appropriate Authority any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2.0 In case any such preceding misconduct on the part of such official(s) is reported by the Bidder to the Employer with full and verifiable facts and the same is prima facie found to be correct by the Employer, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the Employer or Independent External Monitor and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the Employer the proceedings under the contract would not be stalled.

### **3.0 Commitments of the Bidder(s)/Contractor(s)**

The Bidder(s)/Contractor(s) commits themselves to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit themselves to observe the following principles during participation in the tender process and during contract execution:-

3.1. The Bidder(s)/Contractor(s) will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

3.2 The Bidder/Contractor further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Employer or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with Employer for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with Employer.

3.3 The Bidder(s)/Contractor(s) shall disclose the name and address of agents and representatives and Indian Bidder(s)/Contractor(s) shall disclose their foreign principals or associates.

- 3.4 The Bidder(s)/Contractor(s) shall, when presenting their bid, disclose any /all payments made, is committed to or intends to make to agents, brokers or any other intermediaries, in connection with this bid/award of the contract.
- 3.5 Deleted.
- 3.6 The Bidder, either while presenting their bid or during pre-contract negotiations or before signing the contract, shall disclose any payments made, is committed to or intends to make to officials of the Employer or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.7 The Bidder/Contractor will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.8 The Bidder/Contractor will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.9 The Bidder/Contractor shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the Employer as part of the business relationship, regarding plans, technical proposals and business details, including information contained in electronic data carrier. The Bidder/Contractor also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.10 The Bidder(s)/Contractor(s) commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.11 The Bidder(s)/Contractor(s) shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.12 If the Bidder/Contractor or any employee of the Bidder/Contractor or any person acting on behalf of the Bidder/Contractor, either directly or indirectly, is a relative of any of the officers of the Employer, or alternatively, if any relative of an officer of the Employer has financial interest/stake in the Bidder(s)/Contractor(s) firm(excluding Public Ltd. Company listed on Stock Exchange), the same shall be disclosed by the Bidder/Contractor at the time of filling of tender.  
  
The term 'relative' for this purpose would be as defined in Section 2(77) of the Companies Act 2013.
- 3.13 The Bidder(s)/Contractor(s) shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the Employer.
- 3.14 The representative of the Bidders/Contractors signing Integrity Pact shall not approach the Courts while representing the matters to IEMs and he/she will wait their decision in the matter.
- 3.15 In case of Sub-Contracting, the bidder shall take the responsibility of the adoption of Integrity Pact by the Sub-Contractor.

#### **4.0 Previous Transgression**

4.1 The Bidder(s)/Contractor(s) declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect on any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India.

#### **5.0 Earnest Money (Security Deposit)**

The provision regarding Earnest Money/Security Deposit as detailed in the Notice Inviting Tender (NIT) and Instruction to Bidders (ITB) section of the Bid Document is to be referred.

#### **6.0 Sanctions for Violations**

6.1 Any breach of the aforesaid provisions, before award or during execution by the Bidder/Contractor or any one employed by it or acting on its behalf such as to put their reliability or credibility in question shall entitle the Employer to take action as per the procedure mentioned in the “**Guidelines on Banning of Business Dealings**” attached as Annexure-A and initiate all or any one of the following actions, wherever required:-

- (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the Bidder/Contractor. However, the proceedings with the other Bidder(s)/Contractor(s) would continue.
- (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is Signed) shall stand forfeited either fully or partially, as decided by the Employer and the Employer shall not be required to assign any reason thereof.
- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the Contractor. The Bidder/Contractor shall be liable to pay compensation for any loss or damage to the Employer resulting from such cancellation/rescission and the Employer shall be entitled to deduct the amount so payable from the money(s) due to the Bidder/Contractor.
- (iv) Deleted.
- (v) To encash the Bank guarantee, in order to recover the dues if any by the Employer, along with interest as per the provision of contract.
- (vi) Deleted.
- (vii) To debar the Bidder/Contractor from participating in future bidding processes of NHPC Ltd., as per provisions of “Guidelines on Banning of Business Dealings” of NHPC Ltd. (**Annexure-A**), which may be further extended at the discretion of the Employer.
- (viii) To recover all sums paid in violation of this Pact by Bidder(s)/Contractor(s) to any middleman or agent or broker with a view to securing the contract.
- (ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the Employer with the Bidder/ Contractor, the same shall not be opened/operated.
- (x) Forfeiture of Performance Security in case of a decision by the Employer to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

- 6.2 The Employer will be entitled to take all or any of the actions mentioned at para 6.1 (i) to (x) of this Pact also on the Commission by the Bidder/Contractor or any one employed by it or acting on its behalf (whether with or without the knowledge of the Bidder/Contractor), of an offence as defined in Chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 6.3 The decision of the Employer to the effect that a breach of the provisions of this Pact has been committed by the Bidder/Contractor shall be final and conclusive on the Bidder/Contractor. However, the Bidder/Contractor can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

## **7.0 Independent External Monitor(s)**

- 7.1 The Employer has appointed Independent External Monitors (hereinafter referred to as monitors) for this Pact after approval by the Central Vigilance Commission.
- 7.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 7.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently. The Monitors report to CMD, NHPC.
- 7.4 Both the parties accept that the Monitors have the right to access all the Contract documents relating to the project/procurement, including minutes of meetings, whenever required. The right to access records should only be limited to the extent absolutely necessary to investigate the issue related to the subject tender/contract.
- 7.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he / she will so inform CMD, NHPC and request NHPC Ltd. to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- 7.6 The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction, to all Project documentation of the Employer including that provided by the Bidder/Contractor. The Bidder/Contractor will also grant the Monitor, upon his / her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Subcontractor(s). The Monitor shall be under contractual obligation to treat the information and documents of the Bidder/Contractor/Subcontractor(s) with confidentiality. The Monitor has also signed declaration on 'Non-Disclosure Agreement' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform CMD, NHPC and recuse himself / herself from that case.
- 7.7 The Employer will provide to the Monitor sufficient information about all meetings among the parties related to the project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings as and when required.

7.8 The Monitor will submit a written report to the CMD, NHPC Ltd., within 8 to 10 weeks from the date of reference or intimation to him by the Employer/Bidder and should the occasion arise, submit proposals for correcting problematic situations.

7.9 The word 'Monitor' would include both singular and plural.

## **8.0 Facilitation of Investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the Employer or its agencies shall be entitled to examine all the documents including the Books of Accounts of the Bidder/Contractor and the Bidder/Contractor shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

## **9.0 Law and Place of Jurisdiction**

This Pact is subject to Indian Law. The place of performance and jurisdiction is the Registered Office of the Employer, i.e. Faridabad (Haryana). The arbitration clause provided in the tender document/contract shall not be applicable for any issue/dispute arising under Integrity Pact.

## **10.0 Other Legal Actions**

10.1 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

10.2 Changes and supplements as well as termination notice need to be made in writing.

10.3 If the Contractor is a partnership or a consortium or a joint venture, this pact must be signed by all partners of the consortium/joint venture.

## **11.0 Validity**

11.1 The validity of this Integrity Pact shall be from date of its signing and expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from business dealings.

11.2 Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intention.

11.3 Issues like Warranty/ Guarantee etc. shall be outside the purview of IEMs.

11.4 In the event of any contradiction between Integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

For & On behalf of the Employer

For & On behalf of the Bidder / Contractor

(Office Seal)

Place-----

Date-----

Witness1. \_\_\_\_\_

(Name and address)

(Office Seal)

Place-----

Date-----

Witness1. \_\_\_\_\_

(Name and address)

2. \_\_\_\_\_

(Name and address)

2. \_\_\_\_\_

(Name and address)

**Guidelines on Banning Business Dealings**

**1.0 Introduction**

- 1.1 NHPC Limited (NHPC) deals with Agencies viz. parties/ contractors/ suppliers/ bidders, who are expected to adopt ethics of highest standards and a very high degree of integrity, commitments and sincerity towards the work undertaken. It is not in the interest of NHPC to deal with Agencies who commit deception, fraud or other misconduct in the tendering process and/or during execution of work undertaken. NHPC is committed for timely completion of the Projects within the awarded value without compromising on quality.
- 1.2 Since suspension/ banning of business dealings involves civil consequences for an Agency concerned, it is incumbent that adequate opportunity of hearing is provided and the explanation, if tendered, is considered before passing any order in this regard keeping in view the facts and circumstances of the case.

**2.0 Scope**

- 2.1 NHPC reserves its rights to remove from list of approved suppliers / contractors (if such list exists) or to Suspend/Ban Business Dealings if any Agency has been found to be non / poor performing or have committed misconduct or fraud or anything unethical or any of its action(s) which falls into any such grounds as laid down in this policy.
- 2.2 The procedure of (i) Removal of Agency from the List of approved suppliers / contractors; (ii) Suspension and (iii) Banning of Business Dealing with Agencies, has been laid down in these guidelines.
- 2.3 These guidelines shall apply to all the units of NHPC.
- 2.4 These guidelines shall not be applicable in Joint Venture, Subsidiary Companies of NHPC unless they are assignees, successors or executor.
- 2.5 The suspension/banning shall be with prospective effect, i.e. future business dealings.

**3.0 Definitions**

*In these Guidelines, unless the context otherwise requires:*

- i) **“Agency /Party / Contractor / Supplier / Bidders/Vendors”** shall mean and include a public limited company or a private limited company, a joint Venture, Consortium, HUF, a firm whether registered or not, an individual, cooperative society or an association or a group of persons engaged in any commerce, trade, industry, etc. **“Party / Contractor/ Supplier / Bidder/Vendor”** in the context of these guidelines is indicated as ‘Agency’.
- ii) **“Unit”** shall mean the Corporate Office, Project/ Power Station/ Regional Office/ Liaison Office or any other office of NHPC.

- iii) **“Competent Authority”** and **‘Appellate Authority’** shall mean the following:
- a) For works awarded/under Tendering from corporate office (falling in the competency of CMD /Board of Directors)
    - *Competent Authority: CMD*
    - *Appellate Authority : Board of Directors*
  - b) For works awarded/under Tendering from Corporate Office/Projects/ Power Stations/ Regional Offices/Liaison Offices (falling in the competency of Director /Executive Director)
    - *Competent Authority: Concerned Director/Executive Director as the case may be*
    - *Appellate Authority: CMD /Concerned Director as the case may be*
  - c) For works awarded/under Tendering from Corporate Office /Regional Offices / Projects/ Power Stations/ Liaison Offices (falling in the competency of CGM and below)
    - *Competent Authority in case of works awarded/under Tendering from Corporate Office/Regional office shall be CGM or GM of the concerned division as the case may be.*
    - *Competent Authority: Head of the Unit not below the rank of General Manager*
    - *Appellate Authority: Next higher authority*
- iv) **“Investigating Committee”** shall mean a Committee appointed by Competent Authority to conduct investigation.

#### **4.0 Initiation of Suspension /Banning**

Action for Suspension / Banning Business Dealings with any Agency shall be initiated by the department responsible for invitation of Bids/Officer-in-Charge after noticing the irregularities or misconduct on the part of Agency concerned. Besides the concerned department, Vigilance Department of each Unit/ Corporate Vigilance may also be competent to initiate such action.

#### **5.0 Suspension of Business Dealings.**

- 5.1 If the conduct of any Agency dealing with NHPC is under investigation, the Competent Authority may consider whether the allegations (under investigation) are of a serious nature and whether pending investigation, it would be advisable to continue business dealing with the Agency. If the Competent Authority, decides that it would not be in the interest to continue business dealings pending investigation, it may suspend business dealings with the Agency. The order of suspension would operate for a period not more than six months and may be communicated to the Agency as also to the Investigating Committee. The Investigating Committee may ensure that their investigation is completed and whole process of final order is over within such period. However if the investigations are not completed within six months ,the investigation committee shall put up the proposal to the competent authority for approval of extension of time maximum up to further three months with in which the committee shall conclude the proceedings .

- 5.2 The order of suspension shall be effective throughout NHPC in case of work falling in the Competency of CMD/ Board of Directors/Directors, in case of work falling in the competency of Executive Director suspension shall be effective throughout Region /Corporate office (in case the works awarded/under Tendering from Corporate office). In case of work falling in the competency of HOP or below suspension shall be effective throughout the Project/Power Station and attached liaison offices/units and in case of work falling under the competency of CGM and below at Corporate office suspension shall be effective at Corporate office. During the period of suspension, no business dealing shall be held with the Agency.
- 5.3 If the Agency concerned asks for detailed reasons of suspension, the Agency may be informed that its conduct is under investigation. It is not necessary to enter into correspondence or argument with the Agency at this stage.
- 5.4 It is not necessary to give any show-cause notice or personal hearing to the Agency before issuing the order of suspension.
- 5.5 The format for intimation of suspension of business dealing is placed at **Appendix– I**

#### **6.0 Ground on which Banning of Business Dealings can be initiated**

- 6.1 If the security consideration, including questions of loyalty of the Agency to NHPC so warrants;
- 6.2 If the director /owner of the Agency, proprietor or partner of the firm, is convicted by a Court of Law for offences involving moral turpitude in relation to its business dealings with the Government or any other public sector enterprises, during the last five years;
- 6.3 If the Agency has resorted to Corrupt, Fraudulent, Collusive, Coercive practices including misrepresentation of facts and violation of the any provisions of the Integrity Pact provided in the Contract.
- 6.4 If the Agency uses intimidation / threatening or brings undue outside pressure on NHPC or its official for acceptance / performances of the job under the contract;
- 6.5 If the Agency misuses the premises or facilities of NHPC, forcefully occupies or damages the NHPC's properties including land, water resources, forests / trees or tampers with documents/records etc.
- 6.6 If the Agency does not fulfil the obligations as required under the Contract and Violates terms & conditions of the contract which has serious affect for continuation of the Contract.
- 6.7 If the work awarded to the agency has been terminated by NHPC due to poor performance of the contract in the preceding 5 years.
- 6.8 If the Central Vigilance Commission, Central Bureau of Investigation or any other Central Government investigation Agency recommends such a course in respect of a case under investigation or improper conduct on agency's part in matters relating to the Company

(NHPC) or even otherwise;

- 6.9 On any other ground upon which business dealings with the Agency is not in the public interest.
- 6.10 If business dealings with the Agency have been banned by the Ministry of Power, Government of India OR any PSU/ any other authority under the MOP if intimated to NHPC or available on MOP Website, the business dealing with such agencies shall be banned with immediate effect for future business dealing except banning under Integrity Pact without any further investigation.

(Note: The examples given above are only illustrative and not exhaustive. The Competent Authority may decide to ban business dealing for any good and sufficient reason).

## **7.0 Procedure for Banning of Business Dealings**

- 7.1 An Investigating Committee shall be constituted by the authority competent to Ban the dealing comprising members from Engineering/Indenting department (convener), Finance, Law and Contract. The level of the committee members shall be CGM and above for works falling in the competency of CMD/Board of Directors, General Manager and above for the works falling in the competency of Director/ Executive Director and DGM/SM with at least one member of the level of General Manager for works falling in the competency of CGM and below.
- 7.2 The order of Banning of Business Dealings shall be effective throughout the NHPC. During the period of Banning of Business Dealings, no Business Dealing shall be held with the Agency.
- 7.3 The functions of Investigating Committee in each Unit to be appointed by the competent authority in line with para 3 (iii) shall, inter-alia include:
- a) To study the report of the department responsible for invitation of bids and decide if a prima-facie case for banning exists, if not, send back the case to the Competent Authority.
  - b) To recommend for issue of show-cause notice (after vetting by legal deptt.) to the Agency by the concerned department as per clause 7.4 “Show Cause Notice”.
  - c) To examine the reply to show-cause notice and call the Agency for personal hearing, if required.
  - d) To submit final recommendations to the Competent Authority for banning or otherwise including the period for which the ban would be operative considering the implications for NHPC on account of the act/omission on the part of the agency, intention of the agency as established from the circumstances of the case etc.

## **7.4 Show Cause Notice**

Once the proposal for issuance of Show Cause Notice is approved by the Competent Authority, a ‘Show Cause Notice’ (as per format at Appendix-II of these guidelines) shall be

issued to the delinquent Agency by the Competent Authority or by a person authorized by the Competent Authority for the said purpose. The Agency shall be asked to submit the reply to the Show Cause Notice within 15 days of its issuance. Further, the Agency shall be given an opportunity for Oral hearing to present its case in person, if it so desires, and the date for Oral Hearing shall necessarily be indicated in the Show Cause Notice.

The purpose of issuing the Show Cause Notice is only that the Agency concerned shall be given an opportunity to explain their stand before any action is taken. The grounds on which action is proposed to be taken shall be disclosed to the Agency inviting representation and after considering that representation, orders may be passed. Such orders require only the satisfaction of the authority that passed the final orders.

If the Agency requests for inspection of any relevant document in possession of NHPC, necessary facility for inspection of documents may be provided.

During the conductance of oral hearing, only the regular duly authorized employees of Agency will be permitted to represent the Agency and no outsider shall be allowed to represent the Agency on its behalf.

Reply to the Show Cause Notice given by the Agency and their submissions in oral hearing, if any, will be processed by the Committee for obtaining final decision of the Competent Authority in the matter.

In case, no reply to Show Cause Notice is received from the Agency within stipulated time, further reminder shall be given with further period of 10 days thereafter if no reply is received action for processing ex-parte against the concerned Agency shall be initiated.

## **7.5 Speaking Order**

The speaking order (reasoned order) for banning the business dealing with the Agency shall be issued by the Competent Authority or by a person authorized for the said purpose.

The decision regarding banning of business dealings taken after the issue of a Show Cause Notice and consideration of representation, if any, in reply thereto, shall be communicated to the Agency concerned along with a reasoned order. The fact that the representation has been considered shall invariably be mentioned in the communication. Also the fact that if no reply was received to the Show Cause Notice shall invariably be indicated in the final communication to the Agency. The format for intimation of banning of business dealing is placed at **Appendix– III**.

## **7.6 Period of banning**

In case banning is processed for violation of provisions of Integrity pact or due to corrupt or fraudulent practices, the Competent Authority shall decide on the period of banning on case to case basis depending on the gravity of the case and considering the implications for NHPC on account of the act/omission on the part of the Agency, intention of the Agency as established from the circumstances of the case etc. The period of banning shall not be less than 6 months and shall not exceed 2 years and in case termination of contract due to poor

performance the period of banning shall be for 5 years. For contracts awarded to JV/Consortium, a constituent of the JV shall be permitted to participate in the bidding process if it has not been banned on grounds of its role and responsibility in the tendering process for which the Joint Venture has been banned in Past. In case if the Joint Venture which has been banned does not indicate the roles and responsibility of individual Partner(s) then, the partner of the banned Joint Venture shall only be allowed to participate in the bidding process if its participation share is less than 35%.

In case the information/documents submitted by Agency in competing for the tender found to be false/forged then NHPC, without prejudice to any other rights or remedies it may possess, shall recover from Agency the cost incurred in carrying out physical assessment for establishing veracity of such information/documents. In case Agency refuses to reimburse such cost to NHPC then banning period of Agency shall be extended by another one year.

## **7.7 Effect of Banning**

As far as possible, the existing ongoing contract(s) with the Agency may continue unless the Competent Authority, having regard to the circumstances of the case, decides otherwise, keeping in view contractual and legal issues which may arise thereof. In case the existing Contracts are allowed to continue, the suspension/Banning of Business Dealing along with default of the Contractor shall be recorded in the experience certificate issued for the work.

The Agency, (after issue of the order of banning of business dealings) would not be allowed to participate in any future tender enquiry and if the Agency has already participated in tender process as stand-alone OR constituent of joint venture and the price bids are not opened, his techno-commercial bid will be rejected and price bid will be returned unopened. However, where the price bids of Agency have been opened prior to order of banning, bids of Agency shall not be rejected and tendering process shall be continued unless Competent Authority having regard to the circumstances of the case decides otherwise keeping in view the Contractual, Legal issues which may arise thereafter. However, in case the suspension /Banning is due to default of an Agency for the provisions under Integrity Pact and the Agency happens to be Lowest Bidder (L1), the tendering process shall be annulled and fresh tenders shall be invited.

During the Suspension/ Banning period, if it is found at any stage that Agency has participated in tender enquiry under a different name then such Agency would immediately be debarred from the tender/contract and its Bid Security/Performance Security would be forfeited. Payment, if any, made shall also be recovered.

After Suspension/ Banning order, the Suspended/ Banned Agency shall not be allowed to participate as Sub-Vendor/Sub-Contractor in the tenders.

Further, if the Suspended/ Banned agency is an approved Sub-Vendor under any Contract for such equipment/component/service, the Main Contractor shall not be permitted to place work order/Purchase order/Contract on the Suspended/ Banned agency as a Sub-Vendor /Sub-Contractor after the date of Suspension/ Banning even though the name of the party has been approved as a Sub-Vendor /Sub-Contractor earlier.

There would be no bar on procuring the spares and awarding Contracts towards Annual Maintenance (AMC)/ O&M/ Repair works on Agencies pertaining to the packages for which they have been banned provided the Equipment has been supplied by such Agency.

Banning of business dealing shall not be applicable to the Subsidiary Company of the Banned agency provided subsidiary company has not participated on the strength of the Banned agency. However, in case of a default by a Sub-Contractor, the banning shall be applicable to the Sub-Contractor as well as the Lead Partner of the concerned JV or the Sole bidder as the case may be.

#### **7.8 Hosting at NHPC website**

The concerned unit shall forward the name and details of the Agency (ies) banned along with period and reasons of banning to IT&C Division of Corporate Office for displaying the same on the NHPC website.

#### **8.0 Appeal against the Decision of the Competent Authority.**

The Agency may file an appeal against the order of the Competent Authority banning of business dealing before Appellate Authority. Such an appeal shall be preferred within 30 (Thirty) Days from the date of receipt of the order of banning of business dealing. Appellate Authority would consider the appeal if convinced may constitute another committee for further investigation. The investigation Committee constituted by the Appellate Authority shall study the report of the previous investigating committee and reply submitted by the Agency while filing its case for appeal and call the Agency for personal hearing, if requested by the Agency. Based on the recommendation of the committee Appellate Authority shall pass appropriate Speaking (Reasoned) order in line with Sub-Para 7.5 above which shall be communicated to the Agency as well as the Competent Authority (as per format enclosed as **Appendix-IV** with these guidelines).

#### **9.0 Circulation of the names of Agencies with whom Business Dealings have been banned**

The name of the concerned banned agency shall also be shared with MOP and other PSU in the sector and all the units of NHPC.

The provisions of this policy supersede and will have overriding effect on all earlier guidelines, procedures & system issued for the similar purpose.

**(Format for Intimation of Suspension of business dealing)**

BY REGD. POST/SPEED POST/COURIER

No.....

Date.....

To

M/s .....

Attn.: Shri .....

**Sub:** Intimation of Suspension of Business Dealings

Dear Sir,

Whereas the work of ..... was awarded to your firm vide letter of award no ...dt.... amounting to Rs. .... OR In response to NHPC NIT ( e-tender / physical tender ) no .....dt. you have submitted your bid . (strike out whichever is not applicable )

Whereas the conduct of your firm in respect of the following is under investigation:

Brief of the default

“Whereas the Competent Authority prima facie considered the allegations (under investigation) are of a serious nature and decided pending investigation, it is not in the interest of the corporation to continue business dealing with your firm

This order shall have the following effects:

- (i) Further business dealings with your firm is Suspended within Region/Project/Unit/wide NHPC. The order of Suspension is effective with immediate effect and would operate for a period of six months or till the investigation is completed and whole process of final order is over within such period. However, if investigations are not completed in six months’ time, the Competent Authority may extend the period of Suspension
- (ii) During the period of Suspension, no business dealing shall be held with your firm. No enquiry / bid / tender shall be issued to your firm nor will the bids submitted by your firm be entertained.
- (iii) In cases where tenders have already been issued to you and price bids are yet to be opened, the Price Bid submitted by you shall not be opened and BG/EMD, if any, submitted by you shall be returned.
- (iv) In cases where tenders have already been issued to you and Price Bids have already been opened , the tendering process shall be continued
- (v) In case of ongoing contracts between you & NHPC, (including cases were contract has already been awarded before the issue of Suspension order) you will be required to continue with the execution and perform as per terms of the contract.

(vi)(a)In case the Firm is in Joint Venture the following would also be applicable:

i) **Participation of Agency in Joint Venture**

Tenders in which your firm has been proposed as Joint Venture Partner by any of the bidders and price bids have been opened prior to Suspension of your firm in such cases the tendering process shall not be annulled on this ground and the Agency shall be permitted to continue as Partner in the Joint Venture for such bidding. However where event of Price Bid opening has not taken place prior to Suspension/Banning of Agency then in such case Agency shall not be permitted to participate as Partner in the Joint Venture.

ii) **Banning of joint Venture:**

As the Joint Venture is Banned, your firm intends to bid as Partner(s) of Joint Venture in bidding process then it shall be permitted to participate in the bidding process if it has not been Banned on grounds of its role and responsibility in the tendering process for which the Joint Venture has been Banned in Past. In case if the Joint Venture which has been Banned does not indicate the roles and responsibility of individual Partner(s) then, the partner of the Banned Joint Venture shall only be allowed to participate in the bidding process if its participation share is less than 35%.

- (b) Your firm shall not be allowed to participate as Sub-Vendor/Sub-Contractor in the tenders.

Further if your firm is an approved Sub-vendor under any Contract for such equipment/component/service, the Main Contractor shall not be permitted to place work order/Purchase order/Contract on your agency as a Sub-Vendor/Sub-Contractor after the date of Suspension/ Banning even though the name of the party has been approved as a Sub-Vendor/Sub-Contractor earlier.

- (c) There would be no bar on procuring the spares and awarding Contracts towards Annual Maintenance (AMC)/ O&M/ Repair works on Agencies pertaining to the packages for which they have been Banned provided the Equipment has been supplied by such Agency.
- (d) Banning of business dealing shall not be applicable to the Subsidiary company of the Banned agency provided subsidiary company has not participated on the strength of the Banned agency.

On expiry of the above period of Suspension/Banning, you may approach..... (Indicate the concerned procurement department), with request for revocation of the order mentioning inter-alia the steps taken by you to avoid recurrence of misconduct which has led to Suspension.

Yours faithfully,

For & On behalf of NHPC.

**Note:** Strike out whichever is not applicable

(Format of Show Cause Notice)

BY REGD. POST/SPEED POST/COURIER

No.....

Date.....

To

M/s .....

.....

Attn.: Shri .....

**Sub: Show Cause Notice**

Ref :

Dear Sir,

You are hereby required to Show Cause in writing within 15 days from the date hereof why Business Dealing with your firm should not be banned / your firm is placed in the Banning List (as the case may be) and be debarred from entering into any contracts with NHPC for the following reasons:

(Give Reasons)

Your reply (if any) should be supported by documents and documentary evidence which you wish to rely in support of your reply. In case you desire to present your case in person to NHPC, a personal hearing shall be conducted on ----- at ----- Hours for which prior intimation be furnished to this office. Should you fail to reply to this Show Cause Notice within the time and manner aforesaid, it will be presumed that you have nothing to say and we shall proceed accordingly.

Your reply, if any, and the documents / documentary evidence given in support shall be taken into consideration prior to arriving at a decision.

Yours faithfully,

For & On behalf of NHPC.

**(Format for Intimation of Banning of Business Dealing)**

BY REGD. POST/SPEED POST/COURIER

No.....

Date.....

To

M/s .....

Attn.: Shri .....

**Sub:** Intimation of Suspension of Business Dealings

Dear Sir,

Whereas the work of ..... was awarded to your firm vide letter of award no ...dtd..... amounting to Rs. .... OR In response to NHPC NIT (e-tender / physical tender) no .....dt. you have submitted your bid .(strike whichever is not applicable)

Whereas the Competent Authority had prima facie considered the allegations as detailed below are of a serious nature and decided to conduct investigation.

“ Brief of the Default may be mentioned”

Whereas show cause notice vide no ... dtd.....was served upon you. (whereas in spite of the opportunity given to you, you failed to submit the reply to the show cause notice within the time period mentioned there upon or further extended period, if any). Whereas you submitted the reply along with documents vide your letter no. \_\_\_\_\_dt. \_\_\_\_\_and presented your case in the personal hearing dated ..... (if any) . After considering the allegations made in the show cause notice, your reply to the show cause notice documents/documentary evidence in support thereof and personal hearing dated .....(if any), it has been decided to Ban the Business Dealing with you and you are hereby debarred from entering into contracts with NHPC.

(In order to make the Intimation of Banning of Business Dealing Speaking Order (reasoned order), the issue of a Show Cause Notice and consideration of representation in reply to show cause notice , opportunity of personal hearing, if any, shall be communicated to the Agency concerned along with a reasoned order. The order for Banning should also contain the reasons with detailed justification for conclusion of decision to Ban the Agency. Also the fact that if no reply to the Show Cause Notice was received or request for personal hearing was not made shall invariably be indicated in the communication to the Agency. The above order shall mention the grounds considering violation of any provision of Integrity Pact, any ground mentioned in Guidelines of Banning of Business Dealings, default by the agency under fraudulent practice / or any unethical practice and/or violation of any provision of Tender/Contract Condition having serious implications.)

This order shall have the following effects:

- i) Further business dealings with your firm is banned with immediate effect. The order of Banning would operate for a period of .....years/month Competent Authority may extend the period of Banning.

- ii) During the period of Banning, no Business Dealing shall be held with your firm. No Enquiry / Bid / Tender shall be issued to your firm nor will the bids submitted by your firm be entertained.
- iii) In cases where tenders have already been issued to you and Price Bids are yet to be opened, the Price Bid submitted by you shall not be opened and BG/EMD, if any, submitted by you shall be returned.
- iv) In cases where tenders have already been issued to you and price bids have already been opened, the Tendering Process shall be continued.
- (v) In case of ongoing contracts between you & NHPC, (including cases where contract has already been awarded before the issue of Banning order) you will be required to continue with the execution and perform as per terms of the contract.
- (vi) (a) In case the Firm is in Joint Venture the following would also be applicable:

**i) Participation of Agency in Joint Venture**

Tenders in which your firm has been proposed as Joint Venture Partner by any of the bidders and price bids have been opened prior to Banning of your firm in such cases the tendering process shall not be annulled on this ground and the Agency shall be permitted to continue as Partner in the Joint Venture for such bidding. However where event of price bid opening has not taken place prior to Banning of Agency then in such case Agency shall not be permitted to participate as Partner in the Joint Venture.

**ii) Banning of joint Venture:**

As the Joint Venture is banned, your firm intends to bid as Partner(s) of Joint Venture in bidding process then it shall be permitted to participate in the bidding process if it has not been banned on grounds of its role and responsibility in the tendering process for which the Joint Venture has been banned in Past. In case if the Joint Venture which has been banned does not indicate the roles and responsibility of individual Partner(s) then, the partner of the banned Joint Venture shall only be allowed to participate in the bidding process if its participation share is less than 35%.

- (b) Your firm shall not be allowed to participate as Sub-Vendor/Sub-Contractor in the tenders.

Further if your firm is an approved Sub-vendor under any Contract for such equipment/component/service, the Main Contractor shall not be permitted to place work Order/Purchase Order/Contract on your agency as a Sub-Vendor/Sub-Contractor after the date of Banning even though the name of the party has been approved as a Sub-Vendor/Sub-Contractor earlier.

- (c) There would be no bar on procuring the spares and awarding Contracts towards Annual Maintenance (AMC)/ O&M/ Repair works on Agencies pertaining to the packages for which they have been banned provided the Equipment has been supplied by such Agency.

(d) Banning of Business Dealing shall not be applicable to the Subsidiary company of the Banned Agency provided subsidiary company has not participated on the strength of the Banned Agency. However, in case of a default by a Sub-Contractor, the banning shall be applicable to the Sub-Contractor as well as the Lead Partner of the concerned JV or the Sole bidder as the case may be.

On expiry of the above period of Banning, you may approach..... (Indicate the concerned procurement department), with request for revocation of the order mentioning inter-alia the steps taken by you to avoid recurrence of misconduct which has led to Banning.

Further if you desire to appeal against this order you may do so within 30 days from the date of issue of this order to the appellate authority as here under:

Appellate Authority : .....

Designation:

Address:.....

Ph . no.

e-mail :

Yours faithfully,

For & On behalf of NHPC.

**Note:** Strikeout whichever is not applicable

**(Format for communication of Appellate Decision on Suspension/Banning Order)**

BY REGD. POST/SPEED POST/COURIER

No.....

Date.....

To

M/s .....

Attn.: Shri .....

**Sub:** Suspension Banning of Business Dealings - Intimation of decision of Appellate Authority

**Ref:** 1. Order dated ..... Placing M/s ..... on Suspension/Banning List by NHPC;

2. Your Appeal reference ..... Dt.....

Dear Sir,

This has reference to the order dt..... placing you on Suspension/Banning List and your appeal petition reference ..... dt.... on the same.

After considering the findings of the Original Authority in order and submissions made by you in your appeal, and the documents/documentary evidences available on record, it has been decided finally that :

- \* There is no infirmity in the order of the Original Authority, and the allegations stand substantiated and the Suspension/Banning for the period of ..... years/month from the date of order, as ordered by the original Authority is upheld,
- \* Considering your submissions, the order of Suspension/Banning passed by the original authority is upheld , but with a reduction in period of Suspension/Banning for ..... years/months from the date of order of original authority;
- \* Considering your submissions and the evidence available on record, there is enough justification to annul the order of the original authority.

(\*\*\* Incorporate any one of the above as applicable

##In order to make the Communication of Appellate Authority on Banning of Business Dealing Speaking Order (reasoned order), the fact that the representation of the agency has been considered and reference of grounds brought forward by the Agency in his defense and if any opportunity of personal hearing has been given to the Agency as a part of principle of natural justice shall invariably be mentioned in the communication, The order for Banning should also contain the reasons with detailed justification for conclusion of decision to Ban the Agency. Also the fact that if no sufficient ground has been furnished shall invariably be indicated in the final communication to the Agency. In case the option for Banning of Agency or reduction of Time Period for Banning of Agency is exercised then the above order shall mention the grounds considering violation of any provision of Integrity Pact, any ground mentioned in Guidelines of Banning of Business Dealings, default by the agency under fraudulent or any unethical practices and/or violation of any provision of Tender/Contract Condition having serious implications.)

Yours faithfully,

For & On behalf of NHPC.

**Deleted**

## **SECTION – IV**

### **CONDITIONS OF CONTRACT**

- a) GENERAL CONDITIONS OF CONTRACT**
- b) SPECIAL CONDITIONS OF CONTRACT**
- c) FORM OF AGREEMENT**
- d) PERFORMANCE BANK GUARANTEE FORM**

## **GENERAL CONDITIONS OF CONTRACT**

### **1. DEFINITIONS**

The following words and expressions shall have the meanings assigned to them except where the context otherwise requires:

- i) “Contract” means the Contract Agreement, Letter of Acceptance, General Conditions of Contract, Special Conditions of Contract together with documents (if any), which are listed in Contract Agreement or in the Letter of Acceptance.
- ii) “Services” means the services to be performed by the Contractor in accordance with the Contract.
- iii) “Client” or “Employer” means the party named in the Contract, who employs the Contractor, and legal successors to the Client and permitted assignees.
- iv) “Contractor” or “Contractor” means the party named in the Contract, who is employed as an independent professional firm by the Client to perform the Services and legal successors to the Contractor and permitted assignees.
- v) “party” and “parties” means the Client and the Contractor and “third party” means any other person or entity as the context requires.
- vi) “day” means the period between any one midnight and the next.
- vii) “month” means a period of one month according to the Gregorian calendar commencing with any day of the month.
- viii) “Independent External Monitors (IEMs)” means External Monitor(s) appointed by the Client to oversee the implementation of Integrity Pact.
- ix) “Integrity Pact” means the Pact signed between the Client and Contractor committing the person/ officials of both the parties, not to exercise any corrupt influence on any aspect of the Tender/Contract.
- x) “Time for Completion” means the time within which the Services shall be performed by the Contractor in all respect.
- xi) “Engineer-In-Charge” wherever mentioned in the Integrity Pact/ Bid document are same as “Officer-In-Charge”.

### **2. INTERPRETATION**

- i) The marginal words and other headings in the Contract shall not be taken into consideration in the interpretation of these Conditions.

- ii) The singular includes the plural, the masculine includes the feminine, and vice-versa where the context requires.
- iii) If there is conflict between provisions of the Contract, the last to be written chronologically shall prevail, unless otherwise specified in the Special Conditions of Contract.

### **3. CONTRACT PRICE**

Contract Price is a lump sum amount stated in Letter of Acceptance.

### **4. SECURITY FOR PERFORMANCE**

- 4.1 The Contractor within 15 (Fifteen) days from the date of issue of Letter of Acceptance, shall furnish a Performance security deposit of 10% (Ten percent) of the Contract Price to the Officer-In-Charge for due performance of contract, in any one of the following forms:
  - (a) Demand draft on any Nationalized/ Scheduled Bank of India in the name of Client; or
  - (b) Bank Guarantee from an Indian Nationalized/ Scheduled Bank of India or a foreign bank through its branch located in India acceptable to Client in the prescribed standard proforma of Client. The said PBG shall be issued in paper form as well as issued under Structured Financial Messaging System (SFMS).
- 4.2 All compensation or other sums of money payable by the Contractor to the Client under the terms of this Contract or any other contract or on any other account whatsoever, may be deducted from Security Deposit. Also in the event of the Contractor's Security Deposit being reduced by reasons of such deductions, as aforesaid, the Contractor shall, within 14 days of receipt of notice of demand from the Officer-In-Charge, make good the deficit in Security Deposit.
- 4.3 Should there arise any occasion under the Contract due to which the periods of validities of Bank Guarantees as may have been furnished by the Contractor are required to be extended/ renewed, the Contractor shall get the validity periods of such guarantees extended/ renewed, and furnish these to the Officer-In-Charge one month before the expiry date of the aforesaid Guarantees originally furnished failing which the existing Bank Guarantees shall be invoked by the Officer-In-Charge. Also in case of any deficit in securities on any account as might occur or is noticed, the Contractor shall forthwith recoups/replace the same with acceptable Security Deposit.
- 4.4 If the contractor does not submit the performance security within the stipulated period due to any valid reason, Tender Inviting Authority may grant time extension for submission of performance security based on the request of contractor.

In case, the contractor does not submit performance security without a valid reason, the Employer shall impose simple interest @12% per annum on the full amount of applicable performance security (alongwith applicable taxes, if any) for the period of delay in submission of performance security. The interest on delayed period shall be calculated on pro rata basis for number of delayed days.

The interest accrued shall be payable by the Contractor within 14 days from the date of intimation by Tender Inviting Authority in form of Bank Demand Draft/ Banker Cheque in

favour of 'NHPC Ltd', otherwise the same shall be recovered from any payment due or become due against bills / any other amount lying with NHPC.

The delayed submission of Performance Security by the Contractor shall be recorded in substantial completion and final completion certificates. Further, no claim for extension of time for completion period or any other type of claim on account of delayed submission of performance security shall be entertained.

If contractor fails to submit the Performance Security within 45 days (for the contracts having time for completion - upto 12 months) or 60-days (for the contracts having time for completion - more than 12 months) from the date of issue of Letter of Award (LOA), then following actions shall be taken against such Contractor:

- i) Award shall summarily be terminated.
- ii) EMD/ Bid security shall be forfeited.
- iii) The bidder shall be debarred / banned to participate in the business dealings with NHPC for a period of one year.
- iv) The name of the Contractor shall be hosted on the NHPC website etc. as per existing norms of NHPC / Govt. of India.
- v) Such defaulted contractor shall not be eligible to participate in the bidding process of re-tender of this work.

The Contractor shall, at his own cost get the validity period of bank guarantee furnished by him extended from time to time till one month beyond the completion of work as per the provisions of the contract. He shall furnish the extended/revised Bank Guarantee to the Engineer-in-charge one month before the expiry date of the original bank guarantee or any extension thereof. In case the extended/revised Bank Guarantee is not received by the Engineer-in-charge within the specified period of one month, the Employer entirely at his discretion shall be at liberty to encash the aforesaid bank guarantee.

The Performance Security / Security deposit shall be released after successful completion of the entire Contract Period, including extension, if any.

The Performance Security / Security deposit amount will not earn any interest for the whatsoever period detained by NHPC.

4.5 Bidders shall communicate the following bank details of NHPC to the issuing Bank for online confirmation of Bank Guarantee to be submitted in terms of this Clause:

Credit Bank Account Number	10813608692
Beneficiary Name	NHPC Limited
Credit Bank	State Bank Of India
IFSC Code	SBIN0017313
Account Type	CURRENT
Branch	CAG-II New Delhi (17313)
Branch Address	5 <sup>th</sup> Floor, Redfort Capital, Parsvnath Towers, Bhai Veer Singh Marg, Gole Market, New Delhi-110 001

## 5 REFUND OF SECURITY DEPOSIT

The Security Deposit less any amount due shall, on demand, be returned to the Contractor after Three months from date of issue of Completion Certificate or payment of the final bill, whichever is later. However, the Security Deposit shall not be released till Liquidated Damages, if any, is pending for recovery. No interest on the amount of Security Deposit shall be paid to the Contractor at the time of release of Security Deposit.

## **6 SUFFICIENCY OF TENDER**

The Contractor shall be deemed to have satisfied himself as to the correctness and sufficiency of the Tender and of the rates and prices stated in the Schedule of Quantity and Price, all of which shall, except insofar as it is otherwise provided in the Contract, cover all his obligations under the Contract and all matters and things necessary for the proper execution and completion of the Works and the remedying of any defects therein.

## **7 NOTICES**

Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, electronic mail, in person to such Party at their address.

## **8 TAXES AND DUTIES**

- 8.1 Taxes, duties, Income tax, GST and other impositions as may be levied under the Applicable Law & regulations including those assessed on the client, the amount of which is applicable as on 28 days prior to last date of submission of bid is deemed to have been included in the Contract Price. However, change in rates of existing tax or levy of New Tax applicable on service of this contract announced after 28 days prior to last date of submission of bid, shall be paid/ adjusted/ reimbursed by the Client in addition to contract price. The Client will reimburse the same to the Contractor on production of satisfactory proof of payment/ other documentary evidence, if any.

Changes in the advance tax rates of Income Tax and GST (on Service) payable to appropriate authorities will not be subject to adjustment.

- 8.2 The Contract unit rates shall be after taking into account the Input Tax Credit (ITC) and other benefits.
- 8.3 TDS wherever statutorily required under any Tax Act/ Rule shall be deducted and deposited and necessary certificate will be provided by the Employer.
- 8.4 Invoices and other documents submitted by Contractor for payment under Interim Payment Certificate/ Final Payment Certificate, or any other payment under the contract shall be in accordance with the GST Law.
- 8.5 The Contractor shall furnish a certificate along with Interim Payment Certificate/ Final Payment Certificate that GST payable by him has been deposited/ will be deposited to the Govt. Treasury.

## **9 COMMENCEMENT AND COMPLETION OF CONTRACT**

### **9.1 Effectiveness of Contract**

This Contract shall come into effect on the date of issue of Letter of Acceptance or such other later date as may be stated in the Letter of Acceptance.

### **9.2 Commencement and Completion period of Services**

The services under the contract shall commence from effective date of contract as per **Sub clause 9.1** and completed as per Completion Schedule subject to extensions, if any, in accordance with Contract. Certificate of Completion of services shall be issued by Client.

## **10 EXTENSION OF TIME**

Time shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure or Suspension of work as per direction of Client or failure of Client to fulfillment of its obligation and variation in Schedule of Quantity.

## **11. LIQUIDATED DAMAGES**

If the Contractor fails to comply with the Time for completion for the whole of the Services within the stipulated time, then the Contractor shall pay to the Client 0.035% of Contract Price per day (Maximum 5% of Contract Price) of delay as liquidated damages for such default and not as a penalty. The Client may, without Prejudice to any other method of recovery, deduct the amount of such damages from any monies due or to become due to the Contractor. Any GST liability on account of Liquidated Damages shall be borne by the Contractor.

## **12. FORCE MAJEURE**

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

## **13. SUSPENSION OF WORK**

The Contractor shall on the order of the Officer-In-Charge suspend the progress of the works or any part thereof for such time or times and in such manner as the Officer-In-Charge may consider necessary. The Contractor has no right to suspend the work at any stage unilaterally.

## **14. PAYMENTS DURING THE FORCE MAJEURE OR SUSPENSION OF WORK**

During the period of their inability to perform the Services as a result of an event of Force Majeure under **Clause 12** or Suspension of work under **Clause 13**, the Contractor shall be entitled for compensation as may be considered reasonable by the Officer-In-Charge in respect of salaries or wages paid only by the Contractor to his such employees who are exclusively retained for the client's work during the periods of such Force Majeure and suspension. In case employee(s) of Contractor are engaged partially for the client's work, the wages or salaries shall be reduced proportionally as decided by the Officer-In-Charge. Contractor shall not be entitled for payment for such employee(s) who are diverted to perform other work during the periods of such Force Majeure and suspension.

#### **15. CONTRACTOR NOT TO BE ENGAGED IN CERTAIN ACTIVITIES**

The Contractor agrees that, during the term of this Contract and after its termination, the Contractor and any entity affiliated with the Contractor, shall be disqualified from providing, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

#### **16. OBLIGATIONS OF THE CONTRACTOR**

The Contractors shall perform the Services set out in the Scope of Services/ Works in accordance with the Contract. Contractor shall notify the Client in writing within 10 Working Days if the Contractor thinks a Client direction is a Variation, and as soon as practicable if the Contractor thinks any other circumstance is a Variation. The notice shall include details of the estimated cost of the Services, likely or estimated impact on the programme and completion date for the Services and make recommendations on how to proceed.

The Contractor undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. If it is necessary to replace any person, the Contractor shall immediately arrange for replacement by a person of comparable competence. The cost of such replacement shall be borne by the Contractor.

The Contractors and his Personnel shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

#### **17. INSURANCE TO BE TAKEN OUT BY THE CONTRACTORS**

The Contractor will be responsible for taking out any appropriate insurance coverage including Professional Liability insurance coverage for performance of services under the contract.

#### **18. CONTRACTORS' ACTIONS REQUIRING CLIENT'S PRIOR APPROVAL**

In exceptional circumstances, Client may allow taking up of part services through an expert or Sub-Contractor. The Contractor shall obtain the Client's prior approval in writing before taking such action. However, such approval shall not absolve the Contractor of the responsibility of fulfilling NHPC Ltd.'s requirements.

## **19. CLIENT'S PROPERTY**

- 19.1.** Any studies, reports or other material, graphic, software or otherwise, prepared by the Contractor for the Client under the Contract shall belong to and remain the property of the Client. The Contractor may retain a copy of such documents and software.
- 19.2.** Anything supplied by or paid for by the client for the use of the Contractor shall be the property of the Client and where practicable shall be so marked.

## **20. OBLIGATIONS OF THE CLIENT**

The Client shall provide necessary information available with him to the Contractor free of cost required to fulfill the Contractor's obligation under the Scope of Services.

## **21. DURATION OF LIABILITY**

Neither party shall be liable for any loss or damage occurring after the completion of the Services.

## **22. VARIATIONS**

### **22.1. Variations to the Services**

The Client may order a Variation to the Services, in writing, or may ask the Contractor to propose a Variation to the Services, the impact of which on the cost, programme and completion date for the Services shall be agreed as stated above in **Clause 16**.

Where the Contractor notifies the Client under **Clause 16**, that any direction or circumstance should be treated as a Variation, the Client shall as soon as practicable after receiving such notice, but within 30 Working Days, notify the Contractor in writing whether or not it considers the direction or other circumstances to be a Variation.

If the Client does not consider the direction or other circumstance to be a Variation then the Client and Contractor shall attempt to resolve the matter as soon as practicable, and if a Variation entitlement is agreed, proceed as in **Sub-clause 22.2**.

### **22.2. Agreement of Variations**

The Client and the Contractor shall agree, in writing, the value of the Variation and its impact on the programme and completion date for the Services, or the mechanism under which the value and impact on the programme and completion date for the Services will be derived.

Where practicable the value of the Variation and impact on the programme and completion date for the Services shall be agreed between the parties prior to the Variation works progressing. In the event that the Parties are unable to reach agreement on the value and impact on the programme and completion date for the Services, the matter shall be treated as a dispute and resolved in accordance with **Clause 26**. Under no circumstances, the Contractor shall suspend the work on account of non-settlement of issues between the parties (i.e. Client & Contractor).

## **23. PAYMENT TO THE CONTRACTOR:**

### **23.1. Lump Sum Remuneration:**

The Contractor's total remuneration shall not exceed the Contract Price and shall be a fixed lump sum including all staff costs, Sub-Contractors' costs, printing, communications, travel, accommodation, and the like, and all other costs incurred by the Contractor in carrying out the Scope of Work described in 'Special Conditions of Contract'. However, the Contract Price may only be increased above the amounts stated in **Clause 8** and if the Parties have agreed to additional payments in accordance with **Clause 22**.

### **23.2. Terms and Conditions of Payment:**

- a) The payment of the fees/ charges as stipulated in SCC under this Contract will be made in accordance to schedule of payment as stipulated in Special Conditions of Contract. The payment on account for the amount admissible shall be made by the Officer-In-Charge certifying the sum to which the Contractor is considered entitled for the services after deducting there from, the amounts already paid and such other amounts as may be required to be withheld/ deductible/ recoverable in terms of the Contract/ Applicable Law.
- b) **In case of MSE:** All the payments for the supplies and/ or services {as applicable} rendered by MSEs (Micro & Small Enterprises) Supplier/ Contractor under the Contract shall be released within forty five days from the day of acceptance\*.

In case, payment are not released as mentioned above, NHPC shall pay the principal amount plus compound interest with monthly rests from the date immediately following the date agreed upon @ three times of bank rates as notified by Reserve Bank of India from time to time.

- c) **In case of non-MSE:** All the payments for the supplies and/ or services {as applicable} rendered by Non-MSEs (Non-Micro & Small Enterprises) Supplier/ Contractor under the Contract shall be released within forty five days from the receipt of invoice/ bills from the Contractor/ Supplier compete in all respect.

In case, payment are not released as mentioned above, NHPC shall pay the principal amount plus simple interest from the date immediately following the date agreed upon @ 6% p.a.

\* Day of Acceptance means – day of the actual delivery of goods or the rendering of services; or where any objection is made in writing by the buyer regarding acceptance of goods or services within fifteen days from the date of the delivery of goods or the rendering of services, the day on which such objection is removed by the supplier.

- d) Payment due to the Contractor shall be made by direct credit into his designated bank account, duly authorized by the Contractor through ECS mode.
- e) Other than normal payment through NEFT/RTGS directly from NHPC Ltd., the MSME Vendors has an option to avail the TReDS facility. NHPC has registered itself on TReDS platform with M/s A. TReDS Limited, CIN – U74999MH2016PLC281452, Registration no: (Account no): 1000005783, Communication address: A. TReDS Ltd, Ashar IT Park, 11th

Floor, Road No: 16Z, Wagle, Industrial Estate, Thane (West) – 400604. The TReDS facilitates financing of Invoices of MSMEs by way of discounting by financiers. MSMEs can upload the invoices in the system and NHPC Ltd. can accept the invoices in the system. Upon NHPC's acceptance, the Banks / NBFCs can discount the invoices and can release the payment directly to the MSMEs. In this regard; MSME Vendors can refer to RBI guidelines available on website of RBI.

## 24. CONFLICT OF INTEREST

The Contractor and its affiliates shall not engage in consulting activities that conflict with the interest of the client under the contract.

## 25. DEFAULT BY THE CONTRACTOR AND TERMINATION OF CONTRACT

If the Contractor:

- i) commits default in complying with or commits breach of any of the conditions of the Contract and does not remedy it or take effective steps to remedy it immediately after a notice in writing is given to him by the Officer-In-Charge; or
- i. fails to complete the Works or any item of Works within the time specified or any extended time under the Contract and does not complete the Work(s) or any item of Work(s) within the period specified in a notice given in writing by the Officer-In-Charge; or
- iii. is engaged in corrupt or fraudulent or Collusive or Coercive practices in competing for or in the execution of the Contract, then the Client may, after **giving 14 days'** notice to the Contractor, terminate the contract and expel him from the Site. The Contractor shall not be entitled for any compensation whatsoever under this clause. For the purpose of this clause:
  - a) **'Corrupt Practice'** means offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement or execution of Contract.
  - b) **'Fraudulent Practice'** means mis-representation of fact in order to influence the tendering process or the execution of a Contract and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the employer of the benefits of free and open competition.
  - c) **'Collusive Practice'** means a scheme or arrangement between two or more bidders, with or without the knowledge of Borrower/Employer, designed to establish Bid prices at artificial, non-competitive levels.
  - d) **'Coercive Practice'** means harming or threatening to harm, directly or indirectly, person or their property to influence or affect the execution of Contract,
- iv. assigns, transfers, sublets or attempts to assign, transfer or sublet the entire works or any portion thereof without the prior written approval of the Officer-In-Charge,

Then the Client shall have powers to terminate the Contract and forfeit the Performance Security Deposit, by not less than thirty (30) days' written notice of termination to the Contractor.

## 26. SETTLEMENT OF DISPUTES

- 26.1.** If any dispute arises between the Client and the Contractor in connection with, or arising out of, the Contract or the execution of the Works, whether during execution of the Works or after their completion and whether before or after the repudiation or after termination of Contract, including any disagreement by either party with any action, inaction, opinion, instruction, determination, certificate or valuation of the Officer-In-Charge, an attempt shall be made to resolve the matter in dispute amicably.
- 26.2. Any dispute in respect of which the Client and the Contractor have failed to reach at an amicable settlement pursuant of **Sub-Clause 26.1**, shall finally be referred to the Competent Court at Faridabad, Haryana.
- 26.3. In case of contract with another Central Public Sector Enterprises and Government Department(s)/ Organization(s) ( other than those related to taxation matters), the following arbitration clause shall be applicable:- In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Department(s)/Organization(s) ( excluding disputes related to Railways. Income Tax, Customs & Excise Departments ), such dispute or difference shall be taken up by either party for its resolution through AMRCD as mentioned in DPE OM No. 05/0003/2019-FTS-10937 dated 14.12.2022 and the decision of AMRCD on the said dispute will be binding on both the parties.

**27. AGREEMENT:**

The Contractor shall execute a Contract Agreement and sign the Integrity Pact (wherever applicable) with NHPC on non-judicial paper of appropriate value as per Stamp Act applicable in the state of Haryana in the format appended within 15 days from the date of issue of Letter of Acceptance.

\*\*\*\*\*

## SPECIAL CONDITIONS OF CONTRACT (SCC)

**These conditions shall be read and construed along with the “General Condition of Contract” of the corporation and in case of any discrepancy between these two; the provision contained herein shall prevail.**

### **1. SCOPE OF WORK:**

The brief detail of the work covered under the scope is enumerated as under:-

Hiring of Service for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. Works in the NHPC Office), Sec-33, Faridabad for office work.

- 2.** Site order books shall be maintained by the Contractor all the time with his Supervisor appointed for the work. Any specific instruction issued by NHPC’s authorized representative shall be recorded in duplicate in the Site Order Book and authorized representative of the contractor shall put his / her signature on these recorded instructions as token of acceptance.

One copy of instructions issued shall be taken by NHPC authorized representative for regulating the payments of various items. The contractor shall be responsible for safe custody of site order books till the expiry of the contract. These books shall be handed over to NHPC on expiry of the Contract.

Recovery of penalty against the relevant clauses shall be based on the recordings in Site Order Books/ letters issued regarding deficiencies in performance/ Inspection Reports and instructions issued by the authorized NHPC’s representative.

- 3.** The payment shall be regulated as per accepted rates and in accordance to provisions of the Contract. The contractor shall not be entitled for any extra payment or compensation or remuneration for performance of works / services during unfavorable weather conditions or relating to any special arrangements made and / or equipment or machinery brought to the site of work to complete the work as per the schedule of terms/specifications/ schedule of contract, or warrant to circumstance.
- 4.** The workmen of the contractor shall come on duty in proper uniforms. Any workman of the contractor deployed on the work will not be allowed without proper uniform on the duty. The uniforms for the employees shall be provided by the Contractor every year as under: -

Saree/ salwar suit (for female)	}	- 02 Pairs
Pant & Shirt (for male / female)		
Shoes & Socks - 01 Pair		
Sweater/Jackets / Coat - 01 No.		
Rain Coat - 01 No.		

**Note:** - Suitable colour combination for above dresses shall be finalized in consultation with Engineer-In-Charge.

5. The Maximum Age Limit for Attendant, Photocopier, Dak carrier & other Misc. works should not be more than 35 Years as on date of NIT. He should be physically fit for performing the duty. Copy of individual AADHAR card is to be provided at the time of joining proof of age by the individual/ Attendant/ Manpower Service in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. Works in the NHPC Office, Sec-33, Faridabad).

In case of any tampering is noticed, action shall be taken against the bidder as per Integrity Pact and the individual candidate i.e the Man-power/ Attendant, Photocopier Dak carrier shall be removed from duty and action will be initiated as per Indian Law. Bidder has to provide suitable substitute in such case.

#### **6. PAYMENT OF REVISED MINIMUM WAGES**

The rates of minimum wages of various categories of workers have been adopted from the notification File No. 1/8(3)/2023-LS-II dated 26.09.2023 as notified by the Office of Chief Labour Commissioner, Ministry of Labour & Employment, Govt. of India i.e. 01.10.2023. If there is any revision of minimum wages by the Government of India Or by NHPC (on any other account), the Contractor is entitled for reimbursement / adjustment towards the incremental / decremental changes in Minimum Wages proportionate to the manpower deployment from the effective date of revision against submission of documentary evidence from the Contractor. Incremental changes in Employer's contribution towards EPF & EDLI proportionate to the manpower deployment shall also be reimbursed (adjusted in case of decremental changes). No other charges/ claims except above shall be payable. The incremental changes shall be reimbursed only against documentary evidence of payment of the same.

#### **7. MODE OF PAYMENT TO WORKERS:**

- a) The Contractor shall pay the wages to the workers by 7<sup>th</sup> day of each succeeding month through any Indian Nationalized / Scheduled Bank through NEFT/ECS mode of transferring salary into individual's bank account in respect of the workers deployed during preceding month. A confirmation in this regard shall be attached with the bill for payment.
- b) If the contractor fails to make payment (i.e. wages due of just concluded / previous month) to the workers employed by him / her on or before 07th (seventh) day of succeeding month (i.e. next to just concluded month), a penalty @ 1% of gross value of the concerned monthly RA bill shall be deducted from the RA Bill. However, if contractor produces documentary evidences establishing that such delay was beyond his control and Engineer-in-Charge satisfies himself with the documents, the same shall be waived off by Engineer-in-Charge.

#### **8. COMPENSATION:**

- a. Manpower required for execution and for supervision of the entire work including transport of persons shall be arranged by the contractor as per Annexure-B. If the jobs listed in Scope of work (read with Scheduled of Quantities) are not executed, NHPC shall be at liberty to get the work executed by any suitable method at the risk and cost of contractor. For services of left out jobs, an opportunity shall have to be taken after office hours or on any other holiday

to make up the lost time & finish the work to required standard, failing which deductions shall be made from the bills.

- b. In case of absence of manpower, deduction shall be done as under;

For Un Skilled Manpower = 1.5 times of prevailing minimum labour rate at the time of execution.

Above recovery rates are variable subject to prevailing minimum wages of Government of NCT as issued/effective from time to time. Absentee/ Leave of the employees may be regularized as per direction of Officer- in – charge as per requirement of services and penalty for the same may not be imposed upon contractor for this reason .

#### **9. LIABILITY FOR DAMAGE, DEFECT AND THEFT**

If the contractor or his supervisor / workmen / employees by any of their acts (by the way of negligence or deliberately) damage or destroy (including theft or burglary type acts also) any part of the building, any asset or property in the premises of NHPC, the contractor upon receipt of the employer notice in writing to this effect, shall make the same good to restore in the same position at his own expense and to the entire satisfaction on Engineer-in-Charge.

#### **10. WORKS DURING NIGHT OR ON-WORKING DAYS / REST DAYS AND HOLIDAYS.**

Irrespective of any contrary provision contained in the Contract, the Contractor shall manage / arrange in such a proper manner that the desired services are to be provided on all non-working days / rest days and holidays or evening.

In addition to the normal working hours for which payment provision has been kept in Clause No.6. However, for working on non-working days / rest days and holidays, the Contractor shall obtain prior permission.

#### **11. TAXES AND DUTIES**

- a) GST has been frozen as per the existing applicable rate. TDS wherever statutorily required, under any tax Act/Rule shall be deducted and deposited and necessary certificate will be provided by the Employer (to be read in conjunction with clause 2.2 & 2.3 of Conditions of Contract, Section-II).
- b) Statutory variation in GST rate or levy of any new tax will be adjusted / reimbursed against production of documentary evidences by the Contractor. However, these adjustments would be restricted to direct transactions between the Employer and the Contractor (to be read in conjunction with relevant clause 8 of General Conditions of Contract).

#### **12. TERMS OF PAYMENT**

The payment shall be regulated in terms of the provisions of relevant Clause related with (Contractor's Responsibility), (Payment on Account), (Payment of Final Bill) and (Overpayment

and Underpayment) of Conditions of Contract. In conjunction to said provisions, following provisions shall also be adhered to strictly.

- i) The Payment to the Contractor shall be released only on submission of bill along with the following documents:
  - a) Bank Statement as a Proof of deposit of salary through NEFT/ ECS transaction into account of individual contract worker.
  - b) Self-attested copies of documentary proof (Contract Wise Copy of separate Challan Cum Return) of depositing of EPF & ESI by the contractor to the concerned departments in respect of engaged workers for the month under consideration duly reconciled with the disbursement of wages.
  - c) The Contractor shall maintain Attendance Register to record the attendance, leave and weekly-off particulars etc. of labourers, which shall be submitted along with the monthly bill. The payment shall be made based upon actual deployments of labourers considering absentee period.
- ii) No advance payment shall be released to contractor.
- iii) It shall be prime responsibility of the Contractor to comply all statutory provisions related to contract Labourers. NHPC shall not entertain any claim whatsoever arising out of claims related to labourers.
- iv) Paying authority shall be Sr.Manager (Fin.) / Manager (Fin.), Misc.Bills, NHPC Limited.

### **13. RELEASE OF PERFORMANCE SECURITY**

The Performance Security / Security Deposit shall be released after Ninety Days (90) days beyond the successful completion of the entire Contract Period including extension, if any. For release of Security Deposit, the Contractor shall furnish following undertakings / documents;

- (i) An undertaking that the Contractor has settled all claims, damages or compensation related to the Contractor's Employees engaged during performance of the Contract & complied all statutory provisions during performance of the Contract.

### **14. COURT OF COMPETENT JURISDICTION**

Any action taken or proceedings initiated on any of the terms of this Agreement shall be only in the court of competent jurisdiction under the District Court of Faridabad, Haryana.

- 15. Officer-In-Charge:- Officer-In-Charge shall be nominated / authorized by HOD-HR Division.** In respect of all matters, which are left to the decision of Officer-In-Charge including granting or withholding of certificates etc. the Officer-In-Charge shall, if required, give in writing a decision thereon and his reasons for such decision shall be final and binding on contractor.

16. Manpower (such as Attendant, Photocopier, Dak Carrier) required for execution of the entire work including transport of persons shall be arranged by the contractor. If the jobs listed in Scope of work are not executed, NHPC shall be at liberty to get the work executed by any suitable method at the risk and cost of contractor.

17. Contractor shall be responsible for safety and security of the items/equipment's lying in the offices etc of NHPC.

18. The contractor shall be fully responsible and liable for payments and settlements for all the matters arising out of labour employment and benefits, labour court or court of law. He shall represent himself and may also represent NHPC on behalf of NHPC in labour court. NHPC shall not be responsible or pay any claim or damages cost other than rates agreed to in the proposed Contract.

19. The contract shall indemnify NHPC including its employees and continue to keep NHPC indemnified including its employees in respect of all claims, loss, damages, cost payments and all other matters arising out of labour/workers/Supervisor and /or contractor's and direction of ALC/DLC labour court/court arising out of this proposed contract. He shall additionally act as directed by NHPC Officer-in-Charge or his representative(s) from time to time in this aspect.

20. **Paying Authority:** DGM (Fin)/Senior Manager(Fin)-Misc Bills, NHPC, Faridabad would be the paying authority.

**21. Important Notes for 'Schedule of Quantities & Prices'**

- 1) In Schedule of Quantities & Prices (BoQ), the Bidder has to quote the price considering Overhead Profits/ Service Charges etc and including of all Fixed Costs (including all applicable Taxes) as shown at Sl No.16 of SCC. In case bidder's quoted price is found to be lesser than Rs. **46208366** /-, the bid will be considered **not workable** and hence shall be treated as **non- responsive** and such bids will not be evaluated further. Hence, bidder is advised to quote amount not less than Fixed cost (i.e amount should not be less than Rs **46208366/-**)
- 2) Bidder has to quote the price considering 'Fixed Cost and other charges, to cover contractor's profit/ overhead, and all taxes & duties including GST, EPF, EDLI & ESI contribution etc..
- 3) Bidder shall indicate bid prices in Indian Rupees only.

22. The contractors shall visit at least once every week or as & when required by Officer –In-Charge to the work site to ensure smooth and effective work.

## Fixed Cost Calculation

**Name of the Work: Hiring of Service for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. Works in the NHPC Office), Sec-33, Faridabad for office work**

Description	Unit	Qty	Rate	Amount
<b>A) Office Helper-60 nos X 26 day per month = 1560 days per month</b>				
Office Helper (60 Nos. for 26 days) Un Skilled, 01 month wages= 751x26=19526	Each	1560	751	1171560.00
<b>Total(1)</b>				<b>1171560.00</b>
Add for EPF 12.0% (@ 12% of (Basic + VDA) restricted to 15000				108000.00
EDLI @0.5% of (Basic + VDA) restricted to ₹ 15000				4500.00
Admin Charges (@0.5% of (Basic + VDA) restricted to 15000)				4500.00
ESI @ 3.25% on (1)				38075.70
Bonus-Unskilled (@8.33% of (basic + VDA) restricted to wage ceiling Rs. 21000/-and calculated on Rs. 7000)				97590.95
Leave-Unskilled (@5% of Basic + VDA) applicable for contract having validity of 240 days for more)				58578.00
Gratuity-Unskilled (@4.82% of (Basic + VDA) Applicable for contracts having validity of 240 days or more)				56469.19
National holidays - Unskilled @ 0.96% of (Basic + VDA)				11246.98
Conveyance	Each	60	500	30000.00
01 month manpower cost without CP & GST				1580520.82
24 month manpower cost without CP & GST				37932500.00
Liveries (60 unskilled 2 years) (rate without GST- 3500/1.18-2966)	Each	120	2966.1	355932.00
Add for PMJJBY (60 unskilled *2 years)	Each	120	330	39600.00
<b>Total amount for 24 monts without GST &amp; CP Rs</b>				<b>38328032.00</b>
Add 3.85% for Services on GeM portal (on labour wages only). (As per Cir. IR-69/Vol-III dtd. 31.08.23 of NHPC for restricting Basic+VDA as Rs 15,000/- only)				831600.00
Amount for 24 month without GST = Rs.				39159632.00
GST @ 18%				7048733.76
<b>Total fixed cost for 24 month including GST = Rs.</b>				<b>46208365.80</b>

**Say Rs 46208366/- (Four Crore Sixty Two Lakh Eight Thousand Three Hundred and Sixty Six only)**

**Note:**

1. Minimum wages notified vide notification dated 01.10.23 by the Central Government.
2. Above “Fixed Cost” is calculated considering EPF@12%, EDLI@0.5%, ESI@3.25% and GST@18%. However. Payments corresponding to EPF, EDLI, ESI & GST shall be made as per actual on submission of documentary evidences.

**Annexure - B**

**MANPOWER SCHEDULE: DETAILS OF UNSKILLED PERSONNEL**

Sl. No.	CATEGORY / TRADE	Nos. per day
1.	Unskilled	60
	<b>Total Strength</b>	<b>60</b>

**Note: -**

- (I) The approximate total manpower requirement (for all above categories) for satisfactory execution of the works described in the “Scope of works” is assessed as above. The contractor shall provide manpower accordingly in the above categories, for the quantum of work to be executed. The presence of all categories on every day of the month shall not go below under any circumstances; otherwise recovery shall be applicable as per provisions of the Tender Document.

**FORM OF AGREEMENT**

(On Non Judicial stamp paper of appropriate value)

This agreement is made on \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand ----- between the NHPC Ltd., a Company registered and existing under the Laws of India and having its registered Office at NHPC Office Complex, Sector-33, Faridabad (Haryana) (hereinafter referred to as the "Employer/ Client" which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the one part and M/s \_\_\_\_\_ (herein after called "the Contractor" which expression shall unless repugnant to the context or meaning thereof, include its successors and permitted assigns) of the other part.

WHEREAS the Client is desirous that certain Works should be executed by the Contractor, viz: -----  
----- and has accepted the Bid of the Contractor for the execution and completion of such Works and the remedying of any defects therein at the cost of ----- (Rupees-----).

**NOW THIS AGREEMENT WITNESSETH as follows:**

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
  - i) Letter of Acceptance;
  - ii) General Conditions of Contract,
  - iii) Special Conditions of Contract
  - iv) Schedule of Quantity and Price;
  - v) any other documents forming part of the Contract.
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Client to execute and complete the Works and remedy the defects therein in conformity in all respect in accordance with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the works and remedying of defects therein the Contract Price or such other sum as may become payable under the provisions of the Contract at the time and in the manner prescribed by the Contract.

In Witness whereof the parties hereto have caused this Agreement to be executed the day and year first before written.

For and on behalf of the Contractor

For and on behalf of NHPC Ltd.

Signature-----

Signature-----

(Designation)-----

(Designation)-----

Place:

Place:

Witnessed by:

Witnessed by:

1.-----

1.-----

2.-----

2.-----

**Performance Guarantee Form**  
**Bank Guarantee**  
(To be stamped in accordance with Stamp Act  
if any, of the Country of the issuing Bank)

Bank Guarantee No. ....

Date .....

To,  
*[Client's Name & Address]*

Dear Sir,

In consideration of the ....*[Client's Name]* ..... (herein after referred to as the 'Client' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to M/s .... *[Contractor's Name]* ..... with its Registered/Head Office at ..... (herein after referred to as the 'Contractor', which expression shall unless repugnant to the context or meaning thereof, include its successors administrators, executors and assigns), a Contract by issue of Client's Letter of Acceptance No. .... dated ..... and the same having been acknowledged by the Contractor, for ..... *[Contract sum in figures and words]* for ..... *[Name of the work]* and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to .....(\*)..... of the said value of the aforesaid work under the Contract to the Client.

We .....*[Name & Address of the Bank]* ..... having its Head Office at ..... (hereinafter referred to as the 'Bank', which expression shall, unless repugnant to the context of meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Client, on demand any and all monies payable by the Contractor to the extent of ..... (\*) ..... as aforesaid at any time upto ..... (@) ..... *[days/month/year]* without any demur, reservation, contest, recourse or protest and/or without any reference to the Contractor. Any such demand made by the Client on the Bank shall be conclusive and binding notwithstanding any difference between the Client and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Client and further agrees that the guarantees herein contained shall continue to be enforceable till the Client discharges this guarantee or till .....*[days/month/year]* whichever is earlier.

The Client shall have the fullest liberty, without affecting in any way the liability of the Bank under this guarantee, from time to time to extend the time for performance of the Contract by the Contractor. The Client shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Client and the Contractor or any other course or remedy or security available to the Client. The Bank shall not be released of its obligations under these presents by any exercise by the Client of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Client or any other indulgence shown by the Client or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.

The Bank declares that this Bank Guarantee is issued by the Bank, utilizing the credit limit of M/s .....(name of Contractor) and also agrees that the Employer 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 the Employer may have in relation to the Contractor's liabilities.

- i) Our liability under this Bank Guarantee shall not exceed .....
- ii) This Bank Guarantee shall be valid up to .....
- iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if Client serve upon Bank a written claim or demand on or before .....@.....

Dated this .....day of ..... 2024..... at .....

**WITNESS**

**Signed for and on behalf of the Bank**

1. ....  
(Signature)

.....  
(Signature)

.....  
(Name)

.....  
(Name)

.....  
(Official Address)

.....  
(Designation with Bank Stamp)

2. ....  
(Signature)

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

.....  
(Name)

.....  
(Official Address)

Communication address of the Bank

Name of the contact person

Tel. No.

Fax No.

Email:

Notes:

- 1. (\*) This sum shall be three percent (10%) of the Contract Price denominated in the types and proportions of currencies.  
(@) This date will be Three Months beyond the Contract Completion Period as specified in the Contract.
- 2. The stamp papers of appropriate value shall be purchased in the name of guarantee issuing Bank.
- 3. Vendor's stamp with full details i.e. name of the purchaser in whose favour this stamp paper has been purchased, should be invariable mentioned on the back side of the stamp paper.
- 4. Bank Guarantee is required to be submitted directly to the Client by the issuing bank (on Behalf of the Contractor) under the registered post (A.D.). The Contractor can submit an advance copy of Bank Guarantee to the Client. However, in case of exceptional circumstances where efficient postal services are not in force, the Bank Guarantee may be submitted by the Contractor directly to the Client and the issuing Bank shall submit an unstamped duplicate copy of Bank Guarantee directly under the registered post (A.D.) to the Client, with a forwarding letter.

**SECTION – V**

**SCHEDULE OF QUANTITY AND PRICE**

## SCHEDULE OF QUANTITY & PRICE (BILL OF QUANTITY)

**Name of Work: Hiring of Service for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. Works in the NHPC Office, Sec-33, Faridabad) for office work**

**Tender Ref. No.: NH/CCW/CC-II/CO-289/PR10023/321**

**GeM Bid No.: GEM/2024/B/4464044**

BOQ				
S. No	Description of item	Unit	Qty.	Total Quoted amount including GST (Rs.)
1	Hiring of Service for Two Years in day to day assistance (such as Attendant, Photocopier, Dak carrier and other misc. Works in the NHPC Office, Sec-33, Faridabad) for office work  Total Manpower supplied is 60 nos for two years	Lump-Sum	1	To be quoted on line
<b>Total including GST @18% in Rs.</b>				

Note:-

- 1) Minimum wages notified vide notification dated 01.10.23 by the Central Government.
- 2) Above "Fixed Cost" is calculated considering EPF@12%, EDLI@0.5%, ESI@3.25% and GST@18%. However. Payments corresponding to EPF, EDLI, ESI & GST shall be made as per actual on submission of documentary evidences.
- 3) The contractor should not quote amount less than Rs 4,62,08,366/- including GST for 24 Months of 60 manpowers etc.
- 4) Bidder shall indicate bid prices in Indian Rupees only.
- 5) The contractors shall visit at least once every week or as & when required by Officer –In-Charge to the work site to ensure smooth and effective work.