



## **TENDER DOCUMENT FOR**

### **HIRING OF SERVICES FOR PROVIDING PROFESSIONAL SUPPORT MANPOWER FOR 02 (TWO) YEARS ON CONTRACTUAL BASIS**

**TENDER NO.: IGGL/GHY/C&P/PSMP/01-26**

**(E –TENDER NO: IGGL-100101)**

### **E-Tender**

**[For Participation visit the web site: [Govt. CPP Portal - https://etenders.gov.in](https://etenders.gov.in).]**

**Bidder's offer ref: \_\_\_\_\_ Dtd. \_\_\_\_\_**



**PREPARED & ISSUED BY**

**INDRADHANUSH GAS GRID LIMITED (IGGL)  
7<sup>th</sup> Floor, 122A, NRL Centre, Christian Basti, Guwahati-781005, Assam**

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## **SECTION-I**

### **INVITATION FOR BID (IFB)**

## SECTION-I **"INVITATION FOR BID (IFB)"**

**Ref:** Tender No. IGGL/GHY/C&P/PSMP/01-26

**Date:** 13.01.2026

TENDER DOCUMENT FOR THE JOB: HIRING OF SERVICES FOR PROVIDING PROFESSIONAL SUPPORT MANPOWER FOR 02 (TWO) YEARS ON CONTRACTUAL BASIS.

**Dear Sir/Madam,**

- 1.0 **INDRADHANUSH GAS GRID LIMITED (IGGL)**, a Joint Venture (JV) of IOCL, ONGC, GAIL, OIL and NRL, having its registered office at Guwahati in the State of Assam, invites Bids from bidders for the subject, in complete accordance with the following details and enclosed Tender Documents.
- 2.0 The brief details of the tender are as under:

<b>(A)</b>	<b>NAME OF WORK / JOB</b>	HIRING OF SERVICES FOR PROVIDING PROFESSIONAL SUPPORT MANPOWER FOR 02 (TWO) YEARS ON CONTRACTUAL BASIS
<b>(B)</b>	<b>TENDER NO. &amp; DATE</b>	IGGL/GHY/C&P/PSMP/01-26 date 13.01.2026. (E-Tender No. IGGL-100101)
<b>(C)</b>	<b>TYPE OF BIDDING SYSTEM</b>	TWO BID SYSTEM
<b>(D)</b>	<b>TENDERED ITEM IS/ARE SPLITABLE / NON-SPLITABLE</b>	SPLITABLE / NON-SPLITABLE
<b>(E)</b>	<b>COMPLETION/CONTRACT PERIOD</b>	The duration of Contract shall be <b>24 months</b> reckoned from the 16th day from the date of award of Contract/LOA or 24 months reckoned from the actual date of mobilization, whichever is earlier.
<b>(F)</b>	<b>BID SECURITY / EARNEST MONEY DEPOSIT (EMD)</b>	APPLICABLE / NOT APPLICABLE <b>Rs.20.00 Lakhs</b> (Refer clause no.16 of ITB)
<b>(F1)</b>	<b>DECLARATION FOR BID SECURITY</b>	MSEs and Start-Ups (to whom EMD exemption is allowed as per extant guidelines in vogue) are required to submit Declaration for Bid Security as per the format available in the tender (Forms & Format Section)
<b>(G)</b>	<b>AVAILABILITY OF TENDER DOCUMENT ON WEBSITE(S)</b>	From: 13.01.2026 to 27.01.2026 upto 14:00 Hrs, (IST) on following websites: IGGL Website – <a href="https://iggl.co.in/">https://iggl.co.in/</a> Govt. CPP Portal - <a href="https://etenders.gov.in">https://etenders.gov.in</a>
<b>(H)</b>	<b>DATE, TIME &amp; VENUE OF PRE-BID MEETING</b>	APPLICABLE / NOT APPLICABLE
<b>(I)</b>	<b>DUE DATE &amp; TIME OF BID-SUBMISSION</b>	Date : 27.01.2026 Time : 14:00 HRS.

<b>(J)</b>	<b>DATE AND TIME OF UN-PRICED BID OPENING</b>	Date : 28.01.2026 Time : 14:00 HRS
<b>(K)</b>	<b>CONTACT DETAILS OF TENDER DEALING OFFICER</b>	1) Name: Mr. Kulajit Talukdar Designation: General Manager (C&P) & HoD. Phone No.: 91-361-280-1400 E-mail: <a href="mailto:kulajit.talukdar@iggl.co.in">kulajit.talukdar@iggl.co.in</a> 2) Name: Mr. Tanveer Jalal, Designation: Chief Manager (C&P) Phone No.: 91-361-280-1400 E-mail: <a href="mailto:tanveer.jalal@iggl.co.in">tanveer.jalal@iggl.co.in</a>
<b>(L)</b>	<b>DEALING IGGL'S OFFICE ADDRESS</b>	INDRADHANUSH GAS GRID LIMITED, 7 <sup>th</sup> Floor, 122A, NRL Centre, Christian Basti, G S Road, Guwahati-781005, Assam
<b>(M)</b>	<b>BONUS FOR EARLY COMPLETION</b>	<del>APPLICABLE</del> / NOT APPLICABLE
<b>(N)</b>	<b>DEFECT LIABILITY PERIOD</b>	<del>APPLICABLE</del> / NOT APPLICABLE:
<b>(O)</b>	<b>Applicability of provisions relating to MSE:</b>	APPLICABLE / <del>NOT APPLICABLE</del>
<b>(P)</b>	<b>Applicability of provisions relating to PPP-MII:</b>	APPLICABLE / <del>NOT APPLICABLE</del>
<b>(Q)</b>	<b>Bids from consortium/ joint venture:</b>	<del>APPLICABLE</del> / NOT APPLICABLE
<b>(R)</b>	<b>Applicability of provisions relating to Start-ups:</b>	APPLICABLE / <del>NOT APPLICABLE</del>

***Note: In case of the days specified above happens to be a holiday in IGGL, the next working day shall be implied.***

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3.0 Bids must be submitted strictly in accordance with Clause No. 11 of ITB depending upon Type of Tender as mentioned at Clause no. 2.0 (D) of IFB. The IFB is an integral and inseparable part of the bidding document.

4.0 In case of E-Tender, bid must be submitted only on <https://etenders.gov.in>. Further, the following documents in addition to uploading the bid on e-tender portal shall also be submitted in Original (in physical form) **within 7 (seven) days** from the bid due date provided the scanned copies of the same have been uploaded in e-tender by the bidder along with e-bid within the due date and time to the address mentioned in Bidding Data Sheet (BDS):

- (i) EMD/Bid Security /Declaration for Bid Security (As applicable)
- (ii) Power of Attorney (POA)
- (iii) Line of Credit (If applicable)
- (iv) Integrity Pact (IP)

5.0 Bidder(s) are advised to submit their bid strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions.

6.0 Any bidder, who meets the Bid Evaluation Criteria (BEC) and wishes to quote against this Tender Document, may download the complete Tender Document along with its amendment(s) if any from websites as mentioned at 2.0 (G) of IFB and submit their Bid complete in all respect as per terms & conditions of Tender Document on or before the Due Date & Time of Bid Submission.

7.0 Bid(s) received from bidders to whom tender/information regarding this Tender Document has been issued as well as offers received from the bidder(s) by downloading Tender Document from above mentioned website(s) shall be taken into consideration for evaluation & award provided that the Bidder is found responsive subject to provisions contained in Clause No. 2 of ITB. The Tender Document calls for offers on single point "Sole Bidder" responsibility basis (except where JV/Consortium bid is allowed pursuant to clause no. 3.0 of ITB) and in total compliance of Scope of Works as specified in Tender Document.

8.0 Clarification(s)/Corrigendum(s) if any shall also be available on above referred websites. Any revision, clarification, addendum, corrigendum, time extension, etc. to this Tender Document will be hosted on the above-mentioned website(s) only. Bidders are requested to visit the website regularly to keep themselves updated.

9.0 System generated Request for Quotation (RFQ), if any, shall also form an integral part of the Tender Document.

10.0 IGGL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.

This is not an Order.

For & on behalf of  
Indradhanush Gas Grid Limited  
(Authorized Signatory)

Name : Kulajit Talukdar  
Designation : GM (C&P) & HoD  
E-mail ID : [kulajit.talukdar@iggl.co.in](mailto:kulajit.talukdar@iggl.co.in)  
Contact No. : 91-361-280-1400

## **TO BE Pasted ON THE ENVELOPE CONTAINING PHYSICAL DOCUMENTS**

**Bid Document No.:** IGGL/GHY/C&P/PSMP/01-26 (E-TENDER NO. IGGL-100101)

**Job Name** : HIRING OF SERVICES FOR PROVIDING PROFESSIONAL SUPPORT MANPOWER FOR 02 (TWO) YEARS ON CONTRACTUAL BASIS.

**Due Date & Time:** **27.01.2026 at 14:00 hrs.**

**From:** **To:**

<b>M/s</b> ..... .....	<b>GM (C&amp;P) &amp; HoD</b> <b>IGGL, 7<sup>th</sup> Floor, 122A, NRL Centre, Christian Basti, G S Road, Guwahati-781005, Assam</b> <b>PHONE: :91-361-280-1400</b>
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## **SECTION-II**

### **BID EVALUATION CRITERIA (BEC) & BID EVALUATION METHODOLOGY**

## **SECTION-II**

### **BID EVALUATION CRITERIA & BID EVALUATION METHODOLOGY**

The intending bidders for above tender should meet the qualifications as given below:

#### **1.0 BID EVALUATION CRITERIA (BEC):**

##### **1.1 BEC (TECHNICAL)**

**1.1.1 Past Experience** of having successfully completed similar works\* during the last 07 (Seven) years to be reckoned from the due date of submission of bid, should be as below:

*Similar work	Minimum Work Order Value		
	I (or)	II (or)	III
Bidder shall have experience of Deployment of manpower to any Govt./Semi Govt./ PSU/ MNC/ Public Ltd. Company/ Pvt. Ltd. in India.	One similar completed work costing not less than <b>Rs.8.01 Crores</b>	Two similar completed works costing not less than <b>Rs.5.01 Crores each</b>	Three similar completed works costing not less than <b>Rs.4.01 Crores each</b>
<b>Note:</b> The bidder must submit copies of relevant work orders, SOR and Job completion from the principal indicating final executed value in support of this criterion along with unpriced bid.			

##### **Note:**

- a) The bidder should have valid PF and ESIC registration certificate issued by Employees Provident Fund Organization (EPFO) and the Employees State Insurance Corporation (ESIC) respectively, prior to the due date of bid submission.
- b) Experience of bidder acquired as a subcontractor shall not to be accepted. A job executed by a Bidder for its own plant/ projects/study cannot be considered as experience for the purpose of meeting the requirement of BEC of the tender.
- c) Bidders having executed any past order/contract of similar nature of IGGL, has to produce 'certificate of satisfaction' with "Very Good" grading duly certified by the concerned EIC of the contract. IGGL reserves the right to reject any bid if the performance certificate is not provided or performance not found satisfactory.
- d) Bidder shall not be affiliated with a firm or entity, (i) that has provided consulting services related to works to employer during preparatory stages of works or of the period of which the work form a part, or (ii) that has been hired (or proposed to be hired) by the employer as Engineer / Consultant for the Contract.
- e) A job executed by a bidder for its own Plant/Projects will not be considered as experience for the purpose of meeting BEC of the Tender. However, jobs executed for Subsidiary / Fellow Subsidiary / Holding company will be considered as experience for the purpose of meeting BEC subject to submission of tax-paid invoice(s) duly certified by Statutory Auditor of the bidder towards payments of statutory tax in support of the job executed for Subsidiary/ Fellow Subsidiary / Holding Company. Such bidders to submit these documents in addition to the documents specified in the Bid Document to meet BEC

## **1.2 BEC (FINANCIAL):**

- i) **Average Annual Turnover:** The minimum average annual turnover achieved by the bidder as per their audited financial results of the preceding three financial years should be **Rs.250.46 Lakhs.**
- ii) **Net Worth:** The Net Worth of the bidder should be positive for the preceding audited financial year.
- iii) **Working Capital:** The minimum working capital of the bidder for the preceding audited financial year should be **Rs.50.09 Lakhs.**

### **NOTE 2:**

- a) If the bidder's working capital is negative or inadequate, the bidder shall submit a letter from their bank having net worth not less than Rs.100 crores (or equivalent in USD), confirming the availability of line of credit for working capital amount mentioned herein above. The line of credit letter from bank to be submitted strictly as per format available as per tender document.

Declaration Letter/Certificate for line of credit due to short fall of working capital shall be from single bank only. Letters from multiple banks shall not be applicable. However, banking syndicate will also be acceptable wherein a group of banks can jointly provide line of credit to the bidder.

The bank shall be required to issue the letter for declaration/ certificate of line of credit on their letter head along with the contact details of the issuing authority like email id, contact number etc.

- b) **Average Annual Turnover:** Preceding 3 financial years mentioned in aforesaid BEC refer to immediate 3 preceding financial years wherever the closing date of the bid is after 30<sup>th</sup> Sept. of the relevant financial year. In case the tenders having the due date for submission of bid up to 30<sup>th</sup> September of the relevant financial year and audited financial results of the immediate 3 preceding financial years are not available, the audited financial results of the 3 years immediately prior to that will be considered.

In case the date of constitution/incorporation of the bidder is less than 03 years old, the average turnover in respect of the completed financial years after the date of constitution/incorporation shall be taken into account for minimum Average Annual Financial Turnover criteria.

- c) **Net Worth/Working Capital:** Immediate preceding financial year mentioned in aforesaid BEC refer to audited financial results for the immediate preceding financial year wherever the closing date of the bid is after 30th Sept. of the relevant financial year. In case the tenders having the due date for submission of bid up to 30th September of the relevant financial year and audited financial results of the immediate preceding financial year is not available, in such case the audited financial results of the year immediately prior to that year will be considered. Bidder is to submit Audited Financial Statement of immediate preceding financial years (as mentioned above) along with format accordingly for Networth/ Working Capital.

## **1.3 Exchange rate for Conversion of Currency for evaluation of documents submitted by bidders for BEC which are in other currency than specified in BEC shall be as follows:**

- (a) **BEC (Technical Criteria):** Bill Selling (foreign exchange) Rate of State Bank of India as prevailing on the date of award of contract submitted by bidder.

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(b) **BEC (Financial Criteria):**

**(i) For Annual Turnover:**

The average of Bill Selling (foreign exchange) Rate of State Bank of India as prevailing on the First date and Last date of the respective Financial Year.

**(ii) For Net-Worth & Working Capital:**

The Bill Selling (foreign exchange) Rate of State Bank of India as prevailing on the Last date of the respective Financial Year.

(c) In case, the SBI Selling rate is not available as on the date of conversion as specified above for respective cases, the exchange rate for conversion of currency shall be taken from the internet, such as:

<https://www.xe.com/currencyconverter>

<https://economictimes.indiatimes.com/markets/forex/currency-converter>

<https://www.oanda.com/currency/converter>

**1.4** Only documents (Work Order and Completion certificate) which have been referred/specified in the bid shall be considered in reply to queries during evaluation of Bids.

Any shortfall information / documents on the Audited Annual Report / Financial Statement of the Bidder and/or line of credit for working capital issued on or before the final bid due date can only be sought against Commercial queries (CQs). Any information/ documents issued post final bid due date shall not be considered for evaluation.

Experience of bidder acquired as a subcontractor can be accepted against submission of certificate from end user by such bidder along with other specified documents.

**1.5 RELAXATION OF PRIOR TURNOVER AND PRIOR EXPERIENCE FOR START-UPS (AS DEFINED IN GAZETTE NOTIFICATION NO. D.L-33004/99 DATED 18.02.2016 AND 23.05.2017 OF MINISTRY OF COMMERCE AND INDUSTRY), AS AMENDMED TIME TO TIME.**

Prior turnover and prior experience as mentioned above in financial and technical criteria of BEC shall not be required for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] subject to their meeting the quality and technical specifications specified in tender document.

For availing the relaxation, bidder is required to submit requisite certificate towards Startup enterprise registration issued by Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry and relaxation is to be given to the specific goods / jobs domain wherein they are registered for.

Wherever the "Certificate of Recognition" is stipulating the domain of startup, the domain of startup is be considered based "Certificate of Recognition" issued by Department of Promotion of Industry and Internal Trade (DPIIT). Startups having the "Certificate of Recognition" which do not mention Domain, in such case startups are also required to submit the documents for the same including the application submitted to DPIIT.

New startup "Certificate of Recognition" is stipulating "Industry" and "Sector" as domain of startup. Accordingly, "Industry" and "Sector" as domain of startups mentioned in certificate/application (in case of old certificate which do not indicate domain) will be considered.

**The above documents should be certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp**

**Domain (Industry & Sector) for the startup of the tender shall be as mentioned below:**

Sl. No.	Domain	
	Industry	Sector
1.	Human Resources	Talent Management, Recruitment Services, Others
2.	Professional & Commercial services	Business Support Services

## 1.6 DOCUMENTS TO BE SUBMITTED FOR COMPLIANCE TO BEC

### **(A) BEC-Technical:**

1. Detailed LOA/Work order along with detailed Schedule of Rates (SOR)
2. Completion certificate issued by end user. / Owner (or their consultant who has been duly authorized by owner to issue such certificate). The completion certificates shall have details like work order no. / date, brief scope of work, completion date and value etc.
3. Copies of valid PF and ESIC registration certificates.
4. Copy of 'Certificate of Satisfaction' duly certified by the concerned EIC for any ongoing or already executed order/contract in IGGL of similar nature.
5. The bidder will not Sub-Contract the work/contract awarded. An undertaking to this effect must be submitted by the successful bidder.
6. Company must be registered with appropriate authorities for all applicable statutory duties/taxes and submit the following documents for qualification:
  - I. GST number
  - II. PAN/TAN number
  - III. Registration certificate, PF & ESI certificate

#### **Note:**

- a) LOA/Work order must contain nature of work/services, contract period and value.
- b) The completion certificates shall have details like work order no. / date, brief scope of work, completion date and value etc.
- c) In absence of requisite documents, IGGL reserves the right to reject the bid without making any reference to the bidder

### **(B) BEC (FINANCIAL):**

DESCRIPTION	DOCUMENTS REQUIRED FOR QUALIFICATION
Average Annual Turnover, Net Worth and Working Capital	<p>(a) Bidder shall submit "Details of financial capability of bidder" in prescribed formats available in tender documents duly signed and stamped by a Chartered Accountant.</p> <p>(b) Bidder(s) shall submit copy of Audited annual financial statements of preceding 03 (Three) financial years along with un-priced bid.</p>

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## **1.7 AUTHENTICATION OF DOCUMENTS SUBMITTED IN SUPPORT OF BID EVALUATION CRITERIA (BEC):**

### **i) BEC (Technical):**

All documents in support of Technical Criteria of BEC to be furnished by the Bidder shall necessarily be **duly certified/ attested by Chartered Engineer and Notary Public with legible stamp.**

### **ii) BEC (Financial):**

Bidder shall submit "Details of financial capability of Bidder" in prescribed format duly signed and stamped by a chartered accountant/ Certified Public Accountant (CPA)

Further, copy of audited annual financial statements submitted in bid shall be **duly certified/ attested by Notary Public with legible stamp.**

## **1.8 Eligibility criteria in case bid is submitted on the basis of technical experience of FOREIGN BASED ANOTHER COMPANY (SUPPORTING COMPANY) which holds more than fifty percent of the paid-up share capital of the bidder company or vice versa:**

Offers of those bidders (not under consortium arrangement) who themselves do not meet the technical experience criteria as stipulated in the BEC and are quoting based on the experience of Foreign based another company (Supporting Company) can also be considered. In such case the supporting company should hold more than fifty percent of the paid up share capital of the bidding company or vice versa.

However, the supporting company should on its own meet the technical experience as stipulated in the BEC and should not rely on any other company or through any other arrangement like technical collaboration agreement.

In that case as the bidding company is dependent upon the technical experience of another company with a view to ensure commitment and involvement of the companies involved for successful execution of the contract, the participating bidder should enclose the following Agreements/ Guarantees/ Undertakings along with the techno-commercial bid:

- (i) An Agreement (*as per format enclosed at Appendix- A1 to Section II*) between the bidder and the supporting company.
- (ii) Guarantee (*as per format enclosed at Appendix- A2 to Section II*) by the supporting company to IGGL for fulfilling the obligation under the Agreement along with certificate issued by Company Secretary as per *Appendix- A2A to Section II*.
- (iii) Undertaking by Supporting Company to provide a Performance Bank Guarantee (*as per format and instructions enclosed at Appendix- A3 to Section II*), equivalent to 50% of the value of the PBG which is to be submitted by the bidding company, in case of being the successful bidder.

In cases where foreign based supporting company does not have Permanent Establishment in India as per Indian Income Tax Act, the bidding company can furnish Performance Bank Guarantee for an amount which is sum of PBG amount to be submitted by the bidder and additional PBG amount required to be submitted by the supporting company subject to the condition that supporting company have 100% paid up equity share capital of the bidder either directly or through intermediate subsidiaries or vice versa.

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In such case bidding company shall furnish an undertaking that their foreign based supporting company is not having any Permanent Establishment in India in terms of Income Tax Act of India.

(iv) Undertaking from the supporting company to the effect that in addition to invoking the PBG submitted by the bidding company, the PBG provided by supporting company shall be invoked by IGGL due to non-performance of the bidding company.

Note:

- 1.0 In case Supporting Company fails to submit Bank Guarantee as per (iii) above, EMD/SD submitted by the bidder shall be forfeited.
- 2.0 The Financial BEC of tender is to be met by bidder on their own.
- 3.0 The Supporting Company shall meet conditions of 'Eligible Bidder', as per clause no. 2 of Section-III (ITB).
- 4.0 The clause 1.10 as below shall be applicable to above supporting company also

**1.9 Apart from above, Bidder must submit all other relevant documents/information as specified in the Scope of Work/SCC for Technical Evaluation of bid or specified elsewhere in the Tender Document, towards proof of its responsiveness.**

**1.10 PROCUREMENT FROM A BIDDER WHICH SHARES A LAND BORDER WITH INDIA.**

1. OM no. 7/10/2021-PPD (1) dated 23.02.2023, Department of Expenditure, Ministry of Finance, Govt. of India refers. The same are available at website <https://doe.gov.in/procurement-policy-divisions>.
2. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. For details of competent authority refer to Annexure I of Order (Public Procurement no. 4) dated 23.02.2023.

Further, any bidder (including bidder from India) having specified Transfer of Technology (ToT) arrangement with an entity from a country which shares a land border with India, shall also require to be registered with the same competent authority.

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

3. **"Bidder"** (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) **for purpose of this provision** means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
4. **"Bidder from a country which shares a land border with India"** for the purpose of this:
  - a. An entity incorporated, established or registered in such a country; or

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- b. A subsidiary of an entity incorporated, established or registered in such a country; or
- c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d. An entity whose beneficial owner is situated in such a country; or
- e. An Indian (or other) agent of such an entity; or
- f. A natural person who is a citizen of such a country; or
- g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

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

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

Explanation —

- a) "Controlling ownership interest" means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
- b) "Control" shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
- ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
- iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
- v) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

**6. "Agent"** for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons.

Note:

- (i) A person who procures and supplies finished goods from an entity from a country which shares a land border with India will, regardless of the nature of his legal or commercial relationship with the producer of the goods, be deemed to be an Agent for the purpose of this Order.

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(ii) However, a bidder who only procures raw material, components etc. from an entity from a country which shares a land border with India and then manufactures or converts them into other goods will not be treated as an Agent.]

**7. "Transfer of Technology"** means dissemination and transfer of all forms of commercially usable knowledge such as transfer of know-how, skills, technical expertise, designs, processes and procedures, trade secrets, which enables the acquirer of such technology to perform activities using the transferred technology independently. (Matters of interpretation of this term shall be referred to the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade, and the interpretation of the Committee shall be final.).

**8. "Specified Transfer of Technology"** means a transfer of technology in the sectors and/or technologies specified at Schedule-I, II & 3 of this order.

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

Bidder shall submit a certificate in this regard as Form-I-A.

For cases falling under the category of Transfer of Technology, Bidder shall submit a certificate in this regard as Form-I-B.

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

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

**1.11 BID EVALUATION METHODOLOGY:** The evaluation shall be carried out as per the following methodology:

- i)** The priced bids of techno-commercially acceptable bidders shall be opened and considered for further evaluation.
- ii)** The job shall be awarded on an overall L1 basis and complete order shall be placed on a single agency.
- iii)** A percentage (above/below/at par) should be quoted in the Bill of Quantity/Price bid uploaded in excel format in the e-tender portal for item with displayed estimate rates. **Percentage quote below (+)3.85% and above (+)7.00% of SOR Rate are not allowed.**
- iv)** If the Service Charge percent is not filled up in the BoQ/price bid or, is not as per the requirements mentioned in the bidding documents, the bid shall not be considered for evaluation.
- v)** Evaluation of bid shall be carried out on lowest quote basis **i.e., % age (Percentage) Service Charge quoted by the bidder.**
- vi)** If two or more bidders quote the same or identical %age service charge, the following tie-breaker methodology shall be applied:

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- A. In case one of the L1 bidders is MSE owned by SC/ST or a women Entrepreneur, then order shall be placed on such bidder.
- B. If one of the L1 bidders is MSE, then an order shall be placed on such bidders.
- C. Otherwise, the order shall be placed on the L1 bidder having a higher turnover in the previous financial year. In case there is a tie at the lowest bid (L-1) position between only startup bidders and none of them has past turnover, the order will be placed on the startup that was registered earlier with the Department of Industrial Promotion and Policy.

## Form-I-A

### UNDERTAKING ON LETTERHEAD

To,  
M/s Indradhanush Gas Grid Limited (IGGL)

SUB: HIRING OF SERVICES FOR PROVIDING PROFESSIONAL SUPPORT MANPOWER FOR 02 (TWO) YEARS ON CONTRACTUAL BASIS.

TENDER NO: **IGGL/GHY/C&P/PSMP/01-26**

Dear Sir

We have read the clause regarding Provisions for Procurement from a Bidder which shares a land border with India, we certify that, bidder M/s\_\_\_\_\_ (**Name of Bidder**) is:

(i) Not from such a country [ ]

(ii) If from such a country, has been registered [ ]  
with the Competent Authority.  
(Evidence of valid registration by the  
Competent Authority shall be attached)

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

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

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation:

Seal:

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## Form-I-B

### UNDERTAKING ON LETTERHEAD

*(Applicable in case of Transfer of Technology cases only)*

To,  
M/s Indradhanush Gas Grid Limited (IGGL)

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SUB: HIRING OF SERVICES FOR PROVIDING PROFESSIONAL SUPPORT MANPOWER FOR 02 (TWO) YEARS ON CONTRACTUAL BASIS.

TENDER NO: **IGGL/GHY/C&P/PSMP/01-26**

Dear Sir

We have read the clause regarding Provisions for Procurement from a Bidder having Transfer of Technology (ToT) arrangement which shares a land border with India, we certify that, bidder M/s \_\_\_\_\_ (**Name of Bidder**) is:

(i) Does not have ToT with such a country [ ]

(ii) If having ToT from such a country, has been registered [ ] with the Competent Authority.

(Evidence of valid registration by the Competent Authority shall be attached)

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

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

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation:

Seal:

## Form-II

### CERTIFICATE FOR TENDERS FOR WORKS INVOLVING POSSIBILITY OF SUB-CONTRACTING

To,

M/s Indradhanush Gas Grid Limited (IGGL)

SUB: HIRING OF SERVICES FOR PROVIDING PROFESSIONAL SUPPORT MANPOWER FOR 02 (TWO) YEARS ON CONTRACTUAL BASIS.

TENDER NO: **IGGL/GHY/C&P/PSMP/01-26**

Dear Sir

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

(i) not from such a country [      ]

(ii) if from such a country, has been registered with the Competent Authority. [      ]  
(Evidence of valid registration by the Competent Authority shall be attached)

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

We further certify that bidder M/s \_\_\_\_\_ (**Name of Bidder**) will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

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

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

## Appendix-A1 to Section II

### FORMAT OF AGREEMENT TO BE EXECUTED BETWEEN BIDDER AND THEIR FOREIGN BASED SUPPORTING COMPANY ON INDIAN NON-JUDICIAL STAMP PAPER OF REQUISITE VALUE DULY NOTARIZED.

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ month \_\_\_\_\_ year by and between M/s. \_\_\_\_\_ (Fill in Bidder's full name, constitution and registered office address) \_\_\_\_\_ hereinafter referred to as bidder on the first part and M/s. \_\_\_\_\_ (Fill in full name, constitution and registered office address company which hold more than fifty percent of the paid up share capital of the bidding company or vice versa) hereinafter referred to as "Supporting Company" of the second part.

Whereas

M/s. Indradhanush Gas Grid Limited (hereinafter referred to as IGGL) has invited offers vide their tender No. \_\_\_\_\_ for \_\_\_\_\_ and M/s. \_\_\_\_\_ (Bidder) intends to bid against the said tender and desires to have technical support of M/s. \_\_\_\_\_ [Supporting Company]

And whereas Supporting Company represents that they have gone through and understood the requirements of the subject tender and are capable and committed to provide the services as required by the bidder for successful execution of the contract, if awarded to the bidder.

Now, it is hereby agreed to by and between the parties as follows:

- a) M/s. \_\_\_\_\_ (Bidder) will submit an offer to IGGL for the full scope of work as envisaged in the tender document as a main bidder and liaise IGGL directly for any clarifications etc. in this context.
- b) M/s. \_\_\_\_\_ [Supporting Company] undertakes to provide technical support and expertise, expert manpower and project management including financial support, if so required, to the bidder to discharge its obligations as per the Scope of Work of the tender / Contract for which offer has been made by the bidder and accepted the IGGL.
- c) The Bidder/ Supporting Company holds more than 50% paid up equity capital of the Supporting Company/ Bidder.
- d) This agreement will remain valid till validity of bidder's offer to IGGL including extension if any and till satisfactory performance of the contract, the same is awarded by IGGL to the bidder.
- e) Supporting Company undertakes that this agreement shall remain enforceable

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even if their stake in Bidder is diminished during the execution of works under the contract between the Bidder and IGGL.

- f) The bidder shall have the overall responsibility of satisfactory execution of the contract awarded by IGGL, however without prejudice to any rights that IGGL might have against the Supporting Company
- g) It is further agreed that, if contract pursuant to Supporting Company shall be jointly and severely responsible to IGGL for the performance of works during contract period and for the satisfactory execution of the contract, and for all the consequences for non-performance thereof.

In witness whereof the parties hereto have executed this agreement on the date mentioned above.

For and on behalf of  
(Bidder)  
M/s.

For and on behalf of  
(Supporting Company)  
M/s.

Witness:  
1)  
2)

Witness:  
1)  
2)

---

## Appendix-A2 to Section II

### **GUARANTEE BY THE FOREIGN BASED SUPPORTING COMPANY/ GUARANTOR** **(to be executed on plain paper)**

THIS DEED OF GUARANTEE executed at ..... this ..... day of ..... by M/s ..... (mention complete name) a company duly established and existing under the laws of ..... (insert country), having its Registered Office at ..... hereinafter called "the Guarantor and/ or the Supporting Company" which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successors and permitted assignees.

FOR

M/s ..... (bidder) a company duly established and existing under the laws of ..... (insert country), having its Registered Office at ..... hereinafter called the "Bidder" which expression shall, unless excluded by or repugnant to the subject or context thereof, be deemed to include its successors and permitted assignees.

TOWARDS

M/s Indradhanush Gas Grid Limited, a company duly registered under the law of India having its Registered Office at 7th Floor, 122A, NRL Centre, Christian Basti, G S Road, Guwahati, Assam-781005, India, and having Purchase center at ..... hereinafter called "IGGL" which expression shall unless excluded by or repugnant to the context thereof, be deemed to include its successor and assignees

WHEREAS IGGL has invited tender number ..... for ..... on ....., and the bidder has submitted it bid number..... in response to the above mentioned tender invited by IGGL.

AND WHEREAS the bidder/ Guarantor Company holds more than 50% paid up equity capital of the Supporting Company/ Bidder.

AND WHEREAS one of the condition for acceptance of Bidder's bid against said tender is that in case the bidder is seeking to qualify upon the technical credentials of its Guarantor Company, then the bidder shall arrange a guarantee from its Guarantor Company guaranteeing due and satisfactory performance of the work covered under the said tender including any change therein as may be deemed appropriate by the IGGL at any stage.

The Guarantor represents that they have gone through and understood the requirement of the above said tender and are capable of and committed to provide technical and such other supports as may be required by the Bidder for successful execution of the same.

-----  
The Bidder and the Guarantor have entered into an agreement dated ..... as per which the Guarantor shall be providing technical, financial and such other supports as may be necessary for performance of the work under the tender, if the contract is awarded to the Bidder.

Accordingly, at the request of the Bidder and in consideration of and as a requirement for the IGGL to enter into agreement(s) with the Bidder, the Guarantor hereby guarantees and undertakes that upon award of Contract to Bidder against bid number ..... , made by the Bidder under tender number.....:

1. The Guarantor unconditionally agrees that in case of non-performance by the Bidder of any of its obligations in any respect, the Guarantor shall, immediately on receipt of notice of demand by the IGGL, take up the job without any demur or objection, in continuation and without loss of time and without any cost to the IGGL and duly perform the obligations of the Bidder to the satisfaction of the IGGL.
2. The Guarantor agrees that the Guarantee contained herein shall remain valid till the satisfactory execution and completion of the work (including discharge of the warranty obligations) awarded to the Bidder.
3. The Guarantor shall be jointly and severally responsible to IGGL for satisfactory performance of works during contract period and for the satisfactory execution of the contract, and for all consequences for non-performance thereof.
4. The liability of the Guarantor, under the Guarantee, is limited of the Bidder for non-performance under the contract entered between IGGL and the Bidder. This will, however, be in addition to the forfeiture of the Performance and Advance Guarantees furnished by the Bidder.
5. The Guarantor agrees to execute a Corporate Guarantee in favour of IGGL, guaranteeing the performance of obligations by the Bidder, in case the Contract is awarded to the Bidder by IGGL.
6. The Guarantor represents that this Guarantee has been issued after due observance of the appropriate laws in force in India. The Guarantor hereby undertakes that the Guarantor shall obtain and maintain in full force and effect all the governmental and other approvals and consents that are necessary and do all other acts and things necessary or desirable in connection therewith or for the due performance of the Guarantor's obligations towards IGGL.
7. Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration. It is further agreed that Claims by and against the Guarantor, the Bidder and IGGL under the different contract to be entered pursuant to their relationship can be brought under a single reference and there shall be no bar on the consolidation of such proceedings before the same arbitral tribunal. The governing law shall be the laws of India and seat of

arbitration shall be Guwahati, Assam, India. The language of arbitration shall be English.

8. The Guarantor hereby declares and represents that this Guarantee has been given without any undue influence or coercion, and that the Guarantor has fully understood the implications of the same.
9. In case of award of contract to the bidder, the Guarantor shall provide Performance Bank Security to IGGL, equivalent to 50% of the value of Performance Bank Security to be submitted by the bidding company, in the prescribed format within 15 days from the date of Fax of Acceptance, as guarantee for performance by the bidder/Supplier. The Guarantor hereby expressly agrees that if in the opinion of IGGL, the Bidder / Supplier has failed to perform its obligations under the contract in any manner, IGGL shall have unfettered right to invoke the said Bank guarantee. The guarantor hereby agrees that decision of IGGL about performance of the bidder/Supplier shall be final and shall not be questioned by the Guarantor. Guarantor shall have no objection to invocation of the Performance Bank Guarantee submitted by the Guarantor

OR

(applicable, subject to meeting the conditions stipulated in BEC in respect of additional Performance Bank Security)

In case of award of contract to the bidder, the bidder on behalf of the Guarantor shall provide additional Performance Bank Security to IGGL, equivalent to 50% of the value of Performance bank Security to be submitted by the bidding company, in the prescribed format within 15 days from the date of Fax of Acceptance, as guarantee for performance by the bidder/Supplier. The Guarantor hereby expressly agrees that if in the opinion of IGGL, the Bidder / Supplier has failed to perform its obligations under the contract in any manner, IGGL shall have unfettered right to invoke the said Bank guarantee. The Guarantor hereby agrees that decision of IGGL about performance of the bidder / Supplier shall be final and shall not be questioned by the Guarantor. Guarantor shall have no objection to invocation of the Performance Bank Security submitted by the Bidder on behalf The Guarantor represents and confirms that the Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws.

(Strike through the clause whichever is not applicable)

10. The Guarantor represents and confirms that the Guarantor has the legal capacity, power and authority to issue this Guarantee and that giving of this Guarantee and the performance and observations of the obligations hereunder do not contravene any existing laws.

For & on behalf of (Supporting Company)

M/s \_\_\_\_\_

Signature\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

official seal\_\_\_\_\_

Witness:

1.Signature\_\_\_\_\_

Full Name \_\_\_\_\_

Address\_\_\_\_\_

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

Full Name \_\_\_\_\_

Address\_\_\_\_\_

## INSTRUCTIONS FOR FURNISHING GUARANTEE

1. The official(s) executing the guarantee should affix full signature(s) on each page.
2. Resolution passed by Board of Directors of the guarantor company authorizing the signatory(ies) to execute the guarantee, duly certified by Company Secretary should be furnished along with Guarantee

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## Appendix-A2A to Section II

### **CERTIFICATE ISSUED BY COMPANY SECRETARY OF THE GUARANTOR COMPANY**

"Obligations contained in deed of guarantee No. \_\_\_\_\_ furnished against tender No. \_\_\_\_\_ are enforceable against the Guarantor Company and the same do not, in any way, contravene any law of the country of which the Guarantor Company is the subject."

The above certificate should be enclosed along with the Guarantee.

**Appendix-A3 to Section II**

**PROFORMA OF "BANK GUARANTEE" TOWARDS PERFORMANCE SECURITY / SECURITY  
DEPOSIT BY FOREIGN BASED SUPPORTING COMPANY OF THE BIDDING COMPANY  
CONTRACT PERFORMANCE SECURITY /SECURITY DEPOSIT  
(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)**

To, Indradhanush Gas Grid Limited _____	<b>Bank Guarantee No.</b>	
	<b>Date of BG</b>	
	<b>BG Valid up to (Expiry date)</b>	
	<b>Claim period up to (indicate date of expiry of claim period which includes minimum three months from the expiry date)</b>	
	<b>Stamp      Sl.      No./e-Stamp Certificate No.</b>	

**Dear Sir(s),**

M/s. \_\_\_\_\_ having registered office at \_\_\_\_\_ (herein after called the "SUPPLIER" which expression shall wherever the context so require include its successors and assignees) have been placed/ awarded the job/work of \_\_\_\_\_ vide PO/LOA/FOA No. \_\_\_\_\_ dated \_\_\_\_\_ (herein after called CONTRACT) for Indradhanush Gas Grid Limited having registered office at 7<sup>TH</sup> Floor, 122A, NRL Centre, Christian Basti, G S Road, Guwahati, Assam-781005 (herein after called the "IGGL" which expression shall wherever the context so require include its successors and assignees).

Further, M/s \_\_\_\_\_ (Name of the Supporting company) having its registered/head office at \_\_\_\_\_ based on whose experience/technical strength, the SUPPLIER has qualified for award of contract (hereinafter referred to as the 'SUPPORTING COMPANY') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) has agreed to provide complete technical and other support to the SUPPLIER for successful completion of the contract as mentioned above, entered between IGGL and the SUPPLIER and IGGL having agreed that the 'SUPPORTING COMPANY' shall furnish to IGGL a performance guarantee for Indian Rupees/US\$ ..... towards providing complete financial and other support to the SUPPLIER for successful completion of the contract as mentioned above,

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

2. We (name of the bank) \_\_\_\_\_ registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the

context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any/all moneys to the extent of Indian Rs./US\$ (in figures) \_\_\_\_\_ (Indian Rupees/US Dollars (in words) \_\_\_\_\_) without any demur, reservation, contest or protest and/or without any reference to the 'SUPPORTING COMPANY'. Any such demand made by IGGL on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by IGGL in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the 'SUPPORTING COMPANY' and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that IGGL 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 'SUPPORTING COMPANY' and notwithstanding any security or other guarantee that IGGL may have in relation to the 'SUPPORTING COMPANY's liabilities.
4. The Bank further agrees that IGGL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said SUPPLIER from time to time or to postpone for any time or from time to time exercise of any of the powers vested in IGGL against the said SUPPLIER/ and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said SUPPLIER or for any forbearance, act or omission on the part of IGGL or any indulgence by IGGL to the said SUPPLIER(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of IGGL under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till IGGL discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of IGGL or that of the 'SUPPORTING COMPANY'.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase CONTRACT has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs. / US\$ (in figures) \_\_\_\_\_ (Indian Rupees/US Dollars (in

words) \_\_\_\_\_ only) and our guarantee shall remain in force until (indicate the date of expiry of bank guarantee) \_\_\_\_\_.

10. We have power to issue this guarantee in your favor under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney, dated \_\_\_\_\_ granted to him by the Bank.
11. Notwithstanding anything contained herein:
  - a) The Bank's liability under this Guarantee shall not exceed (currency in figures) .....  
..... (currency in words only) .....
  - b) This Guarantee shall remain in force upto \_\_\_\_\_ (this date should be expiry date of defect liability period of the Contract) and any extension(s) thereof; and
  - c) The Bank shall be released and discharged from all liability under this Guarantee unless a written claim or demand is issued to the Bank on or before the midnight of .....(indicate date of expiry of claim period which includes minimum three months from the expiry of this Bank Guarantee) and if extended, the date of expiry of the last extension of this Guarantee. If a claim has been received by us within the said date, all the rights of IGGL under this Guarantee shall be valid and shall not cease until we have satisfied that claim.
12. It is also confirmed that the net worth of the Bank is more than Rs.100 Crores and the undersigned is authorized to issue this certificate.

Yours faithfully,

\_\_\_\_\_  
Bank by its Constituted Attorney

Signature of a person duly  
Authorized to sign on behalf of the Bank  
E-mail:  
Telephone/Mobile No.:

**INSTRUCTIONS FOR FURNISHING**  
**"PERFORMANCE SECURITY / SECURITY DEPOSIT" BY "BANK GUARANTEE"**

1. The Bank Guarantee by successful Bidder(s) will be given on non-judicial stamp paper as per 'stamp duty' applicable. The non-judicial stamp paper should be in name of the issuing bank. In case of foreign bank, the said Bank Guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper and place of Bid to be considered as Guwahati.
2. A letter from the issuing bank of the requisite Bank Guarantee confirming that said Bank Guarantee and all future communication relating to the Bank Guarantee shall be forwarded to Purchaser as per format appended below.
3. The Bank Guarantee shall be from any Indian scheduled bank or a branch of an international bank situated in India and registered with Reserve bank of India as scheduled foreign bank.
4. **THE BANK GUARANTEE ISSUED BY THE BANK MUST BE ROUTED THROUGH SFMS PLATFORM AS PER FOLLOWING DETAILS:**

"BG issuance message (IFN 760 / IFN760COV For issuance of BG and IFN 767 / IFN 767 COV FOR Amendment of BG) is to be transmitted through SFMS to beneficiary's bank as below:

Name of Bank : Axis Bank  
Branch : Guwahati  
Branch Address : Chhibber House, Ground Floor, G.S Road, Guwahati -781005  
IFSC : UTIB0000140  
SWIFT Code : AXISINBB140

The issuing bank while issuing/amending the BG, should ensure that the below information is correctly captured in the message i.e., IFN 760 / IFN 760COV / IFN 767/ IFN 767COV:

Field Number	Particulars
7037	IGGL938956645

NOTE: THE BANK GUARANTEE ISSUED BY THE BANK MUST BE ROUTED THROUGH SFMS PLATFORM AS PER FOLLOWING DETAILS:

- (i) IFN 760 / IFN 760COV FOR ISSUANCE OF BANK GUARANTEE
- (ii) IFN 767 / IFN 767 COV FOR AMENDMENT OF BANK GUARANTEE
- (iii) THE ABOVE MESSAGE / INTIMATION SHALL BE SENT THROUGH SFMS BY THE BG ISSUING BANK TO AXIS BANK, GUWAHATI BRANCH, IFS CODE – UTIB0000140; BRANCH ADDRESS: Axis Bank, Chhibber House, Ground Floor, G.S Road, Guwahati -781005
- (iv) THE SUPPLIER SHALL SUBMIT TO IGGL THE COPY OF SFMS MESSAGE AS SENT BY THE ISSUING BANK ALONG WITH THE ORIGINAL BANK GUARANTEE

**MATTER TO BE MENTIONED IN COVERING LETTER TO BE SUBMITTED BY VENDOR**  
**ALONG WITH BANK GUARANTEE**

1	<b>BANK GUARANTEE NO</b>	:				
2	<b>VENDOR NAME / VENDOR CODE</b>	:	<b>NAME</b>			
			<b>VENDOR CODE</b>			
3	<b>BANK GUARANTEE AMOUNT</b>	:				
4	<b>PURCHASE ORDER/ LOA NO</b>	:				
5	<b>NATURE OF BANK GUARANTEE</b>	:	<b>PERFORMANCE BANK GUARANTEE</b>	<b>SECURITY DEPOSIT</b>	<b>EMD</b>	<b>ADVANCE</b>
	<b>(Please Tick (✓) whichever is Applicable</b>					
6	<b>BG ISSUED BANK DETAILS</b>					
		<b>(A)</b>	<b>EMAIL ID:</b>			
		<b>(B)</b>	<b>ADDRESS:</b>			
		<b>(C)</b>	<b>PHONE NO.:</b>			

## **SECTION-III**

### **INSTRUCTION TO BIDDERS**

**(TO BE READ IN CONJUNCTION WITH BIDDING DATA SHEET (BDS))**

## SECTION-III

### INSTRUCTION TO BIDDERS

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**INSTRUCTIONS TO BIDDERS [ITB]**  
**(TO BE READ IN CONJUNCTION WITH BIDDING DATA SHEET (BDS)**

**[A] – GENERAL**

**1    SCOPE OF BID**

- 1.1 The Employer as defined in the "General Conditions of Contract [GCC]", wishes to receive Bids as described in the Bidding Document/Tender document issued by Employer. Employer/Owner/IGGL occurring herein under shall be considered synonymous.
- 1.2 **SCOPE OF BID:** The scope of work/ Services shall be as defined in the Bidding/Tender documents.
- 1.3 The successful bidder will be expected to complete the scope of Bid within the period stated in Special Conditions of Contract.
- 1.4 Throughout the Bidding Documents, the terms 'Bid', 'Tender' & 'Offer' and their derivatives [Bidder/Tender, Bid/Tender/Offer etc.] are synonymous. Further, 'Day' means 'Calendar Day' and 'Singular' also means 'Plural'.

**2    ELIGIBLE BIDDERS:**

- 2.1 The Bidder shall not be under a declaration of ineligibility by Employer for Corrupt/ Fraudulent/ Collusive/ Coercive practices, as defined in "Instructions to Bidders [ITB], Clause No. 39" (Action in case Corrupt/ Fraudulent/ Collusive/ Coercive Practices).
- 2.2 The Bidder is not put on Holiday list or in banning list of IGGL or any other departments under Ministry of Petroleum & Natural Gas or blacklisted/banned by any Government Department/Public Sector as on the due date of submission of bid/during the process of evaluation of bids. Further, neither bidder nor their allied agency/ (ies) (as defined in the Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices) are on banning list of IGGL or the Ministry of Petroleum and Natural Gas.

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

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

It shall be the sole responsibility of the bidder to inform IGGL in case the bidder is put on Holiday list or in banning list of IGGL or any other departments under

Ministry of Petroleum & Natural Gas or blacklisted/banned by any Government Department/Public Sector as on the due date of submission of bid/during the process of evaluation of bids. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause 39 of ITB.

2.3 The Bidder should not be under any liquidation court receivership or similar proceedings on due date of submission of bid.

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

It shall be the sole responsibility of the bidder to inform IGGL in case the bidder is under any liquidation court receivership or similar proceedings on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause no.39 of ITB.

2.4 Bidder shall not be affiliated with a firm or entity:

- (i) that has provided consulting services related to the work to the Employer during the preparatory stages of the work or of the project of which the works/services forms a part of or
- (ii) that has been hired (proposed to be hired) by the Employer as an Engineer/ Consultant for the contract.

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

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

2.7 **Power of Attorney:**

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

The Power of Attorney shall be issued as per the constitution of the bidder as below:

- a) **In case of Proprietorship:** by Proprietor.
- b) **In case of Partnership:** by all Partners or Managing Partner.
- c) **In case of Limited Liability Partnership:** by any bidder's employee authorized in terms of Deed of LLP.

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d) **In case of Public / Limited Company:** PoA in favour of authorized employee(s) by Board of Directors through Board Resolution or by the designated officer authorized by Board to do so. Such Board Resolution should be duly countersigned by Company Secretary /MD / CMD / CEO.

The Power of Attorney should be valid till award of contract / order to successful Bidder.

2.8 In case of change of constitution of bidder after submission of bid, the same shall be informed by the bidder to IGGL promptly. Failure to same shall be considered as misrepresentation by the bidder.

### **3. BIDS FROM "JOINT VENTURE"/"CONSORTIUM": NOT APPLICABLE**

#### **4. ONE BID PER BIDDER:**

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

4.2 A bidder shall not have conflict of interest with other bidders. Such conflict of interest can lead to anti-competitive practices. The bidder found to have a conflict of interest shall be disqualified. A bidder shall be considered to have a conflict of interest with one or more bidders in this bidding process, if:

- a) they have controlling partner (s) in common; or
- b) they receive or have received any direct or indirect subsidy/ financial stake from any of them; or
- c) they have the same legal representative/authorized signatory/agent for purposes of this bid; or
- d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder; or
- e) Bidder participates in more than one bid in bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/ sub-assembly/Assemblies from one bidding manufacturer in more than one bid.
- f) a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;
- g) In case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/ common business/ management units in same/ similar line of business.

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Bidders are required to submit a confirmation for no conflict of interest with other bidders as per the available format (Forms & Format Section) in tender.

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

- 4.3 Alternative Bids shall not be considered.
- 4.4 The provisions mentioned at Sl. no. 4.1 and 4.2 shall not be applicable wherein bidders are quoting for different Items / Sections / Parts / Groups/ SOR items of the same tender which specifies evaluation on Items / Sections / Parts / Groups/ SOR items basis.

## 5. **COST OF BIDDING:**

The Bidder shall bear all costs associated with the preparation and submission of the Bid including but not limited to Documentation Charges, Bank charges, all courier charges, translation charges, authentication charges and any associated charges including taxes & duties thereon. Further, IGGL will in no case, be responsible or liable for these costs, regardless of the outcome of the bidding process.

## 6. **SITE VISIT:**

- 6.1 The Bidder is advised to visit and examine the site of works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a Contract for the required job. The costs of visiting the site shall be borne by the Bidder.
- 6.2 The Bidder or any of its personnel or agents shall be granted permission by the Employer to enter upon its premises and land for the purpose of such visits, but only upon the express conditions that the Bidder, its personnel and agents will release and indemnify the Employer and its personnel, agents from and against all liabilities in respect thereof, and will be responsible for death or injury, loss or damage to property, and any other loss, damage, costs, and expenses incurred as a result of inspection.
- 6.3 The Bidder shall not be entitled to hold any claim against IGGL for non-compliance due to lack of any kind of pre-requisite information as it is the sole responsibility of the Bidder to obtain all the necessary information with regard to site, surrounding, working conditions, weather etc. on its own before submission of the bid.

## **[B] – BIDDING DOCUMENTS**

### **7 CONTENTS OF BIDDING DOCUMENTS**

7.1 The contents of Bidding Documents / Tender Documents are those stated below, and should be read in conjunction with any 'Addendum / Corrigendum' issued in accordance with "ITB: Clause-8 & 9":

- Section-I: Invitation for Bid [IFB]
- Section-II: Bid Evaluation Criteria [BEC] & Bid Evaluation Methodology
- Section-III: Instructions to Bidders [ITB], Annexures
- Section-IV: General Conditions of Contract [GCC]
- Section-V: Forms & Format
- Section-VI: Special Conditions of Contract [SCC], Scope of Work
- Section-VII: Schedule of Rates
- Section-VIII: Attachments

For participation in e-tender, instructions are mentioned at Annexure-I to Section-III

7.2 The Bidder is expected to examine all instructions, forms, terms & conditions in the Bidding Documents. The "Request for Quotation [RFQ] & Invitation for Bid (IFB)" together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidders. Failure to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will be at Bidder's risk and may result in the rejection of his Bid.

### **8. CLARIFICATION OF BIDDING DOCUMENTS:**

8.1 A prospective bidder requiring any clarification(s) of the Bidding Documents may notify IGGL in writing or email at IGGL's mailing address indicated in the BDS no later than 02 (two) days prior to pre-bid meeting (in cases where pre-bid meeting is scheduled) or 05 (five) days prior to the due date of submission of bid in cases where pre-bid meeting is not held. IGGL reserves the right to ignore the bidders request for clarification if received after the aforesaid period. IGGL may respond in writing to the request for clarification. IGGL's response including an explanation of the query, but without identifying the source of the query will be uploaded on IGGL's e-tendering web site [<https://etenders.gov.in>] / communicated to prospective bidders by e-mail.

8.2 Any clarification or information required by the Bidder but same not received by the Employer at clause 8.1 (refer BDS for address) above is liable to be considered as "no clarification / information required".

### **9. AMENDMENT OF BIDDING DOCUMENTS:**

9.1 At any time prior to the 'Bid Due Date', Owner 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 addenda/ corrigendum.

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9.2 Any addendum/ corrigendum thus issued shall be integral part of the Tender Document and shall be hosted on the websites as provided at clause no. 2.0 (G) of IFB /communicated to prospective bidders by e-mail/ fax. Bidders have to take into account all such addendum/ corrigendum before submitting their Bid.

9.3 The Employer, if consider necessary, may extend the Bid Due Date in order to allow the Bidders a reasonable time to furnish their most competitive bid taking into account the addenda/corrigendum issued thereof.

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## **[C] – PREPARATION OF BIDS**

### **10 LANGUAGES OF BID:**

The bid prepared by the Bidder and all correspondence, drawing(s), document(s), certificate(s) etc. relating to the Bid exchanged by Bidder and IGGL shall be written in English language only. In case a document, certificate, printed literature etc. furnished by the Bidder in a language other than English, the same should be accompanied by an English translation duly authenticated by the Chamber of Commerce of Bidders Country, in which case, for the purpose of interpretation of the Bid, the English translation shall govern.

### **11. DOCUMENTS COMPRISING THE BID:**

11.1 The bid must be submitted on the E-tendering website (<https://etenders.gov.in>) as follows: -

#### **11.1.1 "TECHNO-COMMERCIAL/UN-PRICED BID" shall contain the followings:**

- (a) 'Covering Letter' on Bidder's 'Letterhead' clearly specifying the enclosed contents.
- (b) 'Bidder's General Information' as per format enclosed.
- (c) Copy of EMD/Bid Bond/Bid Security/Declaration of Bid Security
- (d) Copy of Power of Attorney
- (e) Copies of documents, as specified in tender document.
- (f) Copy of Schedule of Rate (SOR) with prices blanked out mentioning quoted / not quoted (as applicable) written against each item as a confirmation that the prices are quoted in requisite format.
- (g) 'Agreed Terms and Conditions', as per format enclosed.
- (h) Duly attested documents in accordance with the "BID EVALUATION CRITERIA [BEC]" establishing the qualification.
- (i) Power of Attorney /copy of Board Resolution, in favour of the authorized signatory of the Bid, as per clause no.2.7 of ITB.
- (j) Copy of EMD. Declaration for Bid Security as per provision of ITB.
- (k) Undertaking as per *Form-1 to Annexure-III to Section-III* by MSE bidders and Bidders seeking preference under Policy for purchase preference to Public Procurement (Preference to make in India, PPP-MII), if applicable.

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- (l) Undertaking as per Form-2 to Annexure-III to Section-III and Certification from the statutory auditor or cost auditor of the company (in the case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of other than companies) as per Form-3 (Wherever applicable) to Annexure-III to Section-III.
- (m) Undertaking as per *Form-I to Section-II* regarding Provisions for Procurement from a Bidder which shares a land border with India
- (n) All forms and Formats including Annexures.
- (o) 'Integrity Pact' as per format available in tender.
- (p) Tender Document, its Corrigendum/Amendment/Clarification(s) duly signed/digitally signed on each page by the Authorized Signatory holding POA.
- (q) Additional document specified in BDS, SCC, Scope of Supply or mentioned elsewhere in the Tender Document.
- (r) Any other information/details required as per Bidding Document

**Above documents should be uploaded by the participating bidders along with the bid.**

Bidders are required to submit the EMD (if applicable) in original by Due Date and Time of Bid Submission or upload a scanned copy of the same along with the Bid. If the Bidder is unable to submit EMD in original by Due Date and Time of Bid Submission, the Bidder is required to upload a scanned copy of the EMD along with the Bid, provided the original EMD, copy of which has been uploaded, is received within 07 days from the Due Date of Bid Opening, failing which the Bid will be rejected irrespective of their status/ranking in tendering process and notwithstanding the fact that a copy of EMD was earlier uploaded by the Bidder.

#### **11.1.2 PRICE BID:**

- (a) The Prices are to be submitted strictly as per the Schedule of Rate of the bidding documents. IGGL shall not be responsible for any failure on the part of the bidder to follow the instructions.
- (b) Bidders are advised NOT to mention Rebate/Discount separately, either in the SOR format or anywhere else in the offer. In case Bidder(s) intend to offer any Rebate/Discount, they should include the same in the item rate(s) itself under the "Schedule of Rates (SOR)" and indicate the discounted unit rate(s) only.

#### **11.1.3 Bidder shall download the BoQ / Price bid which is uploaded on E-tendering portal as an excel attachment and submit the prices as per format without altering the content of it. The duly filled Price bids/BoQ shall be uploaded by bidder on web site as per e-tendering procedure.**

## **12 SCHEDULE OF RATES / BID PRICES**

12.1 Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole works as described in Bidding Documents, based on the rates and prices submitted by the Bidder and accepted by the Employer. The prices quoted by the Bidders will be inclusive of all taxes except **GST (CGST & SGST/UTGST or IGST)**.

12.2 Prices must be filled in the prescribed BoQ format uploaded in portal as part of Tender document. If quoted in separate typed sheets and any variation in item description, unit or quantity is noticed the bid is liable to be rejected.

12.3 Bidder shall quote for all the items of "SOR" after careful analysis of cost involved for the performance of the completed item considering all parts of the Bidding Document. In case any activity though specifically not covered in description of item under "SOR" but is required to complete the works as per Specifications, Scope of Work / Service, Standards, General Conditions of Contract ("GCC"), Special Conditions of Contract ("SCC") or any other part of Bidding Document, the prices quoted shall deemed to be inclusive of cost incurred for such activity.

12.4 All duties, taxes and other levies [if any] payable by the Contractor under the Contract, or for any other cause except final **GST (CGST & SGST/ UTGST or IGST)** shall be included in the rates / prices and the total bid-price submitted by the Bidder. Applicable rate of **GST (CGST & SGST/ UTGST or IGST)** on the contract value shall be indicated in Agreed Terms & Conditions

12.5 Prices quoted by the Bidder, shall remain firm and fixed and valid till completion of the Contract and will not be subject to variation on any account, unless any price escalation/variation is allowed elsewhere in the Tender Document

## **13. GST (CGST & SGST/ UTGST or IGST)**

13.1 Bidders are required to mention the GST Registration No. in bids wherever **GST (CGST & SGST/UTGST or IGST)** is applicable.

13.2 Quoted prices should be inclusive of all taxes and duties, except **GST (CGST & SGST or IGST or UTGST)**. Please note that the responsibility of payment of **GST (CGST & SGST or IGST or UTGST)** lies with the Service Provider only. Service Provider providing taxable service shall issue an e-Invoice/Invoice/ Bill, as the case may be as per rules/ regulation of GST. Further, returns and details required to be filled under GST laws & rules should be timely filed by Service Provider with requisite details.

Payments to Service Provider for claiming **GST (CGST & SGST/UTGST or IGST)** amount will be made provided the above formalities are fulfilled. Further, IGGL may seek copies of challan and certificate from Chartered Accountant for deposit of **GST (CGST & SGST/UTGST or IGST)** collected from Owner.

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13.3 In case CBIC (Central Board of Indirect Taxes and Customs)/ any tax authority / any equivalent government agency brings to the notice of IGGL that the Service Provider has not remitted the amount towards GST (CGST & SGST/UTGST or IGST) collected from IGGL to the government exchequer, then, that Contactor shall be put under Holiday list of IGGL for period of six months after following the due procedure. This action will be in addition to the right of recovery of financial implication arising on IGGL

13.4 In case of statutory variation in **GST (CGST & SGST/UTGST or IGST)**, other than due to change in turnover, payable on the contract value during contract period, the Service Provider shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision.

Beyond the contract period, in case IGGL is not entitled for input tax credit of **GST (CGST & SGST/UTGST or IGST)**, then any increase in the rate of **GST (CGST & SGST/UTGST or IGST)** beyond the contractual delivery period shall be to Service Provider's account whereas any decrease in the rate **GST (CGST & SGST/UTGST or IGST)** shall be passed on to the Owner.

Beyond the contract period, in case IGGL is entitled for input tax credit of **GST (CGST & SGST/UTGST or IGST)**, then statutory variation in quoted **GST (CGST & SGST/UTGST or IGST)** on supply and on incidental services, shall be to IGGL's account.

Claim for payment of **GST (CGST & SGST/UTGST or IGST)**/ Statutory variation, should be raised within two [02] months from the date of issue of 'Government Notification' for payment of differential (in %) **GST (CGST & SGST/UTGST or IGST)**, otherwise claim in respect of above shall not be entertained for payment of arrears. The base date for the purpose of applying statutory variation shall be the Bid Due Date

13.5 Where IGGL is entitled to avail the input tax credit of **GST (CGST & SGST/UTGST or IGST)**:

13.5.1 Owner/ IGGL will reimburse the **GST (CGST & SGST/UTGST or IGST)** to the Service Provider at actuals against submission of E-Invoices/Invoices as per format specified in rules/ regulation of GST to enable Owner/ IGGL to claim input tax credit of **GST (CGST & SGST/UTGST or IGST)** paid. In case of any variation in the executed quantities, the amount on which the **GST (CGST & SGST/UTGST or IGST)** is applicable shall be modified in same proportion. Returns and details required to be filled under GST laws & rules should be timely filed by supplier with requisite details

13.5.2 The input tax credit of quoted **GST (CGST & SGST/UTGST or IGST)** shall be considered for evaluation of bids, as per evaluation criteria of tender document.

13.6 Where IGGL is not entitled to avail/take the full input tax credit of **GST (CGST & SGST/UTGST or IGST)**:-

13.6.1 Owner/ IGGL will reimburse **GST (CGST & SGST/UTGST or IGST)** to the Service Provider at actuals against submission of E-Invoices/Invoices as per format specified in rules/ regulation of GST subject to the ceiling amount of **GST (CGST & SGST/UTGST or IGST)** as quoted by the bidder, subject to any statutory variations, except variations arising due to change in turnover. In case of any variation in the executed quantities (If directed and/or certified by the Engineer-In-Charge) the ceiling amount on which **GST (CGST & SGST/UTGST or IGST)** is applicable will be modified on pro-rata basis

13.6.2 The bids will be evaluated based on total price including quoted **GST (CGST & SGST/UTGST or IGST)**.

13.7 IGGL will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.  
However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable **GST (CGST & SGST/UTGST or IGST)** while evaluation of bid (if applicable as per Govt. Act/ Law in vogue). Where IGGL is entitled for input credit of **GST (CGST & SGST/UTGST or IGST)**, the same will be considered for evaluation of bid as per evaluation methodology of tender document. Further, an unregistered bidder is required to mention its Income Tax PAN in bid document. Further, an unregistered bidder is required to mention its Income Tax PAN in bid document.

13.8 In case IGGL is required to pay entire/certain portion of applicable **GST (CGST & SGST/UTGST or IGST)** and remaining portion, if any, is to be deposited by Bidder directly as per **GST (CGST & SGST/UTGST or IGST)** laws, entire applicable rate/amount of **GST (CGST & SGST/UTGST or IGST)** to be indicated by bidder in the SOR.  
Where IGGL has the obligation to discharge **GST (CGST & SGST/UTGST or IGST)** liability under reverse charge mechanism and IGGL has paid or is /liable to pay **GST (CGST & SGST/UTGST or IGST)** to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to IGGL or ITC with respect to such payments is not available to IGGL for any reason which is not attributable to IGGL, then IGGL shall be entitled to deduct/ setoff / recover such amounts against any amounts paid or payable by IGGL to Service Provider / Supplier.

13.9 Service Provider shall ensure timely submission of correct invoice(s)/e-invoice(s), as per GST rules/ regulation, with all required supporting document(s) within a period specified in Contract to enable IGGL to avail input credit of GST (CGST & SGST/UTGST or IGST). Further, returns and details required to be filled under GST laws & rules should be timely filed by Service Provider with requisite details.

If input tax credit is not available to IGGL for any reason not attributable to IGGL, then IGGL shall not be obligated or liable to pay or reimburse GST (CGST &

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SGST/UTGST or IGST) claimed in the invoice(s) and shall be entitled to deduct / setoff /recover such GST amount (CGST & SGST/UTGST or IGST) or Input Tax Credit amount together with penalties and interest, if any, against any amounts paid or becomes payable by IGGL in future to the Service Provider under this contract or under any other contract

### 13.10 **Anti-profiteering clause:**

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

13.11 In case the GST rating of vendor on the GST portal / Govt. official website is negative / black listed, then the bids may be rejected by IGGL. Further, in case rating of bidder is negative / black listed after award of work for supply of goods / services, then IGGL shall not be obligated or liable to pay or reimburse GST to such vendor and shall also be entitled to deduct / recover such GST along with all penalties / interest, if any, incurred by IGGL.

13.12 GST as quoted by the bidder, shall be deemed as final and binding for the purpose of bid evaluation (applicable for tenders where bidder quote the GST rates). In case a bidder enters "zero/blank" GST or an erroneous GST, the bid evaluation for finalizing the L1 bidder will be done considering the quoted GST rates. No request for change in GST will be entertained after submission of bids.

In case where a successful bidder quotes a wrong GST rate, for releasing the order, the following methodology will be followed:

- In case the actual GST rate applicable is lower than the quoted GST rate, the actual GST rate will be added to the quoted basic prices. The final cash outflow will be based on actual GST rate.
- In case the actual GST rate applicable is more than the quoted GST rate, the basic prices quoted will be reduced proportionately, keeping the final cash outflow the same as the overall quoted amount.

Based on the total cash outflow calculated as above, IGGL shall place orders.

13.13 Wherever TDS under GST Laws has been deducted from the invoices raised / payments made to the vendors, as per the provisions of the GST law / Rules, Vendors should accept the corresponding GST-TDS amount populated in the relevant screen on GST common portal ([www.gst.gov.in](http://www.gst.gov.in)). Further, Vendors should also download the GST TDS certificate from GST common portal (reference path: Services > User Services > View/Download Certificates option).

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## 13.14 Provision w.r.t. E-Invoicing requirement as per GST laws:

Supplier who is required to comply with the requirements of E-invoice for B2B transactions as per the requirement of GST Law will ensure the compliance of requirement of E Invoicing under GST law. If the invoice issued without following this process, such invoice can-not be processed for payment by IGGL as no ITC is allowed on such invoices.

Therefore, all the payments to such supplier who is liable to comply with e-invoice as per GST Laws shall be made against the proper e-invoice(s) only. Further, returns and details required to be filled under GST laws & rules against such e-invoices should be timely filed by Supplier of Goods with requisite details.

If input tax credit is not available to IGGL for any reason attributable to supplier (both for E-invoicing cases and non-E-invoicing cases), then IGGL shall not be obligated or liable to pay or reimburse GST (CGST & SGST/UTGST or IGST) claimed in the invoice(s) and shall be entitled to deduct / setoff / recover such GST amount (CGST & SGST/UTGST or IGST) or Input Tax Credit amount together with penalties and interest, if any, by adjusting against any amounts paid or becomes payable in future to the supplier under this contract or under any other contract.

To ensure compliance, undertaking in requisite format is to be submitted by supplier as per format F-14 along with documents for release of payment.

13.15 **New Taxes & duties:** Any new taxes & duties, if imposed by the State/ Central Govt. of India after the due date of bid submission but before the Contractual Completion Date, shall be reimbursed to the Service Provider on submission of copy of notification(s) issued from State/ Central Govt. Authorities along with documentary evidence for proof of payment of such taxes & duties, but only after ascertaining its applicability with respect to the Contract

13.16 Full payment including GST will be released at the time of processing of invoice for payment, where the GST amount reflects in Form GSTR-2A of IGGL. However, in case where the GST amount doesn't reflect in Form GSTR-2A of IGGL, the amount of GST will be released after reflection of GST amount of corresponding invoice in Form GSTR-2A of IGGL.

## 14. **BID CURRENCIES:**

Bidders must submit bid in Indian Rupees only.

## 15. **BID VALIDITY:**

- 15.1 Bids shall be kept valid for period specified in BDS from the final Due date of submission of bid'. A Bid valid for a shorter period may be rejected by IGGL as 'non-responsive'.
- 15.2 In exceptional circumstances, prior to expiry of the original 'Bid Validity Period', the Employer may request the Bidders to extend the 'Period of Bid Validity' for a specified additional period. The request and the responses thereto shall be made in

writing or by email. A Bidder may refuse the request without forfeiture of his EMD (if applicable). 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 its EMD (if applicable) for the period of the extension and in accordance with "ITB: Clause-16" in all respects.

## **16. EARNEST MONEY DEPOSIT:**

16.1 Bid must be accompanied with earnest money deposit (**i.e. Earnest Money Deposit (EMD)** also known as **Bid Security**) in the form of '**Demand Draft**' / '**Banker's Cheque**'/'**Insurance Surety Bond**'/'**Fixed Deposit Receipt**' [in favour of **IGGL** payable at place mentioned in **BDS**] or '**Bank Guarantee (including e-Bank Guarantee)**' strictly as per the format given in the **Tender Document**. Bidder shall ensure that EMD submitted in the form of '**Bank Guarantee**'(**including e-Bank Guarantee**) should have a validity of at least 'two [02] months' beyond the validity of the Bid. EMD submitted in the form of '**Demand Draft**' or '**Banker's Cheque**' should be valid for three months.

Bid not accompanied with EMD, or EMD not in requisite format shall be liable for rejection. The EMD shall be submitted in Indian Rupees only.

16.2 IGGL shall not be liable to pay any documentation charges, Bank charges, commission, interest etc. on the amount of EMD. In case EMD is in the form of a '**Bank Guarantee**'(including e-Bank Guarantee), the same shall be from any Indian scheduled Bank or a branch of an International Bank situated in India and registered with '**Reserve Bank of India**' as Scheduled Foreign Bank.

16.3 Any Bid not secured in accordance with "ITB: Clause-16.1 & Clause-16.2" may be rejected by IGGL as non-responsive.

16.4 Unsuccessful Bidder's EMD will be discharged/ returned 30 (Thirty) days after finalization of tendering process.

16.5 The successful Bidder's EMD will be discharged upon the Bidder's acknowledging the '**Award**' signing the '**Contract Agreement**' and furnishing '**Contract Performance Security (CPS)/ Security Deposit**' pursuant to clause no. 38 of ITB.

16.6 Notwithstanding anything contained herein, the EMD may also be forfeited in any of the following cases:

- If a Bidder withdraws his Bid during the '**Period of Bid Validity**'
- If a Bidder has indulged in corrupt/fraudulent /collusive/coercive practice
- If the Bidder modifies Bid during the period of bid validity (after Due Date and time for Bid Submission)
- Violates any other condition, mentioned elsewhere in the Tender Document.
- In the case of a successful Bidder, if the Bidder fails to:
  - to acknowledge receipt of the "**Notification of Award**" / Fax of Acceptance [FOA]",

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- (ii) to furnish "Contract Performance Security / Security Deposit", in accordance with "ITB: Clause-38",
- (iii) to accept 'arithmetical corrections' as per provision of the clause 30 of ITB.

16.7 In case EMD is in the form of 'Bank Guarantee'(including e-Bank Guarantee), the same must indicate the Tender Document No. and the name of Tender Document for which the Bidder is quoting. This is essential to have proper correlation at a later date.

16.8 MSEs (Micro & Small Enterprises) are exempted from submission of EMD in accordance with the provisions of PPP-2012 and Clause 40 of ITB. However, Traders/Dealers/ Distributors /Stockiest /Wholesaler are not entitled for exemption of EMD. The Government Departments/PSUs are also exempted from the payment of EMD. Further, Startups are also exempted from the payment of EMD.

16.9 In addition to existing specified form (i.e. Demand Draft (DD)/ Banker's Cheque/ Bank Guarantee (including e-Bank Guarantee) mentioned in tender documents for submission of EMD/Bid Bond, the bidder can also submit the EMD through online banking transaction i.e., IMPS/NEFT/RTGS etc. While remitting, the bidder must indicate EMD and tender/E-tender no. under remarks. Bidders shall be required to submit/ upload the successful transaction details along-with their bid/e-bid in addition to forwarding the details to dealing officer through email/letter with tender reference number immediately after remittance of EMD.

In absence of submitting/ uploading the remittance details, the bids are likely to be considered as bid not accompanied with EMD. Further, in case of the above online transaction, submission of EMD in original is not applicable.

16.10 In case of forfeiture of EMD/ Bid Security, the forfeited amount will be considered inclusive of tax and tax invoice will be issued by IGGL. The forfeiture amount will be subject to final decision of IGGL based on other terms and conditions of order/ contract."

16.11 EMD / Bid Bond will not be accepted in case the same has reference of 'remitter' / 'financer' other than bidder on the aforementioned financial instrument of EMD / Bid Bond submitted by the bidder and bid of such bidder will be summarily rejected.

**16.12 DECLARATION FOR BID SECURITY**

MSEs, Start-Ups and CPSEs (to whom exemption is allowed as per extant guidelines in vogue) are required to submit Declaration for Bid Security as per format available in the tender document.

## **17. PRE-BID MEETING (IF APPLICABLE): Refer Invitation for Bid (IFB)**

17.1 The Bidder(s) or his designated representative are invited to attend a "Pre-Bid Meeting" which will be held at the address specified in IFB. It is expected that a bidder shall not depute more than 02 representatives for the meeting. If situation demands, pre-bid meeting will be held online. Bidders interested in attending the pre-bid meeting online, shall contact IGGL at the following e-mail ID's requesting IGGL for providing the link for online pre-bid meeting:

[kulajit.talukdar@iggl.co.in](mailto:kulajit.talukdar@iggl.co.in);

[tanveer.jalal@iggl.co.in](mailto:tanveer.jalal@iggl.co.in)

[cnp.department@iggl.co.in](mailto:cnp.department@iggl.co.in)

17.2 Purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage and give hands-on e-tendering.

17.3 Text of the questions raised, and the responses given, together with any responses prepared after the meeting, will be uploaded on the e-tendering website (<https://etenders.gov.in>) against the Tender.

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

## **18. FORMAT AND SIGNING OF BID**

18.1 Complete tender document, GCC, Corrigendum/ Addendum (If any) along with all other documents as mentioned in the tender to be digitally/ physically signed by a person or persons duly authorized to sign on behalf of the Bidder (as per POA) addendum to ITB. (Annexure-I to Section III).

## **19. ZERO DEVIATION AND REJECTION CRITERIA:**

19.1 **ZERO DEVIATION:** Deviation to terms and conditions of "Bidding Documents" may lead to rejection of bid. IGGL will accept bids based on terms & conditions of "Bidding Documents" only. Bidder may note IGGL will determine the substantial responsiveness of each bid to the Bidding Documents pursuant to provision contained in clause 29 of ITB. For purpose of this, a substantially responsive bid is one which conforms to all terms and conditions of the Bidding Documents without deviations or reservations. IGGL's determination of a bid's responsiveness is based on the content of the bid itself without recourse to extrinsic evidence.

Bidders are requested not to take any deviation/exception to the terms and conditions laid down in this "Tender Documents", and submit all requisite documents as mentioned in this "Tender Documents", failing which their offer will be liable for rejection. If a bidder does not reply to the queries in the permitted time frame, then its bid shall be evaluated based on the documents available in the bid.

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As a principle, clarifications from bidders after opening of tenders will not be sought. However, where clarifications / documents from the bidders on important aspects are absolutely necessary for finalization of tender, clarifications from bidder can be asked. The request for clarification shall be given in email/portal, asking the bidder to respond by a specified date, and also mentioning therein that, if the bidder does not comply or respond by the date, his tender will be liable to be rejected. Depending on the outcome, such tenders are to be ignored or considered further. No change in prices or substance of the bid including specifications, shall be offered or permitted. No post-bid clarification at the initiative of the bidder shall be entertained. The shortfall information/ documents should be sought only in case of historical documents which pre-existed bids and which have not undergone change since then.

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

- (a) Firm Price
- (b) Earnest Money Deposit / Bid Security/ Bid Security Declaration (As applicable)
- (c) Specifications & Scope of Work
- (d) Schedule of Rates / Price Schedule / Price Basis
- (e) Duration / Period of Contract/ Completion schedule
- (f) Period of Validity of Bid
- (g) Price Reduction Schedule
- (h) Contract Performance Security
- (i) Guarantee / Defect Liability Period
- (j) Arbitration / Resolution of Dispute/Jurisdiction of Court
- (k) Force Majeure & Applicable Laws
- (l) Integrity Pact, if Applicable
- (m) Any other condition specifically mentioned in the tender document elsewhere that non-compliance of the clause lead to rejection of bid

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

**20. E-PAYMENT**

IGGL is in the process of initiating payments to Service Providers electronically, and to facilitate the payments electronically through '**e-banking**'. The successful bidder should give the details of his bank account as per the bank mandate form.

## [D] – SUBMISSION OF BIDS

### **21. SUBMISSION, SEALING AND MARKING OF BIDS**

- 21.1 Bids shall be submitted through e-tender mode in the manner specified elsewhere in tender document. No Manual/ Hard Copy (Original) offer shall be acceptable. Physical documents shall be addressed to the owner at address specified in IFB.
- 21.2 All the bids shall be addressed to the owner at address specified in IFB.
- 21.3 Bids submitted under the name of AGENT/ CONSULTANT/ REPRESENTATIVE /RETAINER/ ASSOCIATE etc. on behalf of a bidder/affiliate shall not be accepted.

### **22. DEADLINE FOR SUBMISSION OF BIDS:**

- 22.1 The bids must be submitted through e-tender mode not later than the date and time specified in the tender documents/BDS.
- 22.2 IGGL may, in exceptional circumstances and at its discretion, extend the deadline for submission of Bids (clause 8 or 9 of ITB refers). In which case all rights and obligations of IGGL and the Bidders, previously subject to the original deadline will thereafter be subject to the deadline as extended. Notice for extension of due date of submission of bid will be uploaded on IGGL's website/E-tender website/ communicated to the bidders.

### **23. LATE BIDS:**

- 23.1 Any bids received after the notified date and time of closing of tenders will be treated as late bids.
- 23.2 E-tendering system of IGGL shall close immediately after the due date for submission of bid and no bids can be submitted thereafter.

The bid bond/physical documents have been received but the bid is not submitted by the bidder in the e-tendering portal, such bid bond/ physical documents shall be returned immediately.

### **24. MODIFICATION AND WITHDRAWAL OF BIDS**

The bidder may withdraw or modify its bid after bid submission but before the due date and time for submission as per tender document.

## [E] – BID OPENING AND EVALUATION

### **25. EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

25.1 IGGL reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the ground for IGGL's action. However, Bidder if so, desire may seek the reason (in writing) for rejection of their Bid to which IGGL shall respond quickly.

25.2 A bidder is to be permitted to send his representation in writing to dealing officer specified in tender for rejection of bid. But such representation has to be sent till 10 (ten) days from the date of Notification of Award/FOA. A decision on representation will be taken by IGGL within 15 (fifteen) days of the receipt of the representation. Only a directly affected bidder can represent in this regard:

- i) Only a bidder who has participated in tender can make such representation.
- ii) In case technical bid has been evaluated before the opening of the financial bid, an application for review in relation to the financial bid may be filed only by a bidder whose technical bid is found to be acceptable

25.3 However, following decisions of IGGL shall not be subject to review:

- a) Determination of the need for procurement;
- b) Selection of the mode of procurement or bidding system;
- c) Choice of selection procedure;
- d) Provisions limiting participation of bidders in the procurement process;
- e) The decision to enter into negotiations with the L1 bidder;
- f) Cancellation of the procurement process except where it is intended to subsequently re-tender the same requirements;
- g) Issues related to ambiguity in contract terms may not be taken up after a contract has been signed, all such issues should be highlighted before consummation of the contract by the vendor/ contractor; and
- h) Complaints against specifications except under the premise that they are either vague or too specific so as to limit competition may be permissible

### **26. BID OPENING**

#### **26.1 *Unpriced Bid Opening:***

IGGL will open unpriced bids on the specified bid due date & time specified in the tender.

#### **26.2 *Priced Bid Opening:***

26.2.1 IGGL will open the price bids online through E-tender portal only of those bidders who meet the qualification requirement and whose bids is determined to be technically and commercially responsive. Techno-commercial bid evaluation status

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will be uploaded in E-tender portal for information to all bidders (including technologically and commercially not qualified Bidders).

**27. CONFIDENTIALITY:**

Information relating to the examination, clarification, evaluation and comparison of Bids, and recommendations for the award of a Contract, shall not be disclosed to Bidder(s) or any other persons not officially concerned with such process until the award to the successful bidder.

**28. CONTACTING THE EMPLOYER:**

- 28.1 From the time of bid opening to the time of contract award, no bidder shall contact IGGL on any matter related to the bid, except on request and prior written permission.
- 28.2 Any effort by the Bidder to influence the Employer in the Employer's 'Bid Evaluation', 'Bid Comparison', or 'Contract Award' decisions may result in the rejection of the Bidder's Bid and action shall be initiated as per procedure for action in case Corrupt / Fraudulent / Collusive / Coercive practices in this regard apart from forfeiture of EMD/ Bid Security, if any.

**29. EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS:**

- 29.1 The owner's determination of a bid's responsiveness is based on the content of the bid only. Prior to the detailed evaluation of Bids, the Employer will determine whether each Bid: -
  - (a) Meets the "Bid Evaluation Criteria" of the Bidding Documents;
  - (b) Has been properly signed;
  - (c) Is accompanied by the required 'Earnest Money / Bid Security / Bid Security Declaration'
  - (d) Is substantially responsive to the requirements of the Bidding Documents; and
  - (e) Provides any clarification and/or substantiation that the Employer may require to determine responsiveness pursuant to "ITB: Clause-29.2"
- 29.2 A substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the Bidding Documents without material deviations or reservations or omissions for this purpose employer defines the foregoing terms below: -
  - a) "Deviation" is departure from the requirement specified in the tender documents.
  - b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirement in the tender documents.
  - c) "Omission" is the failure to submit part or all of the information or documentation required in the tender document.
- 29.3 A material deviation, reservation or omission is one that,
  - a) If accepted would,

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- i) Affect in any substantial way the scope, quality, or performance of the job as specified in tender documents.
- ii) Limit, in any substantial way, inconsistent with the Tender Document, the Employer's rights or the tenderer's obligations under the proposed Contract.

b) If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

29.4 The employer shall examine all aspects of the bid to confirm that all requirements have been met without any material deviation, reservation or omission.

29.5 Tenders that do not meet the basic requirements specified in the bid documents are to be treated as unresponsive {both during Techno-commercial evaluation and Financial Evaluation in case of Two Bid System) and will be ignored. All tenders received will first be scrutinized to see whether the tenders meet the basic requirements as incorporated in the Bid document and to identify unresponsive tenders, if any. Unresponsive offers may not subsequently be made responsive by correction or withdrawal of the non- conforming stipulation. Some important points on the basis of which a tender may be declared as unresponsive and be ignored during the initial scrutiny are:

- i) The tender is not in the prescribed format or is unsigned or not signed as per the stipulations in the bid document;
- ii) The required EMD has not been provided or exemption from EMD is claimed without acceptable proof of exemption;
- iii) The bidder is not eligible to participate in the bid as per laid down eligibility criteria
- iv) The bid departs from the essential requirements specified in the bidding document (for example, the tenderer has not agreed to give the required contract performance security); or
- v) Against a schedule in the list of requirements in the tender enquiry, the tenderer has not quoted for the entire requirement as specified in that schedule (example: in a schedule, it has been stipulated that the tenderer will supply the equipment, install and commission it and also train the IGGL's personnel for operating the equipment. The tenderer has, however, quoted only for supply of the equipment)

If a Bid is not substantially responsive, it may be rejected by the Employer and may not subsequently be made responsive by correction or withdrawal of the of material deviation, reservation or omission.

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**30. EVALUATION AND COMPARISON OF BIDS**

Bids shall be evaluated as per evaluation criteria mentioned in Section-II of bidding document.

**31. COMPENSATION FOR EXTENDED STAY – NOT APPLICABLE****32. PURCHASE PREFERENCE:**

Purchase preference to Micro & Small Enterprises (MSEs), Domestically Manufactured Electronic Products / Telecom Products or Policy to Provide Purchase Preference as per Public Procurement (Preference to Make in India), Order 2017 etc. shall be allowed as per Government instructions in vogue, as applicable from time to time.

The policy for providing Purchase Preference to Public Procurement (Preference to make in India) is enclosed as Annexure III to ITB herewith.

## **[F] – AWARD OF CONTRACT**

### **33. AWARD:**

Subject to "ITB: Clause-29", IGGL will award the Contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest provided that bidder, is determined to be qualified to satisfactorily perform the Contract.

**"IGGL intent to place the contract directly on the address from where Services are to be rendered. In case, bidder wants contract at some other address or Services are to be rendered from multiple locations, bidder is required to provide in their bid, the address on which contract is to be placed".**

IGGL will place the Contract directly on the successful bidder from whom the bid has been received & evaluated and will not place order on other entities such as subsidiary, business associate or partner, dealer/distributor etc. of the Bidder.

### **34. NOTIFICATION OF AWARD / FAX OF ACCEPTANCE:**

- 34.1 Prior to the expiry of 'Period of Bid Validity', Notification of Award for acceptance of the Bid will be intimated to the successful Bidder by IGGL either by E - mail /Letter or like means defined as the "Fax of Acceptance (FOA)". The Contract shall enter into force on the date of FOA/LOA/PO/WO and the same shall be binding on IGGL and successful Bidder (i.e., Service Provider). The Notification of Award/FOA will constitute the formation of a Contract. The detailed Letter of Acceptance shall be issued thereafter incorporating terms & conditions of Tender Document, Corrigendum, Clarification(s), Bid and agreed variation(s)/acceptable deviation(s), if any.
- 34.2 Contract period shall commence from the date of "Notification of Award" or as mentioned in the Notification of Award. The "Notification of Award" will constitute the formation of a Contract, until the Contract has been effected pursuant to signing of Contract as per "ITB: Clause-37".
- 34.3 Upon the successful Bidder's / Contractor's furnishing of 'Contract Performance Security / Security Deposit', pursuant to "ITB: Clause-38", IGGL will promptly discharge his 'Earnest Money / Bid Security (if applicable)', pursuant to "ITB: Clause-16"
- 34.4 The Order/ contract value mentioned above is subject to Price Reduction Schedule clause.
- 34.5 IGGL will award the contract to the successful Bidder, who within 03 (Three) days of receipt of the same, shall sign and return the acknowledged copy to IGGL.

## **35 SIGNING OF AGREEMENT**

35.1 The successful Bidder/Service Provider shall be required to execute an 'Agreement' in the proforma given in this Bidding Document on a 'non-judicial stamp paper' of appropriate value [cost of the 'stamp-paper' shall be borne by the successful Bidder/Service Provider] and of 'State of India' specified in Bidding Data Sheet (BDS) only, within 'fifteen [15] days' of receipt of the "Fax of Acceptance [FOA]" of the Tender by the successful Bidder/Service Provider failure on the part of the successful Bidder/Contractor to sign the 'Agreement' within the above stipulated period, shall constitute sufficient grounds for forfeiture of EMD/Action as per Bid Security declaration.

35.2 The format for signing Contract Agreement in English is attached with this Bidding Document.

## **36 CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT *[FOR APPLICABILITY OF THIS CLAUSE, REFER BDS]***

36.1 Within 30 days of the receipt of the notification of award/ Fax of Acceptance from IGGL, the successful bidder shall furnish the Contract Performance Security (CPS) in accordance with of General Conditions of the Contract. The CPS shall be in the form of either Banker's Cheque or Demand Draft or Insurance Surety Bond or Fixed Deposit Receipt or Bank Guarantee (including e-Bank Guarantee) or Letter of Credit and shall be in the currency of the Contract.

36.2 The contract performance security shall be for an amount equal to specified in Bidding Data Sheet (BDS) towards faithful performance of the contractual obligations and performance of equipment. For the purpose of CPS, Contract/order value shall be exclusive of GST (CGST & SGST/UTGST or IGST)

**SD / CPBG @ 5% of Total Order / Contract value in case contract period is less than one year or 5% of Annualized Order /Contract value in case contract period is more than one year.**

Security Deposit can be deducted from the due payment of contractor/vendor/supplier against such order/ contract as below:

Initial security deposit (ISD) @ 2.5% of Total Order / Contract value in case contract period is less than one year or 2.5% of Annualized Order / Contract value in case contract period is more than one year within 30 days of FOA / notification of award and deduction @ 2.5% of the RA bill subsequently from RA bills till the total amount of security deposit (including ISD and deducted amount) reaches 5% of Total Order / Contract value in case contract period is less than one year or 5% of Annualized Order / Contract value in case contract period is more than one year

36.3 Bank Guarantee (including e-Bank Guarantee) towards CPS shall be from any Indian scheduled bank (excluding Co-operative banks and Regional Rural bank) or a branch of an international bank situated in India and registered with Reserve bank of India as scheduled foreign bank. This bank guarantee shall be valid for a period as three months beyond the DLP specified in Bid Data Sheet.

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- 36.4 Failure of the successful bidder to comply with the requirements of this article shall constitute sufficient grounds for consideration of the annulment of the award and forfeiture of the EMD /action as per declaration for Bid Security
- 36.5 The CPS has to cover the entire contract value including extra works/services also. As long as the CPS submitted at the time of award takes care the extra works/ services executed and total executed value are within the awarded contract price, there is no need for additional CPS. As soon as the total executed value is likely to burst the ceiling of awarded contract price, the contractor should furnish additional CPS.
- 36.6 Further, Ministry of Finance (MOF) Department of financial service has issued direction for submission of Bank Guarantee through online vide letter ref number F.No.7/112/2011-BOA dated 17th July 2012. The successful bidder can submit CPS online through issuing bank to IGGL directly as per the above direction including its revisions, if any. In such cases confirmation will not be sought from issuing banker by IGGL
- 36.7 In addition to existing specified form (i.e. Demand Draft (DD)/ Banker's Cheque/ Bank Guarantee (including e-Bank Guarantee)/Letter of Credit) mentioned in tender documents for submission of Security Deposit/ Contract Performance Security, the successful bidder can also submit the Security Deposit/ Contract Performance Security through online banking transaction i.e. IMPS/NEFT/RTGS/SWIFT etc. For this purpose, the details of IGGL's Bank Account is mentioned in BDS. Further, in case a successful Bidder is willing to furnish CPS through SWIFT, the details may be obtained from Purchase Officer immediately after receipt of FOA.

While remitting such online transaction, the bidder must indicate "**Security Deposit/ Contract Performance Security against FOA/LOA/PO/WO no. \_\_\_\_\_(service provider to specify the FOA/LOA/PO/WO No.)**" under remarks column of such transaction of respective bank portal. The contractor/vendor shall be required to submit the successful transaction details to the dealing officer immediately through email/letter and necessarily within 30 days from the date of Fax of Acceptance."

- 36.8 In case of forfeiture of Contract Performance Security/ Security Deposit in terms of GCC, the forfeited amount will be considered inclusive of tax and tax invoice will be issued by IGGL. The forfeiture amount will be subject to final decision of IGGL based on other terms and conditions of order/ contract.
- 36.9 The Service Provider will also submit covering letter along with CPS as per format available in the tender (Forms & Format Section).
- 36.10 The first payment to vendor is to be released only after submission of CPS / Security Deposit (SD).
- 36.11 CPBG/Security Deposit will not be accepted in case the same has reference of 'remitter'/'financer' other than bidder on the afore mentioned financial instrument of CPBG/ Security Deposit submitted by the Service Provider.
- 36.12 Before the CPS / Security Deposit (SD) is released a "No Claim Certificate" is to be submitted by the supplier/vendor.

36.13 The first payment to contractor/ vendor/supplier is to be released only after submission of Contract Performance Security (CPS)/ Security Deposit (SD). Alternatively, Security Deposit can be deducted from the due payment of contractor/ vendor/supplier against such order/ contract as an exception.

36.14 **Non submission of Security Deposit (SD) on Time:** In case, IGGL allows additional time for submission of CPBG/SD beyond 30 days, a penal interest of Marginal Cost of Fund based Lending Rate (MCLR) for one year charged by SBI (applicable on due date of submission of CPBG/SD i.e., 30th day after issuance of LOA/FOA/Notification of award) plus 4.0% P.A. (on CPBG/SD amount) shall be charged for delay beyond 30 days i.e. from 31st days after issuance of FOA/LOA.

## **37 PROCEDURES FOR ACTION IN CASE CORRUPT/ FRAUDULENT/COLLUSIVE/ COERCIVE PRACTICES:**

37.1 Shall be as stipulated at Annexure-IV and General Conditions of Contract.  
37.2 The Fraud Prevention Policy document is available on IGGL's website (<https://iggl.co.in>)  
37.3 Name and contact details of nodal officer are mentioned in BDS.

## **37.4 NON-APPLICABILITY OF ARBITRATION CLAUSE IN CASE OF BANNING OF VENDORS/ SUPPLIERS / CONTRACTORS/BIDDERS/ CONSULTANTS INDULGED IN FRAUDULENT/ COERCIVE PRACTICES:**

Not with standing anything contained contrary in GCC and other "CONTRACT DOCUMENTS", in case it is found that the Service Provider/Bidders indulged in fraudulent/ coercive practices at the time of bidding, during execution of the contract etc., and/or on other grounds as mentioned in IGGL's "Procedure for action in case Corrupt/Fraudulent/Collusive/Coercive Practices", the service provider/bidder shall be banned (in terms of aforesaid procedure) from the date of issuance of such order by Indradhanush Gas Grid Limited (IGGL), to such Service Providers/Bidders.

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

## **38 PUBLIC PROCUREMENT POLICY FOR MICRO AND SMALL ENTERPRISES:**

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

- i) Issue of tender document to MSEs free of cost
- ii) Exemption to MSEs from payment of EMD/Bid Security.

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iii) In Tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing own their prices to L1 price in a situation where L1 price is from someone other than a micro and small enterprises and such micro and small enterprises shall be allowed to supply up to 25% of the total tendered value. In case of more than one such Micro and Small Enterprises, the supply shall be shared proportionately (to tendered quantity). Further, out of above 25%, 4% shall be reserved for MSEs owned by SC/ST entrepreneurs.

Further, 3% shall be reserved for MSEs owned by women within above 25% reservation. The respective quota(s) shall be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs/ MSEs owned by Women.

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

In case tendered item is non-splitable or non- dividable (specified in Bid Data Sheet), MSE quoting price within price band L1 (other than MSE) + 15%, may be awarded for full/ complete supply of total tendered value subject to matching of L1 price.

38.2 The MSE(s) owned by SC/ST Entrepreneurs shall mean: -

a) In case of proprietary MSE, Proprietor(s) shall be SC/ST.

b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% share in the unit

c) In case of private Limited Companies, at least 51% share is held by SC/ST. If the MSE is owned by SC/ST Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

The MSE(s) owned by Women shall mean: -

a) In case of proprietary MSE, Proprietor(s) shall be Women.

b) In case of partnership MSE, the Women partners shall be holding at least 51% share in the unit

c) In case of private Limited Companies, at least 51% share is held by Women. If the MSE is owned by Women Entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard.

38.3 In case Bidder is a Micro or Small Enterprise, the Bidder shall submit Udyam Registration Certificate for availing benefit under Public Procurement Policy for MSEs-2012.

Vide Gazette notification dated 18.10.2022 of Ministry of MSME, the following is notified:

"In case of an upward change in terms of investment in plant and machinery or equipment or turnover or both, and consequent re-classification, an enterprise shall continue to avail of all nontax benefits of the category (micro or small or medium) it was in before the re-classification, for a period of three years from the date of such upward change"

Accordingly, in case of upward change in status, MSE bidder is required to submit the previous certificate also to get the MSE benefit.

**The above documents submitted by the bidder shall be duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp.**

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

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

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

38.5 The benefit of policy are not extended to the traders/dealers/Distributors/ Stockiest/Wholesalers.

38.6 NSIC has initiated a scheme of Consortia and Tender Marketing Scheme" under which they are assisting the Micro & Small enterprises to market their products and services through tender participation on behalf of the individual unit or through consortia.

Accordingly, if the MSEs or the consortia, on whose behalf the bid is submitted by NSIC, is meeting the BEC and other terms and conditions of tender their bid will be considered for further evaluation. Further, in such cases a declaration is to be submitted by MSE/consortia on their letter head (s) that all the terms and conditions of tender document shall be acceptable to them.

## **39 AHR ITEMS**

In item rate contract where the quoted rates for the items exceed 50% of the estimate rates, such items will be considered as Abnormally High Rates (AHR) items and payment of AHR items beyond the SOR stipulated quantities shall be made at the lowest amongst the following rates:

- I) Rates as per SOR, quoted by the Contractor/Bidder.
- II) Rate of the item, which shall be derived as follows:
  - a. Based on rates of Machine and labour as available from the contract (which includes contractor's supervision, profit, overheads and other expenses).

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b. In case rates are not available in the contract, rates will be calculated based on prevailing market rates of machine, material and labour plus 15% to cover contractor's supervision profit, overhead & other expenses.

## **40 VENDOR PERFORMANCE EVALUATION:**

Shall be as stipulated at Annexure-V and General Conditions of Contract.

## **41 INCOME TAX & CORPORATE TAX**

41.1 Income tax deduction shall be made from all payments made to the contractor as per the rules and regulations in force and in accordance with the Income Tax Act prevailing from time to time.

41.2 Corporate Tax liability, if any, shall be to the contractor's account.

41.3 TDS

(i) TDS, wherever applicable, shall be deducted as per applicable act/law/rule.

(ii) Higher rate of TDS for non-filers of ITR

As per Section 206AB of Income Tax Act, 1961, in case of any vendor/customer who does not file their Income Tax Return for both of the two previous years preceding to current year and aggregate amount of TDS is more than or equal to 50,000/- in each of those previous two years (or limit defined by Govt. from time to time), then TDS will be deducted at the higher of following rates:

(I) Twice the rate mentioned in relevant TDS section.

(II) Twice the rate or rates in force

(III) 5%

## **41.4 MENTIONING OF PAN NO. IN INVOICE/BILL:**

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

Accordingly, service provider should mention their PAN no. in their invoice/ bill for any transaction exceeding Rs.2 lakhs or as amended from time to time. As provided in the notification, in case service provider do not have PAN no., they have to submit declaration in Form 60 along with invoice/ bill for each transaction. Payment of service provider shall be processed only after fulfilment of above requirement.

## **42 DISPUTE RESOLUTION MECHANISM**

### **42.1 QUARTERLY CLOSURE OF THE CONTRACT**

During execution of contracts/orders, various issues may arise. In order to timely detect and to address the contractual issue (s) during the execution of contracts, IGGL has introduced a mechanism of quarterly closure of the contract, under which

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all the issues related to the contract execution will be monitored on quarterly basis for resolution.

Vendors/Contractors are required to co-operate with EIC for proper implementation of this mechanism for smooth execution of the contract." For applicability of 'Quarterly Closure', please refer BDS.

## 42.2 **CONCILIATION AND ARBITRATION**

### **1.0 CONCILIATION**

Indradhanush Gas Grid Limited (IGGL) has framed the Conciliation Rules 2019 in conformity with Part – III of the Arbitration and Conciliation Act 1996 as amended from time to time for speedier, cost effective and amicable settlement of disputes through conciliation. All issue(s)/dispute(s) arising under the Contract, which cannot be mutually resolved within a reasonable time, may be referred for conciliation in accordance with IGGL Conciliation Rules 2019 as amended from time to time. A copy of the said rules have been made available on IGGL's web site i.e. <https://iggl.co.in>.

Where invitation for Conciliation has been accepted by the other party, the Parties shall attempt to settle such dispute(s) amicably under Part-III of the Arbitration and Conciliation Act, 1996 and Indradhanush Gas Grid Limited (IGGL) Conciliation Rules, 2019. It would be only after exhausting the option of Conciliation as an Alternate Dispute Resolution Mechanism that the Parties hereto shall invoke Arbitration Clause. For the purpose of this clause, the option of 'Conciliation' shall be deemed to have been exhausted, even in case of rejection of 'Conciliation' by any of the Parties.

### **2.0 ARBITRATION**

All issue(s)/dispute(s) excluding the matters that have been specified as excepted matters and listed at clause no. 2.6 and which cannot be resolved through Conciliation, such issue(s)/dispute(s) shall be referred to arbitration for adjudication by Sole Arbitrator. The party invoking the Arbitration shall have the option to either opt for Ad-hoc Arbitration as provided at Clause 2.1 below or Institutionalized Arbitration, the remaining clauses from 2.3 to 2.7 shall apply to both Ad-hoc and Institutional Arbitration: -

2.1 On invocation of the Arbitration clause by either party, IGGL shall suggest a panel of three independent and distinguished persons (Retd Supreme Court & High Court Judges only) to the other party to select any one among them to act as the Sole Arbitrator. In the event of failure of the other party to select the Sole Arbitrator within 30 days from the receipt of the communication from IGGL suggesting the panel of arbitrators, the right of selection of the sole arbitrator by the other party shall stand forfeited and IGGL shall appoint the Sole Arbitrator from the suggested panel of three Arbitrators for adjudication of dispute(s). The decision of IGGL on the appointment of the sole arbitrator shall be final and binding on the other party. The fees payable to Sole Arbitrator shall be governed by the fee Schedule of "Delhi International Arbitration Centre".

2.2 The cost of arbitration proceedings shall be shared equally by the parties.

2.3 The Arbitration proceedings shall be in English language and the seat, venue and place of Arbitration shall be Guwahati, Assam, India only.

2.4 Subject to the above, the provisions of Arbitration & Conciliation Act 1996 and any amendment thereof shall be applicable. All matter relating to this Contract and arising out of invocation of Arbitration clause are subject to the exclusive jurisdiction of the Court(s) situated at **Guwahati, Assam, India**.

2.5 List of Excepted matters:

- a) Dispute(s)/issue(s) involving claims below Rs 25 lakhs and above Rs 10 crores.
- b) Dispute(s) / issue(s) relating to indulgence of Contractor / Vendor / Bidder in corrupt / fraudulent / collusive / coercive practices and/or the same is under investigation by CBI or Vigilance or any other investigating agency or Government.
- c) Dispute(s) / issue(s) wherein the decision of Engineer-In-Charge / owner / IGGL has been made final and binding in terms of the Contract.

2.6. Disputes involving claims below Rs 25 Lakhs and above Rs. 10 crores: - Parties mutually agree that dispute(s)/issue(s) involving claims below Rs 25 Lakhs and above Rs 10 crores shall not be subject matter of Arbitration and are subject to the exclusive jurisdiction of the Court(s) situated at **Guwahati, Assam, India**.

**3.0 GOVERNING LAW AND JURISDICTION:** The Contract shall be governed by and construed in accordance with the laws in force in India. The Parties hereby submit to the exclusive jurisdiction of the Courts situated at **Guwahati, Assam, India** for adjudication of disputes, injunctive reliefs, actions and proceedings, if any, arising out of this Contract.

## **43 DISPUTES BETWEEN CPSE'S/GOVERNMENT DEPARTMENT'S/ ORGANIZATIONS**

Subject to conciliation as provided above, in the event of any dispute (other than those related to taxation matters) 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 Departments /Organizations), such dispute or difference shall be taken up by either party for resolution only through AMRCD as mentioned in OPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.

Any party aggrieved with the decision of the Committee at the First level (tier) may prefer an appeal before the Cabinet Secretary at the Second level (tier) within 15 days from the date of receipt of decision of the Committee at First level, through its administrative Ministry/Department, whose decision will be final and binding on all concerned.

The above provisions mentioned at clause no.44 & 45 shall supersede provisions relating to Conciliation, Arbitration, Governing Law & Jurisdiction and Disputes between CPSE's/ Government Department's/ Organizations mentioned in General Conditions of Contract (GCC) and elsewhere in tender document.

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**44 PROMOTIONS OF PAYMENT THROUGH CARDS AND DIGITAL MEANS:**

To promote cashless transactions, the onward payments by Contractors to their employees, service providers, sub-contractors and suppliers may be made through Cards and Digital means to the extent possible.

**45 CONTRACTOR TO ENGAGE CONTRACT MANPOWER BELONGING TO SCHEDULED CASTES AND WEAKER SECTIONS OF THE SOCIETY:**

While engaging the contractual manpower, Contractors are required to make efforts to provide opportunity of employment to the people belonging to Scheduled Castes and weaker sections of the society also in order to have a fair representation of these sections.

**46 PROVISIONS FOR START-UP's (AS DEFINED IN GAZETTE NOTIFICATION NO. D.L-33004/99 DATED 18.02.2016 AND 23.05.2017 OF MINISTRY OF COMMERCE AND INDUSTRY AND AS AMENDED FROM TIME TO TIME):**

As mentioned in Section-II, Prior turnover and prior experience shall not be required for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] subject to their meeting the quality and technical specifications specified in tender document and submission of document specified in Section -II. Further, the Startups are also exempted from submission of EMDs (if applicable).

If a Startup emerge lowest bidder, the LoA on such Startup shall be placed for entire tendered quantity/group/item/part (as the case may be). However, during the Kick off Meeting monthly milestones/ check points would be drawn. Further, the performance of such contractor/ service provider will be reviewed more carefully and action to be taken as per provision of contract in case of failure/ poor performance.

**47 PROVISIONS REGARDING INVOICE FOR REDUCED VALUE OR CREDIT NOTE TOWARDS PRS**

PRS is the reduction in the consideration / contract value for the services covered under this contract. In case of delay in execution of contract, service provider should raise invoice for reduced value as per Price Reduction Schedule Clause (PRS clause). If service provider has raised the invoice for full value, then service provider should issue Credit Note towards the applicable PRS amount with applicable taxes.

In such cases if service provider fails to submit the invoice with reduced value or does not issue credit note as mentioned above, IGGL will release the payment to service provider after giving effect of the PRS clause with corresponding reduction of taxes charged on service provider's invoice, to avoid delay in payment

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In case any financial implication arises on IGGL due to issuance of invoice without reduction in price or non-issuance of Credit Note, the same shall be to the account of service provider. IGGL shall be entitled to deduct / setoff / recover such GST amount (CGST & SGST/UTGST or IGST) together with penalties and interest, if any, against any amounts paid or becomes payable by IGGL in future to the service provider under this contract or under any other contract.

**48 UNIQUE DOCUMENT IDENTIFICATION NUMBER BY PRACTICING CHARTERED ACCOUNTANTS**

Practicing Chartered Accountants shall generate Unique Document Identification Number (UDIN) for all certificates issued by them as per provisions of Tender Document. However, UDIN may not be required for documents being attested by Chartered Accountants in terms of provisions of Tender Document.

**49 DOCUMENTS FOR PAYMENT:**

Payment terms shall be as mentioned in GCC-Services/SCC.

However, for release of payment, Service Provider is required to submit invoice along with other documents as mentioned in SCC. The final bill is to be submitted within one month after completion.

Further, IGGL has implemented Bill Tracking System (BTS). Supplier/Vendor must forward their invoice through BTS (<https://vendor.iggl.co.in/>) by uploading a digital copy of the invoice in the portal.

However, the hard copy of invoice and all other document mentioned above or in order/ contract is to be forwarded to address provided in order/contract.

The concerned Engineer-in-Charge or Officer-in-Charge may be contacted for further guidance

**50 ASSIGNMENT/SUBLET**

The following is added to the Clause no. 2.23 of General Conditions of Contract (GCC)- Services:

- (i) Procurement of material, hire of equipment or engagement of labour will not mean sub-contracting.
- (ii) Sub-contracting by the contractor without the approval of IGGL shall be a breach of contract, unless explicitly permitted in the contract.

**51 RESTRICTING PARTICIPATIONS OF NCLT REFERRED BIDDERS**

- (i) Offer from the following type of bidders/members of consortium will not be considered:
  - a) Bidders who are undergoing insolvency resolution process or liquidation or bankruptcy proceeding under Insolvency and Bankruptcy Code, 2016 (Code).

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- b) Bidders whose resolution process or liquidation or bankruptcy proceeding is initiated under the Code at any stage of evaluation of bid.
- (ii) It will be responsibility of the bidder/contractor/vendor to inform IGGL within 15 (Fifteen) days from the date of order of insolvency resolution process or liquidation or bankruptcy proceeding passed by the Adjudicating Authority namely National Company Law Tribunal (NCLT) or Debt Recovery Tribunal (DRT) under the Code.
- (iii) If bidder fails to share the information regarding their status of insolvency resolution process or liquidation or bankruptcy proceeding in their bid or at any latter stage, their offer is liable to be rejected by IGGL.
- (iv) IGGL reserve the right to cancel / terminate the contract without any liability on the part of IGGL immediately on the commencement of insolvency resolution process or liquidation or bankruptcy proceeding of any party under the contract.

A declaration in this regard shall be furnished by the bidder as per format available in the tender (Forms & Format Section).

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## Annexure-I to Section-III

### **ADDENDUM TO INSTRUCTIONS TO BIDDERS**

#### **(INSTRUCTIONS FOR PARTICIPATION IN E-TENDER)**

**Available on Govt. CPP Portal- <https://etenders.gov.in/eprocure/app>**

<https://etenders.gov.in/eprocure/app?page=BiddersManualKit&service=page>

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## Annexure-II to Section-III

### **BIDDING DATA SHEET (BDS)**

**ITB TO BE READ IN CONJUNCTION WITH THE FOLLOWING:**

<b>A. GENERAL</b>	
<b>ITB clause</b>	<b>Description</b>
<b>1.1</b>	The Employer/Owner is: IGGL
	The Invitation for Bids/Tender no is: IGGL/GHY/C&P/PSMP/01-26
<b>2.1</b>	The name of the Services to be performed is: HIRING OF SERVICES FOR PROVIDING PROFESSIONAL SUPPORT MANPOWER FOR 02 (TWO) YEARS ON CONTRACTUAL BASIS.
<b>B. BIDDING DOCUMENT</b>	
<b>ITB clause</b>	<b>Description</b>
<b>8.1</b>	<p>For <b>clarification purposes</b> only, the communication address is:</p> <p><b>Attention:</b> <u>Kulajit Talukdar, General Manager (C &amp;P) &amp; HoD</u></p> <p><b>Street Address:</b> Indradhanush Gas Grid Limited (IGGL)  7th Floor, 122A, NRL Centre,  Christian Basti, G S Road,  Guwahati-781005  Country: INDIA  Email: <a href="mailto:kulajit.talukdar@iggl.co.in">kulajit.talukdar@iggl.co.in</a></p>
<b>C. PREPARATION OF BIDS</b>	
<b>ITB clause</b>	<b>Description</b>
<b>11.1.1</b>	<p>Additional documents to be submitted by the Bidder with its Part-I (Techno-commercial/ Unpriced bid): SCC/Scope of Work refers.</p> <ul style="list-style-type: none"> <li>- As per Bid Evaluation Criteria (BEC) section-II of this tender.</li> </ul>
<b>12</b>	<p>Additional Provision for Schedule of Rate/ Bid Price are as under:</p> <ul style="list-style-type: none"> <li>- <u>NIL</u></li> </ul>

<b>12 &amp; 13</b>	<p>Whether IGGL will be able to avail input tax credit in the instant tender:</p> <p><b>YES / NO</b></p> <p>Details of Buyer:</p> <table border="1" data-bbox="397 422 1441 999"> <tr> <td data-bbox="397 422 659 595">Services to be rendered at</td><td data-bbox="659 422 1441 595">           Indradhanush Gas Grid Limited  <b>Complete address of work centre-</b>            7<sup>th</sup> Floor, 122A, NRL Centre, Christian Basti, G. S. Road, Guwahati, Assam-781005, Country: INDIA         </td></tr> <tr> <td data-bbox="397 595 659 662">PAN No.</td><td data-bbox="659 595 1441 662">AAECI9589F</td></tr> <tr> <td data-bbox="397 662 659 707">GST no.</td><td data-bbox="659 662 1441 707">18AAECI9589F1ZZ</td></tr> <tr> <td data-bbox="397 707 659 999">IGGL Bank details</td><td data-bbox="659 707 1441 999"> <b>Account holder's name:</b> INDRADHANUSH GAS GRID LIMITED  <b>Bank Name:</b> State Bank of India  <b>Account No.:</b> Current A/C No. 37967639273  <b>IFSC Code:</b> SBIN0003030  <b>BRANCH:</b> Dispur Branch, Guwahati, ASSAM-781006         </td></tr> </table>	Services to be rendered at	Indradhanush Gas Grid Limited <b>Complete address of work centre-</b> 7 <sup>th</sup> Floor, 122A, NRL Centre, Christian Basti, G. S. Road, Guwahati, Assam-781005, Country: INDIA	PAN No.	AAECI9589F	GST no.	18AAECI9589F1ZZ	IGGL Bank details	<b>Account holder's name:</b> INDRADHANUSH GAS GRID LIMITED <b>Bank Name:</b> State Bank of India <b>Account No.:</b> Current A/C No. 37967639273 <b>IFSC Code:</b> SBIN0003030 <b>BRANCH:</b> Dispur Branch, Guwahati, ASSAM-781006
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<b>14</b>	<p>The currency of the Bid shall be <b>INR</b></p>								
<b>15</b>	<p>The bid validity period shall be <b>03 (Three) Months</b> from final 'Bid Due Date'.</p>								
<b>16.1, 16.10 and 38.6</b>	<p>In case '<b>Earnest Money / Bid Security</b> (if applicable) is in the form of '<b>Demand Draft</b>' or '<b>Banker's Cheque</b>', the same should be favor of <b>Indradhanush Gas Grid Limited</b> payable at <b>GUWAHATI</b>.</p> <p>In case of submission through online banking transaction i.e., IMPS / NEFT / RTGS / SWIFT, etc, the details of IGGL's Bank account are as under:</p> <p><b>Account Holder's Name:</b> INDRADHANUSH GAS GRID LIMITED  <b>Account Number:</b> Current A/C No. 37967639273  <b>IFSC Code:</b> SBIN0003030  <b>BRANCH:</b> Dispur Branch, Guwahati, ASSAM-781006</p> <p><b><u>Bidder to mention reference no. "EMD/....." in narration while remitting the EMD / Bid Security amount and to mention reference no. "CPS/....." in narration while remitting the CPS amount in IGGL's Bank Account</u></b></p>								

## D. SUBMISSION AND OPENING OF BIDS

ITB clause	Description
<b>4.0 of IFB</b>	<p>For submission of physical document as per clause no. 4.0 of IFB, the Owner's address is:</p> <p>Attention: <b><u>Kulajit Talukdar, General Manager(C&amp;P) &amp; HoD</u></b></p> <p>Street Address: <b>Indradhanush Gas Grid Limited (IGGL)</b></p> <p>7th Floor, 122A, NRL Centre, Christian Basti, G S Road, Guwahati-781005</p> <p>Country: INDIA</p>

## E. EVALUATION, AND COMPARISON OF BIDS

ITB clause	Description
<b>32</b>	Evaluation Methodology is mentioned in Section-II.

## F. AWARD OF CONTRACT

ITB clause	Description
<b>35</b>	<p>State of INDIA which stamp paper is required for Contract Agreement:</p> <p><u>ASSAM</u></p>
<b>36</b>	<p><b>Contract Performance Security/Security Deposit:</b></p> <p><u>APPLICABLE / NOT APPLICABLE</u></p> <p><u>The value/ amount of Contract Performance Security/ Security Deposit:</u></p> <p>CPS/SD @ 5% of Total Order / Contract value excluding GST in case contract period is less than one year or 5% of Annualized Order / Contract value excluding GST in case contract period is more than one year.</p> <p>OR,</p> <p>Initial security deposit (ISD) @ 2.5% of Total Order / Contract value in case contract period is less than one year or 2.5% of Annualized Order / Contract value in case contract period is more than one year within 30 days of FOA / notification of award and deduction @ 2.5% of the RA bill subsequently from RA bills till the total amount of security deposit (including ISD and deducted amount) reaches 5% of Total Order / Contract value in case contract period is less than one year or 5% of Annualized Order / Contract value in case contract period is more than one year.</p>
<b>37.3</b>	<p>Name and contact details of nodal officer are as under:</p> <p><b>Shri Kulajit Talukdar, General Manager (C&amp;P) &amp; HoD</b></p> <p>Tel: 91-361-280-1400</p> <p>Email: <a href="mailto:kulajit.talukdar@iggl.co.in">kulajit.talukdar@iggl.co.in</a></p>

<b>39</b>	Provision of AHR Item:  <del>APPLICABLE</del> / NOT APPLICABLE
<b>42.1</b>	Quarterly Closure of Contract:  <del>APPLICABLE</del> / NOT APPLICABLE

## ANNEXURE-III TO SECTION-III

### **POLICY TO PROVIDE PURCHASE PREFERENCE AS PER PUBLIC PROCUREMENT (PREFERENCE TO MAKE IN INDIA), ORDER 2017:**

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

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

#### **DEFINITIONS:-**

(i) **Local Content** means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of 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.

Further Local value addition through services such as transportation, insurance, installation, commissioning, training, and after sale support like AMC/CMC etc. shall be considered in local content calculation.

(ii) '**Class-I local supplier**' means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content of equal to or more than 50%.

'**Class-II local supplier**' means a supplier or service provider, whose goods, services or works offered for procurement, meets the minimum local content ofmore than 20% but less than 50%.

'**Non-Local supplier**' means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than or equal to 20%.

(iii) **L1** mean the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per tender or other procurement solicitation.

(iv) **Margin of Purchase Preference:** means the maximum extent to which the price quoted by a Class-I local supplier may be above the L1 for purpose of purchase Preference.

(v) **Nodal Ministry** means the Ministry of Petroleum & Natural Gas.

(vi) **Procuring Entity** means Indradhanush Gas Grid Limited (IGGL).

(vii) **Works** means all the works as per Rule 130 of GFR-2017 also include 'turnkeyworks'

4.0 **Margin of Purchase Preference:** The margin of purchase preference shall be 20%.

5.0 **ELIGIBILITY OF 'CLASS-I LOCAL SUPPLIER'/ 'CLASS-II LOCAL SUPPLIER'/ 'NON-LOCAL SUPPLIERS' FOR DIFFERENT TYPES OF PROCUREMENT**

(a) In procurement of all goods, services or works in respect of which the Nodal Ministry / Department has communicated that there is sufficient local capacity and local competition, only 'Class-I local supplier', shall be eligible to bid irrespective of purchase value.

(b) Only 'Class-I local supplier' and 'Class-II local supplier', shall be eligible to bid in procurements undertaken by procuring entities, except when Global tender enquiry/ International Competitive bidding has been issued. In global tender enquiries/ International Competitive bidding 'Non local suppliers' shall also be eligible to bid along with 'Class-I local suppliers' and 'Class-II local suppliers'.

(c) Works includes Engineering, Procurement and Construction (EPC) contracts and services include System Integrator (SI) contracts

(d) HP-HT Operations in upstream oil and gas business activities shall be exempted from this order

6.0 **PURCHASE PREFERENCE METHODOLOGY UNDER PPP-MII (SUBJECT TO QUANTITY DISTRIBUTION APPLICABLE TO MSES AS PER PUBLIC PROCUREMENT POLICY FOR MSE 2012, REFER EXAMPLES GIVEN BELOW):**

(a) Purchase preference shall be given to 'Class-I local supplier' in procurements in the manner specified here under.

(b) In the procurements of goods or works which are covered by para 5 (b) above and which are divisible in nature, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure:

- Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract for full quantity will be awarded to L1.
- If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall

be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.

- c) In the procurements of goods or works which are covered by para 5 (b) and which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the 'Class-I local supplier' shall get purchase preference over 'Class-II local supplier' as well as 'Non-local supplier', as per following procedure.
  - i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I local supplier', the contract will be awarded to L1.
  - ii. If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
  - iii. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.
  - iv. "Class-II local supplier" will not get purchase preference in any procurement.
- d) **Applicability in tenders where contract is to be awarded to multiple bidders** - In tenders where contract is awarded to multiple bidders subject to matching of L1 rates or otherwise which are covered by para 5 (b), the 'Class-I local supplier' shall get purchase preference over 'Class-II-local supplier' as well as 'Non-local supplier', as per following procedure:
  - i) If 'Class-I Local suppliers' qualify for award of contract for at least 50% of the tendered quantity in any tender, the contract may be awarded to all the qualified bidders as per award criteria stipulated in the bid documents. However, in case 'Class-I Local suppliers' do not qualify for award of contract for at least 50% of the tendered quantity, purchase preference should be given to the 'Class-I local supplier' over 'Class-II local suppliers' / 'Non local suppliers' provided that their quoted rate falls within 20% margin of purchase preference of the highest

quoted bidder considered for award of contract so as to ensure that the 'Class-I Local suppliers' taken in totality are considered for award of contract for at least 50% of the tendered quantity.

ii) First purchase preference has to be given to the lowest quoting 'Class-I local supplier', whose quoted rates fall within 20% margin of purchase preference, subject to its meeting the prescribed criteria for award of contract as also the constraint of maximum quantity that can be sourced from any single supplier. If the lowest quoting 'Class-I local supplier', does not qualify for purchase preference because of aforesaid constraints or does not accept the offered quantity, an opportunity may be given to next higher 'Class-I local supplier', falling within 20% margin of purchase preference, and so on.

7.0 In case a bidder (Class-I Local supplier) is eligible to seek benefit under Policy for Preference under Public Procurement (Preference to Make in India), Order 2017 as well as Public Procurement Policy for MSE 2012 (PPP for MSE 2012), then the bidder should categorically confirm its option to choose benefits against only one of the two policies i.e. either PPP-MII and MSE policy in Form-1. The option once exercised cannot be modified subsequently.

Purchase preference benefits shall be extended to the bidder based on the declared option subject to the bidder meeting the requirements contained in that purchase preference policy

In case a MSEs bidder opts for purchase preference based on PPP-MII, such bidder shall not be entitled to claim purchase preference benefit available to MSE Bidders under PPP-2012. However, the exemptions from furnishing Bidding Document fee and Bid security/EMD shall continue to be available to such MSE Bidder

While for evaluating a particular bid that bidder's option (to avail any one out of two applicable purchase preference policies, i.e., PPP-MII or PPP-2012) will be considered, for price matching opportunities and distribution of quantities among bidders, the precedence shall be in the following order:-

- (i) Public Procurement Policy for MSE 2012
- (ii) Public Procurement (Preference to Make in India), Order 2017

8.0 **Example to deal Various situations in case a bidder is eligible to seek benefit under Public Procurement (Preference to Make in India), Order 2017 as well as Public Procurement Policy for MSE 2012 (PPP for MSE 2012):**

(I) **Non divisible item**

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L1 bidder is non MSE, Non Local supplier/ Class-II local supplier as per PPP-MII

L2 bidder is Class-I Local supplier as per PPP-MII (prices within 20%)  
L3 bidder is MSE bidder (prices within 15%)

MSE bidder shall be given preference to match the L1 price. If bidder matches the L1 price, order shall be placed on him, otherwise, option for matching the L1 price shall be given to L2 bidder (PPP-MII)

**(II) Divisible item-Case 1**

L1 bidder is non MSE, Non Local supplier/ Class-II local supplier as per PPP-MII

L2 bidder is Class-I Local supplier as per PPP-MII (within 20%)

L3 bidder is MSE bidder (within 15%)

MSE bidder shall be given preference to match the L1 price. If bidder matches the L1 price, order shall be placed on him for the quantity specified in the bidding document for MSEs (i.e. 25% of the tendered quantity). For 50% of tendered quantity option for matching the L1 price shall be given to L2 bidder (Class-I Local supplier as per PPP-MII). Balance quantity (i.e. 25% of the tendered quantity) shall be awarded to original L1 bidder.

**(III) Divisible item-Case 2**

L1 bidder is non MSE, Non Local supplier/ Class-II as per PPP-MIIL2 bidder is Class-I Local supplier as per PPP-MII (within 20%)

L3 bidder is MSE bidder (within 15%)

L4 bidder is MSE bidder (within 15%)

MSE bidders shall be given preference to match the L1 price. If bidders matched the L1 price, order shall be placed on each of them for 12.5% of the tendered quantity. In case L3 or L4 bidder refuses, the order shall be placed on remaining MSE bidder who matches the L1 prices for 25% of the quantity. For 50% of tendered quantity option for matching the L1 price shall be given to L2 bidder (Class-I Local supplier as per PPP-MII). Balance quantity (i.e., 25% of the tendered quantity) shall be awarded to original L1 bidder

**(IV)** In case L1 bidder is MSE bidder, the entire work shall be awarded to him without resorting to purchase preference to Class-I Local supplier as per PPP- MII.

**(V)** In case L1 bidder is a Local supplier as per PPP-MII, purchase preference shall be resorted to MSE bidder as per PPP 2012 only.

## 8.0 VERIFICATION OF LOCAL CONTENT/ DOMESTIC VALUE ADDITION

- a.** The 'Class-I local supplier'/ 'Class-II local supplier' at the time of tender, bidding or solicitation shall require to indicate percentage of local content and provide **self-certification** (as per proforma at Form-2) that the item offered meets the minimum local content for 'Class-I local supplier'/ 'Class-II local supplier' as the case may be and shall give details of the location(s) at which the local value addition is made.
- b.** VOID
- c.** In case a complaint is received by the procuring agency relating to implementation of this order including the claim of a bidder regarding local content/ domestic value addition, the same shall be referred to Competent Authority who is empowered to look into procurement related complaints.
- d.** Nodal Ministry may constitute committees with internal and external experts for independent verification of self-declarations and auditor's/accountant's certificates on random basis and in the case of complaints. A complaint fee of Rs.2 Lakh or 1% of the value of the domestically manufactured products being procured (subject to a maximum of Rs. 5 Lakh), whichever is higher, shall be paid by Demand Draft to be deposited with IGGL. In case, the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest.
- e.** In case of false declarations, IGGL shall initiate action for banning such manufacturer/supplier/service provider as per as per IGGL's extant "Procedure for action in case Corrupt/Fraudulent/Collusive/Coercive Practices"
- f.** 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, in the manner prescribed under paragraph g below.
- g.** The Department of Expenditure shall issue suitable instructions for the effective and smooth operation of this process, so that:
  - i. The fact and duration of debarment for violation of this Order by any procuring entity are promptly brought to the notice of the Member-Convenor of the Standing Committee and the Department of Expenditure through the concerned Ministry /Department or in some other manner;
  - ii. on a periodical basis such cases are consolidated and a centralized list or decentralized lists of such suppliers with the period of debarment is maintained and displayed on website(s);

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- iii. in respect of procuring entities other than the one which has carried out the debarment, the debarment takes effect prospectively from the date of uploading on the website(s) in the such a manner that ongoing procurements are not disrupted.

## 9.0 **RECIPROCITY CLAUSE**

- i. When a Nodal Ministry/Department identifies that Indian suppliers of an item are not allowed to participate and/ or compete in procurement by any foreign government, due to restrictive tender conditions which have direct or indirect effect of barring Indian companies such as registration in the procuring country, execution of projects of specific value in the procuring country etc., it shall provide such details to all its procuring entities including CMDs/CEOs of PSEs/PSUs, State Governments and other procurement agencies under their administrative control and GeM for appropriate reciprocal action.
- ii. Entities of countries which have been identified by the nodal Ministry/Department as not allowing Indian companies to participate in their Government procurement for any item related to that nodal Ministry shall not be allowed to participate in Government procurement in India for all items related to that nodal Ministry/ Department, except for the list of items published by the Ministry/ Department permitting their participation.
- iii. The term 'entity' of a country shall have the same meaning as under the FDI Policy of DPIIT as amended from time to time.

## FORM-1 TO ANNEXURE-III TO SECTION-III

### UNDERTAKING FOR APPLICABILITY OF POLICY (APPLICABLE FOR CLASS-I LOCAL SUPPLIER ONLY)

To,

M/s INDRADHANUSH GAS GRID LIMITED

7<sup>TH</sup> Floor, 122A, NRL Centre, Christian Basti, G S Road, Guwahati-781005, Assam

SUB:

TENDER NO:

Dear Sir

We, M/s\_\_\_\_\_**(Name of Bidder)** hereby confirm that following purchase preference to be considered:-

Description	Preference
Purchase Preference under Public Procurement Policy for MSE	<input type="checkbox"/>
Preference Under Public Procurement (Preference to Make in India), Order 2017 (PPP-MII)	<input type="checkbox"/>

Note:

- (i) Please indicate your preference against only one policy.
- (ii) The above preference shall be extended only after submission of requisite documents (as mentioned in the tender documents).
- (iii) In case a bidder is eligible to seek benefit under PPP-MII order as well as PPP for MSE2012, then the bidder should categorically seek benefits against only one of the two policies i.e. either PPP-MII and MSE policy.
- (iv) In case a MSEs bidder opts for purchase preference based on PPP-MII order, he shall not be entitled to claim purchase preference benefit available to MSE Bidders under PPP for MSE 2012. However, the exemptions from furnishing Bidding Document fee and Bid security/EMD shall continue to be available to MSE Bidders
- (v) The option once exercised cannot be modified subsequently.
- (vi) In case MSE bidder is opting the PPP-MII policy and emerges other than L1 bidder, then only Purchase Preference as per PPP-MSE policy is not applicable.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

## FORM-2 TO ANNEXURE-III TO SECTION-III

### SELF CERTIFICATION BY BIDDER WHO CLASS-I LOCAL SUPPLIER/ CLASS-II LOCAL SUPPLIER TOWARDS MANDATORY MINIMUM LOCAL CONTENT/ DOMESTIC VALUE ADDITION

To,

M/s INDRADHANUSH GAS GRID LIMITED  
7th Floor, 122A, NRL Centre, Christian Basti, G S Road, Guwahati-781005, Assam

SUB:

TENDER NO:

Dear Sir

We, M/s \_\_\_\_\_ (**Name of Bidder**) confirm that as per the definition of policy we are:

Class-I Local supplier [ ]

Class-II Local Supplier [ ]

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

It is further confirm that M/s \_\_\_\_\_ (**Name of Bidder**) meet the mandatory minimum Local content/Domestic Value Addition requirement for Class-I Local supplier/ Class-II Local supplier (as the case may be) under Public Procurement (Preference to Make in India), Order 2017 (PPP-MII) and has value addition of.....%.

The details of the location (s) at which the local value addition is made is as under:

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

We further confirm that in case we fail to meet the minimum local content/domestic value addition, the same shall be treated false information and IGGL will take action as per provision of tender document.

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation:

Seal:

## ANNEXURE-IV

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

#### **A Definitions:**

A.1 "Corrupt Practice" means the offering, giving, receiving or soliciting, directly or indirectly, anything of value to improperly influence the actions in selection process or in contract execution.  
"Corrupt Practice" also includes any omission for misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.

A2 "Fraudulent Practice" means and include any act or omission committed by a agency or with his connivance or by his agent by misrepresenting/ submitting false documents and/ or false information or concealment of facts or to deceive in order to influence a selection process or during execution of contract/ order.

A3 "Collusive Practice amongst bidders (prior to or after bid submission)" means a scheme or arrangement designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.

A.4 "Coercive practice" means impairing or harming or threatening to impair or harm directly or indirectly, any agency or its property to influence the improperly actions of an agency, obstruction of any investigation or auditing of a procurement process.

A.5 "Vendor/Supplier/Contractor/Consultant/Bidder" is herein after referred as "Agency"

A.6 "Appellate Authority" shall mean Committee of Directors consisting of Director (Finance) and Director (BD) for works centers under Director (Projects). For all other cases committee of Directors shall consist of Director (Finance) & Director (Projects).

A.7 "Competent Authority" shall mean the authority, who is competent to take final decision for Suspension of business dealing with an Agency/ (ies) and Banning of business dealings with Agency/ (ies) and shall be the "Director" concerned.

A.8 "Allied Agency" shall mean all concerns which come within the sphere of effective influence of the banned/suspended agency shall be treated as allied agency. In determining this, the following factors may be taken into consideration:

- Whether the management is common;
- Majority interest in the management is held by the partners or directors of banned/ suspended agency;
- Substantial or majority shares are owned by the banned/ suspended agency and by virtue of this it has a controlling voice.
- Directly or indirectly controls, or is controlled by or is under common control with another bidder.
- All successor agency will also be considered as allied agency.

A.9 "Investigating Agency" shall mean any department or unit of IGGL investigating into the conduct of Agency/ party and shall include the Vigilance Department of the IGGL, Central Bureau of Investigation, State Police or any other agency set up by the Central or state government having power to investigate.

A.10 "Obstructive practice": materially impede the procuring entity's investigation into allegations of one or more of the above mentioned practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false

statements to investigators and/ or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding IGGL's rights of audit or access to information.

## **B Actions against bidder(s) indulging in corrupt /fraudulent/ collusive/ coercive practice**

### **B.1 Irregularities noticed during the evaluation of the bids:**

If it is observed during bidding process/ bids evaluation stage that a bidder has indulged in corrupt/fraudulent /collusive/coercive practice, the bid of such Bidder (s) shall be rejected and its Earnest Money Deposit (EMD) shall be forfeited.

Further, such agency shall be banned for future business with IGGL for a period specified in para B.2.2 below from the date of issue of banning order.

### **B.2 Irregularities noticed after award of contract**

#### **(i) During execution of contract:**

If an agency, is found to have indulged in corrupt/fraudulent/collusive/coercive practices, action shall be initiated for putting the agency on banning list.

After conclusion of process and issuance of Speaking order for putting party on banning list, the order (s)/ contract (s) where it is concluded that such irregularities have been committed shall be terminated and Contract cum Performance Bank Guarantee (CPBG) submitted by agency against such order (s)/ contract (s) shall also be forfeited. Further such order/ contract will be closed following the due procedure in this regard.

The amount that may have become due to the contractor on account of work already executed by him shall be payable to the contractor and this amount shall be subject to adjustment against any amounts due from the contractor under the terms of the contract. No risk and cost provision will be enforced in such cases.

#### **Suspension of order/ contract:**

Further, only in the following situations, the concerned order (s)/ contract(s) (where Corrupt/Fraudulent/ Collusive/ Coercive Practices are observed) and payment shall be suspended after issuance of Suspension cum Show Cause Notice:

- (i) Head of Corporate Vigilance Department/CVO based on the investigation by them, recommend for specific immediate action against the agency.
- (ii) Head of Corporate Vigilance Department/CVO based on the input from investigating agency, forward for specific immediate action against the agency.

Suspension cum Show Cause Notice being issued in above cases after approval of the competent authority (as per provisions mentioned under Clause no. D) shall also include the provision for suspension of Order (s)/ Contract (s) and payment. Accordingly, after issuance of Suspension cum Show Cause Notice, the formal

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communication for suspension of Order (s)/ Contract (s) and payment with immediate effect will be issued by the concerned person of IGGL.

During suspension, Contractor/ Service Providers will be allowed to visit the plant/ site for upkeep of their items/ equipment, IGGL's issued materials (in case custody of same is not taken over), demobilizing the site on confirmation of EIC, etc.

In addition to above, Recovery of payments (other than due payments) including balance advance payments, if any, made by along with interest thereon at the prevailing rate shall be recovered.

**(ii) After execution of contract and during Defect liability period (DLP)/ Warranty/Guarantee Period:**

If an agency is found to have indulged in corrupt/fraudulent/ collusive/coercive practices, after execution of contract and during DLP/ Warranty/Guarantee Period, the agency shall be banned for future business with IGGL for a period specified in para B 2.2 below from the date of issue of banning order.

Further, the Contract cum Performance Bank Guarantee (CPBG)/Contract Performance Security (CPS) submitted by agency against such order (s)/ contract (s) shall be forfeited.

**(iii) After expiry of Defect liability period (DLP)/ Warranty/Guarantee Period**

If an agency is found to have indulged in corrupt/fraudulent/ collusive/coercive practices, after expiry of Defect liability period (DLP)/ Warranty/Guarantee Period, the agency shall be banned for future business with IGGL for a period specified in para B 2.2 below from the date of issue of banning order.

## **B.2.2 Period of Banning**

The period of banning of agencies indulged in Corrupt/ Fraudulent/ Collusive/Coercive Practices shall be as under and to be reckoned from the date of banning order:

<b>Sl. No.</b>	<b>Description</b>	<b>Period of banning from the date of issuance of Banning order</b>
1	<p>Misrepresentation/False information other than pertaining to BEC of tender but having impact on the selection process.</p> <p>For example, if an agency confirms not being in holiday in IGGL /PSU's PMC or banned by PSUs/ Govt. Dept., liquidation, bankruptcy &amp; etc. and subsequently it is found otherwise, such acts shall be considered in this category.</p>	06 Months

2	Corrupt/Fraudulent (except mentioned at sl. no. 1 above) /Collusive/Coercive Practices	01 year
2.1	If an agency again commits Corrupt/Fraudulent (except mentioned at sl. no. 1 above) /Collusive/ Coercive Practices in subsequent cases after their banning, such situation of repeated offense to be dealt with more severity.	2 years (in addition to the period already served)
3	Indulged in unauthorized disposal of materials provided by IGGL	2 years
4	If act of vendor/ contractor is a threat to the National Security	2 years

## **C Effect of banning on other ongoing contracts/ tenders**

C.1 If an agency is put on Banning, such agency should not be considered in ongoing tenders/future tenders.

C.2 However, if such an agency is already executing other order (s)/ contract (s) where no corrupt/fraudulent/ collusive/coercive practice is found, the agency should be allowed to continue till its completion without any further increase in scope except those incidental to original scope mentioned in the contract.

C.3 If an agency is put on the Banning List during tendering and no irregularity is found in the case under process:

C.3.1 after issue of the enquiry /bid/tender but before opening of Technical bid, the bid submitted by the agency shall be ignored.

C.3.2 after opening Technical bid but before opening the Price bid, the Price bid of the agency shall not be opened and BG/EMD submitted by the agency shall be returned to the agency.

C.3.3 After opening of price, BG/EMD made by the agency shall be returned; the offer of the agency shall be ignored & will not be further evaluated. In case such agency is lowest (L-1), next lowest bidder shall be considered as L-1.

## **D. Procedure for Suspension of Bidder**

### **D.1 Initiation of Suspension**

Action for suspension business dealing with any agency/(ies) shall be initiated by Corporate C&P Department when

- (i) Corporate Vigilance Department based on the fact of the case gathered during investigation by them recommend for specific immediate action against the agency.
- (ii) Corporate Vigilance Department based on the input from Investigating agency, forward for specific immediate action against the agency.
- (iii) Non performance of Vendor/Supplier/Contractor/Consultant leading to termination of Contract/ Order.

### **D.2 Suspension Procedure:**

D.2.1 The order of suspension would operate initially for a period not more than six months and is to be communicated to the agency and also to Corporate Vigilance Department.

Period of suspension can be extended with the approval of the Competent Authority by one month at a time with a ceiling of six months pending a conclusive decision to put the agency on banning list.

- D.2.2 During the period of suspension, no new business dealing may be held with the agency.
- D.2.3 Period of suspension shall be accounted for in the final order passed for banning of business with the agency.
- D.2.4 The decision regarding suspension of business dealings should also be communicated to the agency.
- D.2.5 If a *prima-facie*, case is made out that the agency is guilty on the grounds which can result in banning of business dealings, proposal for issuance of suspension order and show cause notice shall be put up to the Competent Authority. The suspension order and show cause notice must include that (i) the agency is put on suspension list and (ii) why action should not be taken for banning the agency for future business from IGGL. The competent authority to approve the suspension will be same as that for according approval for banning.

### **D 3 Effect of Suspension of business:**

Effect of suspension on other on-going/future tenders will be as under:

- D.3.1 No enquiry/bid/tender shall be entertained from an agency as long as the name of agency appears in the Suspension List.
- D.3.2 If an agency is put on the Suspension List during tendering:
  - D.3.2.1 after issue of the enquiry /bid/tender but before opening of Technical bid, the bid submitted by the agency shall be ignored.
  - D.3.2.2 after opening Technical bid but before opening the Price bid, the Price bid of the agency shall not be opened and BG/EMD submitted by the agency shall be returned to the agency.
  - D.3.2.3 After opening of price, BG/EMD made by the agency shall be returned; the offer of the agency shall be ignored & will not be further evaluated In case such agency is lowest (L-1), next lowest bidder shall be considered as L-1.
- D.3.3 The existing contract (s)/ order (s) under execution shall continue.
- D.3.4 Tenders invited for procurement of goods, works and services shall have provision that the bidder shall submit a undertaking to the effect that (i) neither the bidder themselves nor their allied agency/(ies) are on banning list of IGGL or the Ministry of Petroleum and Natural Gas and (ii) bidder is not banned by any Government department/ Public Sector.

### **F. Appeal against the Decision of the Competent Authority:**

- F.1 The agency may file an appeal against the order of the Competent Authority for putting the agency on banning list. The appeal shall be filed to Appellate Authority. Such an appeal shall be preferred within one month from the of receipt of banning order.
- F.2 Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the party as well as the Competent Authority.
- F.3 Appeal process may be completed within 45 days of filing of appeal with the Appellate Authority.
- G. Wherever there is contradiction with respect to terms of 'Integrity pact', GCC and 'Procedure for action in case of Corrupt/Fraudulent/ Collusive/Coercive Practice', the provisions of 'Procedure for action in case of Corrupt/Fraudulent/ Collusive/Coercive Practice' shall prevail.

## ANNEXURE-V

### **PROCEDURE FOR EVALUATION OF PERFORMANCE OF VENDORS/ SUPPLIERS/ CONTRACTORS/ CONSULTANTS**

#### **1.0 GENERAL**

A system for evaluation of Vendors/ Suppliers/Contractors/ Consultants and their performance is a key process and important to support an effective purchasing & contracting function of an organization.

Performance of all participating Vendors/ Suppliers/Contractors/ Consultants need to be closely monitored to ensure timely receipt of supplies from a Vendor, completion of an assignment by a Consultant or complete execution of order by a contractor within scheduled completion period. For timely execution of projects and meeting the operation & maintenance requirement of operating plants, it is necessary to monitor the execution of order or contracts right from the award stage to completion stage and take corrective measures in time.

#### **2.0 OBJECTIVE**

The objective of Evaluation of Performance aims to recognize, and develop reliable Vendors/ Suppliers/Contractors/ Consultants so that they consistently meet or exceed expectations and requirements.

The purpose of this procedure is to put in place a system to monitor performance of Vendors/ Suppliers/Contractors/ Consultants associated with IGGL so as to ensure timely completion of various projects, timely receipt of supplies including completion of works & services for operation and maintenance of operating plants and quality standards in all respects.

#### **3.0 METHODOLOGY**

##### **i) Preparation of Performance Rating Data Sheet**

Performance rating data Sheet for each and every Vendor/ Supplier/Contractor/Consultant for all orders/Contracts with a value of Rs. 50 Lakhs and above is recommended to be drawn up. Further, Performance rating data Sheet for orders/contracts of Vendor/Supplier/Contractor/ Consultant who are on watch list/holiday list/ banning list shall be prepared irrespective of order/ contract value. These data sheets are to be separately prepared for orders/ contracts related to Projects and O&M. Format, Parameters, Process, responsibility for preparation of Performance Rating Data Sheet are separately mentioned.

##### **ii) Measurement of Performance**

Based on the parameters defined in Data Sheet, Performance of concerned Vendor/ Supplier/Contractor/ Consultant would be computed and graded accordingly. The measurement of the performance of the Party would be its ability to achieve the minimum scoring of 60% points in the given parameters.

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- iii) Initiation of Measures:  
Depending upon the Grading of Performance, corrective measures would be initiated by taking up the matter with concerned Vendor/ Supplier/Contractor/ Consultant. Response of Vendor/ Supplier/Contractor/ Consultant would be considered before deciding further course of action.
- iv) Implementation of Corrective Measures:  
Based on the response of Vendor/ Supplier/Contractor/ Consultant, concerned Engineer-in-Charge for the Projects and/or OIC in case of O&M would recommend for continuation or discontinuation of such party from the business of IGGL.
- v) Orders/contracts placed on Proprietary/OEM basis for O&M will be evaluated and, if required, corrective action will be taken for improvement in future.

## 4.0 **EXCLUSIONS:**

The following would be excluded from the scope of evaluation of performance of Vendors/ Suppliers/Contractors/ Consultants:

- i) Orders/Contracts below the value of Rs. 50 Lakhs if Vendor/ Supplier/Contractor/ Consultant is not on watch list/ holiday list/ banning list.
- ii) Orders for Misc./Administrative items/ Non stock Non valued items (PO with material code ending with 9).

However, concerned Engineer-in-Charge /OICs will continue to monitor such cases so as to minimize the impact on Projects/O&M plants due to non-performance of Vendors/ Suppliers/Contractors/ Consultants in all such cases.

## 5.0 **PROCESS OF EVALUATION OF PERFORMANCE OF VENDORS/ SUPPLIERS/ CONTRACTORS/ CONSULTANTS**

### 5.1 FOR PROJECTS

- i) Evaluation of performance of Vendors/ Suppliers/Contractors/ Consultants in case of PROJECTS shall be done immediately with commissioning of any Project.
- ii) On commissioning of any Project, EIC (Engineer-in-charge)/ Project-in-charge shall prepare a Performance Rating Data Sheet (Format at Annexure-1) for all Orders and Contracts.
- iii) Depending upon the Performance Rating, following action shall be initiated by Engineer-in-charge/Project-in-charge:

Sl. No.	Performance Rating	Action
1	POOR	Seek explanation for Poor performance
2	FAIR	Seek explanation for Fair performance
3	GOOD	Letter to the concerned for improving performance in future
4	VERY GOOD	No further action

---

- iv) Reply from concerned Vendor/ Supplier/Contractor/ Consultant shall be examined. In case of satisfactory reply, Performance Rating data Sheet to be closed with a letter to the concerned for improving performance in future.
- v) When no reply is received or reasons indicated are unsatisfactory, the following actions need to be taken:

- A) Where performance rating is "POOR" (as per Performance Rating carried out after execution of Order/ Contract and where no reply/ unsatisfactory reply is received from party against the letter seeking the explanation from Vendor/Supplier/Contractor/ Consultant along with sharing the performance rating)

Recommend such defaulting Vendor / Supplier / Contractor / Consultant for the following action:

1. Poor Performance on account of Quality (if marks obtained against Quality parameter is less than 20):

- (a) **First Instance: Holiday (Red Card) for One Year**
- (b) **Subsequent instance (s) in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: Holiday (Red Card) for Two Years**

2. Poor Performance on account of other than Quality (if marks obtained against Quality parameter is more than 20):

- (a) **First such instance: Advisory notice (Yellow Card)** shall be issued and Vendor/Supplier/Contractor/ Consultant shall be put on watch list for a period of Two (2) Years.
- (b) **Second such instance in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: Putting on Holiday (Red Card) for a period of One Year**
- (c) **Subsequent instances (more than two) in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: Putting on Holiday (Red Card) for a period of Two Years.**

- B) Where Poor/Non-Performance leading to termination of contract or Offloading of contract due to poor performance attributable to Vendor/Supplier/ Contractor/Consultant (under Clause no. 2.17.3 of GCC- Services)

- (a) **First instance: Advisory notice (Yellow Card)** shall be issued and Vendor/Supplier/Contractor /Consultant shall be put on watch list for a period of Two (2) Years.

Further such vendor will not be allowed to participate in the re-tender of the same supply/work/services of that location which has terminated / offloaded. Moreover, it will be ensured that all other action as per provision of contract including forfeiture of Contract Performance Security (CPS) etc. are undertaken.

However, such vendor will be allowed to participate in all other tenders and to execute other ongoing order/ contract (s) or new contract/ order (s).

The Yellow card will be automatically revoked after a period of two years unless the same is converted into Red Card due to subsequence instances of poor/ non-performance in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant.

**(b)** **Second instances** in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Holiday (Red Card)** for period of One Year and they shall also to be considered for Suspension.

**(c)** **Subsequent instances (more than two)** in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Holiday (Red Card) for period of Two Years and they shall also to be considered for Suspension.**

**(C)** Where Performance rating is "FAIR":  
Issuance of warning to such defaulting Vendor/ Supplier/Contractor/ Consultant to improve their performance.

## 5.2 FOR CONSULTANCY JOBS

Monitoring and Evaluation of consultancy jobs will be carried out in the same way as described in para 5.1 for Projects.

## 5.3 FOR OPERATION & MAINTENANCE

- i) Evaluation of performance of Vendors/ Suppliers/Contractors/ Consultants in case of Operation and Maintenance shall be done immediately after execution of order/ contract.
- ii) After execution of orders a Performance Rating Data Sheet (Format at Annexure-2) shall be prepared for Orders by Site C&P and for Contracts/Services by respective Engineer-In-Charge.
- iii) Depending upon Performance Rating, following action shall be initiated by EIC:

Sl. No.	Performance Rating	Action
1	<b>POOR</b>	Seek explanation for Poor performance
2.	<b>FAIR</b>	Seek explanation for Fair performance
3	<b>GOOD</b>	Letter to the concerned for improving performance in future.
4	<b>VERY GOOD</b>	No further action

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- iv) Reply from concerned Vendor/ Supplier/Contractor/ Consultant shall be examined. In case of satisfactory reply, Performance Rating data Sheet to be closed with a letter to the concerned for improving performance in future.
- v) When no reply is received or reasons indicated are unsatisfactory, the following actions need to be taken:

- A) Where performance rating is "POOR" (as per Performance Rating carried out after execution of Order/ Contract and where no reply/ unsatisfactory reply is received from party against the letter seeking the explanation from Vendor/Supplier/Contractor/ Consultant along with sharing the performance rating)

Recommend such defaulting Vendor / Supplier / Contractor / Consultant for the following action:

1. Poor Performance on account of Quality (if marks obtained against Quality parameter is less than 20):

- (a) **First Instance: Holiday (Red Card) for One Year**
- (b) **Subsequent instance (s) in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: Holiday (Red Card) for Two Years**

2. Poor Performance on account of other than Quality (if marks obtained against Quality parameter is more than 20):

- (a) **First such instance: Advisory notice (Yellow Card)** shall be issued and Vendor/Supplier/Contractor/ Consultant shall be put on watch list for a period of Two (2) Years.
- (b) **Second such instance in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: Putting on Holiday (Red Card) for a period of One Year**
- (c) **Subsequent instances (more than two) in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: Putting on Holiday (Red Card) for a period of Two Years.**

- B) Where Poor/Non-Performance leading to termination of contract or Offloading of contract due to poor performance attributable to Vendor/Supplier/ Contractor/Consultant under Clause no. 2.17.3 of GCC-Services)

- (a) **First instance: Advisory notice (Yellow Card)** shall be issued and Vendor/Supplier/Contractor /Consultant shall be put on watch list for a period of Two (2) Year.

Further such vendor will not be allowed to participate in the re-tender of the same supply/work/services of that location which has terminated / offloaded. Moreover, it will be ensured that all other action as per provision of contract including forfeiture of Contract Performance Security (CPS) etc. are undertaken.

However, such vendor will be allowed to participate in all other tenders and to execute other ongoing order/ contract (s) or new contract/ order (s).

The Yellow card will be automatically revoked after a period of two years unless the same is converted into Red Card due to subsequence instances of poor/ non-performance in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant.

(b) **Second instances** in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Holiday (Red Card)** for period of One Year and they shall also to be considered for Suspension.

(c) **Subsequent instances (more than two)** in other ongoing order (s)/ contract (s) or new order (s) /contact (s) on such Vendor/ Supplier/ Contractor/ Consultant: **Holiday (Red Card) for period of Two Years and they shall also to be considered for Suspension.**

(C) Where Performance rating is "FAIR"  
Issuance of warning to such defaulting Vendors/Contractors/Consultants to improve their performance.

## 6.0 **REVIEW & RESTORATION OF PARTIES PUT ON HOLIDAY**

6.1 An order for Holiday passed for a certain specified period shall be deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation.

Further, in case Vendor/ Supplier/Contractor/ Consultant is put on holiday due to quality, and new order is placed on bidder after restoration of Vendor/ Supplier/Contractor/ Consultant, such order will be properly monitored during execution stage by the concerned site.

## 7.0 **EFFECT OF HOLIDAY**

7.1 If a Vendor/ Supplier/Contractor/ Consultant is put on Holiday, such Vendor/ Supplier/Contractor/ Consultant shall not be considered in ongoing tenders/future tenders.

7.2 However, if such Vendor/ Supplier/Contractor/ Consultant is already executing any other order/ contract and their performance is satisfactory in terms of the relevant contract, should be allowed to continue till its completion without any further increase in scope except those incidental to original scope mentioned in the contract. In such a case CPBG will not be

forfeited and payment will be made as per provisions of concerned contract. However, this would be without prejudice to other terms and conditions of the contract.

- 7.3. Effect on other ongoing tendering:
  - 7.3.1 after issue of the enquiry /bid/tender but before opening of technical bid, the bid submitted by the party shall be ignored.
  - 7.3.2 after opening technical bid but before opening the Price bid, the Price bid of the party shall not be opened and BG/EMD submitted by the party shall be returned to the party.
  - 7.3.3 After opening of price, BG/EMD made by the agency shall be returned; the offer of the agency shall be ignored & will not be further evaluated. In case such agency is lowest (L-1), next lowest bidder shall be considered as L-1.
- 8.0 While putting the Vendor/ Supplier/Contractor/ Consultant on holiday as per the procedure, the holding company, subsidiary, joint venture, sister concerns, group division of the errant Vendor/ Supplier/Contractor/ Consultant shall not be considered for putting on holiday list. Any bidder, put on holiday, will not be allowed to bid through consortium route also in new tender during the period of holiday.
- 9.0 If an unsuccessful bidder makes any vexatious, frivolous or malicious complaint against the tender process with the intention of delaying or defeating any procurement or causing loss to IGGL or any other bidder, such bidder will be put on holiday for a period of six months, if such complaint is proved to be vexatious, frivolous or malicious, after following the due procedure.

## **10. APPEAL AGAINST THE DECISION OF THE COMPETENT AUTHORITY:**

- (a) The party may file an appeal against the order of the Competent Authority for putting the party on Holiday list. The appeal shall be filed to Appellate Authority. Such an appeal shall be preferred within one month from the of receipt of Holiday order.
- (b) Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the party as well as the Competent Authority.
- (c) Appeal process may be completed within 45 days of filing of appeal with the Appellate Authority.
- (d) "Appellate Authority" shall mean Committee of Directors consisting of Director (Finance) and Director (BD) for works centers under Director (Projects). For all other cases committee of Directors shall consist of Director (Finance) & Director (Projects).

## **11. ERRANT BIDDER**

In case after price bid opening the lowest evaluated bidder (L1) is not awarded the job for any mistake committed by him in bidding or withdrawal of bid or modification of bid or varying any term in regard thereof leading to re-tendering, IGGL shall forfeit EMD if paid by the bidder and such bidders shall be debarred from participation in retendering of the same job(s)/item(s).

Further, such bidder will be put on Watch List (Yellow Card) for a period of two years after following the due procedure. However, during the period in watch list such vendor will be allowed to participate in all other tenders and to execute other ongoing order/ contract (s) or new contract/ order (s).

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In case of subsequent instances of default in other tender(s) during aforesaid watch list period, the action shall be initiated as per provision of sl. no. 2 of para A of Clause no. 5.1 (v) and 5.3 (v).

The Yellow card will be automatically revoked after specified period unless the same is converted into Red Card.

12. In case CBIC (Central Board of Indirect Taxes and Customs)/ any tax authority / any equivalent government agency brings to the notice of IGGL that the Supplier has not remitted the amount towards GST (CGST & SGST/UTGST or IGST) collected from IGGL to the government exchequer, then, that Supplier shall be put under Holiday list of IGGL for period of six months after following the due procedure. This action will be in addition to the right of recovery of financial implication arising on IGGL.

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Annexure-1

**IGGL**  
**PERFORMANCE RATING DATA SHEET**  
**(FOR PROJECTS/ CONSULTANCY JOBS)**

- i) Project/Work Centre : .....
- ii) Order/ Contract No. & date : .....
- iii) Brief description of Items :  
Works/Assignment
- iv) Order/Contract value (Rs.) : .....
- v) Name of Vendor/Supplier/  
Contractor/ Consultant : .....
- vi) Contracted delivery/  
Completion Schedule : .....
- vii) Actual delivery/  
Completion date : .....

Performance Parameter	Delivery/ Completion Performance	Quality Performance	Reliability Performance#	Total
Maximum Marks	40	40	20	100
Marks Allocated				

Note:

Remarks (if any)

PERFORMANCE RATING (\*\*)

Note :

- (#) Vendor/Supplier/Contractor/Consultant who seek repeated financial assistance or deviation beyond contract payment term or seeking direct payment to the sub-vendor/sub-contractor due to financial constraints, then '0' marks should be allotted against Reliability Performance.
- (\*) Allocation of marks should be as per enclosed instructions
- (\*\*) Performance rating shall be classified as under :

Sl. No.	Range (Marks)	Rating
1	60 & below	POOR
2	61-75	FAIR
3	76-90	GOOD
4	More than 90	VERY GOOD

Signature of  
Authorised Signatory:

Name:

Designation:

## **Instructions for allocation of marks**

1. Marks are to be allocated as under :

### **1.1 DELIVERY/ COMPLETION PERFORMANCE: 40 Marks**

<b>Delivery Period/ Completion Schedule</b>	<b>Delay in Weeks</b>	<b>Marks</b>
<b>a) Upto 03 months</b>	Before CDD	40
	Delay upto 4 weeks	35
	Delay upto 8 weeks	30
	Delay upto 10 weeks	25
	Delay upto 12 weeks	20
	Delay upto 16 weeks	15
	More than 16 weeks	0
<b>b) Above 03 months</b>	Before CDD	40
	Delay upto 4 weeks	35
	Delay upto 8 weeks	30
	Delay upto 10 weeks	25
	Delay upto 16 weeks	20
	Delay upto 20 weeks	15
	Delay upto 24 weeks	10
	More than 24 weeks	0

### **1.2 QUALITY PERFORMANCE: 40 Marks**

**For Normal Cases : No Defects/ No Deviation/ No failure: 40 marks**

i) Rejection/Defects	Marks to be allocated on prorata basis for acceptable quantity as compared to total quantity for normal cases	10 marks
ii) When quality failure endangers system integration and safety of the system	Failure of severe nature	0 marks
	- Moderate nature	05 marks
	- low severe nature	10-25 marks
iii) Number of deviations	1. No deviation	05 marks
	2. No. of deviations $\leq$ 2	02 marks
	3. No. of deviations > 2	0 marks

## 1.3 RELIABILITY PERFORMANCE

**20 Marks**

<b>A.</b>	<b>FOR WORKS/CONTRACTS</b>	
i)	Submission of order acceptance, agreement, PBG, Drawings and other documents within time	04 marks
ii)	Mobilization of resources as per Contract and in time	04 marks
iii)	Liquidation of Check-list points	04 marks
iv)	Compliance to statutory and HS&E requirements  or  Reliability of Estimates/Design/Drawing etc. in case of Consultancy jobs	04 marks
v)	Timely submission of estimates and other documents for Extra, Substituted & AHR items	04 marks
<b>B.</b>	<b>FOR SUPPLIES</b>	
i)	Submission of order acceptance, PBG, Drawings and other documents within time	05 marks
ii)	Attending complaints and requests for after sales service/ warranty repairs and/ or query/ advice (upto the evaluation period).	05 marks
iii)	Response to various correspondence and conformance to standards like ISO	05 marks
iv)	Submission of all required documents including Test Certificates at the time of supply	05 marks

Annexure-2

**Indradhanush Gas Grid Limited (IGGL)**  
**PERFORMANCE RATING DATA SHEET**  
**(FOR O&M)**

- i) Location : .....
- ii) Order/ Contract No. & date : .....
- iii) Brief description of Items :  
Works/Assignment
- iv) Order/Contract value (Rs.) : .....
- v) Name of Vendor/Supplier/  
Contractor/ Consultant : .....
- vi) Contracted delivery/  
Completion Schedule : .....
- vii) Actual delivery/  
Completion date : .....

Performance Parameter	Delivery Performance	Quality Performance	Reliability Performance#	Total
Maximum Marks	40	40	20	100
Marks Allocated (*)				

Remarks (if any)

PERFORMANCE RATING (\*\*)

Note :

- (#) Vendor/Supplier/Contractor/Consultant who seek repeated financial assistance or deviation beyond contract payment term or seeking direct payment to the sub-vendor/sub-contractor due to financial constraints, then '0' marks should be allotted against Reliability Performance
- (\*) Allocation of marks should be as per enclosed instructions
- (\*\*) Performance rating shall be classified as under :

Sl. No.	Range (Marks)	Rating
1	60 & below	POOR
2	61-75	FAIR
3	76-90	GOOD
4	More than 90	VERY GOOD

Signature of  
Authorised Signatory:

Name:

Designation:

## Instructions for allocation of marks (For O&M)

1. Marks are to be allocated as under:

### **4.1 DELIVERY/ COMPLETION PERFORMANCE: 40 Marks**

<b>Delivery Period/ Completion Schedule</b>	<b>Delay in Weeks</b>	<b>Marks</b>
<b>a) Upto 03 months</b>	Before CDD	40
	Delay upto 4 weeks	35
	Delay upto 8 weeks	30
	Delay upto 10 weeks	25
	Delay upto 12 weeks	20
	Delay upto 16 weeks	15
	More than 16 weeks	0
<b>b) Above 03 months</b>	Before CDD	40
	Delay upto 4 weeks	35
	Delay upto 8 weeks	30
	Delay upto 10 weeks	25
	Delay upto 16 weeks	20
	Delay upto 20 weeks	15
	Delay upto 24 weeks	10
	More than 24 weeks	0

### **1.2 QUALITY PERFORMANCE: 40 Marks**

**For Normal Cases: No Defects/ No Deviation/ No failure: 40 marks**

i) Rejection/Defects	Marks to be allocated on prorata basis for acceptable quantity as compared to total quantity for normal cases	10 marks
ii) When quality failure endangers system integration and safety of the system	Failure of severe nature	0 marks
	- Moderate nature	05 marks
	- low severe nature	10-25 marks
iii) Number of deviations	1. No deviation	05 marks
	2. No. of deviations $\leq$ 2	02 marks
	3. No. of deviations > 2	0 marks

## 1.3 RELIABILITY PERFORMANCE

**20 Marks**

<b>A.</b>	<b>FOR WORKS/CONTRACTS</b>	
i)	Submission of order acceptance, agreement, PBG, Drawings and other documents within time	04 marks
ii)	Mobilization of resources as per Contract and in time	04 marks
iii)	Liquidation of Check-list points	04 marks
iv)	Compliance to statutory and HS&E requirements or Reliability of Estimates/Design/Drawing etc. in case of Consultancy jobs	04 marks
v)	Timely submission of estimates and other documents for Extra, Substituted & AHR items	04 marks
<b>B.</b>	<b>FOR SUPPLIES</b>	
i)	Submission of order acceptance, PBG, Drawings and other documents within time	05 marks
ii)	Attending complaints and requests for after sales service/ warranty repairs and/ or query/ advice (upto the evaluation period).	05 marks
iii)	Response to various correspondence and conformance to standards like ISO	05 marks
iv)	Submission of all required documents including Test Certificates at the time of supply	05 marks

## **SECTION-IV**

### **GENERAL CONDITIONS OF CONTRACT (GCC)**

**Please refer to attachment (GCC\_SERVICES) in CPP E-tender portal**

## **SECTION-V**

### **FORMS & FORMAT**

## LIST OF FORMS & FORMATS

Form No.	Description
F-1	BIDDER'S GENERAL INFORMATION
F-2	PROFORMA OF "BANK GUARANTEE" FOR "EARNEST MONEY / BID SECURITY"
F-2A	PROFORMA OF DECLARATION FOR BID SECURITY
F-3	PROFORMA OF "BANK GUARANTEE" FOR "CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT"
F-4	AGREED TERMS & CONDITIONS
F-5	FORMAT FOR NO CLAIM CERTIFICATE FOR RELEASE OF CPS/SECURITY DEPOSIT
F-6	FORMAT FOR CERTIFICATE FROM BANK IF BIDDER'S WORKING CAPITAL IS INADEQUATE
F-7	FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER
F-8	BIDDER'S QUERIES FOR PRE-BID MEETING
F-9	E-BANKING FORMAT
F-10	BIDDER'S EXPERIENCE FORMAT
F-11	Integrity Pact (IP)

## F-1

### **BIDDER'S GENERAL INFORMATION**

To,  
M/s IGGL

**TENDER NO:** IGGL/GHY/C&P/PSMP/01-26 (**E-TENDER NO. IGGL-100101**)

1	Bidder Name	M/s_____
2	Status of Firm	Proprietorship Firm/Partnership firm/Public Limited/Pvt. Limited/Govt. Dept./PSU/Others If Others Specify: _____ [Enclose relevant certificates / partnership deed/certificate of Registration, as applicable]
3a	Name of Proprietor / Partners / Directors of the firm/company [As per Cl. No. 4.0 of ITB]	
3b	Name of Power of Attorney Holders of bidder	
4	Number of Years in Operation	
5	Address of Registered Office:	City:
		District:
		State:
		PIN/ZIP:
6	Bidder's address where order/contract is to be placed*	City:
		District:
		State:
		PIN/ZIP:
7	Address from where Goods/ Services are to be dispatched/ provided along with GST no. (In case supply of Goods/ Services are from multiple locations, addresses and GST no. of all such locations are to be provided).	City:
		District:
		State:
		PIN/ZIP:
		GST No.:
8	Telephone Number of address where order is to be placed	_____ (Country Code) (Area Code) (Telephone No.)

9	E-mail address	
10	Mobile Number of concerned personnel/authorized signatory	
11	ISO Certification, if any {If yes, please furnish details}	
12	PAN No. [Enclose copy of PAN Card]	
13	GST No. (refer sl. no. 7 above) [Enclose copy of GST Certificate]	
14	Whether Micro/Small/Medium Enterprise	Yes/No (If Yes, Bidder to submit requisite documents as specified in ITB: Cl. No. 40)
	Whether MSE is owned by SC/ST Entrepreneur(s)	Yes/No (If Yes, Bidder to submit requisite documents as specified in ITB: Cl. No. 40)
	Whether MSE is owned by Women	Yes/No (If Yes, Bidder to submit requisite documents as specified in ITB: Cl. No. 40)
15	Whether Bidder is Startups or not	Yes / No (If Yes, Bidder to submit requisite documents as specified in ITB: Clause No.49)
	In case of Start-up confirm the following:  (i) Date of its incorporation/registration [The certificate shall only be valid for the entity upto ten years from the date of its incorporation/ registration]  (ii) Whether turnover for any financial years since incorporation/ registration has exceed Rs.100 Crores.	

Note: \* *IGGL intends to place the order/contract directly on the address from where Goods are produced/dispatched are Services are rendered. In case, bidder wants order/ contract at some other address or supply of Goods/ Services from multiple locations, bidder is required to provide in their bid address on which order is to be placed*

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

**(TO BE STAMPED IN ACCORDANCE WITH THE STAMP ACT)**

**FORMAT F-2**

**PROFORMA OF "BANK GUARANTEE"  
FOR "EARNEST MONEY / BID SECURITY"**

To, M/s Indradhanush Gas Grid Limited (IGGL)	<b>Bank Guarantee No.</b>	
	<b>Date of BG</b>	
	<b>BG Valid up to</b>	
	<b>Claim period up to (There should be three months gap between expiry date of BG &amp; Claim period)</b>	
	<b>Stamp Sl. No./e-Stamp Certificate No.</b>	

**Dear Sir(s),**

In accordance with Letter Inviting Tender under your reference No \_\_\_\_\_  
M/s. \_\_\_\_\_ having their Registered / Head Office at \_\_\_\_\_ (hereinafter called the Tenderer),  
wish to participate in the said tender for

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

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

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

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

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

Details of next Higher Authority of the Officials who have issued the Bank Guarantee:

Name .....

Designation .....

**WITNESS:**

(SIGNATURE)

(SIGNATURE)

(NAME)

(NAME)

Designation with Bank Stamp

**(OFFICIAL ADDRESS)**

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

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

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

1. The Bank Guarantee by Bidders will be given on non-judicial stamp paper as per "Stamp Duty" applicable. The non-judicial stamp paper should be in the name of the issuing Bank. In case of foreign Bank, the said Bank's Guarantee to be issued by its correspondent Bank in India on requisite non-judicial stamp paper
2. The expiry date should be arrived at in accordance with "ITB: Clause-16.1".
3. The Bank Guarantee by bidders will be given from Bank as specified in "ITB" Clause-16.2"
4. A letter from the issuing Bank of the requisite Bank Guarantee confirming that said Bank Guarantee / all future communication relating to the Bank Guarantee shall be forwarded to the Employer at its address as mentioned at "ITB".
5. Bidders must indicate the full postal address of the Bank along with the Bank's E-mail / Fax / Phone from where the Earnest Money Bond has been issued.

### **THE BANK GUARANTEE ISSUED BY THE BANK MUST BE ROUTED THROUGH SFMS PLATFORM AS PER FOLLOWING DETAILS:**

"BG issuance message (IFN 760 / IFN760COV For issuance of BG and IFN 767 / IFN 767 COV FOR Amendment of BG) is to be transmitted through SFMS to beneficiary's bank as below:

Name of Bank : Axis Bank  
Branch : Guwahati  
Branch Address : Chhibber House, Ground Floor, G.S Road, Guwahati -781005  
IFSC : UTIB0000140  
SWIFT Code : AXISINBB140

The issuing bank while issuing/amending the BG, should ensure that the below information is correctly captured in the message i.e., IFN 760 / IFN 760COV / IFN 767/ IFN 767COV:

Field Number	Particulars
7037	IGGL938956645

NOTE: THE BANK GUARANTEE ISSUED BY THE BANK MUST BE ROUTED THROUGH SFMS PLATFORM AS PER FOLLOWING DETAILS:

- (i) IFN 760 / IFN 760COV FOR ISSUANCE OF BANK GUARANTEE
- (ii) IFN 767 / IFN 767 COV FOR AMENDMENT OF BANK GUARANTEE
- (iii) THE ABOVE MESSAGE / INTIMATION SHALL BE SENT THROUGH SFMS BY THE BG ISSUING BANK TO AXIS BANK, GUWAHATI BRANCH, IFS CODE – UTIB0000140; BRANCH ADDRESS: Axis Bank, Chhibber House, Ground Floor, G.S Road, Guwahati -781005
- (iv) THE SUPPLIER SHALL SUBMIT TO IGGL THE COPY OF SFMS MESSAGE AS SENT BY THE ISSUING BANK ALONG WITH THE ORIGINAL BANK GUARANTEE

XXXXXXXX

**MATTER TO BE MENTIONED IN COVERING LETTER TO BE SUBMITTED BY VENDOR ALONG WITH BANK GUARANTEE**

1	<b>BANK GUARANTEE NO</b>	:			
2	<b>VENDOR NAME / VENDOR CODE</b>	:	<b>NAME</b>		
			<b>VENDOR CODE</b>		
3	<b>BANK GUARANTEE AMOUNT</b>	:			
4	<b>PURCHASE ORDER/ LOA NO</b>	:			
5	<b>NATURE OF BANK GUARANTEE</b>	:	<b>PERFORMANCE BANK GUARANTEE</b>	<b>SECURITY DEPOSIT</b>	<b>EMD</b>
	<b>(Please Tick (v) whichever is Applicable</b>				<b>ADVANCE</b>
6	<b>BG ISSUED BANK DETAILS</b>	(A)	<b>EMAIL ID:</b>		
		(B)	<b>ADDRESS:</b>		
		(C)	<b>PHONE NO.:</b>		

=====

**F-2A**  
**DECLARATION FOR BID SECURITY**

**To,**

**M/s INDRADHANUSH GAS GRID LIMITED (IGGL)**

---

**SUB:** HIRING OF SERVICES FOR PROVIDING PROFESSIONAL SUPPORT MANPOWER FOR 02 (TWO) YEARS ON CONTRACTUAL BASIS

**TENDER NO:** IGGL/GHY/C&P/PSMP/01-26

Dear Sir,

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

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

We understand that we will be put on watch list/ holiday/banning list (as per polices of INDRADHANUSH GAS GRID LIMITED (IGGL) in this regards), if we are in breach of our obligation(s) as per following:

- (a) Have withdrawn/ modified/amended, impairs or derogates from the tender, my/ our Bid during the period of bid validity specified in the form of Bid, or
- (b) Having been notified of the acceptance of our Bid by the INDRADHANUSH GAS GRID LIMITED (IGGL) during the period of Bid Validity:
  - i. Fail of refuse to execute the contract, if required, or
  - ii. Fail of refuse to furnish the contract performance security, in accordance provision of the tender document.
- (c) Having indulged in corrupt/fraudulent/ collusive / coercive practice as per procedure.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

**F-3**

## **PROFORMA OF "BANK GUARANTEE" FOR "CONTRACT PERFORMANCE SECURITY**

### **/ SECURITY DEPOSIT"**

**(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)**

To,  M/s Indradhanush Gas Grid Limited (IGGL)  -----	<b>Bank Guarantee No.</b>	
	<b>Date of BG</b>	
	<b>BG Valid up to</b>	
	<b>Claim period up to (There should be three months gap between expiry date of BG &amp; Claim period)</b>	
	<b>Stamp Sl. No./e-Stamp Certificate No.</b>	

**Dear Sir(s),**

M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ (herein after called the "contractor/supplier" which expression shall wherever the context so require include its successors and assignees) have been placed/awarded the job/work of \_\_\_\_\_ vide PO/LOA/FOA No. \_\_\_\_\_ dated \_\_\_\_\_ for **Indradhanush Gas Grid Limited (IGGL)** having registered office at 7th Floor, 122A, NRL Centre, Christian Basti, G S Road, Guwahati, Assam-781005 (herein after called the "IGGL" which expression shall wherever the context so require includes its successors and assignees).

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

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

1. We \_\_\_\_\_ hereby undertake to give the irrevocable & unconditional guarantee to you that if default shall be made by M/s. \_\_\_\_\_ in performing any of the terms and conditions of the tender/order/contract or in payment of any money payable to IGGL we shall on first demand pay without demur, contest, protest and/ or without any recourse to the contractor to IGGL in such manner as IGGL may direct the said amount of Rupees \_\_\_\_\_ only or such portion thereof not exceeding the said sum as you may require from time to time.
2. You will have the full liberty without reference to us and without affecting this guarantee, postpone for any time or from time to time the exercise of any of the powers and rights conferred on you under the order/contract with the said M/s \_\_\_\_\_ and to enforce or to forbear from endorsing any powers or rights or by reason of time being given to the said M/s \_\_\_\_\_ and such

postponement forbearance would not have the effect of releasing the bank from its obligation under this debt.

3. Your right to recover the said sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) from us in manner aforesaid is absolute & unequivocal and will not be affected or suspended by reason of the fact that any dispute or disputes have been raised by the said M/s \_\_\_\_\_ and/or that any dispute or disputes are pending before any officer, tribunal or court or arbitrator or any other authority/forum and any demand made by you in the bank shall be conclusive and binding. The bank shall not be released of its obligations under these presents by any exercise by you of its liberty with reference to matter aforesaid or any of their or by reason or any other act of omission or commission on your part or any other indulgence shown by you or by any other matter or changed what so ever which under law would, but for this provision, have the effect of releasing the bank.
4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up dissolution or changes of constitution or insolvency of the said supplier/contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to you in respect of such liabilities is paid.
5. The bank undertakes not to revoke this guarantee during its currency without your previous consent and further agrees that the guarantee shall continue to be enforceable until it is discharged by IGGL in writing. However, if for any reason, the supplier/contractor is unable to complete the supply/work within the period stipulated in the order/contract and in case of extension of the date of delivery/completion resulting extension of defect liability period/guarantee period of the supplier/contractor fails to perform the supply/work fully, the bank hereby agrees to further extend this guarantee at the instance of the supplier/contractor till such time as may be determined by IGGL. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instruction from M/s \_\_\_\_\_ (contractor) on whose behalf this guarantee is issued.
6. Bank also agrees that IGGL at its option shall be entitled to enforce this Guarantee against the bank (as principal debtor) in the first instant, without proceeding against the supplier/contractor and notwithstanding any security or other guarantee that IGGL may have in relation to the supplier's/contractor's liabilities.
7. The amount under the Bank Guarantee is payable forthwith without any delay by Bank upon the written demand raised by IGGL. Any dispute arising out of or in relation to the said Bank Guarantee shall be subject to the exclusive jurisdiction of courts at Guwahati.
8. Therefore, we hereby affirm that we are guarantors and responsible to you on behalf of the Supplier/Contractor up to a total amount of \_\_\_\_\_ (amount of guarantees in words and figures) and we undertake to pay you, upon your first written demand declaring the Supplier/Contractor to be in default under the order/contract and without caveat or argument, any sum or sums within the limits of (amounts of guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.
9. We have power to issue this guarantee in your favor under Memorandum and Articles of

-----  
Association and the undersigned has full power to do under the Power of Attorney, dated \_\_\_\_\_ granted to him by the Bank.

10. Notwithstanding anything contained herein:
  - a) The Bank's liability under this Guarantee shall not exceed (currency in figures) .....  
(currency in words only) .....
  - b) This Guarantee shall remain in force upto \_\_\_\_\_ (this date should be expiry date of defect liability period of the contract) and any extension(s) thereof; and
  - c) The Bank shall be released and discharged from all liability under this Guarantee unless a written claim or demand is issued to the Bank on or before the midnight of .....(indicate date of expiry of claim period which includes minimum three months from the expiry of this Bank Guarantee) and if extended, the date of expiry of the last extension of this Guarantee. If a claim has been received by us within the said date, all the rights of IGGL under this Guarantee shall be valid and shall not cease until we have satisfied that claim.
11. It is also confirmed that the net worth of the Bank is more than Rs.100 Crores and the undersigned is authorized to issue this certificate.

Details of next Higher Authority of the Officials who have issued the Bank Guarantee:

Name .....  
Designation .....

Yours faithfully,

---

Bank by its Constituted Attorney

Signature of a person duly Authorized to  
sign on behalf of the Bank

## INSTRUCTIONS FOR FURNISHING

### "CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT" BY "BANK GUARANTEE"

1. The Bank Guarantee by successful Bidder(s) will be given on non-judicial stamp paper as per 'stamp duty' applicable. The non-judicial stamp paper should be in name of the issuing bank.  
In case of foreign bank, the said Bank Guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper and place of Bid to be considered as Guwahati.
2. The Bank Guarantee by Bidders will be given from bank as specified in Tender.
3. A letter from the issuing bank of the requisite Bank Guarantee confirming that said Bank Guarantee and all future communication relating to the Bank Guarantee shall be forwarded to Employer.
4. If a Bank Guarantee is issued by a commercial bank, then a letter to Employer and copy to Consultant (if applicable) confirming its net worth is more than Rs. 100,00,00,000.00 [Rupees One Hundred Crores] or its equivalent in foreign currency along with Documentary evidence OR in the Bank Guarantee itself.
5. **THE BANK GUARANTEE ISSUED BY THE BANK MUST BE ROUTED THROUGH SFMS PLATFORM AS PER FOLLOWING DETAILS:**

"BG issuance message (IFN 760 / IFN760COV For issuance of BG and IFN 767 / IFN 767 COV FOR Amendment of BG) is to be transmitted through SFMS to beneficiary's bank as below:

Name of Bank : Axis Bank  
Branch : Guwahati  
Branch Address : Chhibber House, Ground Floor, G.S Road, Guwahati -781005  
IFSC : UTIB0000140  
SWIFT Code : AXISINBB140

The issuing bank while issuing/amending the BG, should ensure that the below information is correctly captured in the message i.e., IFN 760 / IFN 760COV / IFN 767/ IFN 767COV:

Field Number	Particulars
7037	IGGL938956645

NOTE: THE BANK GUARANTEE ISSUED BY THE BANK MUST BE ROUTED THROUGH SFMS PLATFORM AS PER FOLLOWING DETAILS:

- (i) IFN 760 / IFN 760COV FOR ISSUANCE OF BANK GUARANTEE
- (ii) IFN 767 / IFN 767 COV FOR AMENDMENT OF BANK GUARANTEE
- (iii) THE ABOVE MESSAGE / INTIMATION SHALL BE SENT THROUGH SFMS BY THE BG ISSUING BANK TO AXIS BANK, GUWAHATI BRANCH, IFS CODE – UTIB0000140; BRANCH ADDRESS: Axis Bank, Chhibber House, Ground Floor, G.S Road, Guwahati - 781005
- (iv) THE SUPPLIER SHALL SUBMIT TO IGGL THE COPY OF SFMS MESSAGE AS SENT BY THE ISSUING BANK ALONG WITH THE ORIGINAL BANK GUARANTEE

=====

**Annexure**

**MATTER TO BE MENTIONED IN COVERING LETTER TO BE SUBMITTED BY VENDOR**  
**ALONG WITH BANK GUARANTEE**

1	<b>BANK GUARANTEE NO</b>	:				
2	<b>VENDOR NAME / VENDOR CODE</b>	:	<b>NAME</b>			
			<b>VENDOR CODE</b>			
3	<b>BANK GUARANTEE AMOUNT</b>	:				
4	<b>PURCHASE ORDER/ LOA NO</b>	:				
5	<b>NATURE OF BANK GUARANTEE</b>	:				
	(Please Tick ( ✓ ) Whichever is Applicable		<b>PERFORMANCE BANK GUARANTEE</b>	<b>SECURITY DEPOSIT</b>	<b>EMD</b>	
					<b>ADVANCE</b>	
6	<b>BG ISSUED BANK DETAILS</b>					
		(A)	<b>EMAIL ID :</b>			
		(B)	<b>ADDRESS :</b>			
		(C)	<b>PHONE NO :</b>			

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**AGREED TERMS & CONDITIONS**

To,

M/s IGGL

**TENDER NO: IGGL/GHY/C&P/PSMP/01-26 (E-TENDER NO. IGGL-100101)**

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

<b>SI.</b>	<b>DESCRIPTION</b>	<b>BIDDER'S CONFIRMATION</b>
1	Bidder's name and address (LOA/Order shall be released in this name)	Bidder's name: Address:
2.	Bidder confirms the currency of quoted prices is in Indian Rupees.	CONFIRMED
3.	Bidder Confirms quoted prices will remain firm and fixed till complete execution of the order (except where price escalation/variation is allowed in the Tender).	CONFIRMED
4	Bidder to mention the rate of GST ( <b>CGST &amp; SGST/ UTGST or IGST</b> ) for the quoted service	.....% [GST rate]
4.1	Whether in the instant tender services/works are covered in reverse charge rule of <b>GST (CGST &amp; SGST/UTGST or IGST)</b> If yes, Bidder to confirm rate of applicable GST (CGST & SGST/ UTGST or IGST)	Yes/ No -----
4.2	Bidder to mention Harmonized System Nomenclature (HSN)/Service Accounting Code (SAC) for the quoted service	
4.3	Bidder hereby confirms that the quoted prices is in compliance with the Section 171 of CGST Act/ SGST Act as mentioned as clause no. 13.10 of ITB0	CONFIRMED
4.4	Whether bidder is liable to raise E-Invoice as per GST Act  If yes, bidder will raise E-Invoice and confirm compliance to provision of tender in this regard.	
5.	Confirm acceptance of relevant Terms of Payment specified in the Bid Document.	CONFIRMED
6.	Confirm that Contract Performance Security will be furnished as per Bid Document within 30 days of LOA/FOA/PO/WO in case of successful bidder.	CONFIRMED
7.	Confirm compliance to Completion Schedule as specified in Bid document.	CONFIRMED

SI.	DESCRIPTION	BIDDER'S CONFIRMATION
8.	Confirm acceptance of Price Reduction Schedule for delay in completion schedule / Delivery period as specified in Bid document or as per GCC.  In case of delay, the bills shall be submitted after deducting the price reduction due to delay	CONFIRMED
9.	a) Confirm acceptance of all terms and conditions of Bid Document (all sections), General Conditions of Contract and Corrigendum / Addendum (if any) available along with this tender document.  b) Confirm that printed terms and conditions of bidder are not applicable.	CONFIRMED CONFIRMED
10.	Confirm your offer is valid for period specified in BDS from Final/Extended due date of opening of Techno-commercial Bids.	CONFIRMED
11.	Please furnish EMD/Bid Security details ( <b>if applicable</b> ): a) EMD/ Bid Security No. & date b) Value c) Validity d) Bank Address/e-mail ID/Mobile no. [in case of BG] <b>OR</b> Bidder furnishes bid security declaration [applicable for MSEs, Start-Ups and CPSEs (to whom exemption is allowed as per extant guidelines in vogue)]	
12.	As per requirement of tender, bidder (having status as Pvt. Ltd. or Limited company) must upload bid duly digitally signed on e-portal through class-3B digital signature (DS). In case, class of DS or name of employee or name of employer is not visible in the digitally signed documents, the bid digitally signed as submitted by the person shall be binding on the bidder.	CONFIRMED
13.	Bidder confirms that (i) none of Directors (in Board of Director) of bidder is a relative of any Director (in Board of Director) of Owner or (ii) the bidder is not a firm in which any Director (in Board of Director) of Owner/ IGGL or their relative is not a partner.	CONFIRMED
14.	All correspondence must be in ENGLISH language only.	CONFIRMED
15.	The contents of this Tender Document have not been modified or altered by Bidder. In case, it is found that the tender document has been modified / altered by the bidder, the bid submitted by them shall be liable for rejection.	CONFIRMED
16.	Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.	CONFIRMED
17.	<b>No Deviation Confirmation:</b> It may be noted that any 'deviation / exception' in any form	CONFIRMED

SI.	DESCRIPTION	BIDDER'S CONFIRMATION
	may result in rejection of Bid. Therefore, Bidder confirms that they have not taken any 'exception / deviation' anywhere in the Bid. In case any 'deviation / exception' is mentioned or noticed, Bidder's Bid may be rejected.	
18.	<p><b><u>Non-Involvement of Govt. of India:</u></b></p> <p>If Bidder becomes a successful Bidder and pursuant to the provisions of the Tender Document, award is given to them against subject Tender Document, the following Confirmation shall be automatically enforceable:</p> <p>"We agree and acknowledge that the Employer is entering into the Contract/Agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood &amp; agreed that the Government of India is not a party to the Contract/Agreement and has no liabilities, obligations or rights thereunder. It is expressly understood and agreed that the Purchaser is authorized to enter into Contract/Agreement, solely on its own behalf under the applicable laws of India. We expressly agree, acknowledge and understand that the Purchaser is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the Agreement. Accordingly, we hereby expressly waive, release and forego any and all actions or claims, including cross claims, VIP claims or counter claims against the Government of India arising out of the Agreement and covenants not to sue to Government of India as to any manner, claim, cause of action or things whatsoever arising of or under the Agreement."</p>	CONFIRMED
19.	Bidder to ensure all documents as per tender including clause 11 of Section III and all Formats are included in their bid.	CONFIRMED
20.	Bidder understands that Tender Document is not exhaustive. In case any activity though specifically not covered in description of 'Schedule of Rates' but is required to complete the work as per Scope of Work, Conditions of Contract, or any other part of Bidding document, the quoted rates will be deemed to be inclusive of cost incurred for such activities unless otherwise specifically excluded. Bidder confirms to perform for fulfilment of the contract and completeness of the supplies in all respect within the scheduled time frame and quoted price.	CONFIRMED

SI.	DESCRIPTION	BIDDER'S CONFIRMATION
21.	<p><b>Holiday/Banning &amp; Liquidation, Court Receivership:</b></p> <p>Bidder hereby confirms that they are not on Holiday list or in banning list of IGGL or any other departments under Ministry of Petroleum &amp; Natural Gas or blacklisted / banned by any Government Department / Public Sector as on the due date of submission of bid.</p> <p>Further, Bidder confirms that neither they nor their allied agency(ies) (as defined in the Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices) are on banning list of IGGL or the Ministry of Petroleum and Natural Gas.</p> <p>Bidder also confirms that they are not under any liquidation, court receivership or similar proceedings or 'bankruptcy'.</p> <p>In case it comes to the notice of IGGL that the bidder has given wrong declaration in this regard, the same shall be dealt as 'fraudulent practices and action shall be initiated as per the Procedure for action in case of Corrupt/Fraudulent/Collusive/Coercive Practices.</p> <p>Further, Bidder also confirms that in case there is any change in status of the declaration prior to award of contract, the same will be promptly informed to IGGL by them.</p>	CONFIRMED
22.	<p>Bidder certifies that they would adhere to the Fraud Prevention Policy of IGGL [available on IGGL's website (<a href="http://www.iggl.co.in">www.iggl.co.in</a>)] and shall not indulge themselves or allow others (working in IGGL) to indulge in fraudulent activities and that they would immediately apprise IGGL of the fraud/suspected fraud as soon as it comes to their notice.</p> <p>Concealment of facts regarding their involvement in fraudulent activities in connection with the business transaction(s) of IGGL is liable to be treated as crime and dealt with by the procedures of IGGL as applicable from time to time.</p>	CONFIRMED
23.	<p>Bidder confirms that (i) any variation in GST at the time of supplies for any reasons, other than statutory, including variations due to turnover, shall be borne by them and (ii) any error of interpretation of applicability of rate of GST (CGST &amp; SGST/ UTGST or IGST) on components of an item and/or various items of tender by them shall be to bidder's account</p>	CONFIRMED
24.	<p>Bidder confirms that there is no conflict of interest with other bidders, as per clause no. 4.2 of Section-III (ITB) of Tender Document.</p>	CONFIRMED

SI.	DESCRIPTION	BIDDER'S CONFIRMATION
25.	Bidder confirms that, in case of contradiction between the confirmations provided in this format and terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail	CONFIRMED
26.	<p><b>RATE:</b> This is a partial price display tender. Refer Schedule of Rates for details.</p> <ul style="list-style-type: none"> <li>➤ A percentage (above/below/at par) should be quoted in the Bill of Quantity uploaded in excel format in the e-tender portal for item with displayed estimate. Percentage quote below (+)3.85% and above (+)7.00% of SOR Rate are not allowed.</li> <li>➤ Variation of quoted rates/percentage shall NOT be allowed on any account after due date &amp; time of submission of offer.</li> </ul>	CONFIRMED CONFIRMED
27.	<p><b>Declaration on proceedings under insolvency and bankruptcy CODE 2016:</b></p> <p>Bidder confirms that they are not undergoing any insolvency resolution process or liquidation or bankruptcy proceeding as on bid due date.</p> <p><b>Note:</b> It is understood that if this declaration is found to be false, Indradhanush Gas Grid Limited shall have the right to reject the bid and forfeit the EMD/CPS. If the bid has resulted in a contract, the contract will be liable for termination without prejudice to any other right or remedy (including blacklisting or holiday listing) as per the policy of Indradhanush Gas Grid Limited.</p>	CONFIRMED

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

**[TO BE SUBMITTED ON BIDDER LETTER-HEAD]**

**F-5**

**NO CLAIM CERTIFICATE**

**(TO BE SUBMITTED BEFORE RELEASE OF CPS/SECURITY DEPOSIT)**

We, \_\_\_\_\_, a company incorporated under the laws of India/ a Consortium between \*\_\_ and \*\_\_ (*name of Consortium partners to be inserted*)/ a Partnership Firm consisting of \*\_\_ and \*\_\_ (*name of Partners to be inserted*)/ a Sole Proprietorship (as the case may be), having its registered office at \_\_\_\_\_ and carrying on business under the name and style M/s. \_\_\_\_\_ were awarded the contract by IGGL in reference to Tender No. \_\_\_\_\_ dated \_\_\_\_\_ ("Order/Contract").

After completion of the above-said items/job under the Order/Contract, we have scrutinized all our claims, contentions, disputes, issues and we hereby confirm that after adjusting all payments received by us against our R.A. Bills and final bill, we have no claims, dues, issues and contentions from IGGL

We further absolve IGGL from all liabilities present or future arising directly or indirectly out of the Contract.

There is no economic duress or any other compulsion on us for submission of this no claim certificate.

Place: [Signature of Authorized Signatory of Contractor]

Date: Name:

Designation:

Seal:

**(TO BE SUBMITTED ON BANK'S LETTER HEAD)**

**F-6**

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

Date:

To,  
M/s. IGGL

-----  
-----  
-----

Dear Sir,

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

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

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

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

Yours truly

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

(Authorized signatory)

Name of the signatory : \_\_\_\_\_

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

Email Id : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Stamp

**Note:**

This Declaration Letter for line of credit shall be from single bank only. Letter from multiple banks shall not be applicable. However, banking syndicate will be acceptable wherein a group of banks can jointly provide line of credit to the bidder.

**[THIS CERTIFICATE TO BE SUBMITTED ON CHARTERED ACCOUNTANT/CPA LETTER HEAD]**

**F-7**

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

We have verified the Audited Financial Statements and other relevant records of M/s..... (Name of the bidder) and certify the following:

**A. AVERAGE ANNUAL FINANCIAL TURNOVER\* DURING THE LAST THREE FINANCIAL YEARS:**

Year	Amount (Currency)
Year 1:	
Year 2:	
Year 3:	
Total (A)	
Average Annual Financial Turnover during the last three financial years (A/3)	

**B. NETWORTH\* AS PER LAST AUDITED FINANCIAL STATEMENT:**

Description	Year _____
	Amount (Currency)
1. Net Worth:	

**C. WORKING CAPITAL\* AS PER LAST AUDITED FINANCIAL STATEMENT:**

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

***\*Refer Instructions***

**Note:**

- 1.0 It is further certified that the above-mentioned applicable figures are matching with the returns filed with Registrar of Companies (ROC) [Applicable only in case of Indian Companies].
- 2.0 We confirm that above figures are after referring instructions at page 2 of 2
- 3.0 Practicing Chartered Accountants shall generate Unique Document Identification Number (UDIN) for all certificates issued by them

Name of Audit Firm:

[Signature of Authorized Signatory]

Chartered Accountant/CPA

Name:

Date:

Designation:

Seal:

Membership No.

## **INSTRUCTIONS:**

1. The Separate Pro-forma shall be used for each member in case of JV/Consortium.
2. The financial year would be the same as one normally followed by the bidder for its Annual Report.
3. The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non-responsive.
4. For the purpose of this Tender document:
  - a. **Annual Turnover** shall be "Revenue from operation" as per profit & Loss account of audited annual financial statements.
  - b. **Working Capital** shall be "Current Assets less Current liabilities" and
  - c. **Net Worth** shall be aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, if any, but does not include reserves created out of revaluation of assets, write back of depreciation and amalgamation.
5. In case the date of constitution/incorporation of the bidder is less than 3 years old, the average turnover in respect of the completed financial years after the date of constitution/ incorporation shall be taken into account for minimum Average Annual Financial Turnover criteria.
6. **Above figures shall be calculated after considering the qualification, if any, made by the statutory auditor on the audited financial statements of the bidder including quantified financial implication.**
7. This certificate is to be submitted on the letter head of Chartered Accountant/CPA.

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## BIDDER'S QUERIES FOR PRE-BID MEETING

To,

**M/s. IGGL**

**TENDER NO: IGGL/GHY/C&P/PSMP/01-26 (E -TENDER NO. IGGL-100101 )**

SL. NO.	REFERENCE OF BIDDING DOCUMENT				BIDDER'S QUERY	IGGL'S REPLY
	SEC. NO.	Page No.	Clause No.	Subject		

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

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

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

**[TO BE SUBMITTED ON BIDDER LETTERHEAD]**

**F-9**

**E-Banking Mandate Form**

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

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

(Signature of vendor/customer)

**BANK CERTIFICATE**

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

Date

(Signature of authorized officer of bank)

## F-10

### BIDDER'S EXPERIENCE

To,  
M/s IGGL

**TENDER NO:** IGGL/GHY/C&P/PSMP/01-26 (E –TENDER NO. IGGL-100101 )

**SUB:** HIRING OF SERVICES FOR PROVIDING PROFESSIONAL SUPPORT MANPOWER FOR 02 (TWO) YEARS ON CONTRACTUAL BASIS

Sl. No.	Description of the Services	LOA /WO No. and date	Full Postal Address & phone nos. of Client. <i>Name, designation and address of Engineer/ Officer-in-Charge (for cases other than purchase)</i>	Value of Contra ct/Order (Specify Currency Amount)	Date of Commencement of Services	Scheduled Completion Time (Months)	Date of Actual Completion	Reasons for delay in execution, if any
(1)	(2)	(3)	(5)	(6)	(7)	(8)	(9)	(10)

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation:

Seal:

Note: As per cl. No. 1.4 of Section-II, only documents (Work Order, Completion certificate, Execution Certificate etc.) which have been referred/ specified in the bid shall be considered in reply to queries during evaluation of Bids.

**F-11**  
**INTEGRITY PACT**

**ANNEXURE-A**

# **INTEGRITY PACT**

(IP signed by IGGL's executive shall be made part of tender document)



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## INTEGRITY PACT

### INTRODUCTION:

IGGL as one of its endeavour to maintain and foster most ethical and corruption free business environment, have decided to adopt the Integrity Pact, a tool developed by the Transparency International, to ensure that all activities and transactions between the Company (IGGL) and its Counter parties (Bidders, Contractors, Vendors, Suppliers, Service Providers/Consultants etc.) are handled in a fair and transparent manner, completely free of corruption.

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

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



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## ANNEXURE-1

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

### I COMMITMENTS AND OBLIGATIONS OF THE "COUNTER PARTY"

- a) The Counter party, directly or indirectly (through agent, consultant, advisor, etc.), shall not pay any bribe/ influence or give undue/ unlawful benefit to anyone to gain undue advantage in dealing with IGGL.
- b) The Counter party will not engage in collusion of any kind including price fixation etc. with other Counter parts.
- c) The counter party will not pass IGGL's confidential information to any third party unless specifically authorized by IGGL in writing.
- d) The Counterparties shall promote and observe best ethical practices within the irrespective organizations.
- e) The Counter party shall inform the Independent External Monitor.
  - i) If it received any demand, directly or indirectly, for a bribe/ favour or any illegal gratification/payment/benefit;
  - ii) If it comes to know of any unethical or illegal payment/benefit;
  - iii) If it makes any payment to any IGGL associate.
- f) The Counter party shall not make any false or misleading allegations against IGGL or its associates.

### II VIOLATIONS & CONSEQUENCES:

- a) If a Counterparty commits a violation of its Commitments and Obligations under the Integrity Pact Programme during bidding process, their entire Earnest Money Deposit/ Bid Security, would be forfeited and in addition, action shall be taken as per "**Procedure for action in case Corrupt /Fraudulent/ Collusive/Coercive Practices**"
- b) In case of violation of the Integrity pact by Counterparty after award of the Contract, IGGL shall be entitled to terminate the Contract. Further, IGGL would forfeit the security deposits/ Contract Performance Bank Guarantee and in addition, action shall be taken as per "**Procedure for action in case Corrupt/Fraudulent/Collusive/Coercive Practices**"



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## INDEPENDENT EXTRNAL MONITORS (IEMs)

Presently the panel consisting of the following Independent External Monitors (IEMs) has been appointed by IGGL, in terms of Integrity Pact (IP) which forms part of IGGL Tenders / Contracts.

- (I) Smt. Madhu Sharma, IFOS (Retd.)  
(E-mail Id: madhu1sharma@yahoo.com)
- (II) Shri Shyam Nandan Prasad, Director-Marketing, Coal India Ltd. (Retd.)  
(E-mail: shyamnandanprasad@yahoo.com)

This panel is authorized to examine / consider all references made to it under this tender/contract. The bidder(s), in case of any dispute(s) / complaint(s) pertaining to this tender may raise the issue either with the designated tender/contract issuing officer or Nodal Officer (presently Shri Kulajit Talukdar) in IGGL or directly with the IEMs on the panel or IEM c/o Chief Vigilance Officer.



## ANNEXURE-2

### INTEGRITY PACT

(To be executed on plain paper)

Between Indradhanush Gas Grid Limited (IGGL), a JV of ONGC, OIL, GAIL, NRL, & IOCL , (here-in-after referred to as "Principal").

AND

(here-in-after referred to as "The Bidder/Contractor").

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

### **PREAMBLE**

The Principal intends to award under laid down organizational procedures, contract/s for full compliance with all relevant laws of land rules, regulations, and economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

### **Section 1 –Commitments of the Principal**

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following Principles:-
  - i) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or for a third person, any material or in material benefit which the person is not legally entitled to.
  - ii) The Principal will, during the tender process treat all Bidder(s) with equity and reasons. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder (s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - iii) The Principal will exclude from the process all known prejudiced persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC)/ Prevention of Corruption Act (PC



Act), or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officers and in addition can initiate disciplinary actions.

## Section 2—Commitments of the Bidder(s)/Contractor(s)

1. The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commits themselves to observe the following principles during participation in the tender process and during the contract execution:
  - i) The Bidder (s) / Contractor (s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he / she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - ii) The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other action to restrict competitiveness or to introduce cartelization in the bidding process.
  - iii) The Bidder (s) / Contractor (s) will not commit any offence under the relevant IPC/PC Act; further, the Bidder (s) / Contractor (s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - iv) The Bidder (s)/ Contractor (s) of foreign origin shall disclose the name and address of the Agents/ representatives in India, if any. Similarly, the Bidder (s)/Contractor (s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further, all the payments made to the Indian agent/representative have to be in Indian Rupees only.
  - v) The Bidder (s) / Contractor (s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - vi) Bidder(s) / Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
2. The Bidder(s)/ Contractor(s) shall not instigate third person to commit offences outlined above or be an accessory to such offences.



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

If the Bidder (s) / Contractor (s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder (s) / Contractor (s) from the tender process or take action as per provisions of “Procedure for action in case Corrupt/Fraudulent/Collusive/Coercive Practices”.

### Section 4 –Compensation for Damages

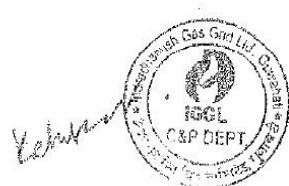
1. If the Principal has disqualified the Bidder (s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages equal to the Contract Value or the amount equivalent to Performance Bank Guarantee.

### Section 5–Previous transgression

1. The Bidder declares that no previous transgression occurred in the last three years, with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or actions can be taken as per provisions of “Procedure for action in case Corrupt/Fraudulent/ Collusive/Coercive Practices”

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

1. In case of sub-contracting, the Principal contractor shall take the responsibility of the adoption of IP by the sub-contractor. It is to be ensured by him that all sub-contractors also sign the IP.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.



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## Section 7—Criminal charges against violating Bidder(s)/Contractor (s)/Sub-contractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

## Section 8—Independent External Monitor/Monitor

1. The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all documents/records pertaining to the contract for which a complaint or issue is raised before them, as and when warranted. However, the documents/records/information having National Security implications and those documents which have been classified as Secret/Top Secret are not to be disclosed. It will be obligatory for him/ her to treat the information and documents of the Bidders/Contractors as confidential. He/she reports to the CEO, IGGL.
3. The Bidder (s)/ Contractor (s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
5. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or to 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. The Monitor will submit a written report to the CEO, IGGL within 30 days from the date of reference or intimation to him by the 'Principal' and, should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitor has reported to the CEO, IGGL, a substantiated suspicion of an offence under relevant IPC/PC Act, and the CEO, IGGL has not, within reasonable time, taken



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visible action to proceed against such offence or reported it to the Chief Vigilance Officer, then only in case of very serious issue having a specific, verifiable Vigilance angle, the matter should be reported directly to the Central Vigilance Commission.

9. The word 'Monitor' would include both singular and plural.
10. In case of any complaints referred under IP Program, the role of IEMs is advisory and would not be legally binding and it is restricted to resolving the issues raised by an intending bidder regarding any aspect of the tender which allegedly restricts competition or bias towards some bidder.
11. After award of contract, the IEMs shall look into any issue relating to execution of contract, if specifically raised before them. As an illustrative example, if a contractor, who has been awarded the contract, during the execution of contract, raises issue of delayed payment etc. before the IEMs, the same shall be examined by the panel of IEMs.

#### Section 9—Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the respective contract, and for all other Bidders 6 months after the contract has been awarded. Any violation to the same would entail disqualification of the bidders and exclusion from future business dealing.

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

#### Section 10—Miscellaneous provisions

1. This agreement is subject to Indian Law. Place of performance and exclusive jurisdiction is the Registered Office of the principal, i.e. Guwahati.
2. Changes and supplements as well as termination notices, if any, need to be made in writing. Side agreements have not been made.
3. If the Contractor / Bidder is a Joint Venture or a partnership concern or a consortium, this agreement must be signed by all partners or consortium members.
4. Should one or several of the provisions of this agreement turn out to be invalid, the remainder of this agreement shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions in such a case.
5. Issues like warranty/guarantee, etc. shall be outside the purview of IEMs.



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

(For & on Behalf of Principal)

(Office Seal)

(For & on Behalf of Bidder/ Contractor)

(Office Seal)

Place .....  
Date .....

Witness1:  
(Name & Address) .....  
.....  
.....

Witness2:  
(Name & Address) .....  
.....  
.....



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## **SECTION-VI**

### **SPECIAL CONDITIONS OF CONTRACT**

**&**

### **SCOPE OF WORK**

## **SPECIAL CONDITIONS OF CONTRACT (SCC) & SCOPE OF WORK (SOW)**

### **1.0 GENERAL**

- 1.1** Special conditions of Contract shall be read in Conjunction with the General Conditions of Contract, specification of work, Drawings and any other documents forming part of this Contract wherever the context so requires.
- 1.2** Notwithstanding the sub-division of the documents into these separate sections and volumes, every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the Contract so far as it may be practicable to do so.
- 1.3** Where any portion of the General Condition of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, unless a different intention appears, the provisions of the special Conditions of Contract shall be deemed to over-ride the provisions of the General Conditions of Contract and shall to the extent of such repugnancy, or variations, prevail. In case of any contradictions the decision of the Engineer-In-Charge will be final and binding on the contractor.
- 1.4** Wherever it is mentioned in the specifications that the Agency shall perform certain work or provide certain facilities, it is understood that the Agency shall do so at its cost and the value of contract shall be deemed to have included cost of such performance and provisions, so mentioned.
- 1.5** The intending Agency shall be deemed to have visited the site and gone through the GCC. Non familiarity with site conditions and unawareness of GCC shall in no way be considered a reason for any extra claim or for not carrying out the work in strict conformity with the drawings, specifications or provisions of contract.
- 1.6** It will be the Agency's responsibility to bring to the notice of Engineer-in-Charge (EIC) any irreconcilable conflict in the contract documents before starting the work(s) or making the supply with reference which the conflict exists.
- 1.7** All the work specifically mentioned in the tender document is under the scope of the Agency. All other works not specifically mentioned but required for successfully execution of the work shall also be performed by the Agency and payment shall be made as per the terms and conditions mentioned elsewhere in this document.
- 1.8** The work executed shall be to the satisfaction of Engineer-in-Charge and contract rates shall include any Incidental and Contingent works charges so as to complete the work in all respect in prompt, efficient and workman like manner.
- 1.9** Except as otherwise hereinafter provided the selection, replacement, and engagement; Contractor shall determine contractor's personnel. Such employees shall be solely of Contractor's employees. Contractor shall ensure that its personnel will be competent and efficient. However, the contractor shall provide details of experience, qualification and other relevant data of the personnel to be deployed for

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scrutiny and clearance by the company before the actual deployment. The contractor shall not deploy its personnel unless cleared by the company.

## 1.10 DEFINITIONS

- i. The expression 'Vendor / Agency' shall mean the Agency selected by the employer for the execution of the subject work and shall include the successors and permitted assigns of the Vendor/ Agency.
- ii. The 'Engineer-in-Charge' shall mean the 'Engineer-in-charge' of IGGL for this work and shall include any person acting as in charge on its behalf.
- iii. 'Authorized Representative' shall mean any Officer/ Supervisor / Consultant/ Staff of IGGL authorized by the Head of Department.

## 2.0 LOCATION

**2.1** The services are required to assist IGGL in its Pipeline Projects construction activities in different projects sites, SV/IP/RT/DT/Compressor stations, camp offices, and offices, in the states of Sikkim, West Bengal, Assam, Manipur, Mizoram, Arunachal Pradesh, Meghalaya, Nagaland, Tripura and any upcoming project sites anywhere in India.

## 3.0 MOBILIZATION TIME

The initial period of mobilization shall be 15 days from the issuance of Letter of Acceptance (LOA) plus applicable notice period of maximum one month duration. Agency shall ensure mobilization within the given time with the required manpower for smooth execution of job as specified by IGGL/ EIC.

No mobilization advance shall be paid.

## 4.0 CONTRACT PERIOD

The contract shall come into force from the date of award of Contract/LOA. However, the contract period shall be 24 months reckoned from the 16<sup>th</sup> day from the date of award of Contract/LOA or 24 months reckoned from the actual date of mobilization, whichever is earlier.

## 5.0 PAYMENT TOWARDS SERVICES

1. In consideration of the SERVICES provided by AGENCY pursuant to the Contract, IGGL shall pay to AGENCY such remuneration as is specified or computed in accordance with the provisions of Schedule of Rates.
2. Payment will be released on submission of monthly running bills subject to any recovery and after necessary verification /certification by the concerned Engineer-In Charge. No escalation shall be permitted. The contractor must take utmost care while quoting the rates as same will be applicable for entire validity of contract.
3. The number of hours put in by AGENCY personnel shall be booked in IGGL prescribed Time Sheets as instructed by IGGL officers supervising the work who will approve the Time Sheets. AGENCY shall submit monthly invoice along with supporting documents including IGGL approved time sheets, PF/ ESI Challan (if applicable), GST Challan (if any), Proof of Payment made to the AGENCY's personnel to the EIC/IGGL Officers

supervising the work. Payment shall be made by IGGL within thirty (30) days after receipt of invoice with complete documents. Payment for part of the month will be calculated on pro-rata basis depending upon the actual days-worked in a particular calendar month.

4. All payments to AGENCY under the Contract will be made by cheque or direct transfer to a bank nominated by AGENCY and acceptable to IGGL.
5. All taxes, duties, levies, penalties shall be deducted/applicable from the bill as per the applicable rules, regulations and amendments of the government directives as notified from time to time.
6. IGGL has implemented Bill Tracking system (BTS) for automation, digitization & centralization of Account Payable process. Supplier/ Contractor/Service Provide/ Consultant is required to upload digital invoice on BTS portal. Only digital invoice is to be uploaded on the portal and all other supporting documents along with copy of invoice are to be submitted to concerned as defined in the Letter of Acceptance (LoA)

## 6.0 PRICE BASIS

1. The quoted rate (Service charges) shall be firm and valid till the complete execution of the order. No escalation on what-so-ever account shall be paid under this contract.
2. Quantities shown in the "SOR" is only indicative / tentative and the same may be subjected to variation in both ways i.e. minimum value of work is not guaranteed. The contractor shall not seek any revision in the 'quoted rates/prices' on account of any such variation(s) in quantities.
3. The rate should be quoted in the Schedule of Rates as enclosed. The rates towards monthly service charges (in % & Rupees) only should be quoted in the schedule of rates. Contractor's service charge is applicable only on Total wage, compensation for Out of Pocket Expenses duty, Statutory contributions, insurance premium and leave wages. Bidder should take into account all liabilities to be borne by it as indicated in the scope of services, special conditions of contract and other tender documents while quoting service charges.
4. Bidders are advised in their own interest to visit office/sites and ascertain the conditions and quantum of work before quoting. Agency should take care of GST (if applicable) while quoting rates and should separately indicate rate of GST to be charged. The rate quoted by the Agency shall be all inclusive for provisions of all incidental expenses necessary for proper execution and completion of work in full in accordance with the Terms & Conditions of the Bid Documents.

## 7.0 QUANTITY VARIATION:

The quantity given in the Schedule of Rates may vary as per job requirement. However, even in case of any such variation in the quantity being executed in line with job requirement, Contractor will have to render the services without any alteration in the rate quoted against SOR item/s. Rates quoted and thereby if accepted will remain firm & fixed until completion of job.

## **8.0 QUANTITY VARIATION:**

The quantity given in the Schedule of Rates may vary as per job requirement. However, even in case of any such variation in the quantity being executed in line with job requirement, Contractor will have to render the services without any alteration in the rate quoted against SOR item/s. Rates quoted and thereby if accepted will remain firm & fixed until completion of job.

## **9.0 PERMISSIONS:**

While doing the work, it is the responsibility of the contractor to take the necessary permits/permissions prior to start of work. All contractors' personnel entering the IGGL installations must have prior permission from each IGGL security in - charge/EIC/SIC. The bidder shall arrange on his own for police verification and identity card for the persons to be deployed by him before starting of the contract and submit the same from time to time. For the work is to be carried out in "Restricted Area" and the contractor shall have to obtain the necessary permission to work as per instructions of the EIC/SIC and shall start the job only after obtaining suitable work permit. The contractor's manpower is required to keep the entry permission with them all the time inside the IGGL installations and should produce it, if asked.

## **10.0 ADHERENCE TO SAFETY REGULATIONS:**

All the contractor's personnel, who would be deployed inside the premises, should strictly follow all safety rules & regulations. They should be well-conversant with the safety precautions to be followed.

The contractor shall abide by the advice & guidance of the Safety Officer. In addition, the contractor shall ensure that the agency personnel follow all safety codes framed from time to time. Smoking inside the premises is strictly prohibited. No contractor's personnel are allowed to possess match boxes, lighters, cigarettes, biddies, transistors, or any other material which may cause fire hazards.

Contractor shall also ensure that all existing and amended Health, Safety and Environment Rules / Policies of IGGL are strictly obeyed in the services rendered by him. Contractor must strictly adhere to guidance, instructions issued from time to time in this regard. Any violation on this account shall be the contractor's responsibility and IGGL will be immune to all its consequences, whatsoever it may be.

## **11.0 DEFECT LIABILITY PERIOD:**

Not Applicable

## **STANDARD CONDITIONS OF SCC: PART I**

### **Standard HR Clauses**

1. "Service" shall comprise the Scope of Work as attached for Professional support services under IGGL.
2. "Location(s)" where the services are to be rendered, shall be defined in the Scope of Work.
3. **Engagement:** IGGL intends to engage Contractor to provide the service(s) at various locations of IGGL offices/project site locations for a period of 24 months from the date of commencement of service subject to the terms and conditions hereinafter specified.

#### **4. LEAVE**

Each contract personnel shall have the following leaves:

- i. **Casual Leave (CL)** of 08 days in a calendar year on pro rata basis. CL shall not be carried forward. CL is non-encashable.
- ii. **Medical Leave (ML)** of 07 days in a calendar year. ML shall not be carried forward. ML is non-encashable.
- iii. **Earned Leave (EL):** 01 EL will be credited to the account of the agency personnel per month. EL if un-availed, can be encashed at the end of contract/separation.

The above-mentioned leaves will be guided by the following:

- a. The leave will be granted by the agency on intimation by EIC after obtaining the consent of respective reporting officer.
- b. Except in the case of emergency, AGENCY personnel shall seek prior approval from their respective concerned reporting officer at IGGL and inform the designated representative/authorized official of agency before proceeding on leave

#### **Unpaid Leave/Unauthorized Absenteeism:**

In case the agency personnel takes any additional leave after exhausting the above-mentioned leaves, then the same will be considered as leave without pay. No payment will be made for the period of any such leave including holidays and off days.

In case the agency personnel avails leave for 2 or more days without prior notice/approval (except in case of Medical Leave), it will be considered as unauthorized absenteeism and no payment shall be made for any such days.

#### **5. TA/ DA FOR OFFICIAL TOUR**

AGENCY's personnel required to travel for official duties outside their defined project sites involving overnight stay shall be entitled to payment of travel and travel related costs as per the rate applicable and with Prior approval from respective IGGL reporting officer for them as given below: -

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TA/DA for official Tour: It shall be paid as under: -

- i. Reimbursement of fare for to and fro journey by shortest route shall be allowed by 3AC Rail mode or by AC Bus (on production of actual tickets) and Local Travel by Auto/Public shared Taxi on actual subject to Rs 5/- per Km.
- ii. Daily allowance @ Rs.250/- per day.
- iii. Accommodation at Transit Rest House of IGGL, wherever maintained and subject to availability, or else Hotel Lodging Charges at actual, limited to @ Rs.1000/- per day (exclusive of taxes) (Original paid bill/ receipt to be submitted with the tour bill).

Travel time payment shall be limited to duration falling under normal office working timings/ days and no additional payment towards extended hours of work shall be permissible beyond office working hours during the tour period.

As per business requirement of IGGL, no agency personnel can deny proceeding on tour.

AGENCY shall submit all such travel expenses as stated above, along with their monthly invoices. No direct payment, whatsoever, shall be made to individual AGENCY's personnel.

AGENCY shall be responsible for meeting all the expenses for mobilization and demobilization of its personnel including rail fare up to the office/project site at the time of joining duty and back on completion of assignment.

## 6. HOLIDAYS AND WORKING HOURS:

- i. Agency personnel shall observe the office/site working hours limited to 48 hours per week. They will follow the Holiday calendar as published by IGGL.
- ii. As per business requirement, manpower in the office with 5-day working pattern will not be provided any extra compensation for working on the 6<sup>th</sup> Day subject to the limit of 48 hours in a week.
- iii. A worker shall be entitled to eight days paid festival holidays in a calendar year, namely, the 26<sup>th</sup> January, 15<sup>th</sup> August and 2<sup>nd</sup> October and five such other festival holidays as may be agreed to between the employer and the workers before the commencement of the year. On these days, he shall be paid wages at the rate equivalent to his ordinary rate of wages excluding overtime.
- iv. **Out of Pocket Expenses:**
  - a. The personnel deployed may have to work for extended hours on any working day in order to meet the exigencies of work. For such extended hours of work of minimum 02 hours or more, additional payment shall be made by Agency to its personnel @Rs 250/- per working day for extended hours of work of minimum 02 hours or more for working beyond normal working hours on normal working day (maximum 10 days per month) as certified by EIC on the consent of reporting officer of the personnel. AGENCY shall submit expenses in respect of such extended hours of work as stated above, along with their monthly invoices. No

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direct payment, whatsoever, shall be made to individual AGENCY's personnel by IGGL.

b. However, in the event of working on holidays/off days, Agency Personnel shall be allowed compensatory off in lieu of those holidays/off days. Compensatory offs will have to be availed by the concerned Agency personnel within next 15 days failing which the same will lapse.

## 7. ALLOWANCES FOR MANPOWER:

### i. House Rent Allowance:

The HRA for the positions are as mentioned below:

Sl. No	Designation	HRA (in Rs)
1	<b>Senior Associate Pipeline Engineer/ Senior Associate Accounts Officer</b>	INR 8000
2	<b>Associate Pipeline Engineer/ Associate Accounts Officer/ Associate IT support Engineer/ Associate Commercial Officer</b>	INR 7500
3	<b>Assistant Pipeline Engineer/ Assistant Accounts Officer/ Assistant IT support Engineer/ Assistant (to CS)</b>	INR 7000
4	<b>Senior Commercial Superintendent</b>	INR 6500
5	<b>Junior Pipeline Engineer/ Junior Finance Accountant/ Junior Commercial Superintendent</b>	INR 6000

### ii. Conveyance Allowance:

The conveyance allowance for the positions is as mentioned below:

Sl No	Designation	Conveyance Allowance (in Rs)
1	<b>Senior Associate Pipeline Engineer/ Senior Associate Accounts Officer</b>	INR 8000
2	<b>Associate Pipeline Engineer/ Associate Accounts Officer/ Associate IT support Engineer/ Associate Commercial Officer</b>	INR 7500
3	<b>Assistant Pipeline Engineer/ Assistant Accounts Officer/ Assistant IT support Engineer/ Assistant (to CS)</b>	INR 7000

4	<b>Senior Commercial Superintendent</b>	INR 6500
5	<b>Junior Pipeline Engineer/ Junior Finance Accountant/ Junior Commercial Superintendent</b>	INR 6000

### iii. Professional Allowance:

Agency personnel who are Qualified Chartered Accountant (CA)/Cost Management Accountant (CMA) holding valid membership of respective bodies shall be eligible for a professional allowance per month as mentioned below:

Sl No	Designation	Professional Allowance (in Rs)
1	<b>Senior Associate Accounts Officer</b>	INR 12000
2	<b>Associate Accounts Officer</b>	INR 6000
3	<b>Assistant Accounts Officer</b>	INR 3000

## 8. PROTECTIVE CLOTHING AND SAFETY ITEMS:

The Agency shall provide Protective Clothing to the professional support manpower posted at project sites as below every year only to its personnel deployed in IGGL (for persons of project groups) to assist IGGL in its Pipeline Project construction activities in different Project sites in India. The following items will be provided by the Agency with total cost of Rs.5,500/- per person per year (maximum), which will be reimbursed to the agency against bill as per actual limited to Rs 5,500/- per person per year on certification by IGGL Site in charges.

Sl. No.	Item	Pairs/ No(s).	Frequency
1	Light Blue 100% Cotton Full Shirt and Dark Blue Trousers	2 Pairs	Every Year
2	Black Cotton socks	2 Pairs	Every Year
3	Black Safety Boots	1 Pair	Every Year
4	Helmet	1 No.	Every Year
5	Rain Coat	1 No.	Every Year

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Any change in the colour-combination of the Protective Clothing may be intimated by the Engineer-in-charge. Protective Clothing will be provided within 30 days of deployment of manpower. However, if such manpower is found not wearing the complete Protective Clothing, the said person shall be marked absent for that day by the Agency. A penalty shall be imposed on the Agency for non-supply of Protective Clothing to the personnel @ Rs.100/- per day per contract personnel. The quality of PPEs shall be of reputed make and industry standard and same shall be approved by IGGL.

Service Provider shall ensure adequate supply of PPE's/uniform as mentioned in the Scope of Work to all resources who shall be associated with site activities.

## 9. DEFICIENCY:

"Deficiency" shall mean a deficiency in the performance of services as mentioned in the Scope of Work including deployment of minimum resources, poor quality of service, quantity and quality of material, efficiency of any service(s), noncompliance of statutory provisions or non- compliance of any of the tender conditions.

IGGL/ Engineer in Charge (EIC) shall give the Service Provider a show-cause notice, setting out the deficiency or deficiencies observed, to give the Service Provider an opportunity to make a representation within 7 (seven days) of date of receipt of such notice. If any such representation is made by the Service Provider, IGGL shall take cognizance of the same before taking a final decision to impose penalty(ies) in respect of deficiency(ies). The decision of the EIC with regard to any deficiency in service and penalty for such deficiency shall be final and binding on the parties.

- i. It is recognized that there may be deficiencies in the performance by the Service Provider with regards to one or more of the services required to be performed under the Scope of Work. With a view to discourage deficiency(ies) in the performance of any service(s) by the Service Provider, it is agreed that for each Deficiency as determined by EIC/ IGGL in any service(s) to be performed by the Service Provider, IGGL shall be entitled to levy a token penalty, if not specified elsewhere, of Rs. 1,000/- (Rupees One Thousand only) per day per deficiency in the price on the Service Provider.
- ii. The Service Provider shall maintain all the Reports, Returns, Forms, proforma and other prescribed documents under the applicable Labour Legislations (including those mentioned above) and IGGL shall have the right to satisfy itself in this regard at any point of time. Each default by the Service Provider shall entitle the IGGL to levy a token penalty on the Service Provider by deduction in the invoice(s) of the Service Provider or from the Security Deposit @ Rs. 1000/- per instance.

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iii. List of deficiencies and penalties thereof:

Sl No.	Nature of Deficiency in Services	Rate of Penalty (Rs)
v.	Non deployment / Short deployment of resources within time as specified in tender	Rs 1,000/- per man-day per instance and proportionate deduction from the lumpsum rate.
vi.	Complaints of misbehaviour or negligence on the part of the resource	Rs. 1000/- per instance
vii.	Non-wearing of PPE/ Uniforms / wearing untidy uniform by the resource on duty at sites.	Rs.100.00 per day per man day
viii.	If the timely payment is not made to the personnel by 7th of each month.	Rs. 1000/- per day till 10th of each month, thereafter @ Rs. 5000/- per day shall be deducted from the services charges of the Agency
ix.	For violation of any provision of Contract	Rs. 500.00 per Incident
x.	Unauthorized Absenteeism	Rs 100 per person per incident

iv. In case of the Deficiency continues for such period or in such manner as determined by IGGL that affects the services as mentioned in the Scope of Work & Non compliances to Statutory requirements, IGGL's decision in this behalf shall be final and binding on the Service Provider and the Service Provider shall be liable to pay compensation at the rate of 1 % (one percent) of the total service charges amount quoted by the service provider for every week limited to a maximum of 5% ( Five percent) of the total service charges amount. In the event of his failure to do so, the EIC may, on expiry of notice period, rectify / re-execute the service as the case may be at the risk and expense in all respects of the Service Provider or may terminate the contract due to non-performance. The decision of the EIC, as to any question arising under this clause, shall be final and conclusive without prejudice to its the right to terminate the Contract thereof, terminate the service(s) in respect of which the deficiency(ies) have occurred and get such service(s) performed at the risks and costs of the Service Provider for a period equivalent to the unexpired period of the Contract thereof, provided, IGGL has given a written notice to the Service Provider of such deficiency(ies) and the Service Provider, within 7 (seven) days of receipt of such notice, has not taken steps to the satisfaction of IGGL for rectifying the deficiency(ies).

## 10. INCORPORATION CLAUSE:

IGGL can incorporate any condition, which is not envisaged here at the time of agreement which can be of sole interest/advantages to IGGL. Interpretation of terms and conditions of the document as confirmed by IGGL shall be final and binding on the Agency.

## **STANDARD CONDITIONS OF SCC: PART II**

### **Compliances under various Labour Laws and Government of India Directives**

#### **RESPONSIBILITIES OF THE AGENCY FOR COMPLIANCE WITH LABOUR/ INDUSTRIAL LAWS:**

The Contractor has to fully comply with all applicable Labour Laws and Regulations passed, modified and notified from time to time by the Central, State and Local Government agencies/authorities. Specific attention of the Contractor is drawn to the following obligations amongst others:

#### **1. The Minimum Wages Act, 1948, Payment of Wages Act, 1936 and Payment of Bonus Act 1965 or The Code on Wages, 2019 (after it comes into force)**

##### **1.1. Minimum Wages:**

During the tenure of the contract, the Contractor must ensure the payment of minimum wages, as notified by the Central Government or State Government whichever is higher, as per the provisions of the Minimum Wages Act, 1948 / Code on Wages, 2019 (after it comes into force).

Wage period and monthly wages:

Professional manpower shall be paid monthly wages as per the fixed emoluments (basic pay plus the allowances) as mentioned in the tender.

Deduction in case of any days of absence other than weekly days of rest shall be calculated using the following formula:

Deduction for absence = days of absence x applicable wage rate

##### **1.2. Payment of Wages:**

The Contractor shall disburse monthly wages through e-banking / digital mode through cashless transaction only and avoid illegitimate deductions and maintain records /returns as prescribed. The Contractor shall be solely responsible for the payment of wages and other dues to the resources, if any, deployed by him latest by 7th day of the subsequent month as per the provisions of the Payment of Wages Act, 1936 / as applicable under Code on Wages, 2019 (after it comes into force) in the presence of Engineer In-charge (EIC) or authorized representative of IGGL. After disbursement of wages, the representative of the Contractor and EIC/ authorised representative of IGGL have to certify the payment of wages to the resources and sign the Wage Register - Form B (under The Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017) / FORM-I of Code on Wages, 2019 (after it comes into force) with specific seal detailing name/designation/Company.

## **1.3. Payment of Bonus:**

Contractor shall ensure payment of bonus as per the provisions of the Payment of Bonus Act, 1965 / Code on Wages, 2019 (after it comes into force).

Bonus/ex-gratia will be paid considering the wage ceiling of INR 40,000. The bonus/will be calculated as 8.33% of Basic Pay per month or 8.33% of 40,000 per month whichever is lower.

Payment of Bonus / ex-gratia (if Bonus is not applicable) shall be made preferably before Deepawali festival falling after the end of relevant financial year(s) and the balance payment at the time of closure of contract.

The amount towards the payment of bonus/ex-gratia shall be released / reimbursed to the contractor, after submission of proof of payment.

## **2. The Employees' Provident Fund & Miscellaneous Provisions Act 1952 or The Code on Social Security 2020 (after it comes into force)**

2.1The Contractor shall have independent PF code no. with the RPFC as required under the Employees' PF & Misc. Provisions Act, 1952.

2.2The Contractor has to ensure compliance (as per prevailing rates) and extend benefits under the Employees' Provident Fund Scheme 1952, the Employees' Pension Scheme 1995 & the Employees' Deposit Linked Insurance Scheme, 1976 to the resources deployed by him.

2.3The Contractor is required to submit copies of ***separate e-Challans / ECR along with proof of payment/receipt*** in respect of resources engaged through this contract only, on monthly basis. **Common challans would not be acceptable**. The Contractor should submit copies of previous months EPFe-Challans / ECR along with current month's bill. The TRRN. No. of the ECR would be verified online from EPFO portal by the Engineer-in-charge to confirm the status of payment and names of the resources deployed.

2.4**PF is mandatory irrespective of the number of resources deployed by the Contractor under this contract.** PF membership and deposit of PF contribution is also mandatory even if the wage payment to the resource is exceeding the prescribed monthly wage ceiling (i.e., Rs. 15,000/-) under the Employees' PF & Misc. Provisions Act, 1952 and in such case the liability of the Contractor towards PF contribution shall be limited to the prescribed monthly wage ceiling notified from time to time (i.e., Rs. 15,000/- currently).

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**2. The Employees' State Insurance Act, 1948 (If applicable and as per prevailing rates) or The Code on Social Security 2020 (after it comes into force)**

- 2.1. The Contractor shall have his own ESI code No. allotted by Employees' State Insurance Corporation (ESIC) as required under the Employees' State Insurance Act, 1948.
- 2.2. The Contractor has to arrange Smart Cards (i.e. ESI Identity Card) /e-Pehchan Card for the resource(s) engaged by him from the Corporation.

**3. The Employees' Compensation Act 1923 (wherever applicable) or The Code on Social Security 2020 (after it comes into force)**

In case, the workplace is out of the notified coverage area under ESIC i.e. ESIC is not implemented in the area or in case of excluded employees under ESIC, the Contractor is required to take Employee Compensation / Workmen Compensation Policy from IRDAI approved Insurance Company taking into consideration the maximum compensation liability as per provisions of Employees' Compensation Act, 1923. It must be ensured that the contractor/contracting firm should extend coverage to the contract workers through Employee Compensation Policy, to meet the Compensation Liability under Employee's Compensation Act, 1923 along with Medi-claim Floater Policy with a coverage of Rs 5 lakhs per resource covering his /her spouse and two children.

**4. Group Personal Accident Insurance Policy**

The Contractor is required to take a Group Personal Accident Insurance Policy with coverage of Rs. 5 Lakhs (covering death, permanent disability + partial disability) per resource for the entire period of contract covering all resources deployed under the contract.

**5. The Payment of Gratuity Act, 1972 or The Code on Social Security 2020 (after it comes into force)**

In case of Death or permanent disablement of a resource during execution of work under the contract, the Contractor has to pay the Gratuity as per the provision under the Payment of Gratuity Act, 1972 to the nominee(s) of the resource as per the details maintained in the duly signed Nomination Form maintained by the Contractor. The proof of disbursement may be submitted to the EIC for claiming reimbursement of amount paid towards death Gratuity from IGGL.

**6. The Contract Labour (R&A) Act, 1970**

- 6.1. The Contractor is required to obtain Labour license under the provisions of the Contract Labour (R&A) Act, 1970 from the office of Licensing Officer, Central Labour Authority, Ministry of Labour and Employment, Govt. of India having jurisdiction of the Region.

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- 6.2. The Contractor shall discharge obligations as provided under the Contract Labour (R&A) Act, 1970 rules and regulations framed under the same and enforced from time to time.
- 6.3. The Contractor shall ensure regular and effective supervision and control over the resources deployed for which a supervisor / representative of the Contractor should be available at all the times for giving suitable direction for undertaking the Contractual Obligations.
- 6.4. The Contractor is solely responsible for payment of wages to each resource deployed by him and such wages shall be paid before the expiry of such period as may be prescribed.
- 6.5. It shall be the duty of the Contractor to ensure the disbursement of wages to resource(s) through ebanking/digital mode. In case the resource does not have a bank account, the disbursement of wages may be made in cash in the presence of the Engineer-in-charge / authorized representative of IGGL initially and Contractor shall simultaneously arrange for opening the bank account of each contract labour deployed by him.
- 6.6. In case, the Contractor fails to make payment of wages and deposit of PF contribution within the prescribed period or makes short payment of wages / short deposit of PF contribution, it shall be treated as FAILURE and action as per the provisions of General Conditions of Contract shall be taken. Further, as Principal Employer, will make payment of wages in full or the unpaid balance due, as the case may be, to the resource(s) deployed by the Contractor and deposit the PF contribution with PF authorities. Such amounts will be recovered from the Contractor either by deduction from any amount payable to the Contractor under any contract or as a debt payable by the Contractor.
- 6.7. The contractor shall ensure the KYC of contract workers in EPFO portal at all time during the period of contract and submit a proof of the same to the Engineer-in-charge periodically.
- 6.8. The contractor shall ensure that the nomination of contract workers deployed by him under the said contract is duly updated in the EPFO portal periodically.

## **7. The contractor is required to comply with all applicable labour laws and regulations including, but not limited to the following:**

- a. The Factories Act, 1948 / The Shops & Establishment Act, 1948 (which ever applicable)
- b. The Maternity Benefit Act, 1961
- c. The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act 1979 & Building and Other Construction Workers Welfare Cess Act, 1996
- d. The Inter State Migrant Workmen (RECS) Act 1979 (if applicable)
- e. Contract Labour (R&A) Act-1970
- f. Employees' Provident Fund & Misc. Provisions Act- 1952
- g. Employees' State Insurance Act-1948
- h. Employees' Compensation Act, 1923

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- i. Payment of Gratuity Act, 1972
- j. Minimum of Wages Act, 1948
- k. The Payment of Wages Act, 1936
- l. The Payment of Bonus Act, 1965

## COMPLIANCE OF GOVERNMENT OF INDIA DIRECTIVES

### i. Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)

Contractor shall, ensure that all its resources deployed under this contract have obtained additional insurance coverage under the Pradhan Mantri Suraksha Bima Yojana (PMSBY) and Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY) through the participating banks and submit the proof of such insurance coverage to the satisfaction of IGGL. Both the schemes are to be regulated continuously on yearly basis and the same should be renewed on each successive relevant date in subsequent years.

### ii. Labour Identification Number (i.e. LIN) Registration (Mandatory)

The Unified Shram Suvidha Portal, developed by Government of India, facilitates reporting of Inspections & submission of Returns and has also been envisaged as a single point of contact between employer, resources and enforcement agencies bringing in transparency in their day-to-day interactions. For integration of data among various enforcement Agencies, the Service Provider, as an inspectable unit, is required to register and obtain Labour Identification Number (i.e. LIN) from Shram Suvidha Portal and submit the same in IGGL.

## 2. INSURANCE POLICIES

Service Provider is required to cover all resources deployed by him with the following insurance/ schemes:

Sl. No.	Scheme	Applicability	Premium / Contribution	Sum assured/ Benefits	Remarks
1.	ESI Act, 1948	Applicable to all resources of the Contractor (within ESI wage limit) working in notified area.	3.25% of wages by employer 0.75% of wages by employees	Benefits under ESI Act 1948.	
2.	Employee Compensation Act, 1923 (in lieu of ESI – mentioned at Sl. 1)	Applicable to excluded employees under ESI and those who working in non-notified area to extend similar benefits as available under ESI Act, 1948	Premium to be calculated considering wage limit under EC Act, 1923 (i.e. Rs. 15,000/- p.m currently)	Maximum Compensation Liability under Employee's Compensation Act, 1923	Provides compensation and medical facility to resources.

Sl. No.	Scheme	Applicability	Premium / Contribution	Sum assured/ Benefits	Remarks
				along with Mediclaim Floater Policy with a coverage of Rs 5 lakhs per resource covering his /her spouse and two children.	
3.	Group personal Accident Insurance	Applicable to all resources of the Contractor	Based on the coverage	Insured value: Rs. 5 Lakh to cover expenses associated with any accidents.	Death, permanent disablement, temporary total disability or any other medical expenses related to accident.
4.	Pradhan Matri Suraksha Bima Yojana (PMSBY)	Eligibility – age group 18 to 70 years	Rs. 20/- per annum	Accidental death and permanent disability: (i) Permanent total disability – Rs. 2 lakhs. (ii) Permanent partial disability – Rs. 1 Lakh.	
5.	Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJB)	Eligibility – age group 18 to 50 years. (can continue up to 55 years)	Rs. 436/- per annum.	Risk coverage – Rs. 2 Lakhs- in case of death due to any reason	

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**STANDARD CONDITIONS OF SCC:**  
**PART III Responsibilities of the Contractor**

- i. The Agency shall be solely responsible and indemnify IGGL against all charges, dues, claim etc. arising out of the disputes relating to the dues and employment of personnel, if any, deployed by it.
- ii. The Agency shall indemnify IGGL against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by it.
- iii. All personnel deployed by the Agency should be on the rolls of the Agency.
- iv. No contract personnel below the age of 18 years shall be deployed on the work.
- v. Service Provider shall provide proper Employment cards for the resource to be deployed by him for Work/Services, duly signed by the Service Provider or authorized person on behalf of Service Provider.
- vi. The Agency shall ensure regular and effective supervision and control of the personnel, if any, deployed by it and gives suitable direction for undertaking the contractual obligations.
- vii. The personnel to be deputed by the Agency shall observe all security, fire and safety rules of IGGL while at the site/ work. Agency has to strictly adhere to the guidelines/ instructions issued from time to time.
- viii. Agency has to deploy the personnel with no past criminal records. The Agency has to provide police verification for all the persons deployed by it. In case any worker is found having criminal record, he shall have to be immediately replaced without assigning any reasons.
- ix. While confirming to any of these conditions, the Agency should ensure that no law of State regarding labour, their welfare, conduct etc., is violated. The Agency shall indemnify IGGL for any action brought against it for violation, non-compliance of any act, rules & regulation of centre / state / local statutory authorities.
- x. In case of accident, injury and death caused to the employee of the Agency while executing the Work under the contract, the Agency shall be solely responsible for payment of adequate compensation, insurance money, etc. to the next kith & kin of injured/ deceased. Agency shall indemnify IGGL from such liabilities.
- xi. The Agency hereby agrees to indemnify IGGL from all claims, demands, actions, cost and charges, etc. brought by any court, competent authority/ statutory authorities against IGGL.
- xii. The Agency shall not employ or permit to be employed any person suffering from any contagious or infectious disease.
- xiii. No employees or person of Agency shall be allowed to consume alcoholic drinks or any narcotics/psychotics substance during the office hours and within the plant/office premises. If found under the influence of above, the EIC will terminate the contract immediately and may refer the case to police.
- xiv. No additional charges, other than the quoted rates and applicable taxes, shall be paid to the Agency during the contract period except statutory variation in GST during the contract period.
- xv. Agency shall in no case lease/ transfer/ sublet/ appoint caretaker for services and the personnel to be deployed for carrying out the contractual job.

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- xvi. No other person except Agency's authorized representative shall be allowed to enter IGGL premises. Agency shall also not entertain any outsider or extend any service without prior consent/notice/advice from EIC.
- xvii. Within the IGGL's premises, the Agency's personnel shall not do any private work other than their assigned duties. In case the deployed personnel of the Agency is unauthorisedly absent for more than five days continuously in a month, replacement should be provided. The attendance and leave record of the personnel deployed by the Agency shall be maintained by the designated supervisor of the Agency whose contact details like mobile phone no, office address shall be communicated by the Agency to the Engineer-in-charge of the Contract.
- xviii. The Supervisor should visit the IGGL premises regularly to attend to the contractual obligations and interact with the personnel deployed by the Agency. It is the sole responsibility of the supervisor to manage the work force of Agency deployed in the contract e.g. the monthly attendance, leave details, Identity cards, the issues of contract personnel, police verification, etc.
- xix. IGGL shall have the authority to direct the Agency to terminate the services of any of its personnel without any prior notice, on medical grounds if the candidate is unfit and is likely to continue to be unfit for reasons of ill-health for the discharge of his/her duties.
- xx. IGGL will have authority to direct the Agency to terminate the services, without any prior notice to the candidate, if found to be prima-facie guilty of any in-subordination, intemperance, moral turpitude, doubtful integrity or other misconduct, participation in strikes/ agitations/ Union/ Association or of any breach or non-performance of any of the provisions of these conditions or if otherwise found unsuitable for the efficient performance of his/her duties.
- xxi. During the period of engagement, performance of the contract personnel shall be observed/reviewed half-yearly and IGGL can direct the Agency to short terminate the contract engagement based on the performance.
- xxii. The personnel engaged by the Agency shall be subjected to security check by the IGGL's security staff while entering/ leaving the premises.
- xxiii. Agency shall be solely responsible for payment of wages/ remuneration including allowances to its personnel that might become applicable under any new act or order of Government. IGGL shall have no liability whatsoever in this regard.
- xxiv. Agency shall be fully responsible for theft, burglary, loss or damages to person and/or properties or any mischievous deeds by the agency personnel.
- xxv. Lists of persons employed by the Agency for the subject work mentioning qualifications, experience and residential address shall be submitted to EIC. In case of any change, the same shall be informed to EIC from time to time.
- xxvi. The upper age limit is to be considered as on date of engagement.
- xxvii. Agency shall not sub-let or assigns any work in part or whole to any firm, individual, partnership firm, Private Ltd. Company, Proprietorship firm etc. without the prior written permission of IGGL. In case the Agency sub-lets or assigns the contract in part or whole without the prior written permission of IGGL and any claim preferred by any firm/individual to IGGL that the main Agency has not paid his or their dues/payments, in that circumstances, IGGL shall without assigning any reasons, withhold the payments of Agency, the amount equivalent to the claim amount of sub-contractor/ individual/vendor(s) etc. The same shall be

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released to the Agency after Agency and labour /supplier/sub Agency jointly submits a joint written settlement to IGGL.

- xxviii. The Agency shall have to obtain Medical Insurance policy in lieu of Employees State Insurance Act 1948 for the personnel engaged by it and not covered under the ESIC Act. The contractor shall submit a copy of the same to EIC.
- xxix. Without prejudice to the foregoing, the Agency shall be responsible for bearing all registration and statutory inspection fees payable under any Applicable Laws in respect of the services performed pursuant to the Contract. If the Agency defaults in complying with the Applicable Laws, the Agency shall, at its own risk and Cost, bear any and all additional fees, fines, penalties or charges.
- xxx. The Agency shall be solely responsible for the payment of wages and other dues to the personnel deployed by it, latest by 7th day of the subsequent month through e-banking only. After disbursement of wages the authorized representative of Agency have to certify the payment of wages to the contract personnel and sign the wage register.
- xxxi. The Agency shall at its own risk and cost take initiative and maintain at all times until the closure of the Contract, insurance policies in respect of manpower engaged by it for providing services under this Contract, in order to keep itself as well IGGL fully indemnified from and against all claims whatsoever including but not limited to those arising out of the provisions contained in the Workmen's Compensation Act, 1923.
- xxxii. The Agency is required to file half-yearly Return in Form-XXIV before concerned ALC (Central), the Licensing Officer within 30 days from the end of half-year

## **PERFORMANCE OF SERVICES**

- i. The resources proposed to be deployed by the Agency should possess the requisite qualification and experience as specified in the tender and to the satisfaction of IGGL. The contractor shall provide such credentials in proof of the same and obtain necessary permission before deployment.
- ii. Agency shall ensure that the resources deployed are:
  - i. Trained, experienced and competent to do the jobs for which they are assigned.
  - ii. Well dressed, well groomed, neat, tidy and presentable to a standard reasonably required for the particular service(s) for which they are assigned, and shall wear uniforms in keeping with their positions as will identify and distinguish them,
  - iii. Polite, respectful and courteous.
- iii. In case the AGENCY is not in a position to provide resources of suitable expertise from its existing bench / resource-bank, they may augment their talent pool at its own cost to meet the contract obligation. While doing so, the contractor shall select candidates from across the country (through newspaper advertisement) on the Agencies payroll.
- iv. If any of the persons deployed is reported to be not up to the mark in respect of his performance/ behaviour/ conduct, the AGENCY shall immediately withdraw him from the office/site of IGGL where he is deployed and arrange for a suitable replacement immediately so that the work is carried out un-interrupted. No additional payment shall be made to the AGENCY by IGGL for such replacement of personnel.

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- v. The personnel deployed to work at any of the offices/ sites of IGGL shall discharge their duty and responsibility with due sincerity & care and shall observe complete confidentiality in respect of all information, data, technical information/ knowledge pertaining to and/ or owned by IGGL and/ or any party associated with IGGL in respect of the job in any capacity or relationship, and shall not disclose any such information, drawing, design, report, etc., in part or in full, to anybody without explicit authorization and/ or instruction of Competent Authority/ respective Controlling Officer of IGGL. The AGENCY shall furnish an undertaking to this effect signed by each such deployed person, countersigned by the authorized representative of the AGENCY.
- vi. To meet the job requirement, the persons deployed by the Agency may be required to proceed to any location as part of the contract obligation.
- vii. AGENCY shall forward to IGGL a copy of the appointment letter issued to its personnel for deploying them in IGGL on contract basis.
- viii. The requirement is on need basis and shall be intimated from time to time. The period of deployment shall initially as be required by IGGL from the date of joining duty. This could be further extended/reduced depending upon the requirement of the job. Provided further that the deployment of personnel shall be co-terminus with the completion of the project for which the personnel is deployed on contract basis or on completion of the contract period whichever is earlier.
- ix. **Appointment/Nomination of Supervisor:** The Agency shall engage one Agency Supervisor/ co-ordinator (at their own cost) for smooth execution of the jobs on day to day basis such as contract management, manpower handling, handling of medical emergencies, supply of the materials as per defined scope, maintenance of the documents / labour registers as per factory act and RLC requirement, billing, jobs related to timely deposit of PF/ESIC contributions etc. and any other jobs as per instruction of EIC. Details of such co-ordinator like name, address, phone number etc. shall be provided to EIC before starting of the contract. The Supervisor/co-ordinator shall report every day/as and when required by EIC at 8:30AM for review of the jobs. Non providing of supervisor/co-ordinator will attract a penalty of Rs. 500/- per day per project site/office. All these factors should be considered while quoting this item.
- x. No variation in SOR rates against this shall be permitted till completion of the contract.

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**STANDARD CONDITIONS OF SCC:**  
**PART IV Records and Registers**

**1. MAINTENANCE OF RECORDS AND REGISTERS**

- 1.1. The Service Provider is required to maintain statutory records and registers for applicable labour laws as prescribed under the following rules:
  - i. Ease of Compliance to Maintain Registers under the various Labour Laws, 2017
  - ii. Rationalization of Forms and Reports under Certain Labour Laws Rules, 2017
- 1.2. The Service Provider has to maintain the following (but not limited to) Registers/ Forms/ Reports / Returns at all times:
  - i. Employee Register in FORM A
  - ii. Wage Register in FORM B
  - iii. Register of Loan / Recoveries in FORM C
  - iv. Attendance Register in FORM D
  - v. Register of rest/leave/leave wages in FORM E/H
  - vi. Copies of Wage Slips in FORM XIX.
  - vii. Copies of Employment Card in FORM XIV

**2. DOCUMENTS TO BE SUBMITTED BY THE SERVICE PROVIDER TO EIC AT VARIOUS STAGES DURING THE CURRENCY OF THE CONTRACT**

**2.1. Immediately after issuance/receiving of Letter of Intent (LOI)**

- i. Details as required for issuance of FORM - VII (Notice of Commencement of Work)
- ii. Application for issuance of FORM -III (Form of Certificate by Principal Employer) for obtaining Labour License from Licensing Authority for engaging 20 or more resources.
- iii. Copy of FORM - VI (License) before commencement of work if 20 or more resources are engaged.
- iv. Copy of Provident Fund Registration Certificate issued by concerned Regional Provident Fund Commissioner.
- v. Copy of Employee State Insurance Registration Certificate issued by concerned ESIC. Where ESI Act is not applicable, copy of Insurance Coverage under Employee Compensation Act, 1923 of appropriate value
- vi. Copies Insurance Policy(ies) as mentioned
- vii. Copy of Labour Identification Number (i.e. LIN) Registration done in Shram Suvidha Portal of Govt. of India.

**2.2. After submission of LOA**

- i. List of persons along with copy of educational qualification certificates/mark sheets (class 10 onwards) and experience certificates.
- ii. Self-attested copy of Certificate for date of birth of the agency personnel.
- iii. Copies of Govt. recognized Identity proof such as PAN card, Aadhar card, passport etc. and address proof such as Aadhar card, voter card, passport etc.
- iv. Copies of Self-attested relevant experience certificates wherever applicable

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- v. Copies of Appointment Letters issued to the persons to be engaged in IGGL by the Agency.
- vi. List of persons along with designation, Employee No., PF account, Insurance coverage No., bank account details, police verification report etc.
- vii. Copies of Identity Card issued by the Agency to persons to be engaged in IGGL.
- viii. Copy of insurance coverage/ policy along with details of contract personnel and sum assured in terms of Employees Compensation Act, 1920 and copy of renewal of policy from time to time.

## **2.3. At the time of submission of monthly bills**

- i. Copy of Employee Register in FORM – A (under The Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017).
- ii. Registers under various Labour Laws Rules, 2017).
- iii. Copy of Wage Register in FORM – B (under The Ease of Compliance to Maintain Registers under various Labour Laws Rules, 2017) duly certified by authorized representative of the Service Provider and authorised person in IGGL certifying as "Certified that the amount shown in the column No. ---- has been paid to the workman concerned in my presence on-----(date) at ----- (place)" along with copy of bank statement duly certified by bank as proof of Cashless Transaction / Payment of wages through e-banking/digital mode.
- iv. As a part of compliance and proof of depositing Provident Fund, EDLI and ESI contributions the Service Provider shall submit copies of the Separate e-Challans / ECR, bank receipts/bank statement in respect of resources deployed by them in IGGL in the previous month in this contract. The documents should also contain details of resources, PF account No., ESI No., contributions of resources and employer etc.
- v. Dully filled in statement as per Annexure-i.
- vi. Copy of Wage Slips in FORM XIX

## **2.4. At the time of closure of contract**

- i. Indemnity Bond of Rs. 100/- duly notarized from Notary indemnifying IGGL from all liabilities w.r.t. the resource engaged by the Service Provider regarding payment of wages, Provident Fund/ESI contributions, Insurance and other statutory payments.
- ii. Copy of the Wage Register in FORM - B for the last month.
- iii. Copies of Service Certificates issue to resource in FORM VIII
- iv. Copy of the ECR related to EPF and ESIC Compliance in respect of Resource.
- v. Details as required for issuance of FORM - VII (Notice of Completion of Work)
- vi. Copies of FORM-C & FORM –D under the Payment of Bonus Act 1965 as proof of payment towards Bonus.
- vii. Copy of proof towards release of Leave Encashment
- viii. Copies of No Dues Certificate from contract workers stating they have received all statutory payments and social benefits.

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## 2.5. Verifications of bills and documents submitted by the Service Provider

Before certifying/verifying the running/ final bill/invoice of the Contractor, the designated EIC of the respective contract of IGGL, shall verify from the ECRs of PF/ESI, through respective web portals, the detail/status of the payment made by the Contractor. In case the information furnished by the Contractor is found to be incorrect IGGL shall take appropriate action against the Contract.

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**Annexure-1**

**Sub: Details in support of RA Bill for the Month of \_\_\_\_\_, 20\_\_\_\_**

1. Name of the Firm/Agency/Service Provider \_\_\_\_\_
2. Nature of Contract: Job/ Service \_\_\_\_\_
3. Period of Contract: From \_\_\_\_\_ to \_\_\_\_\_
  - (a) Extension Period of Contract, if any from \_\_\_\_\_ to \_\_\_\_\_
  - (b) Place where contract workmen are working \_\_\_\_\_
4. Postal address of the Service Provider: \_\_\_\_\_
5. Phone No. of the Service Provider: \_\_\_\_\_
6. Fax No. and Email of the Service Provider: \_\_\_\_\_
7. Name and Address of PF office from where EPF Code No. has been allotted:  
\_\_\_\_\_
8. EPF Code No. allotted by PF office: \_\_\_\_\_
9. Name and Address of ESIC office from where ESI Code No. has been allotted:  
\_\_\_\_\_
10. ESI Code No. allotted by ESIC office: \_\_\_\_\_
11. Labour License No. \_\_\_\_\_ dated \_\_\_\_\_
12. Validity period of Labour License from \_\_\_\_\_ to \_\_\_\_\_
13. Detail of Resource engaged by the Service Provider:

Category	No. of Resources		Wage paid
	Male	Female	
<b>Total</b>			

14. Copy of Wage Register in FORM – B
15. Details of deposit of contribution towards EPF:
  - (a) EPF Challan No. \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_
16. Details of Deposition of contribution towards ESI
  - (a) ESI Challan No. \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_
17. Whether any arrangement / agreement has been entered with any resource for extending benefits under Inter-state Migrant Workmen (RE&CS) Act, 1979: \_\_\_\_\_ (Yes / No)  
If Yes, No. of such Inter-state Migrant Workers: \_\_\_\_\_

*Signature of service provider/authorized representative*

*Place:*

*Date:*

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**Annexure-2**

**UNDERTAKING**  
**(To be submitted along with un-priced bid)**

I/We hereby undertake that I/We have completely understood the statutory & non-statutory components, terms and conditions of the tender including the minimum resources required to be deployed and the cost involved thereof in deployment of resources as per the tender conditions.

I/We further undertake to ensure all compliances of the tender conditions. Any non-compliance may be construed as deficiency in the performance of the contract. If such non-compliance is noticed IGGL/owner is at liberty to take action in line with the tender conditions including termination of the contract.

I/We undertake that I/We have submitted copies of (i) PF Registration and (ii) ESI Registration (if applicable).

*Signature of Bidder*.....  
*Name of Bidder*.....

## **INDEMNITY BOND**

WHEREAS Indradhanush Gas Grid Limited (hereinafter referred to as IGGL) which expression shall, unless repugnant to the context include their legal representatives, successors and assigns, having their Registered Office at 7<sup>th</sup> Floor, 122A, GS Road, Guwahati, Assam, 781005 has entered into a CONTRACT with <Name of Contractor> Incorporated (hereinafter referred to as the ('CONTRACTOR') which expression shall unless repugnant to the context include their legal representatives, successors and assigns, having their Registered Office ----- for Rs. -----for <Name of Contractor> ----- for a period of-----" and on the terms and conditions as set out, inter-alia in the Letter of Acceptance No. ----- and various documents forming part thereof hereinafter collectively referred to as the 'CONTRACT' which expression shall include all amendments, modifications and / or variations thereto.

IGGL has also requested the CONTRACTOR to execute an Indemnity Bond in favour of IGGL indemnifying it from all consequences which may arise out of any Case filed by any Resources/ vendors/ sub- Contractors /partner etc. who may have been engaged by the CONTRACTOR directly or indirectly with or without consent of IGGL for above works , which may be pending before any court of Law including Quasi-Judicial Authority , Competent Authority, Labour Court , Arbitrator , Tribunal etc. and the Contractor has readily agreed for the same.

NOW, THEREFORE, in consideration of the promises aforesaid; the CONTRACTOR hereby irrevocably and unconditionally undertakes to indemnify and keep indemnified IGGL from any loss, which may arise out of any such contract/Case. The CONTRACTOR undertakes to compensate to IGGL forthwith, on demand, without protest the loss suffered by IGGL together direct / indirect expenses.

AND THE CONTRACTOR hereby agrees with IGGL that:

- (i) This Indemnity Bond shall remain valid and irrevocable for all claims of IGGL arising from any such contract/case for which IGGL has been made party until now or here-in- after.
- (ii) This Indemnity Bond shall not be discharged / revoked by any change / modification / amendment / deletion in the constitution of the firm / Contractor or any conditions thereof including insolvency etc. of the CONTRACTOR but shall be in all respects and for all purposes binding and operative until any claims for payment are settled by the Contractor.

The undersigned has full power to execute this Indemnity Bond on behalf of the CONTRACTOR and the same stands valid.

*SIGNATURE OF CONTRACTOR/AUTHORIZED REPRESENTATIVE*

*Place:*

*Date:*

## **SCOPE OF WORK**

### **1. INTRODUCTION:**

Indradhanush Gas Grid Limited (IGGL) is a Joint Venture Company of IOCL, ONGC, GAIL, OIL and NRL. IGGL is implementing prestigious North East Gas Grid (NEGG), an approximate 1656 Km long natural gas pipeline grid spanning across all North Eastern states, at an estimated cost of INR 9,265 crores. The pipeline will traverse through challenging terrains of North East and would connect Guwahati to capital cities /major cities of the region like Itanagar, Dimapur, Kohima, Imphal, Aizawl, Agartala, Shillong, Silchar, Gangtok and Numaligarh.

The scope of work shall be read in conjunction with SCC, SOR and all other documents of the tender. Rate quoted in SOR should be inclusive of manpower and tools & tackles no separate payment will be made.

### **2. OBJECTIVE:**

The sole objective of this contract is to provide professional support manpower to meet the requirement various project and related activities like construction work, data entry and data management, report preparation, Daily progress report preparation, MIS, people management, project supervision and monitoring, quality control, liaisoning with various offices, bill processing and payments, land acquisition related matters, documentation and filing, accounting related jobs, technical survey, support and peripheral services at IGGL.

### **3. DETAIL OF THE PIPELINES & THEIR INSTALLATIONS:**

Construction work of the IGGL pipeline is under progress and construction and support services are required for the North-Eastern states of India.

The probable list of locations where deployment may be done are Guwahati, Baihata, Jorhat, Golaghat, Narayanpur, Itanagar, Panisagar, Udaipur, Agartala, Kumarghat, Silchar, Aizawl, Mamit, Imphal, Siliguri, Jalpaiguri, Sikkim or any upcoming project sites anywhere in India.

### **4. SCOPE OF SERVICES:**

- i. The scope of SERVICES may be increased or decreased by IGGL at any time in accordance with the provisions of this Contract.
- ii. AGENCY understands that IGGL is not bound or committed to utilise any specific number of the AGENCY'S personnel during the contract period, the requirements being purely on as and when required basis.
- iii. The tentative requirement of manpower in different categories is indicative only and the actual manpower to be deployed may vary from time to time.

### **5. ESTIMATED NUMBER OF MANPOWER (FOR 02 YEARS):**

The estimated manpower requirement will be as mentioned below. However, it is to be noted that the actual manpower that will be deployed will be at the sole discretion of the EIC. The final deployed quantity can vary.

Professional Support Service Manpower		
Sl. No	Designation	No of Post
1	Senior Associate Pipeline Engineer	4
2	Senior Associate Accounts Officer	1
3	Associate Pipeline Engineer	17
4	Associate Accounts Officer	1
5	Associate IT support Engineer	1
6	Associate Commercial Officer	1
7	Assistant Pipeline Engineer	7
8	Assistant Accounts Officer	1
9	Assistant IT support Engineer	1
10	Assistant (to CS)	1
11	Senior Commercial Superintendent	2
12	Junior Pipeline Engineer	10
13	Junior Finance Accountant	1
14	Junior Commercial Superintendent	2
<b>TOTAL</b>		<b>50</b>

*Note: AGENCY understands that IGGL is not bound or committed to utilise any specific number of the AGENCY'S personnel during the contract period, the requirements being purely on project progress and site/office requirement*

## **6. QUALIFICATION REQUIRED FOR PROFESSIONAL SUPPORT MANPOWER:**

The upper age limit for all manpower is 60 years. The upper age limit is to be considered as on date of engagement. No resource below the age of 18 years shall be deployed by the contractor for the execution of the contract.

Various categories of professional support manpower to be deployed along with requisite qualification & experience as mentioned below:

Sl. No.	Designation	Qualification Required	Nature of work	Experience Required
1	<b>Senior Associate Pipeline Engineer</b>	Bachelor's degree in engineering	Supervision of Construction activities, Work closely with Project Management Consultants and Laying Contractor for achieving project progress, Liaison with State/Central Government Officials, Planning and handling of day-to-day construction activities, Liaison with various vendors and stakeholders of IGGL	Minimum 05 (Five) years post qualification experience
2	<b>Senior Associate Accounts Officer</b>	Qualified Chartered Accountant (CA)/Cost Management Accountant (CMA) holding valid membership of respective bodies. Candidates possessing CA/CMA qualification should hold also valid Associate membership of ICAI/ICWA respectively.	Will be assisting in preparation of Quarterly, Half Yearly, Annual Accounts of the Company, Taxation Matters, Processing of Project Bill Payments, Accounting of Operation related Expenditures, Revenue Recognitions & other jobs as allocated by CFO.	Minimum 5 (Five) years Post Qualification experience.
3	<b>Associate Pipeline Engineer</b>	Bachelor's degree in engineering	Supervision of Construction activities on site, Liaison with State/Central Government Officials for hindrance free Construction Progress, Assist the Revenue Team for ensuring smooth documentation of land records and subsequent works, Opening of RoU, Verification of Panchnama Documents	Minimum 02 (Two) years post qualification experience

Sl. No.	Designation	Qualification Required	Nature of work	Experience Required
4	<b>Associate Accounts Officer</b>	Qualified Chartered Accountant (CA)/Cost Management Accountant (CMA) holding valid membership of respective bodies. Candidates possessing CA/CMA qualification should hold also valid Associate membership of ICAI/ICWA respectively.	Will be assisting in preparation of Quarterly, Half Yearly, Annual Accounts of the Company, Taxation Matters, Processing of Project Bill Payments, Accounting of Operation related Expenditures, Revenue Recognitions & other jobs as allocated by CFO.	Minimum 2 (Two)years Post Qualification experience.
5	<b>Associate IT support Engineer</b>	Bachelor's degree in engineering in IT/ Computer Science	ERP Modules, IT infrastructure and computer system management	Minimum 02 (two) years post qualification in Managing IT services
6	<b>Associate Commercial Officer</b>	Bachelor's degree in engineering of any discipline	Tender Preparation, Bid Evaluation, Note Preparation	Minimum 2 (Two) years Post Qualification experience.
7	<b>Assistant Pipeline Engineer</b>	Bachelor's degree in engineering	Supervision of Construction activities on site, Ensure Technical Satisfaction during Construction Process, Assist the Revenue Team for ensuring smooth documentation of land records and subsequent works, Verification of Panchnama Documents	NIL
8	<b>Assistant Accounts Officer</b>	CA/Cost Management Accountant (CMA) holding valid membership of respective bodies.	Will be assisting in preparation of Quarterly, Half Yearly, Annual Accounts of the Company, Taxation Matters, Processing of Project Bill Payments, Accounting of Operation related Expenditures, Revenue Recognitions & other jobs as allocated by CFO.	NIL

Sl. No.	Designation	Qualification Required	Nature of work	Experience Required
9	<b>Assistant IT support Engineer</b>	Bachelor's degree in engineering in IT/ Computer Science/ Electronics	VB/VB.NET, ASP/ASP.NET, RDBMS, IT infrastructure and computer system management	NIL
10	<b>Assistant (to CS)</b>	Bachelor's degree of minimum 03 years duration and MBA (in Finance or Business Administration)	Assisting the Company Secretary in carrying out his functions at Secretarial Dept.	NIL
11	<b>Senior Commercial Superintendent</b>	3 years Diploma in Engineering	Assist in preparation of Store Manual, Revision of C&P Procedure, Tender Note, Award Note et	Minimum 5 (Five) years post qualification experience
12	<b>Junior Pipeline Engineer</b>	3 years Diploma in Engineering	Work closely with on-field workers to ensure maximum technical satisfaction, Work with the on-field Revenue Team involved in Panchnama works, Documentation of field works	Minimum 02 (Two) years post qualification experience
13	<b>Junior Finance Accountant</b>	Intermediate in CA/CMA. Candidates should be proficient in operations of personal computer and have basic knowledge & skills in computer applications (MS office etc.) in office environment.	Will be assisting in Processing of Project Bill Payments, Accounting of Operation related Expenditures & Revenue Recognitions & other jobs as allocated by CFO.	NIL
14	<b>Junior Commercial Superintendent</b>	3 years Diploma in Engineering	File Storage with proper indexing, Assistance in Tender & Note preparation, Tender Floating in CPP portal, MIS updating & circulation, Other related works assigned by reporting officer	Minimum 02 (Two) years post qualification experience

## 7. EMOLUMENTS:

Agency shall pay fixed monthly emoluments and increases in fixed emoluments consisting of basic pay, house rent allowance, project allowance and professional allowance (as specified) to all manpower to be deployed on contract basis in IGGL as the rate given below. AGENCY

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shall include expenses towards fixed monthly emoluments and increases in fixed emoluments in their monthly invoices. No direct payment, whatsoever, shall be made to individual AGENCY's personnel by IGGL.

Sl. No.	Designation	Basic Pay for 1 <sup>st</sup> year of service	Basic Pay for 2 <sup>nd</sup> year of service**	House Rent Allowance	Conveyance Allowance	Professional Allowance
1	Senior Associate Pipeline Engineer	60000	63000	8000	8000	NA
2	Senior Associate Accounts Officer	60000	63000	8000	8000	12000
3	Associate Pipeline Engineer/ Associate IT support Engineer/ Associate Commercial Officer	45000	47250	7500	7500	NA
4	Associate Accounts Officer	45000	47250	7500	7500	6000
5	Assistant Pipeline Engineer/ Assistant IT support Engineer/ Assistant (to CS)	35000	36750	7000	7000	NA
6	Assistant Accounts Officer	35000	36750	7000	7000	3000
7	Senior Commercial Superintendent	30000	31500	6500	6500	NA
8	Junior Pipeline Engineer/ Junior Finance Accountant/ Junior Commercial Superintendent	28000	29400	6000	6000	NA

\*\*The 2<sup>nd</sup> year of the service shall be considered after completion of 01 year (12 months) of providing services from the date of joining. The values mentioned in the table above shall remain fixed for the entire contract period (including extension, if any)

## **SECTION-VII**

### **PRICE SCHEDULE**

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

**SUB:** HIRING OF SERVICES FOR PROVIDING PROFESSIONAL SUPPORT MANPOWER FOR 02 (TWO) YEARS ON CONTRACTUAL BASIS.

**Tender No.:** IGGL/GHY/C&P/PSMP/01-26 (E -TENDER NO. IGGL-100101)

**Name of Bidder:** M/s \_\_\_\_\_

<b>SCHEDULE OF RATES (SOR)</b>			
<b>SI No.</b>	<b>Description</b>	<b>Quoted Rates</b>	
		<b>(In Figures)</b>	<b>(In Words)</b>
<b>(A)</b>	Estimated expenses (in INR) for providing Professional manpower & other expenses as per SCC & SOW and Annexure to SOR	<b>₹ 8,09,72,615.44</b>	<b>Eight Crore Nine Lakh Seventy-Two Thousand Six Hundred Fifteen and Paise Forty-Four Only</b>
<b>(B)</b>	Estimated amount (in INR) for calculating service charge (Total estimated expenses excluding Premium for PMSBY and PMJJB and PPE)	<b>₹ 8,03,77,015.44</b>	<b>Eight Crore Three Lakh Seventy-Seven Thousand Fifteen and Paise Forty-Four Only</b>
<b>(C)</b>	Service Charges in % including all charges, taxes, duties, levies etc. but excluding GST (refer Note 2 below)	<b><i>Percentage to be quoted by bidders</i></b>	
<b>(D)</b>	Estimated Amount of Total Service Charges (refer Note 2 below) i.e. (B) X (C)		
<b>(E)</b>	Applicable rate of GST (in %) (Refer Note 3)		
<b>(F)</b>	Estimated Amount of applicable GST (in INR) (Refer Note 3 below) i.e. GST on (B) & (D)		
<b>(G)</b>	Evaluated Price [(G) = (A) + (D) + (F)]		

**Note:**

- 1. The Schedule of Rates shall be read in conjunction with all sections/provisions of the tender.**
- 2. Contractor's service charge is applicable only on Total wage, compensation for extra hours duty, insurance premiums and leave wages as per Annexure to SOR (Part A).**
- 3. GST is applicable on Total wage, compensation for extra hours duty, insurance premium, leave wages and Contractor's service charge. Applicable GST in percentage to be mentioned in Sl. No. (D) and value in INR in Sl. No. E.**
- 4. Bidder will quote for the SERVICE CHARGE in percentage (%) only in the BoQ, provided in the E-tendering portal**
- 5. Service charge percentage quoted below (+)3.85% and above (+)7.00% of SOR Rate are not allowed.**

**ANNEXURE TO SOR****SCHEDULE OF RATES (SOR)****SCHEDULE OF RATES HIRING PROFESSIONAL MANPOWER FOR ON CONTRACTUAL BASIS FOR A PERIOD OF 02 YEARS**

Monthly Total Wages consist of following:-

Basic Pay, House Rent Allowance, Conveyance Allowance, Professional Allowance (*as mentioned in the SCC*), EPF and EDLI: 13%, Bonus/Ex-gratia: 8.33% and 8.06% of basic pay [ i.e., Workman Compensation Insurance: 3.25%, Gratuity: 4.81%]

<b>Sl. No.</b>	<b>Designation</b>	<b>Total Wage for 2 years</b>
1.	Senior Associate Pipeline Engineer	84,11,328.00
2.	Senior Associate Accounts Officer	23,90,832.00
3.	Associate Pipeline Engineer/	2,85,73,872.00
4.	Associate IT support Engineer/	16,80,816.00
5.	Associate Commercial Officer	16,80,816.00
6.	Associate Accounts Officer	18,24,816.00
7.	Assistant Pipeline Engineer/	96,94,822.20
8.	Assistant IT support Engineer/	13,84,974.60
9.	Assistant (to CS)	13,84,974.60
10.	Assistant Accounts Officer	14,56,974.60

<b>11.</b>	Senior Commercial Superintendent	24,35,613.60
<b>12.</b>	Junior Pipeline Engineer/	1,13,65,396.80
<b>13.</b>	Junior Finance Accountant/	11,36,539.68
<b>14.</b>	Junior Commercial Superintendent	22,73,079.36
<b>Total</b>		<b>7,56,94,855.44</b>
Estimated expense for additional payment towards extra hours of work @₹250/- per working day for extended hours of work of minimum 02 hours or more for working beyond normal working hours on normal working day for maximum 10 days		<b>30,00,000.00</b>
Leave Wages		<b>16,58,160.00</b>
Premium for PMSBY @ INR 20/year and PMJJB @ INR 436/year		<b>45,600.00</b>
Premium for Group Personal Accident Insurance Policy		<b>24,000.00</b>
PPE		<b>5,50,000.00</b>
<b>Estimated expense for TA/DA on tour</b>		
Hotel Accommodation & DA		<b>As per actual</b>
Travelling expenditure		<b>As per actual</b>
Local conveyance expenditure		<b>As per actual</b>
<b>GRAND TOTAL IN INR (PART A)</b>		<b>8,09,72,615.44</b>



## **SECTION-VIII**

## **ATTACHMENTS**

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**ATTACHMENT- I****PROFORMA FOR CONTRACT AGREEMENT****LOA No/PO No.:** IGGL/

Contract Agreement for the work of ----- of IGGL made on ----- between (Name and Address) -----, hereinafter called the "CONTRACTOR" (which term shall unless excluded by or repugnant to the subject or context include its successors and permitted assignees) of the one part and IGGL hereinafter called the "EMPLOYER" (which term shall, unless excluded by or repugnant to the subject or context include its successors and assignees) of the other part.

WHEREAS

- A. The EMPLOYER being desirous of having provided and executed certain work mentioned, enumerated or referred to in the Tender Documents including Letter Inviting Tender, General Tender Notice, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, Plans, Time Schedule of completion of jobs, Schedule of Rates, Agreed Variations, other documents has called for Tender.
- B. The CONTRACTOR has inspected the SITE and surroundings of WORK specified in the Tender Documents and has satisfied himself by careful examination before submitting his tender as to the nature of the surface, strata, soil, sub-soil and ground, the form and nature of site and local conditions, the quantities, nature and magnitude of the work, the availability of labour and materials necessary for the execution of work, the means of access to SITE, the supply of power and water thereto and the accommodation he may require and has made local and independent enquiries and obtained complete information as to the matters and thing referred to, or implied in the tender documents or having any connection therewith and has considered the nature and extent of all probable and possible situations, delays, hindrances or interferences to or with the execution and completion of the work to be carried out under the CONTRACT, and has examined and considered all other matters, conditions and things and probable and possible contingencies, and generally all matters incidental thereto and ancillary thereof affecting the execution and completion of the WORK and which might have influenced him in making his tender.
- C. The Tender Documents including the Notice Letter Inviting Tender, General Conditions of Contract, Special Conditions of Contract, Schedule of Rates, General Obligations, SPECIFICATIONS, DRAWINGS, PLANS, Time Schedule for completion of Jobs, Letter of Acceptance of Tender and any statement of agreed variations with its enclosures copies of which are hereto annexed form part of this CONTRACT though separately set out herein and are included in the expression "CONTRACT" wherever herein used.

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AND WHEREAS

The EMPLOYER accepted the Tender of the CONTRACTOR for the provision and the execution of the said WORK at the rates stated in the schedule of quantities of the work and finally approved by EMPLOYER (hereinafter called the "Schedule of Rates") upon the terms and subject to the conditions of CONTRACT.

NOW THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:-

1. In consideration of the payment to be made to the CONTRACTOR for the WORK to be executed by him, the CONTRACTOR hereby covenants with EMPLOYER that the CONTRACTOR shall and will duly provide, execute and complete the said work and shall do and perform all other acts and things in the CONTRACT mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said WORK and at the said times and in the manner and subject to the terms and conditions or stipulations mentioned in the contract.
2. In consideration of the due provision execution and completion of the said WORK, EMPLOYER does hereby agree with the CONTRACTOR that the EMPLOYER will pay to the CONTRACTOR the respective amounts for the WORK actually done by him and approved by the EMPLOYER at the Schedule of Rates and such other sum payable to the CONTRACTOR under provision of CONTRACT, such payment to be made at such time in such manner as provided for in the CONTRACT.

AND

3. In consideration of the due provision, execution and completion of the said WORK the CONTRACTOR does hereby agree to pay such sums as may be due to the EMPLOYER for the services rendered by the EMPLOYER to the CONTRACTOR, such as power supply, water supply and others as set for in the said CONTRACT and such other sums as may become payable to the EMPLOYER towards the controlled items of consumable materials or towards loss, damage to the EMPLOYER'S equipment, materials construction plant and machinery, such payments to be made at such time and in such manner as is provided in the CONTRACT.

It is specifically and distinctly understood and agreed between the EMPLOYER and the CONTRACTOR that the CONTRACTOR shall have no right, title or interest in the SITE made available by the EMPLOYER for execution of the works or in the building, structures or work executed on the said SITE by the CONTRACTOR or in the goods, articles, materials etc., brought on the said SITE (unless the same specifically belongs to the CONTRACTOR) and the CONTRACTOR shall not have or deemed to have any lien whatsoever charge for unpaid bills will not be entitled to assume or retain possession or control of the SITE or structures and the EMPLOYER shall have an absolute and

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unfettered right to take full possession of SITE and to remove the CONTRACTOR, their servants, agents and materials belonging to the CONTRACTOR and lying on the SITE.

Contractor shall be allowed to enter upon the SITE for execution of the WORK only as a licensee simpliciter and shall not have any claim, right, title or interest in the SITE or the structures erected thereon and the EMPLOYER shall be entitled to terminate such license at any time without assigning any reason. The materials including sand, gravel, stone, loose, earth, rock etc., dug up or excavated from the said SITE shall, unless otherwise expressly agreed under this CONTRACT, exclusively belong to the EMPLOYER and the CONTRACTOR shall have no right to claim over the same and such excavation and materials should be disposed off on account of the EMPLOYER according to the instruction in writing issued from time to time by the ENGINEER-IN-CHARGE.

In Witness whereof the parties have executed these presents in the day and the year first above written

Signed and Delivered for and on  
behalf of **IGGL**

Signed and Delivered for and  
behalf of **M/s**\_\_\_\_\_

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

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

Place: \_\_\_\_\_

Place: \_\_\_\_\_

IN PRESENCE OF TWO WITNESSES

1. \_\_\_\_\_

1. \_\_\_\_\_

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

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