



**DAMODAR VALLEY CORPORATION
(ESTABLISHED BY ACT XIV OF 1948)**

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DAMODAR VALLEY CORPORATION

TENDER DOCUMENTS FOR

**Demarcation of boundary of land owned by Damodar Valley Corporation (DVC) near Barhi,
Dist. Hazaribagh, Jharkhand including Topographic Survey and Geo-Technical Investigation
work for setting up of Ground Mounted Solar PV Projects.**

NIT NO.: DVC/Tender/Head Quarter/RE and EE/CMM/Works and Service/00017/Capital, dated

26.04.24

(Domestic Competitive Bidding)

VOLUME – I

(This document is meant for the exclusive purpose of bidding against this Bid Document No. / Specification and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued).

“THROUGH e-TENDERING PROCESS ONLY”



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NIT No.: DVC/Tender/Head Quarter/RE and EE/CMM/Works and Service/00017/Capital, Date: 26/04/24

1.0 Damodar Valley Corporation (DVC) invites bid from eligible bidders on e-Tendering mode [“Single Stage - three envelopes basis”, followed by “On-line Reverse Auction”] for **“Demarcation of boundary of land owned by Damodar Valley Corporation (DVC) near Barhi, Dist. Hazaribagh, Jharkhand including Topographic Survey and Geo-Technical Investigation work for setting up of Ground Mounted Solar PV Projects.”** as per the Scope mentioned in Vol-II of this NIT documents following the terms & conditions of this NIT.

2.0 Bid Security / Earnest Money Deposit (EMD): - **Rs 47,767/- (Rupees Forty-Seven Thousand Seven Hundred and Sixty-Seven) only.**

Cost of Tender Documents(non-refundable): - **Rs 1,000/- (Rupees One Thousand Only)** inclusive of GST as applicable.

Bidding schedule:

Tender Document downloading Period	From 27.04.24 at 10:00 Hrs. (IST) to 27.05.24 at 14:00 Hrs.(IST)
Date & Time of pre-bid conference	09.05.24 at 11.00 Hrs. (IST) at 10 th Floor, DVC Towers, Kolkata-700054, W.B in hybrid (both physical and online) mode.
Date of Online submission of Pre-Bid Queries	From 27.04.24 To 09.05.24
Last date & time of “Uploading of [“Filled up Envelope2 (Excel Sheet) & Scan copies of all the supporting documents for Envelope2 as mentioned in the NIT” & “Envelope3 (Excel Sheet) in Template Format”] <u>Online</u> ” and “Submission of hard copies of [Envelope1] <u>Offline</u> ”.	27.05.24 at 15:00 Hrs.(IST)
Bid Opening Date & Time of “hard copies of [Envelope1] <u>Offline</u> ”.	28.05.24 at 15:00 Hrs.(IST)
Bid Opening Date & Time of [“Envelope2 (Excel Sheet) & Scan copies of all the supporting documents for Envelope2 as mentioned in the NIT”] <u>Online</u> ” as per the Terms & Conditions of NIT.	28.05.24 at 15:30 Hrs.(IST)
Bid Opening Date & Time of “Envelope3 (Excel Sheet) in Template Format” <u>Online</u> as per the Terms & Conditions of NIT.	At a date & time to be notified by DVC in due course.
Date and Time of On Line Reverse Auction as per the Terms & Conditions of NIT.	After Two (2) hr. from opening of the Envelope3 (Excel Sheet).
Submission of Hard copies of all the documents for Envelope2, by the L1 Bidder as per the Terms & Conditions of NIT.	Within 10 days from opening of the Price Bid.

The details are available at CPP Portal (Central public Procurement Portal) <https://etenders.gov.in/e procure/app> and in www.dvc.gov.in (For information only). Any addendum/corrigendum /extension, if required, pertaining to this NIT will be hosted in <https://etenders.gov.in/e procure/app> only. Bidders are requested to visit website <https://etenders.gov.in/e procure/app> regularly for any addendum/corrigendum/extension till opening of the Bids.



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3.0 QUALIFYING REQUIREMENT

The bidder should meet the qualifying requirements stipulated herein as under:

A. Technical Capability:

Bidder shall have experience of successful execution of Demarcation of land boundary and both the Topographical Survey and Geo-Technical Investigation work in DVC / Central Govt. Departments / State Govt. Departments / PSUs during last 7 (seven) years ending last day of month previous to the one in which the offer is invited.

NOTES for Technical Criteria for the clause as mentioned above:

- i. The bidder shall submit certificate of successful completion of Demarcation of land boundary and Topographical Survey work in a single parcel of land/forest of not less than 100 acres.
- ii. The bidder shall submit certificate of successful completion of Geo-Technical Investigation work.

B. Financial Capability:

Average Annual Turnover (AAT):

The Average annual turnover of the bidder for the last three (03) financial years shall not be less than **Rs 7,16,500/-** only.

NOTES for Financial Criteria for the clause as mentioned above:

1. Other income shall not be considered for arriving at annual turnover.
2. Relevant audited annual accounts for preceding three (03) financial years are to be submitted in support of the financial capability.
3. In case where audited results for the preceding financial year are not available, certification of financial statements from a practicing Chartered Accountant shall also be considered acceptable.
4. In case of tenders published prior to 30th Sept. of the NIT issuing financial year, where the Bidder is not able to submit the Certificate from a practicing Chartered Accountant certifying its financial statements, the audited results of the year preceding the last financial year shall be considered for evaluating the financial parameters. Further, a Certificate would be required from the CEO/CFO as per the format enclosed in the bidding documents stating that the financial results of the Company are under audit as on the date of NIT and the Certificate from the practicing Chartered Accountant certifying the financial parameters is not available.



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4.0 The Tender shall be processed only through Government e-procurement system of NIC (Ge PNIC) under Central Public Procurement Portal (CPPP) (URL: <https://etenders.gov.in/eprocure/app>).

Valid Digital Signature Certificate (DSC of Class 3 category) is mandatory to participate in e-tendering under CPP Portal (URL: <https://etenders.gov.in/eprocure/app>). The certificate may be obtained from any of the authorised agencies of CCA (Controller of Certifying Authorities)] on Bidder's own cost.

Bidders are advised to go through “**Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal**”, “**Information about DSC**”, “**Bidders Manual Kit**”, “**Site compatibility**” & “**FAQ**” links available on the login page of the e-Tender portal for guidelines, bidder enrolment, procedures for downloading of Tender Documents & uploading of Bids and system requirements. In case of any technical difficulty, Bidders may contact the help desk numbers & e-mail IDs mentioned at the e-tender portal.

The instructions given below are meant to assist the bidders in registering on the CPP Portal:-

a) Bidders are required to register in the Government e-procurement portal, obtain ‘Login ID’ & ‘Password’ and go through the instructions available in the Home page after log in to the CPP Portal (URL: <https://etenders.gov.in/eprocure/app>), by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.

b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate issued by any Certifying Authority recognized by CCA India with their profile.

e) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/ e-Token.

f) The Bidder intending to participate in the bid is required to register in the e-tender portal using his/her Login ID and attach his/her valid Digital Signature Certificate (DSC) to his/her unique Login ID. He/she have to submit the relevant information as asked for about the firm/contractor. The bidders, who submit their bids for this tender after digitally signing using their Digital Signature Certificate (DSC), accept that they have clearly understood and agreed the terms and conditions including all the Forms/Annexure of this tender.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://etenders.gov.in/eprocure/app>.

For clarification about e-tendering procedures, downloading & Uploading and further details / elaboration, the bidders are advised to contact the following **FMP Support Persons, representatives of M/s. National Informatics Centre Services Incorporated (NICSI)**, available in Help Desk at DVC Towers, C&M Department, 3rd Floor, Kolkata-54, West Bengal, India during the office hours:-

(i) Mr. Sk Nawajesh Rahman, e-mail: rnawajesh@gmail.com (Contact No. 9831683690)



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(ii) Mr. Sk Imran, e-mail: hriskimran786@gmail.com (Contact No. : 8777791736).

Bidder have to pay the Cost of the Tender documents (non-refundable) as mentioned in clause 2.0 above only in the form of a Crossed Account Payee Demand Draft in favour of "Damodar Valley Corporation", payable at Kolkata, original in Envelope1.

Envelope1 (hard copy) should be received by DVC at the address given below during office hours, on or before the last date & time of Bid Submission/ Uploading period. The tender is to be dropped in the Tender Box of C&M Department, 3rd floor, DVC Towers, Kol-700054.

DVC shall not be responsible in any way for any delay/ difficulties/ inaccessibility of the downloading or uploading facility from the website for any reason whatsoever.

Downloading of Tender Documents by any Bidder shall not construe that such Bidder is considered to be qualified. Transfer of Tender Documents downloaded by one intending bidder to another is not permissible.

In case of any discrepancies found between the downloaded tender documents from the website and the master copy available in the website <https://etenders.gov.in/eprocure/app>, the later shall prevail and will be binding on the tenderer(s). No claim/appeal on this account will be entertained or given cognizance.

DVC reserves the right to reject any or all bids or cancel/withdraw the Invitation for bids without assigning any reason whatsoever and in such case no bidder/intending bidder shall have any claim arising out of such action.

5.0 Bids ["Envelope1 offline" and "Envelope2 (Excel Sheet) & Scan copies of all the documents for Envelope2 as mentioned in the NIT online" and "Envelope3 (Excel Sheet) in Template Format online"] received by DVC after last date & time of Bid Submission/Uploading period will not be considered at all and DVC authorities will not take any responsibility to accept the same.

The names and designation along with e-mail address of two officers specially assigned by the organisation for receiving (i) online pre-bid queries, (ii) hard copy (Offline) of Envelope1 (iii) submission of all the documents for Envelope2 by the L1 Bidder, as mentioned in the NIT, (iv) future correspondence, are mentioned below:

(i) Shri Sandip Chanda, Sr. Mgr(E), C&M Deptt., DVC Towers, Kolkata
e-mail: sandip.chanda@dvc.gov.in, Mob: 9939350399

(ii) Shri Kausik Saha, Manager (E), C&M Deptt. DVC Towers, Kolkata
e-mail: kausik.saha@dvc.gov.in, Mob: 8017163439

No person other than those mentioned above is authorised to receive the aforesaid documents (off-line and/or, online).

6.0 ADDRESS FOR COMMUNICATION:

Sr. General Manager (E),
C&M Department, DVC,
DVC Towers, VIP Road, Kolkata-700054
E-mail: samaresh.jana@dvc.gov.in.



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7.0 COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Employer will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

8.0 CLARIFICATION ON TENDER DOCUMENTS

Prospective Bidders are advised to visit the site to study the actual conditions and go through the details before attending Pre-bid meeting at DVC Towers, Kolkata or through the below link.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2YxNDhkNWQtNGUwZC00MzExLWI2OGYtMjYwODc0NWQwZTY0%40thead.v2/0?context=%7b%22id%22%3a%22cf94827a-bc3d-4b63-8feb-432960d2d81b%22%2c%22oid%22%3a%22d3b69685-cb8b-48a8-a369-53e10fdd3be5%22%7d

A prospective Bidder requiring any clarification to the Tender documents may notify the Employer through e-mail to the two officers specially assigned for receiving Pre-Bid queries as mentioned in clause 5.0 above, within the date as mentioned in clause 2.0 (Bidding Schedule) above.

The Employer will respond in the Pre-Bid discussion and the Pre-Bid replies will be hosted through <https://etenders.gov.in/e procure/app> within 5 days before the last date for submission of Bid. The Pre-Bid conference will take place at the communication address and on the date & time as given in clause 2.0 & 6.0 above.

The information contained in all the pre-Bid replies will have to be taken into account by the Bidder in its Bid.

Non-attendance at the pre-Bid conference will not be a cause for disqualification of Bidder.

9.0 AMENDMENT TO TENDER DOCUMENTS

At any time prior to the deadline for submission of Bids, the Employer may, for any reason, whether at its own initiative, or in response to the clarifications requested by the prospective Bidders, amend the Tender documents. The amendment will be notified only on the <https://etenders.gov.in/e procure/app>. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their Bid, the Employer may, at its discretion, extend the deadline for the submission of Bids, if required.

Any addendum/corrigendum/extension, if required, will be hosted only to the <https://etenders.gov.in/e procure/app>.

In case of change in technical parameter/ specification/ scope of services, selling and submission date will be extended suitably at the discretion of the Employer, if required.

Bidder is requested to visit the above website regularly for any amendment/addendum/Corrigendum/extension till opening of the Bids. It will be assumed that the information contained therein will have been taken into account by the Bidder in its Bid.

10.0 PERIOD OF VALIDITY OF BID & LANGUAGE OF BID



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- 10.1 Bids shall remain valid for a period of **180 days** from the closing date prescribed by the Employer for the receipt of Bids. A Bid valid for a shorter period shall be rejected by the Employer as being nonresponsive.
- 10.2 In exceptional circumstances, the Employer may solicit the Bidder's consent to an extension of the Bid validity period. The request and responses thereto shall be made by e-mail. If a bidder accepts to extend the period of bid validity, the validity of Bid security shall also be suitably extended. A bidder may refuse the request without forfeiting its Bid Security. A bidder granting the request will not be required nor permitted to modify its bid.
- 10.3 The Bid prepared by the Bidder and all correspondence and documents related to the Bid exchanged between the Bidder and the Employer shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language, as long as such literature is accompanied by a translation of its pertinent passages in English language in which case, for purposes of interpretation of the Bid, the translation shall govern.

11.0 MODIFICATION AND WITHDRAWAL OF BIDS

11.1 The Bidder may modify or withdraw its Bid after submission/uploading, prior to the deadline prescribed for Bid submission/uploading. No Bidder will be allowed to withdraw or modify the Bid after deadline of submission/uploading.

11.2 Any Bidder can modify its on-line part of the submitted Bid and resubmit the Bid on-line as many times as he may wish, only before the deadline of submission/uploading of Bids.

Similarly, Bidder may withdraw his on-line part of the submitted Bid at any time before the last date and time of submission/uploading of Bid.

11.3 For offline part of Bids, Bidder's modifications of Envelope1 (if required for Envelope1) shall be prepared, sealed, marked as "**Bid Modifications- Envelope1**" and shall be addressed to the Employer at the address given in clause 6.0 above and bear the package name, NIT Number:

For withdrawal of the offline part of Bids after submission, the Bidder shall notify the Employer in writing. The notice of withdrawal shall be addressed to the Employer at the address given in clause 6.0 above and bear the package name, NIT Number and the words "**BID WITHDRAWAL NOTICE**". The Bid withdrawal notice shall be accompanied with valid authorisation to request such Bid withdrawal.

11.4 If the Bid withdrawal notice of any Bidder received before the Bid submission deadline, his EMD will be refunded / returned.

11.5 If the Bid withdrawal notice of any Bidder received after the Bid submission deadline and before opening of Envelope1, the Bidder will be disqualified alongwith forfeiture of his EMD and Envelope1 of remaining Bidders will be opened.

If the request of withdrawal is received from any techno commercial & QR compliant bidder after opening of Techno Commercial bid and before opening of Price Bid, the bidder will be disqualified and his EMD (wherever applicable) will be forfeited and price bids of remaining bidders will be opened.

In the event of a L-1 bidder backing out prior to placement of order, the bidder shall be suspended for a period maximum upto one year as decided by DVC from the date of issue of



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suspension order and re-tender shall be done. In this re-tender such defaulting Bidder will not be allowed to participate. EMD (wherever applicable) will be forfeited.

If the L-1 bidder withdraws his bid / do not acknowledge the order after issue of LOA/PO/Work Order/ LOA-cum-Work Order, then his EMD (wherever applicable) will be forfeited and the bidder shall be suspended for a period maximum upto one year as decided by DVC from the date of issue of suspension order and re-tender shall be done for the items awarded to him. In this re-tender such defaulting Bidder will not be allowed to participate

12.0 DOCUMENTS COMPRISING OF THE BID & BIDDING PROCEDURE

12.1 Three envelope Bidding procedure shall be followed as under:

(i) Envelope1: Hard Copy (Offline) Submission as per the Terms & Conditions of the NIT:

Envelope1 Shall comprises of the following: -

- (a) Documents in support of Cost of Tender Documents [Crossed Account Payee Demand Draft in favour of "Damodar Valley Corporation", payable at Kolkata
- (b) Documents in support of Bid security ["Hard copy of the Bid Security document as mentioned in clause 15.0 of this NIT"].

Bidder(s) have to submit the hard copy of Envelope1, on, or, before the last date & time of Bid Submission/Uploading period. **Envelope1 received by DVC after last date & time of Bid Submission/Uploading period will not be considered at all and DVC authorities will not take any responsibility to accept the same.**

Any Bid, not accompanied by an acceptable Bid security document, Cost of Tender Documents & Integrity Pact (if applicable) in Envelope1, shall be rejected by the Employer as being non-responsive and this Bid shall not be opened further.

(ii) Envelope2: Online Submission of Envelope2 (Excel Sheet) & scan copies of the following supporting documents for Envelope2 as per the Terms & Conditions of the NIT as Zip File (Named as Technical Bid in CPP Portal):

1. Declaration in support of Technical QR & Financial QR as asked in NIT as per Attachment-1 of Envelope2 (Excel Sheet).
2. Scan copies of the supporting documents in support of Technical QR [clause No. 3.0.A. of NIT Documents] as per the declaration made by the Bidder in Attachment-1 of Envelope2 (Excel Sheet), following the terms & conditions of the NIT.
3. Scan copies of the supporting documents in support of clause No. 3.0 B. of Financial QR as per the declaration made by the Bidder in Attachment-1 of Envelope2 (Excel Sheet), following the terms & conditions of the NIT.
4. Scan copies of the supporting documents in support of clause No. 3.0 B.2 of Financial QR as per the declaration made by the Bidder in Attachment-1 of Envelope2 (Excel Sheet), following the terms & conditions of the NIT.



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5. Scanned copy of Letter of Bid: This will be the covering letter of the Bidder for his submitted Bid duly signed by the Bidder. The content of the "Letter of Bid" printed/ typed on Bidder's letter head must be the same as per format given in Form No.1 of VOL-I of this NIT and it should not contain any other information.
6. Scanned copy of Notarized Power of Attorney (as per Form No. 5 of VOL-I of this NIT).
7. Scanned copy of Affidavit (as per Form No. 6 of VOL-I of this NIT) on a non-judicial stamp paper of Rs. 10 regarding genuineness of the declaration/information furnished by him/them online and authenticity of the supporting documents being produced by him/them.
8. Scanned copy of Acceptance of Online Reverse Auction / Bidding (as per Form No. 7 of VOL-I of this NIT).
9. Scanned copy of details of Banker for Making Payment through RTGS/NEFT (Bank Certificate as per Form No. 8 of VOL-I of this NIT) & a cancelled cheque.
10. Scanned copy of Cost of Tender document.
11. Scanned copy of Bid security document.
12. Scanned copy of Integrity Pact (if applicable) duly signed in all pages by the authorised signatory who is signing the Bid (i.e. who is duly authorised to sign the bid) as per format enclosed in Form.11 of VOL-I of this NIT.
13. Scanned copy of DECLARATION ON DEBARMENT POLICY as per Form No. 15 of VOL-I of this NIT.
14. Scanned copy of Declaration regarding Restriction on procurement from certain Countries : MoF OM No 6/18/2019-PPD dated 23.07.2020 as per Form No. 17 of VOL-I of this NIT.

Bidders shall not be required to upload scanned copy of any other supporting document for Envelope2, except the above documents.

Please note that the Envelope1(in hard copy), Envelope2 (Excel Sheet) & Scan copy of the supporting documents for Envelope2 as uploaded by the Bidder should not contain any Bid price content entry. In case any Bid price (basic price) component is exposed in Envelope1(hard copy), Envelope2 (Excel Sheet) or, any Scan copy of the supporting documents for Envelope2, then his Bid may be rejected outrightly by the Employer.

(iii) Envelope3 (Excel Sheet) in Template Format: Online Submission of Price Bid Template as per the Terms & Conditions of the NIT (Named as Financial Bid in CPP Portal):

Envelope3 (Excel Sheet) in Template Format: Price Bid shall comprise of the following: -

Bidders shall necessarily submit their Price Bid in "Envelope3 (Excel Sheet) in template format" and no other format is acceptable.

Note: 1. a) After downloading all the NIT documents including the Amendments to NIT



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documents (if any), Bidders are requested to fill up & upload the [“Envelope2 (Excel Sheet) and Scan copy of all supporting documents for Envelope2, as mentioned in the NIT” & “Envelope3 (Excel Sheet) in Template Format”] Online as asked in the NIT by taking care of all the Pre-Bid replies & Amendments.

Bidders are also requested not to upload any documents / files other than as asked in the NIT & its amendments (if any).

Uploading of any documents / files by the Bidder, other than as asked in the NIT and its subsequent Amendments (if any), may lead to rejection of his Bid by the Employer.

b) The “Envelope2 (Excel Sheet)” & “Envelope3 (Excel Sheet) in Template Format” must not be modified/replaced by the bidder and the same should be uploaded after duly filling up the relevant information/declarations/prices as asked in the NIT, else the bidder is liable to be rejected for this tender.

e) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

2. COMMERCIAL AND TECHNICAL DEVIATIONS

No Deviations is permitted by the Employer for this tender.

The Bidders are advised that while making their Bid proposals and quoting prices, the above conditions may appropriately be taken into consideration.

Conditional Bid shall not be accepted under any circumstance by the Employer.

Bidders may note that deviations, variations and additional conditions etc. (if any) found anywhere in the Bid, shall not be given effect to in evaluation and it will be assumed that the Bidder complies with all the conditions of NIT Documents. In case Bidder refuses to withdraw unconditionally within a specific time frame, without any cost to the owner, the Bid is liable for rejection.

- (iv) **Hard Copy (Offline) Submission of supporting documents as per the Terms & Conditions of the NIT:** Submission of the hard copies in Original / “self-authenticated and attested by Public Notary” of all the supporting documents for Envelope2 by the lowest evaluated Bidder after the Reverse Auction Process for DVC’s verification and record, who was asked to submit the same by the Employer following the terms & conditions of this NIT within 10 days from opening of Envelope3 (Excel Sheet). No additional time will be allowed to the L1 Bidder for producing the required documents. **Please refer clause No. 14.0 regarding submission of the above supporting documents.**

12.2 Online Reverse Auction/Bidding procedure as per the Terms & Conditions of the NIT: shall be followed as under:

- (i) “On Line Reverse Auction/Bidding” shall be conducted by the Employer between the Bidders, who are found eligible for participating in the Reverse Auction/Bidding by the Employer, following the procedure as mentioned in this



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- (ii) After publishing the Reverse Auction /Bidding by the Employer in the e-tender portal, the eligible bidders (who are found eligible for participating in the Reverse Auction/Bidding by the Employer) can able to view the "Opening Price" i.e. the base price/ start price for On Line Reverse Auction/Bidding, the Bid Decrement value, Maximum Seal percentage, Start time & end Time.
- (iii) During the On Line Reverse Auction/Bidding, Bidders (who are found eligible for participating in the Reverse Auction/Bidding by the Employer) shall be able to view the following on their screen along with the necessary fields during Online Reverse Auction / Bidding:
- a) Auction Start Price/Opening Price.
 - b) Bid Decrement value/Price
 - c) Reverse Auction Start time & end time.
 - d) Best Bid in the Bidding (Current L1Price)
 - e) Bidders bid submitted date & time
 - f) Extensions, if any
- (iv) During the On Line Reverse Auction/Bidding, the above Bidders (who are found eligible for participating in the Reverse Auction/Bidding by the Employer) shall be permitted to place their **Next Bid Price / Final Price Offer** provided that his Bid Prices shall be less than a minimum bid decrement or in multiples of decremental value from the Last Bid Price received/displayed in the system up to above Max Seal %.

13.0 BID PRICES

- 13.1 Unless otherwise specified in the Technical Specifications, Bidders shall quote for the entire facilities such that the total Bid price covers all the Contractor's obligations mentioned in or to be reasonably inferred from the Tender documents. Bidder(s) should study the tender documents carefully before quoting.
- 13.2 Bidders are required to quote the price for all the commercial, contractual and technical obligations outlined in the Tender documents.
- 13.3 Bidders shall give a breakdown of the prices in the manner and detail called for in the Price Schedules.

13.4 PRICE BASIS

The Contract Price shall be **FIRM & FIXED** during the entire execution of the Contract and inclusive of all taxes, duties, levies, cess, etc. including BOCW Cess (as applicable) and Goods and Services Tax and shall not be subject to any variation except on account of Statutory Variation on direct transaction between the Employer & the Contractor.

- 13.5 **BID CURRENCIES:** PRICES SHALL BE QUOTED IN INR only.

14.0 BID OPENING & BID EVALUATION:

- 14.1 The Employer will open the hard copy of **Envelope1** (as received) offline for those Bidders who have successfully submitted their on-line Bids, in presence of Bidders' representatives,



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(except for tendering process through e-reverse auction) who choose to attend the opening on the time and at the communication address as stated in clause 6.0. **Envelope1** (as received) of the Bidder(s) who are not able to submit their on-line Bid successfully, the corresponding **Envelope1** shall be returned to the Bidder(s).

The WITHDRAWAL Notice(s), if any, shall be opened and read out and recorded and the corresponding **Envelope1** shall not be opened and shall be returned to the Bidder. No Bid shall be withdrawn unless the corresponding withdrawal notice contains a valid authorisation to request such Bid withdrawal and is read out and recorded in the Bid opening.

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

The Employer will examine whether all the documents in in Envelope1 are generally in order.

Envelope1 not accompanied by the hard copy of documents in support of Cost of Tender Documents, Bid security documents & Integrity Pact (if applicable) as mentioned in this NIT, will be rejected and not be considered for further evaluation, regardless of the circumstances.

- 14.2** The Employer will then open **Envelope2 (Excel Sheet) & Scan copies of all supporting Supporting documents for Envelope2** online.

During verification of the Scan copies of all Supporting documents for Techno-commercial evaluation in support of Envelope2, if any of the supporting documents furnished by any Bidder for Envelope2 as asked in the NIT, is found to be not matching with that of the declarations submitted by the bidders online in Attachment-1 of Envelop2 (Excel Sheet) and not in accordance with the requirements set forth in the tender documents, which changes the eligibility status of the Bidder, then his Bid will be rejected outrightly by DVC.

Based on the evaluation of Envelope2 (Excel Sheet) & scan copy of all supporting documents for Envelope2, the Employer will notify the date of opening of Envelope3 (Excel Sheet) of all the techno-commercial compliant bidders through the e-tendering system to all the techno-commercial compliant bidders.

- 14.3** The Employer will then open “Envelope3 (Excel Sheet) in Template Format” of the above techno commercial Compliant Bidders only (as mentioned in clause 14.2 above). After opening of “Envelope3 (Excel Sheet) in Template Format” of all the techno-commercial compliant bidders, the Employer will carry out evaluation of the Price Bid as detailed below:

PRICE BID EVALUATION

The method of evaluation is illustrated below:

Illustrative Method of Evaluation

Any Bidder (In INR)

- 1. **Evaluated Bid Price** (after considering arithmetical errors, if any)

Total Quoted Price (**Excluding GST**) as per Price Schedule of “Envelope3 (Excel Sheet) in Template Format”



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{**Note:** Above Price Bid evaluation will be carried out separately by the Employer for each techno commercially compliant Bidders (as mentioned in clause 14.2 above). Evaluated Bid Price of a Bidder will be considered as the **Initial Price Offer** of that Bidder}.

14.4 Based on the **lowest Initial Price Offer**, the Employer reserves the right to fix the “Opening Price” i.e. the **base price/ start price** for online Reverse Auction/Bidding.

The Employer will then conduct online Reverse Auction/Bidding on the day of opening of “Envelope3 (Excel Sheet) in Template Format”, within the Techno-commercially accepted Bidders who’s Initial Price Offer have been opened by the Employer, after eliminating the H-1 Bidder. However, if the techno-commercially compliant bidders are less than five, then all Techno-commercially accepted Bidders who’s Initial Price Offer have been opened by the Employer will be allowed to participate in on-line Reverse Auction/Bidding.

ON LINE REVERSE AUCTION/BIDDING:

- (i) The Bidder that submits the **lowest Final Price Offer** at the conclusion of online Reverse Auction/Bidding process, i.e. the Closing Price, shall be termed as the “L1 Bidder”.
- (ii) Similarly, the Bidders that submits the **next lowest Final Price Offer** at the conclusion of online Reverse Auction/Bidding process shall be termed as the “L2 Bidder”, “L3 Bidder” “L4 Bidder” and “L5 Bidder”, as the case may be.

Note: If no Final Price Offer is received online in the Bidding system/website within the specified time duration of the online Reverse Auction/Bidding from the Bidders who are found eligible by the Employer for participating in the Reverse Auction/Bidding, then the Employer will take further decision on the Tender, at its sole discretion, without assigning any reason.

14.5 The Employer will then intimate the L1 Bidder through e-mail to submit all hard copies of the Original / “self-authenticated and attested by Public Notary” of all the supporting documents for Envelope2 as submitted by the Bidder as scan copies as asked in the NIT, on any working day within 10 days of opening of the “Envelope3 (Excel Sheet) in Template Format”.

If the L1 Bidder fails to produce the documents within the specified period [i.e. on any working day within 10 days of opening of the Envelope3 (Excel Sheet)], or, if any of the hard copy of the supporting documents furnished by the L1 Bidder for Envelope2 as asked in the NIT, is found to be not matching during verification with that of the scan copies of the supporting documents for Envelope2 as uploaded by the same Bidder, which changes the eligibility status of the Bidder, then his Bid will be rejected outrightly with caution letter to refrain in future. In event of 2nd instances by the same Bidder in any DVC’s Tender then EMD will be forfeited, and the Bidder will be banned for one year from participating in future tenders of DVC.

14.6 Note for Clause 14.0: (i) During Bid evaluation the Employer may, at its discretion, ask the Bidder for a clarification on its Bid. The request for clarification and the response there to shall be through e-mail only, and no change in the price or substance of the Bid shall be



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sought, offered or permitted.

(ii) Notwithstanding anything stated above, the Employer reserves the right to assess the capabilities and capacity of the Bidder to perform the contract at any stage during the entire Bid evaluation period and prior to award of Contract, should the circumstances warrant such assessment in the overall interest of the Employer.

(iii) In case where the business firm happens to have been banned / suspended by 'Any establishment of DVC' / 'Ministry of Power- Govt. of India' / 'Department of Expenditure (DoE), Ministry of Finance (MoF) – as displayed on Central Public Procurement Portal (CPPP)' and the ban / suspension is still in force on the date of bid opening of techno-commercial bid or on the date of issuance of LOA/PO/Work Order/ LOA-cum-Work Order, the offer of the business firm/ authorized agent/distributor/dealer/affiliates shall not be considered for all establishments of DVC.

In case Performance Rating obtained above is 'Unsatisfactory', in a single contract in two consecutive billing cycles, the Contractor shall not be recommended for issue of tender enquiry/ price bid opening/ placement of PO for a period as deemed fit not more than 2 years.

15.0 BID SECURITY (EMD)

15.1 The Earnest Money (Account Payee Demand Draft / Banker's Cheque or Bank Guarantee from a Commercial Bank/ Net Banking transfer/ Online payment in an acceptable form, as applicable) should be deposited along with the tender, if applicable, as per direction given in the NIT/Tender Document.

In case the bid security is more than Rupees five lakh, it may be in the form of a bank guarantee issued/confirmed from any of the scheduled commercial bank in India in an acceptable form.

In case of Bank Guarantee, the Bank Guarantee shall be irrevocable and operative till 45(forty-five) days beyond the final bid validity period and from a Bank as specified in the Annexure-1 of VOL-I of this NIT. However, any foreign bank not mentioned in the Annexure-1 of VOL-I of this NIT, but subsequently included in the scheduled list of RBI in the course of Bidding shall be accepted. The format of the bank guarantee shall be as per the format given at Form No.2 of VOL-I of this NIT. Earnest Money should be executed on the Non-Judicial Stamp Paper of the applicable value and to be purchased in the name of the Bank.

The Bidder must furnish, as part of its Bid, the Bid security documents as mentioned above in Envelope¹ of the amount and currency as stipulated.

Bid security shall remain valid for a period of 45(forty-five) days beyond the final bid validity period prescribed by the Employer for the receipt of Bids and beyond any extension of Bid validity subsequently requested.

15.2 Any Bid, not accompanied by an acceptable Bid security document in Envelope¹ shall be rejected by the Employer as being non-responsive and this Bid shall not be opened further.

15.3 The Bid securities of all the unsuccessful Bidders will be returned / refunded within 30 days after the finalisation of tender.



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15.4 The Bid security of the successful Bidder to whom the Contract is awarded will be returned / refunded when the Bidder has furnished the required Performance Securities and signed the Contract Agreements.

15.5 The Bid security may be forfeited without any notice or proof of damage to the Owner, etc. as per GCC clause 4A and clause 19 of Vol-I of this NIT.

15.6 No interest would be paid by the Employer against the Bid Security (EMD).

16.0 CONTACTING THE EMPLOYER & AWARD OF CONTRACT

16.1 Any effort by a Bidder to influence the Employer in the Employer's Bid evaluation, Bid comparison or contract award decisions may result in rejection of the Bidder's Bid.

16.2 The Employer will award the contract to the successful Bidder whose Bid has been determined to be substantially responsive and to be the lowest evaluated Bid, further provided that the Bidder is determined to be qualified to perform the contract satisfactorily.

17.0 EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The Employer 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 obligation to inform the affected Bidder or Bidders of the grounds for the Employer's action.

18.0 LETTER OF AWARD

Prior to the expiration of the period of Bid validity, the Employer will notify the successful Bidder in writing by letter or by telefax to be confirmed in writing by letter, that its Bid has been accepted. The Letter of Awards (LOAs) will constitute the formation of the contracts.

The Letter of Awards shall in all respect be deemed to be and shall be constructed and shall operate as an Indian Contract as defined in the Indian Contract Act 1872 and all payments thereunder shall be made in Rupees.

The Contractor shall acquire all permits, approvals and licenses from all local, state or national government authorities or public service undertakings in the country where the Site is located that are necessary for the performance of the Contract, including those which required to be acquired in the name of the Employer, that are necessary for the performance of the Contract, The Employer shall only reimburse (against necessary supporting documents) to the Contractor, the payment of fees payable to the statutory authorities for all permits, approvals and licenses from all local, state or national government authorities or public service undertakings, which are required to be obtained in the Employer's name for the execution of the Contract.

The Contractor shall indemnify and hold harmless the Employer from and against any and all liabilities, damages, claims, fines, penalties and expenses of whatever nature arising or resulting from the violation of such laws by the Contractor or its personnel.

All documents, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be written in English, and the Contract shall be construed and interpreted in accordance with that language. If



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any of the documents, correspondence or communications are prepared in any other language, the English translation of such documents, correspondence or communications shall prevail in matters of interpretation.

19.0 SIGNING THE CONTRACT AGREEMENT

Within 7 days from the date of issue of Letter of Award, DVC will send the successful Bidder the draft Contract Agreement in line with the bidding documents (as per Form 10 of NIT), incorporating all agreements between the parties. After receipt of the draft Contract Agreement, the Contractor should acknowledge and unconditionally accept, sign, date and return the final Contract Agreement on non-judicial stamp paper of appropriate value in duplicate within 14(fourteen) days from the date of issue of Letter of Award. If both parties simultaneously sign the contract across the table, further acknowledgement from the supplier is not required. Out of 2 sets of original Contract Agreement, the Contractor shall be provided with one signed original and the other will be retained by the Employer. Subsequent to signing of the Contract, the Contractor at his own cost shall provide the Employer with at least eight (8) scan copies and three (3) soft copies of the Contract Agreement(s) within thirty (30) days after signing of the Contract.

Non-execution of Contract Agreement by the Contractor within 30 days from the date of issue of Letter of Award, due to fault of the Contractor, will constitute sufficient ground for forfeiture of its EMD and shall short-close the Contract and retender and in this retender such defaulting Bidder will not be allowed to participate.

All Contract Documents, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be written in English, and the Contract shall be construed and interpreted in accordance with that language. If any of the Contract Documents, correspondence or communications are prepared in any other language, the English translation of such documents, correspondence or communications shall prevail in matters of interpretation.

20.0 PERFORMANCE SECURITY (SECURITY DEPOSIT CUM PERFORMANCE GUARANTEE):

To ensure due performance of the contract, the Contractor receiving the LOA is required to furnish the required performance security within twenty-one (21) days from the date of issuance of Letter of Award, in the prescribed form by the specified date as mentioned in the Tender. Performance security should be for an amount equivalent to 3% (Three percent) of the ordered value in the form of "Unconditional Bank Guarantee as per the format provided in this Tender documents (Form No.9 of VOL-I of this NIT) issued from any commercial bank in India (as per the list provided in Annexure-1 of VOL-I of this NIT) and it should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the contractor, including Defect Liability Period (DLP)/ warranty period, as applicable." in the form of Insurance Surety Bonds, account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee (including e- Bank Guarantee) issued/ confirmed from any of the commercial bank in India or online payment in an acceptable form. In case of delay in completion, the validity of this Bank Guarantee shall be extended by the period of such delay. The proforma of Bank Guarantee is enclosed as Form No. 9 of VOL-I of this NIT, from any commercial bank in India (as per the list provided in Annexure-1 of VOL-I of this NIT).



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The earnest money/EMD, instead of being released may form part of the security deposit.

In case the Contractor fails to submit the performance security within 30 days from the date of issuance of Letter of Award (LOA), DVC without any prejudice to any other rights or remedies it may possess under the Contract, may forfeit the bid security and shall short-close the contract and re-tender and in this re-tender such defaulting Bidder will not be allowed to participate.

Performance Security should be refunded to the contractor without interest, after he duly performs and completes all obligations under the contract but not later than a specified date ["365 days for Works Contract"] of completion of the Defect Liability Period (DLP) / warranty period, as applicable.

No payment whatsoever will be made till the acceptance of SDBGs as per the terms of the Contract.

The performance security will be forfeited and credited to DVC's account in the event of a breach of contract by the contractor.

In case of JVC, wherever applicable, the performance security shall be provided by all partners in proportion to their participation in the project.

In addition to Performance Security (3%), a percentage (5%) of each running bill (periodic/ interim payment) to be withheld as Security Deposit/ retention money until final acceptance.

The contractor may, at his option, replace the retention amount with an unconditional BG from a bank acceptable to the Procuring Entity at the following stages:

- i) After the amount reaches half the value of the limit of retention money; and
- ii) After the amount reaches the maximum limit of retention money. One-half of the retention money (or BG, which replaced retention money) shall be released on the issue of the taking-over certificate; if the Taking Over Certificates (TOCs) are issued in parts, then in such proportions as the engineer may determine, having regard to the value of such part or section. The other half of the retention money (or BG, which replaced the retention money) shall be released upon expiration of 365 days after the DLP of the works or final payment, whichever is earlier, on certification by the engineer. In the event of different defect liability periods being applicable to different sections or parts, the expiration of defect liability period shall be the latest of such periods.

21.0 RISK PURCHASE CLAUSE:

The Employer reserves the right to purchase the material/spares/ equipment or get the service & works done from elsewhere at the sole risk and cost of the Contractor/Vendor and recover all such extra cost incurred by the Employer in procuring the material, services and works contract. The procedure to be followed is given below.

- i) After the expiry of the specified date of delivery/ completion period, a notice should be given to the vendor for delivering the material/ completion the work immediately.
- ii) If the Contractor/Vendor fails to deliver the material/ complete the work, a final risk and cost notice is to be served to the vendor by registered post with A/D/speed post, clearly indicating that if he fails to deliver the materials/ complete the work within specified period



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as per condition of contract after receipt of the letter, the same shall be outsourced/executed from other sources at the risk and cost of the vendor.

iii) The existing order has to be closed and action to be initiated for procurement / completion of work & services of the balance items/ portion. While taking such action the defaulting Vendor/Contractor should not be given an opportunity against fresh tender/enquiry.

iv) If it is found that price has come on the higher side then the difference between the original price and the new price will be recovered from the Vendor/Contractor.

v) For the purpose of recovery of the amount, unpaid amount / security deposit/ SD by way of BG, provided by the vendor/contractor will be adjusted first, if there is any balance left to be recovered, the Vendor/Contractor should be informed to deposit the money at the earliest.

vi) If he fails to deposit the balance amount no further enquiry will be given as per banning procedure.

vii) In case the amount is considerable, legal action may be considered by DVC.

viii) Alternatively, the Employer may short close the Order stating the reason for not resorting to risk purchase clause in case of exigency.

In the event of recourse to alternatives as mentioned above, the Employer/DVC will have the right to re-purchase the stores or complete the work, to meet urgency in requirement caused by Contractor/Vendor's failure to comply with the schedule of delivery or completion of the work or services irrespective of the fact whether the materials /equipment/ work/ service are similar or not.

22.0 TIME SCHEDULE:

A. WORK COMPLETION PERIOD:

The work completion period for all the tasks mentioned in the contract related to each parcel of land shall be 04 (four) months from the date of official intimation to the contractor for commencement of work at that land parcel. However, the contractor will have to take up work on multiple parcels of land as per advice of the Engineer-in-Charge, DVC.

B. Contract Validity Period:

The contract shall be valid for a period of 12 (Twelve) months from the date of placement of Work Order/LOA.

23.0 Debarment of firms from Bidding

As per Clause No. 27 (a) -Annexure-I (Debarment of firms from bidding) of GCC.

24.0 Preference to Make In India and granting of purchase preference to local suppliers:



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It is the policy of the Government of India to encourage 'Make in India' and promote manufacturing and production of Goods and Services in India with a view to enhancing income and employment.

Any Bidder (including its JV partner/Consortium Member, wherever applicable) from a country which shares a land border with India will be eligible to bid in this tender only if bidder is registered with the Competent Authority which is the Registration Committee constituted by the Department for Promotion of Industry & Internal Trade (DPIIT) in line with the MoF OM No 6/18/2019-PPD dated 23.07.2020 (Public Procurement No.1 & Public Procurement No.2) and dated 24/07/2020 (Public Procurement No.3) and its subsequent revisions/amendments issued by MoF, GOI or, by MoP, GOI time to time.

26.0 GENERAL CONDITIONS OF CONTRACT (GCC):

Order will be placed by DVC are subject to the terms and condition as mentioned in this Tender documents and also will be guided by DVC's General Conditions of Contract(GCC), as uploaded separately with this NIT. However, Special Conditions of Contract (SCC) and all other terms and conditions of this Tender documents, shall supplement/amend the corresponding clause of this GCC. Wherever there is a conflict, the provisions in SCC as mentioned below and all other terms and conditions of this Tender documents shall prevail over those in this GCC.

27.0 SPECIAL CONDITIONS OF CONTRACT (SCC):

A. Definition : Add the following definitions in GCC clause No.1

“**Day**” means calendar day of the Gregorian Calendar.

“**Month**” means calendar month of the Gregorian Calendar.

“**Employer**” means Damodar Valley Corporation (DVC) and includes the legal administrators, successors, executors and assigns of the Employer.

“**Contractor**” Shall mean the registered individual firm, Company or Corporation whether incorporated or otherwise to whom the Work Order/LOA is addressed and shall include its permitted assigns and successors.

“**Project Coordinator**” means the person appointed by the Employer to perform the duties delegated by the Employer and will arrange to provide all inputs to the Contractor.

“**Contractor's Representative**” means any person nominated by the Contractor to perform the duties delegated by the Contractor and will arrange to provide all deliverables to the Employer.

TIA: Shall means the Employer (DVC)

B. Specification: shall be as per VOL –II of this NIT documents.

C. Deviations (Reference clause no. 6 of GCC): No Deviations is permitted by the Employer for this tender.

D. Price Basis (Reference Clause no. 3 of optional terms & conditions of GCC): shall be as per clause No. 13.4 of VOL-I of this NIT documents.



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- E. Period of validity of Bid** (Reference Clause no. 2 of optional terms & conditions of GCC): shall be as per clause No. 10.0 of VOL-I of this NIT documents.
- F. Taxes, Levies and Duties** (Reference Clause no. 4 of optional terms & conditions of GCC): shall be as per clause No. 13.4 of VOL-I of this NIT documents.
- G.** All payment to the Contractor will be released through RTGS/NEFT only.
- H. Optional Terms & Conditions:** Are included as GCC.
- I. Guarantee / Warranty / Defect Liability Period** (Reference clause no. 27.0 of GCC): The Contractors shall warrant that all materials supplied / worked / executed under this order shall be new, unused and conform to the owner requirements and specifications. The contractors shall guarantee the equipment / materials supplied / installed under this order up to the defect liability period of 12(Twelve) months from the date of commissioning of the plant. The Contractors shall agree to replace any material/redo the work, which has been found defective or fails to conform to the desired specifications free of cost to the Owner within the Guarantee /Warrant period/Maintenance /Defect Liability Period.
- J. Terms of Payment** (Reference Clause no. 10 of GCC) : shall be as per Appendix-1 to the Form of Contract Agreement (Form No. 5 of VOL-I) of this NIT.

K. LIQUIDATED DAMAGES FOR DELAY IN COMPLETION OF WORKS (Reference Clause no. 13 of GCC):

The time remains the essence of the Contract and all deliverables under the Contract needs to be completed within the stipulated time schedule. The Contractor shall commence work on the Facilities from the date of Letter of Award. The Contractor shall thereafter proceed with the Facilities in accordance with the time schedule specified in Time Schedule to the Contract Agreement.

In case of delay in total Completion period of 4(Four) months for the job, for the reasons attributable to the contractor, DVC reserves the right to recover from the contractor, a sum equivalent to 0.5% of the value of the delayed work for each week of delay and part thereof subject to maximum of 5% of the total value of the order as Liquidated Damage (LD).

In cases, where the works extend beyond the contractual commissioning schedule and provisional extension order is issued without deciding on the application of LD, no amount from the RA bill will be deducted as "withheld LD" amount in case where adequate retention payment (over and above SD) remains with DVC as per terms of the contract.

Alternatively, DVC reserves the right to purchase / outsourced the material/works / service from elsewhere at the sole risk and cost of the Contractor and recover all such extra cost incurred by DVC in procuring the material/ works/service.

Alternatively, DVC may cancel the Order/contract completely or partly without prejudice to his right under the alternatives mentioned above.

In the event of recourse to above alternatives, DVC will have the right to re-purchase/ outsource the stores/works &service, to meet urgency in requirement caused by Contractor's failure to comply with the completion of the work, irrespective of the fact whether the materials/works/service



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are similar or not.

L. Security Deposit cum Performance Bank Guarantee (Reference Clause no. 14 of GCC): Shall be as per clause 20. of Volume-I of this NIT documents

M. CLARIFICATIONS ON BID DOCUMENTS (Reference Clause no. 5 of optional terms & conditions of GCC): Shall be as per clause 8.0 of VOL-I of this NIT documents.

N. AMENDMENT OF BIDDING DOCUMENTS (Reference Clause no. 6 of optional terms & conditions of GCC): Shall be as per clause 9.0 of VOL-I of this NIT documents.

O. PRICE BID EVALUATION PROCEDURE (Reference Clause no. 7 of optional terms & conditions of GCC): Shall be as clause 14.0 of VOL-I of this NIT documents.

P. OTHER TERMS and CONDITIONS:

1. The contractor shall arrange all necessary resources viz. men, material, instruments, tools & tackles etc. necessary for successful execution of the work specified in the contract including arrangement of transportation etc.
2. All travel, boarding, lodging, incidentals and any other expenses shall be included in the contract price and nothing extra on any account shall be admissible for payment to the contractor.
3. Quantity to be executed: The item wise quantity as mentioned in the scope are indicative and may vary as per the site conditions and instruction of the Engineer-in-Charge. The payment will be made to the contractor on the basis of actual executed work.
4. Execution of the agreement as per Clause No. 19 of Vol-I of this NIT.
5. DVC will not be responsible, if any accident occurs during the work. Safety arrangements are to be made by the firm at their own cost.

28.0 GENERAL RULES & PROCEDURES FOR ON LINE REVERSE AUCTION/ BIDDING:

28.1 Definition of Key Terms – Reverse Auction/Bidding:

Reverse Auction/Bidding: Reverse Auction/Bidding is used to procure supply/services, where the participants are required to Bid down the price to be selected to supply/services as per the NIT requirement.

On-line Reverse Auction/Bidding: On-line Reverse Auction/Bidding refer to those Reverse Auction/Bidding conducted through the Internet with simultaneous Bidding by the Bidders (from one or more locations). In other words, the venue for the Auction/Bidding is on an Internet website/platform [<https://etenders.gov.in/eprocure/app>].

Award at the Reverse e-Auction: The bidder quoting the lowest price is normally allotted the item unless otherwise specified by the Client. Price obtained at any stage in the event is valid and legally binding on the bidder.

Client: Client is DVC.



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Bidder: Bidder is the individual/business entity participating in the Reverse Auction/Bidding, intending to perform the services to the Client. Bidder has to provide written Acceptance of on Line Reverse Auction/Bidding.

Preview Time: Preview Time refers to the period of time that is provided prior to the commencement of Bidding. This is to facilitate approved participants to view the Reverse Auction/Bidding details such as item specifications, Bidding details. The purpose is also to familiarize participants with the functionalities and screens of the Auction/Bidding mechanism.

Start Time: Start time refers to the time of commencement of the conduct of the On-line Reverse Auction / Bidding. It signals the commencement of the Price Discovery process through competitive Bidding.

Duration of the Reverse Auction / Bidding: It refers to the length of time the price discovery process is allowed to continue by accepting Bids from competing Bidders. The duration of the Reverse Auction/Bidding would normally be for a pre-specified period of time. However, the Bidding rules may state the conditions when the pre-specified duration may be extended/ curtailed. All timings of the online Reverse Auction / Bidding shall be based on the time indicated by the server.

End of the Reverse Auction / Bidding: End of the Auction/Bidding refers to the termination of the Bidding event signalling an end to the price discovery process.

Base/Start/Opening Bid Price for Reverse Auction/Bidding: After publishing the Reverse Auction /Bidding by the Employer in the e-tender portal the "Opening Price" i.e. the base price/ start price for On Line Reverse Auction/Bidding can be viewed by only the Qualified Bidders who are found eligible for participating in the Reverse Auction/Bidding by the Employer, following the procedure as mentioned in this NIT. However, Qualified Bidders are permitted to place their Bid Price, during the online Reverse Auction/Bidding provided that the Bid Decrement value shall be at least the minimum Bid decrement amount as provided by the Employer.

Max Seal Percentage: It defines maximum value a bidder can quote in multiples of incremental / decremental value.

28.2 Reverse Auction/Bidding Extension Time:

- a. The process of online Reverse Auction/Bidding shall initially be held for a period of 1 hrs. In the event of a Bid received in the last 05 minutes, if the resulting in a change of prevailing L1 price, the period of the auction shall get extended automatically by 05 minutes from the time of submission of such Bid. This process will continue till no change in L1 price takes place in the last 05 minutes.
- b. It may be noted that the auto-extension will take place only if a valid Bid comes in those last 05 minutes.
- c. If a Bid does not get accepted as the lowest Bid, the auto-extension will not take place even if that Bid might have come in the last 05 minutes.
- d. However, Bidders are advised not to wait till the last moment to enter their Bid to avoid complications related to internet connectivity, their network problems, system crash down, power failure etc.



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- e. During the Reverse Auction / Bidding period, if no Bid is received at DVC's end, Reverse Auction / Bidding shall be reconducted by DVC on the same day, or some other day by DVC at its sole discretion.
- f. In case, the online Reverse Auction / Bidding is inconclusive on account of system malfunctioning or break in internet connectivity at DVC's end, Reverse Auction / Bidding shall be reconducted by DVC on the same day, or some other day.
- g. If the Bidder make any mistake in submission in Reverse Auction / Bidding, DVC shall not be responsible for the same and no request shall be entertained for the mistake committed by the Bidder. DVC shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.

28.3 Post Reverse Auction/Bidding Procedure:

L1 will be determined on "Least cost to DVC" basis and in this regard DVC's decision shall be final and binding on the Bidders. DVC will proceed with the Closing Price received in the On Line Reverse Auction / Bidding for further processing.

- 28.4** To ward-off contingent situation, Bidders are requested to make all the necessary arrangements/alternatives whatever required so that they are able to circumvent such situation and still be able to participate in the Reverse Auction / Bidding successfully. Failure of power or loss of connectivity at the premises of Bidders during the Reverse Auction / Bidding cannot be the cause for not participating in the Reverse Auction / Bidding. DVC shall not be responsible for such eventualities.

28.5 Business Rules (Terms and Conditions) for Reverse Auction / Bidding:

- 1) The philosophy followed for Reverse Auction / Bidding shall be English Reverse (No ties).
- 2) There will not be any public opening of Reverse Auction / Bidding.
- 3) Bidders are advised to get fully trained and clear all their doubts such as refreshing of Screen, tender value being Bid, Bidding rules etc. before start of the online Reverse Auction / Bidding.
- 4) At no point of time any Bidder can see names of the other Bidders.
- 5) Upon receipt of the system report after completion of the Online Reverse Auction / Bidding, Closing Price will be considered for further processing. DVC's decision on award of contract shall be final and binding on all the Bidders.
- 6) DVC reserves the right to cancel/reschedule/extend the Reverse Auction / Bidding process/tender at any time, before ordering, without assigning any reason.
- 7) DVC shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause. In such cases, the decision of DVC shall be binding on the Bidders.
- 8) Other terms and conditions shall be as per Bidder's Techno-Commercial Proposals and as per DVC's Tender documents and other correspondences, if any, till date.
- 9) Bidders shall ensure online submission of their 'Bid Price' for Reverse Auction / Bidding



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Period within the online Reverse Auction / Bidding Period.

- 10) DVC/DVC's authorized service Provider will provide all necessary training and assistance before commencement of Reverse Auction / Bidding, if asked by any Bidder before the date of opening of Envelope3(Excel Sheet)-Price Bid. DVC/DVC's authorized service Provider shall also explain the Bidders, all the rules related to the Reverse Auction / Bidding Rules to be adopted along with Reverse Auction / Bidding Manual.
- 11) Business rules for Reverse Auction / Bidding like event date, time, Bid decrement, extension etc. shall be as per the rules, enumerated above, for compliance.
- 12) Bidders should acquaint themselves of the 'Business Rules of Reverse Auction / Bidding' stipulated at above.
- 13) If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other Bidders, action as per extant DVC guidelines, shall be initiated by DVC.
- 14) The Bidder shall not divulge either his Bids or any other exclusive details of DVC to any other Bidder.
- 15) Period of validity of Prices received through Reverse Auction / Bidding shall be same as that of the period of validity of Bids offered.
- 16) Bidders may note that, although extension time is 'X' minutes, there is a time lag between the actual placing the Bid on the local computer of the Bidder and the refreshing of the data on to the server for the visibility to the Owner. Considering the processing time for data exchange and the possible network congestion, Bidders must avoid the last minute hosting of the Price Bid.
- 17) Participating Bidder will agree to non-disclosure of trade information regarding the purchase, identity of DVC, Bid process, Bid technology, Bid documentation and Bid details.
- 18) It is brought to the attention of the Bidders that the Bid event will lead to the final price only.
- 19) Order finalization and post order activities would be transacted directly between successful Bidder and DVC.
- 20) Order shall be placed outside the e-portal & further processing of the order shall also be outside the system.
- 21) No queries shall be entertained while Reverse Auction / Bidding is in progress.
- 22) DVC will not be responsible for any PC configuration/Java related issues, software/hardware related issues, telephone line glitches and breakdown/slow speed in internet connection of PC at Bidder's end.
- 23) Bidders may note that it may not be possible to extend any help, during Reverse Auction / Bidding, over phone or in person in relation to rectification of PC/Internet/Java related issues and Bidder may lose the chance of participation in the Bidding.
- 24) For access to the Bidding site, the following URL is to be used: <https://etenders.gov.in/eprocure/app>. For user guidance please follow the manual which is there in the website.
- 25) **Final rate of individual items of the L1 Bidder shall be calculated on the basis of**



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final percentage (%) of reduction/ decrement during e-Reverse Auction / Bidding from the initial price offer as received from that L1 Bidder.

28.6 User Help:

- 1) Log on to <https://etenders.gov.in/eprocure/app>
- 2) Enter your Login ID & Password. Click on the link “Login”.
- 3) You will reach your account Home Page, Click on the tab “Live auctions” on and then click to view the auction information against respective the tender ID no. & Tile
 - Check points for starting real time Bidding
 - Check the details of Reverse e-Auction participating for,
 - Had taken the vendor training
 - Correct Item name that is set for Reverse e-Auction

Note: In case of any difficulties facing during reverse-e-auction, the bidders are advised to contact FMP Support Persons of M/s. National Informatics Centre Services Incorporated(NICSI), (i) Mr. Sk Nawajesh Rahman , e-mail ID: rnawajesh@gmail.com-Contact No. 9831683690 & ii) Mr. Sk Imran, e-mail: hriskimran786@gmail.com (Contact No. : 8777791736).

29.0 CONTRACTORS PERFORMANCE EVALUATION

In order to have smooth progress of the work, there is a need for contractors who will execute the job in time and as per stipulated specification quality in the Contract. In order to ensure the same, a standard evaluation format has been framed. The Project Manager/ Engineer In charge (EIC) of DVC will fill in the details as per format enclosed, which is to be signed by the authorized representative of the Contractor (owner/proprietor/site in charge). If the contractor refuses to sign, the evaluation of engineer in charge will be final. The performance rating as emerged out will be kept in the system.

In case Performance Rating obtained above is ‘Unsatisfactory’, twice consecutively, the Contractor shall not be recommended for issue of tender enquiry for a period as deemed fit not more than 2 years.

30.0 Disqualification

Even if an applicant meets the eligibility criteria and QR, he shall be subject to disqualification if he or any of the constituent partners is found to have:

1. Made misleading or false representations in the forms, statements, affidavits, and attachments submitted in proof of the qualification requirements; and/ or.
2. Records of poor performance during the last five years across DVC, as on the date of publication of NIT, such as abandoning the work, rescission of the contract for reasons which are attributable to non-performance of the contractor, inordinate delays in completion, consistent history of litigation resulting in awards against the contractor or any of the constituents, or financial failure due to bankruptcy, and so on. The rescission of a contract of venture JV on account of reasons other than non-performance, such as the most experienced partner (major partner) of JV pulling out.
3. On account of currency of extant debarment Policy of DVC.



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ANNEXURE-1

LIST OF SCHEDULED COMMERCIAL BANKS AS PER RBI (SOURCE RBI WEBSITE)

A. List of Scheduled Public Sector Banks:

1. State Bank of India
2. Bank of Baroda (Including Vijaya Bank and Dena Bank)
3. Bank of India
4. Bank of Maharashtra
5. Canara Bank (Including Syndicate Bank)
6. Central Bank of India
7. Indian Bank (Including Allahabad Bank)
8. Indian Overseas Bank
9. Punjab National Bank (including Oriental Bank of Commerce and United Bank of India)
10. Punjab & Sind Bank
11. Union Bank of India (including Andhra Bank and Corporation Bank)
12. UCO Bank

B. List of Scheduled Private Sector Banks

1. Axis Bank Ltd.
2. Bandhan Bank Ltd.
3. CSB Bank Ltd.
4. City Union Bank Ltd.
5. DCB Bank Ltd.
6. Dhanlaxmi Bank Ltd.
7. Federal Bank Ltd.
8. HDFC Bank Ltd
9. ICICI Bank Ltd.
10. IndusInd Bank Ltd
11. IDFC First Bank Ltd.
12. Jammu & Kashmir Bank Ltd.
13. Karnataka Bank Ltd.
14. Karur Vysya Bank Ltd.
15. Kotak Mahindra Bank Ltd
16. Lakshmi Vilas Bank Ltd.
17. Nainital Bank Ltd.
18. RBL Bank Ltd.
19. South Indian Bank Ltd.
20. Tamilnad Mercantile Bank Ltd.
21. YES Bank Ltd.
22. IDBI Bank Ltd.

C. List of Scheduled Small Finance Banks

1. Au Small Finance Bank Limited
2. Capital Small Finance Bank Limited



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3. Equitas Small Finance Bank Limited
4. Suryoday Small Finance Bank Limited
5. Ujjivan Small Finance Bank Limited
6. Utkarsh Small Finance Bank Limited
7. ESAF Small Finance Bank Limited
8. Fincare Small Finance Bank Limited
9. Jana Small Finance Bank Limited
10. North East Small Finance Bank Limited
11. Shivalik Small Finance Bank

D. Limited List of Scheduled Payments Banks

1. India Post Payments Bank Limited
2. Fino Payments Bank Limited
3. Paytm Payments Bank Limited

E. List of Scheduled Foreign Banks in India

1. Australia and New Zealand Banking Group Ltd.
2. Westpac Banking Corporation
3. Bank of Bahrain & Kuwait BSC
4. AB Bank Ltd.
5. Sonali Bank Ltd.
6. Bank of Nova Scotia
7. Industrial & Commercial Bank of China Ltd.
8. BNP Paribas
9. Credit Agricole Corporate & Investment Bank
10. Societe Generale
11. Deutsche Bank
12. HSBC Ltd
13. PT Bank Maybank Indonesia TBK
14. Mizuho Bank Ltd.
15. Sumitomo Mitsui Banking Corporation
16. MUFG Bank, Ltd.
17. Cooperatieve Rabobank U.A.
18. Doha Bank
19. Qatar National Bank
20. JSC VTB Bank
21. Sberbank
22. United Overseas Bank Ltd
23. FirstRand Bank Ltd
24. Shinhan Bank
25. Woori Bank
26. KEB Hana Bank
27. Industrial Bank of Korea
28. Kookmin Bank
29. Bank of Ceylon
30. Credit Suisse A.G



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31. CTBC Bank Co., Ltd.
32. Krung Thai Bank Public Co. Ltd.
33. Abu Dhabi Commercial Bank Ltd.
34. Mashreq Bank PSC
35. First Abu Dhabi Bank PJSC
36. Emirates Bank NBD
37. Barclays Bank Plc.
38. Standard Chartered Bank
39. NatWest Markets Plc
40. American Express Banking Corporation
41. Bank of America
42. Citibank N.A.
43. J.P. Morgan Chase Bank N.A.
44. SBM Bank (India) Limited*
45. DBS Bank India Limited*
46. Bank of China Ltd.

[* Note: SBM Bank (India) Limited (Subsidiary of SBM Group) and DBS Bank India Limited (Subsidiary of DBS Bank Ltd.) have been issued licence on December 06, 2017 and October 04, 2018 respectively for carrying on banking business in India through Wholly Owned Subsidiary (WOS) mode. They have commenced operations as WOS with effect from December 01, 2018 and March 01, 2019.]



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FORM NO 1. LETTER OF BID

To,
The

Sub:.....

Ref: NIT No: &

Dear Sirs,

We offer our Bid No. dated to perform the job in accordance with the conditions of the NIT document including its subsequent amendments..... and clarifications..... , if any (Insert Numbers), as available in the website. The details of the Cost of Tender document and EMD being submitted by us has been furnished by us online.

I/We are a Micro/ Small Enterprise covered under the provision of Micro Small and Medium Enterprises Act'2006 and registered with the authority of the State Government.

OR

I/We are not covered under the provision of Micro Small and Medium Enterprise Act, 2006.

This Bid and our written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any bid you receive.

We hereby confirm our acceptance of all the terms and conditions of the NIT document including its subsequent amendments (if any) & clarifications (if any), unconditionally.

Yours faithfully,

(Signature of Bidder,

OR, Authorized person of bidder,

OR, DSC Holder bidding online with authorization from bidder)

1. Name of Authorized Signatory



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2. Type of Authorization

3. Name of the Bidder

4. Address

5. E-Mail Address

6. Mobile Number

7. FAX Number

8. Telephone Number

9. Place

10. Date



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FORM NO. 2. BID SECURITY- BANK GUARANTEE FORM

(On non-judicial stamp paper of appropriate value purchased in the name of executing Bank)

PROFORMA OF BANK GUARANTEE IN LIEU OF EARNEST MONEY DEPOSIT (BID SECURITY)

To,

***DAMODAR VALLEY CORPORATION
DVC TOWERS: VIP ROAD
KOLKATA-54**

BG No.:

Date:

Dear Sir.

In accordance with your Notice Inviting Tender for “.....” under your NIT bearing No.....dated we, M/s.(Name & full address of the firm) (Hereinafter called the Tenderer) hereby submit the Bank Guarantee:

Whereas to participate in the said tender for the following work:

“.....”

It is a condition in the tender documents that the tenderer has to deposit Earnest Money amounting to Rs. in respect to the tender, with Damodar Valley Corporation (*) (hereinafter referred to as “Corporation”) by a Bank Guarantee from a Nationalized Bank/ Schedule Bank/Foreign Bank irrevocable and operative till the validity of the offer (i.e. 180 days from the date of techno-commercial bid opening) for the like amount which amount is likely to be forfeited on the happening of contingencies mentioned in the tender documents.

And whereas the tenderer desires to secure exemption from deposit of Earnest Money and has offered to furnish a Bank Guarantee for a sum of Rs..... to the Corporation as Earnest Money.

Now, therefore, we the (Bank), a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertaking) Act. 1969 (delete, if not applicable) and branch Office at..... (Hereinafter referred to as the Guarantor) do hereby undertake and agree to pay forthwith on demand in writing by the Corporation of the said guaranteed amount without any demur, reservation or recourse.

We, the aforesaid bank, further agree that the Corporation shall be the sole judge of and as to whether the tenderer has committed any breach or breaches of any of the terms costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Corporation on account thereof to the extent of the Earnest Money required to be deposited by the Tenderer in respect of the said Tender Document and the decision of the Corporation that the Tender has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Corporation shall be final and binding on us.



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We, the said Bank further agree that the Guarantee herein contained shall remain in full force and effect until it is released by the Corporation and it is further declared that it shall not be necessary for the Corporation to proceed against the Tenderer before proceeding against the Bank and the Guarantee herein contained shall be invoked against the Bank, notwithstanding any security which the Corporation may have obtained or shall be obtained from the Tenderer at any time when proceedings are taken against the Bank for whatever amount that may be outstanding or unrealized under the Guarantee.

The right of the Corporation to recover the said amount of Rs.
(Rupees.....) from us in manner aforesaid will not be precluded/affected, even if, disputes have been raised by the said M/S..... (Tenderer) and/or dispute or disputes are pending before any authority, officer, tribunal, arbitrator(s) etc.

Notwithstanding anything stated above, our liability under this guarantee shall be restricted to Rs.
(Rupees) only and our guarantee shall remain in force uptoand unless a demand or claim under the guarantee is made on us in writing within three months after the aforesaid date i.e. on or before the
all your rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liability there under.

Date (Signature)

Place (Printed Name)

(Designation)

(Bank's common seal)

In presence of:

WTTNESS (with full name, designation, address & official seal, if any)

(1) _____

(2) _____

* Please indicate the name and address of the projects / stations / offices where the B.G. is to be executed.



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FORM NO. 3: FORM OF EXTENSION OF BANK GUARANTEE

Ref. No. : _____ Date.....

To,

*Damodar Valley Corporation,

Sub : Extension of Bank Guarantee No. _____ Dated _____ for Rs. _____
 Favouring yourselves, expiring on on account
 of M/s in respect of NIT/LOA, etc.....Dated.....
 (Hereinafter called original Bank Guarantee)

Dear Sirs,

At the request of M/s..... , We..... Bank Branch Office at
and having its head office atdo hereby extend the
 validity of the above mentioned Bank Guarantee No..... dated by
 another months/years and will now expire on with claim
 period upto

Except as provided above, all other terms and conditions of the original Bank Guarantee
 No.....Dated.....shall remain unaltered and binding.

Please treat this as an integral part of the original guarantee to which it would be attached.

Yours faithfully,

for.....

Manager/Agent/Accountant

Dated.....

SEAL OF BANK

Note: * Please mention the full address of project/office where the Bank Guarantee is to be submitted

The non-judicial stamp paper should be in the name of issuing Bank.



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**FORM NO. 4 BANK GUARANTEE VERIFICATION CHECKLIST & INSTRUCTION FOR
FURNISHING BANK GUARANTEE**

(A) BANK GUARANTEE VERIFICATION CHECKLIST:

SL. NO.	CHECKLIST	YES	NO
1.	Does the bank guarantee compare verbatim with standard DVC Proforma for BG?		
2.(a)	Has the executing Officer of BG indicated his name designation & power of Attorney No./signing power number etc. on BG?		
2.(b)	Is each page of BG duly signed/initialed by the executant, and last page is signed with full particulars as required in the DVC 's standard proforma of BG and under the seal of the Bank?		
2.(c)	Is BG no. and date mentioned on all pages of the BG?		
2.(d)	Does the last page of the BG carry the signatures of two witnesses alongside the signature of the executing Bank Manager?		
3.(a)	Is the BG on non-judicial stamp paper of appropriate value?		
3.(b)	Is the date of sale of non-judicial stamp paper is issued not more than six months prior to the date of execution of BG?		
4.(a)	Are the factual details such as Bid Specification No./NIT No./ LOA No., contract price, etc. correct.?		
4.(b)	Whether overwriting/cutting if any on the BG authenticated under signature & seal of executants?		
5.	Is the amount and validity of BG in line with contract provisions?		
6.	Is the foreign bank guarantee, confirmed by a Nationalized/ Scheduled bank in India (as applicable)?		
7.	Whether the BG has been issued by a Nationalized Bank/Non-Nationalized Bank acceptable to DVC/Scheduled Bank in India (the applicability of the bank should be in line with the provisions of bidding documents? (On non-judicial stamp paper of appropriate value to be purchased in the name of the Bank).		



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(B) INSTRUCTION FOR FURNISHING BANK GUARANTEE :

1. Bank Guarantee (B.G.) for Advance Payment, B.G. for Security Deposit-cum-Performance Guarantee, Earnest Money should be executed on the Non-Judicial Stamp Paper of the applicable value and to be purchased in the name of the Bank.

The Bank Guarantee shall also be issued on the SFMS (Structured Financial Messaging System) mode by Issuing Bank.

Project	Bank Name	Branch Name	Account No.	IFSC Code
Head Quarter, Kolkata	PUNJAB NATIONAL BANK	Manicktala, Kolkata	82250010682	PUNB0008220

2. The Executor (Bank authorities) may mention the Power of Attorney No. and date of execution in his/her favour with authorization to sign the documents.

The Power of Attorney is to be witnessed by two persons mentioning their full name and address.
3. The B.G. should be executed by a Nationalized Bank/Scheduled Commercial Bank.
B.G. from Co-operative Bank/Rural Banks are not acceptable.
4. A Confirmation Letter of the concerned Bank must be furnished as a proof of genuineness of the Guarantee issued by them.
5. Any B.G. if executed on Non-Judicial Stamp paper after 6(six) months of the purchase Of such stamp paper shall be treated as Non-valid.
6. Each page of the B.G. must bear signature and seal of the Bank and B.G. Number.
7. The contents of the B.G. shall be strictly as Proforma prescribed by D.V.C. in line With NIT/LOA etc. and must contain all factual details.
8. Any correction, deletion etc. in the B.G. should be authenticated by the Bank Officials signing the B.G.
9. In case of extension of a Contract/Bid validity period, the validity of the B.G. must be extended accordingly.
10. B.G. must be furnished within the stipulated period as mentioned in NIT/LOA etc.
11. Issuing Bank/The Contractor are requested to mention the NIT/LOA etc. reference along with the B.G. No. for making any future queries to D.V.C.



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FORM NO 5. POWER OF ATTORNEY

ON NON-JUDICIAL STAMP PAPER (minimum value of Rs.10).

TO WHOM IT MAY CONCERN

This is to certify that(Name of DSC Holder) of M/s(Name of participating Firm / Company) has the authority to sign the bids using his digital signature and any document (s) in hardcopy pertaining to DVC Tender No. dated using his official usual signature and the bid shall be binding upon us during the full period of its validity.

Signature of <Name of DSC Holder> is duly attested hereunder.

Thanking you

Yours faithfully

.....

<Signature of the Attesting Authority of the Company>

Signature of <Name of DSC Holder> **of M/s** <Name of participating Firm / Company>

Attested by <Name of Attesting Authority>

.....
.....

Stamp

Notarized by

.....
.....

Stamp



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Form No 6 : PROFORMA FOR AFFIDAVIT TO BE SUBMITTED

(For genuineness of the information furnished and authenticity of the documents produced for verification in support of his eligibility)

Non-Judicial Stamp Paper (minimum value of Rs.10).

A F F I D A V I T

I/We, _____, authorized representative of M/s. _____
solemnly declare that:

1. I/We am/are submitting tender for supply / works / services of against NIT no. dated vide Bid ID
2. All declaration furnished by me/us on-line in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
3. I/We and or Our affiliates is / are not banned / suspended by 'Any establishment of DVC' / 'Ministry of Power- Govt. of India' / 'Department of Expenditure (DoE), Ministry of Finance (MoF) – as displayed on Central Public Procurement Portal (CPPP)'.

OR

I/We and or Our affiliates have been banned / suspended by 'Any establishment of DVC' / 'Ministry of Power- Govt. of India' / 'Department of Expenditure (DoE), Ministry of Finance (MoF) – as displayed on Central Public Procurement Portal (CPPP) for a period of year/s, effective from to

4. All scanned copy of documents, wherever applicable, uploaded by me / us in support of the information furnished online by me / us towards eligibility are valid and authentic.
5. I/We are a Micro/ Small Enterprise covered under the provision of Micro Small and Medium Enterprises Act'2006 and registered with the authority of the State Government.

OR

I/We are not covered under the provision of Micro Small and Medium Enterprise Act, 2006

6. If any information furnished by me / us online and scanned copy of documents uploaded in support of the information by me / us towards eligibility is found to be false / incorrect at any time, DVC may cancel my Tender and penal action as deemed fit may be taken against me / us, including termination of the contract and banning / delisting of our firm and all partners of the firm for a minimum period of 01 (one) year.

Signature of the Tenderer

Dated:

Signature and Seal of Notary



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FORM NO 7. Form for Acceptance of On Line Reverse Auction / Bidding

(To be submitted on Bidder's Letter Head)

We, _____(Supplier Name) having registered office at,

_____ (address)

agree to have understood the On Line Reverse Auction / Bidding Process and the Business Rules and instructions for Reverse Auction / Bidding given in the NIT documents. We agree to participate in the On Line Reverse Auction / Bidding and abide by the rules.

Name & Designation:

e-mail ID :

Contact Phone Nos:

Address :

(Signature & Seal)

Place:

Date:



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FORM NO 8. DETAILS OF BANKER FOR MAKING PAYMENT THROUGH RTGS/NEFT (To be submitted on Bidder's Letter Head)

1. Name of the Company/ Beneficiary:
2. Address:
3. Phone/ FAX Number :
4. Bank Particulars :
 - a) Bank Name:
 - b) Branch Name:
 - c) Branch Address:
 - d) Branch Telephone No.& FAX No:
 - e) Branch Code:
 - f) 9 Digit MICR No. of Branch (Enclose a cancelled Cheque):
 - g) 11 Digit IFSC Code of Bank Branch:
 - h) Bank Account No.:
 - i) Bank Account Type: Current / CC etc.:

We hereby declare that the particulars given are correct and complete. If the transaction is delayed or credit is not affected at all for reasons of incomplete or incorrect information, we would not hold DVC responsible.

Date: (Authorised Signatory)

Place: (Printed Name)
(Designation)

.....

(Name)
Address.....

(Company Seal)

Bank Certification:

It is certified that above mentioned beneficiary holds a Bank Account No.----- with our branch and the Bank particulars mentioned above are correct.

Date: (Authorised Signatory)
Place: (Name) (Designation)
(Authorisation No.) (Bank Seal)



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FORM NO. 9: SECURITY DEPOSIT-CUM- PERFORMANCE BANK GUARANTEE FORM

PROFORMA FOR BANK GUARANTEE FOR SECURITY DEPOSIT-CUM-PERFORMANCE GUARANTEE

(To be stamped in accordance with Stamp Act, if any, of the country of Issuing Bank, on non-judicial stamp paper of appropriate value to be purchased in the name of executing Bank)

Ref.....
Bank Guarantee No.....
Date.....

To
Damodar valley Corporation
DVC Towers,VIP Road,Kolktata-700054

Dear Sir,

In consideration of the Damodar Valley Corporation, a corporation constituted and established under the Damodar Valley Corporation Act being Act No. XIV of 1948 and having its Headquarters at DVC Towers,VIP Road,Kolktata-700054, (hereinafter referred to as the 'Corporation' which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s(Contractor's name)....with its Registered/Head Office at (hereinafter referred to as the ' Contractor' which expression shall unless repugnant to the context or meaning thereof, includes its successors, administrators, executors & assigns), a Contract by issue of Corporation's *Purchase Order/Notice of Acceptance/Letter of Acceptance/Work Order No. dated and the same having been unequivocally accepted by the 'Contractor' resulting into a 'Contract' valued atfor.....(Name and description of the work/material).....(herein after referred to as the 'Contract')... and the 'Contractor' having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire contract equivalent to(BG value).....being % of the Contract price to the Corporation.

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

The Corporation shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time to extend the time for performance of the



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

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

Notwithstanding anything contained hereinabove our liability under this guarantee is restricted to(BG Value).....and i t shall remain in force up to and including.....(@days/months/years) and shall be extended from time to time for such period as may be desired by(Contractor's Name).....on whose behalf this guarantee has been given.

Dated thisday of -----(YYYY) at(Place).....

(SIGNATURE)
(NAME)

(DESIGNATION WITH BANK STAMP)

Attorney as per Power of Attorney no.....
DATED

In presence of

WITNESS (with full name, designation, address and official seal, if any).

1)
.....

2)
.....

*Mention the relevant along with reference number.

@This date shall be up to the validity for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the contractor, including Defect Liability Period (DLP)/ warranty period, as applicable."

Each page of the B.G. to be signed by the executant with common Bank stamp and date.



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FORM NO. 10: FORM OF CONTRACT AGREEMENT

This CONTRACT AGREEMENT is made on the day of20.....

BETWEEN

(1) DAMODAR VALLEY CORPORATION (Established by the ACT XIV of 1948) a corporation incorporated under the laws of INDIA and having its head office at DVC TOWERS, VIP ROAD, KOLKATA- 700054, INDIA (hereinafter called "the Employer" or "DVC" which expressions shall unless repugnant to the context or meaning thereof, includes its administrators, successors, executors and assigns) of the one part,

and

(2) [name of Contractor], a company/corporation incorporated under the laws of [country of Contractor] and having its principal place of business at [address of Contractor] (hereinafter called "the Contractor" which expressions shall unless repugnant to the context or meaning thereof, includes its administrators, successors, executors and assigns) of the other part.

WHEREAS the Employer desires to engage the Contractor for the Supply of Services under the above-named Contract and the Contractor have agreed to such engagement upon and subject to the terms and conditions hereinafter appearing.

NOW IT IS HEREBY AGREED as follows:

Article 1:- Contract Documents:

1.1 Contract Documents: The following documents shall constitute the Contract between the Employer and the Contractor, and each shall be read and construed as an integral part of the Contract:

- (a) This Contract Agreement and the Appendices hereto
- (b) All correspondence between the Employer & the Contractor in between issuance of Letter of Award & Signing of Contract Agreement
- (c) Letter of Award
- (d) Pre-bid replies & Amendment/Corrigendum/etc of NIT.
- (e) NIT including Tender documents
- (f) The Bid and Price Schedules submitted by the Contractor

1.2 Order of Precedence: In the event of any ambiguity or conflict between the Contract Documents listed above, the order of precedence shall be the order in which the Contract Documents are listed in Article 1.1 (Contract Documents) above.

1.3 Definitions : Capitalized words and phrases used herein shall have the same meanings as are ascribed to them in the General Conditions of Contract /NIT/Special Conditions of Contract.

Article 2:- Contract Price and Terms of Payment:

2.1 Contract Price: The Employer hereby agrees to pay to the Contractor the Contract Price in



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consideration of the performance by the Contractor of its obligations hereunder. The Contract Price shall be [amount in in words and figures], or such other sums as may be determined in accordance with the terms and conditions of the Contract.

2.2 Terms of Payment: The terms and procedures of payment according to which the Employer will pay/reimburse the Contractor are given in Appendix 1 (Terms and Procedures of Payment) hereto.

Article 3:- Effective Date for determining the time Period of the Contract:

3.1 Effective Date: The Effective Date for determining the time Period of the Contract shall be determined from the date of Letter of Award i.e LOA date (Zero date).

Article 4:- It is expressly understood and agreed by and between the Contractor and the Employer that the Employer is entering into this Agreement solely on its own behalf and not on behalf of any other person or entity. In particular it is expressly understood and agreed that the Government of India is not a party to this Agreement and has no liabilities, obligations or rights hereunder. It is expressly understood and agreed that the Employer is an Independent legal entity with power and authority to enter into contracts solely on its own behalf under the applicable laws of India and the general principles of Contract Law. The Contractor expressly agrees, acknowledges and understands that the Employer is not an Agent, Representative or Delegate of the Govt. 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 Contract. Accordingly, the Contractor expressly waives, releases and foregoes any and all actions or claims, including cross claims, impleader claims or counter claims against the Government of India arising out of this Contract and covenants not to sue the Government of India as to any manner, claim, cause of action or thing whatsoever arising of or under this Agreement.

Article 5:- Appendices: The Appendices listed in the attached list of Appendices shall be deemed to form an integral part of this Contract Agreement. Reference in the Contract to any Appendix shall mean the Appendices attached hereto, and the Contract shall be read and construed accordingly.

IN WITNESS WHEREOF the Employer and the Contractor have caused this Agreement to be duly executed by their duly authorized representatives the day and year first above written.

Signed by for and on behalf of the Employer

[Signature]

[Title]

in the presence of

Signed by for and on behalf of the Contractor



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[Signature]

[Title]

in the presence of

CONTRACT AGREEMENT

dated the.....day of....., 20_

BETWEEN

["the Employer"]

and

["the Contractor"]



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APPENDICES

Appendix 1: Terms and Procedures of Payment

1) TERMS OF PAYMENT:

95% of contract price for works/service contract against RA bills with GST at actual, subject to the limit as quoted for such item. This also includes initial advance, if any. Remaining 5% with GST at actual, subject to the limit as quoted for such item, after completion of the contract.

B) PAYMENT PROCEDURES

All payments to the Contractors will be released by the Employer through RTGS/NEFT only as per details of Bank Account indicated in the contract.

In case of any changes to the bank account indicated in the contract, the contractor shall immediately inform the Employer. The Contractor shall hold the employer harmless, and Employer shall not be liable for any direct, indirect or consequential loss or damage sustained by the bidder on account of any error in the information or change in Bank details provided to the Employer in the prescribed form without information to Employer duly acknowledged.

Employer will make progressive payment within fifteen (15) days from the date of receipt of Contractor's Tax invoice along with all necessary supporting documents for such payment, provided the documents submitted are complete in all respects, following the Terms of Payment and on fulfillment of all the conditions laid down in the Terms of Payment of this NIT.



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FORM NO. 11: INTEGRITY PACT (NOT Applicable)

Between

Damodar Valley Corporation (DVC), hereinafter referred to as “The Principal”

AND

..... hereinafter referred to as “The Bidder/ Contractor”

Preamble:

The Principal intends to award, under laid down organizational procedures, contract(s) for The Principal values full compliance with all relevant laws of the land, rules, regulations, 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:

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of the contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide 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 the tender process or contract execution.

c. 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 IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer 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) commit themselves to observe the following principles during participation in the tender process and during the contract execution.



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- a. The Bidder(s)/Contractor(s) will not, directly or through any other person of firm, offer, promise or give to any of 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.
- b. 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 actions to restrict competitiveness or to introduce cartelization in the bidding process.
- c. 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.
- d. 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, details as mentioned in the "Guidelines on the Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/ Contractor(s). Further, as mentioned in the Guidelines all the payment made to the Indian agent/representative shall be in Indian Rupees only. Copy of the "Guidelines on the Indian Agents of Foreign Suppliers" is attached.
- e. 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.
- f. The 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) will not instigate third persons 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-II above, or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify such Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed and to take action as per the procedure of "Banning of business dealings" of the Principal.

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



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from the Contractor liquidated damages equivalent to Security deposit cum Performance Bank Guarantee, and if the amount of damage exceeds the amount of Security Deposit cum Performance Bank Guarantee, then the Principal shall be entitled to recover the balance amount of damage from the Contractor either in cash or from the amount payable and due from such Contractor in other contracts being executed by him with DVC.

SECTION-5: PREVIOUS TRANSGRESSION

(1) The Bidder declares that no previous transgressions 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 action can be taken as per the procedure of "Banning of business dealings" of the Principal.

SECTION 6: EQUAL TREATMENT OF ALL BIDDERS/CONTRACTORS/SUB-CONTRACTORS

1. In case of Subcontracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the subcontractor.
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 tendering process all bidders who do not sign this Pact or violate its provisions.

SECTION-7: CRIMINAL CHARGES AGAINST VIOLATING BIDDER(S) / CONTRACTOR(S) / SUBCONTRACTOR(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 the 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

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval of Central vigilance Commission as follows:

Sl. No.	Name	Address	e-mail
1.	Shri Ashok Kumar Poddar, Additional Director General (Retd.)	Flat No. 41, Block C, Kendriya Vihar Apartments, Sector – 51, Noida – 201301 (UP)	ashokpoddar62@gmail.com
2.	Shri Rajesh Pratap Singh, IPS(Retd.) For Special DG, CRPF	C/o Satyendra Jain, C.A., Defence Colony Block -1, Second Floor, Street – 1, South Delhi, New Delhi – 110024	rps0085@gmail.com



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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 Contract documents, whenever required. It will be obligatory for him/her to treat the information and documents of the Bidders/Contractors as confidential. He/she reports to the Chairman, DVC.

(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.

(4) The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-Disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, DVC and recuse himself / herself from that case.

(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 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 Chairman, DVC within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.

(8) If the Monitor has reported to the Chairman DVC, a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Chairman DVC has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word 'Monitor' would include both singular and plural.

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 contract, and for all other Bidders 6 months after the contract has been awarded. Any violation on the same would entail disqualification of the bidders and exclusion from future business dealings.

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 Chairman of DVC.



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SECTION-10: OTHER PROVISIONS

1. This agreement is subject to Indian law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Kolkata.
2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
3. If the contractor is a partnership or consortium, this agreement must be signed by all partners or consortium members.
4. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. Issues like Warranty / Guarantee etc. shall be outside the purview of IEMs.
6. In the event of any contradiction between the Integrity Pact and its annexure, the clause in the Integrity Pact will prevail.

(For & on behalf of DVC)

(For & on behalf of Bidder/Contractor)

(Office Seal)

(Office Seal)

Witness 1:

(Name & Address)

Witness 2:

(Name & Address)



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GUIDELINES FOR INDIAN AGENTS OF FOREIGN SUPPLIERS

1.0 There shall be compulsory registration of agents for all Global (Open) Tender and Limited Tender of DVC.

1.1 Registered agents will file an authenticated Photostat copy duly attested by a Notary Public / original certificate of the principal confirming the agency agreement and giving the status being enjoyed by the agent and the commission / remuneration / salary/ retainer ship being paid by the principal to the agent before the placement of order by DVC.

1.2 Wherever the Indian representative have communicated on behalf of their principals and the foreign parties have stated that they are not paying any commission to the Indian agents, and the Indian representative is working on the basis of salary or as retainer, a written declaration to this effect should be submitted by the party (i.e. Principal) before finalizing the order.

2.0 DISCLOSURE OF PARTICULARS OF AGENTS/ REPRESENTATIVES IN INDIA, IF ANY.

2.1 Tenderers of Foreign nationality shall furnish the following details in their offer.

2.1.1 The name and address of the agents/representatives of India, if any and the extent of authorization and authority given to commit the Principals, in case the agent/ representative be a foreign company, it shall be confirmed whether it is real substantial Company and details of the same shall be furnished.

2.1.2 The amount of commission/ remuneration included in the quoted price(s) for such agents/ representatives in India.

2.1.3 Confirmation of the Tenderer that the commission/ remuneration if any, payable to his agents/ representatives in India, may be paid by DVC in Indian Rupees only.

2.2 Tenderers of Indian Nationality shall furnish the following details in their offers:

2.2.1 The name and address of the foreign principals indicating their nationality as well as their status, i.e, whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal specifically authorizing the agent to make an offer in India in response to tender either directly or through the agents/ representatives.

2.2.2 The amount of commission / remuneration included in the price (s) quoted by the Tenderer for himself.

2.2.3 Confirmation of the foreign principals of the Tenderer that the commission/ remuneration, if any, reserved for the Tenderer in the quoted price (s), may be paid by DVC in India in equivalent Indian Rupees on satisfactory completion of the Project or supplies of Stores and Spares in case of operation items.

2.3 In either case, in the event of contract materializing, the term of payment will provide for payment of the commission / remuneration, if any payable to the agents/ representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligation under the contract.

2.4 Failure to furnish correct and detailed information as called for in paragraph- 2.0 above will render the concerned tender liable to rejection or in the event of a contract materializing, the same liable to termination by DVC. Besides this there would be a penalty of banning business dealing with DVC or damage or payment of a named sum.



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FORM No. 12: BANK GUARANTEE FORM FOR ADVANCE PAYMENT (NOT Applicable)

(To be stamped in accordance with Stamp Act, if any, of the country of Issuing Bank, on non-judicial stamp paper of appropriate value to be purchased in the name of executing Bank)

Ref: Bank Guarantee No..... Dated:

To,
Damodar Valley Corporation
DVC TOWERS: VIP ROAD, KOLKATA-54

In consideration of the Damodar Valley Corporation, a corporation constituted and established under the Damodar Valley Corporation Act being Act No. XIV of 1948 and having its Headquarters at DVC Towers, VIP Road, Kolkata-700054, (hereinafter referred to as the 'Corporation' which, expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to M/s (Contractor's name) with its Registered/Head Office at (hereinafter referred to as the 'Contractor' which expression shall unless repugnant to the context or meaning thereof, includes its successors, administrators, executors & assigns), a Contract by issue of Corporation's *Purchase Order/Notice of Acceptance/Letter of Acceptance/Work Order No. dated and the same having been unequivocally accepted by the 'Contractor' resulting into a 'Contract' valued atfor....(Name and description of the work/material).....(herein after referred to as the 'Contract')... and the Corporation having agreed to make an interest bearing advance payment to the Contractor for faithful performance of the said contract amounting to (Advance amount in figure & words) as an Advance against Bank Guarantee to be furnished by the Contractor.

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

The Corporation shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time to extend the time for performance of Contract by the contractor. The Corporation shall have the fullest liberty, without affecting this guarantee to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner, and either to enforce or forbear to enforce any covenants, contained or implied in the contract between the Corporation and the Contractor or any other course of remedy or security available to the Corporation. The Bank shall not be released of its obligations under these



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presents by any exercise by the Corporation of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of commission or omission on the part of the Corporation or any other indulgence shown by the Corporation or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.

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

Notwithstanding anything contained hereinabove our liability under this guarantee is restricted to(BG Value).....and it shall remain in force up to and including.....(@days/months/years) and shall be extended from time to time for such period till the entire amount of the advance has been adjusted, as may be desired by(Contractor's Name).....on whose behalf this guarantee has been given.

Dated thisday of -----(YYYY) at(Place).....

(SIGNATURE)
(NAME)

(DESIGNATION WITH BANK STAMP)
Attorney as per Power of Attorney no.....
DATED

In presence of
WITNESS (with full name, designation, address and official seal, if any).

- 1)
- 2)

*Mention the relevant along with reference number.

@This date shall be 90 (ninety) days beyond the schedule date of successful Commissioning of the Project under the contract.

Each page of the B.G. to be signed by the executant with common Bank stamp and date.



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FORM NO. 13: FORM OF COMPLETION CERTIFICATE

Date:

IFB No:

[Name of Contract]

To: *[Name and address of Contractor]*

Dear Sirs,

Pursuant to the Conditions of the Contracts entered into between yourselves and the Employer dated *[date]*, relating to the *[brief description of the jobs]*, we hereby notify you that the job was complete on the date specified below, and that, in accordance with the terms of the Contracts, the Employer hereby takes over the said Facilities, together with the responsibility for care and custody and the risk of loss thereof on the date mentioned below.

1. Description of the Facilities: *[description]*
2. Date of Completion: *[date]*

However, you are required to complete the outstanding items listed in the attachment hereto as soon as practicable.

This letter does not relieve you of your obligation to complete the execution of the Facilities in accordance with the Contracts nor of your obligations during the Defect Liability Period.

Very truly yours,

Title
(Project Manager)



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FORM NO. 14: Format for Contractor's Performance Evaluation

Monthly Performance Evaluation			
1	Name of Work		
2	LOA Ref.		
3	Name of Contractor		
4	Month of Performance Rating	From to	

Sl. No.	Description	Max Marks	Marks Obtained
A	Quality, Nos. and Workmanship in Work: Maximum 45 Marks		
1	Quality of manpower deployed (As per the terms & condition of contract, NIT, including literacy, etc., if any) <ul style="list-style-type: none">a. Skilled category (Either ITI holder, HP welders, Fitters, Gang head of erection team and /or selected by the Project Manager as per the experience and TEST conducted).b. Unskilled category (Stress on literacy level, experience and safety consciousness).c. Trained & Experience Engineers/qualified supervisor (BE/Diploma holder and/or selected by Project Manager, knowledge/relevant experience)d. Deployment/development of highly skilled specialist technicians for critical jobs (as and when required).	05 05 05 05	
2	Strictly following quality guidelines, quality plan(QAP) and/or checklist for each job, given by the Project Manager	10	
3	<ul style="list-style-type: none">a. Repetition of job due to bad workmanship including defect liability (frequency of occurrence and compliance for rectification)b. Improper use of DVC facilities (Example: Leaving junction boxes open after the job is over , keeping scrap, welding rod, cable & wire, etc.)	0 to (-) 15	
4	<ul style="list-style-type: none">a. Maintaining cleanliness at workplace while working (use of working trays, container etc.)b. Proper handling of grease, oil etc. (proper container, no spillage and contamination etc.)c. Cleaning the workplace including removal of scrap after completion of the job, removal of debris, etc.	06	



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5	Use of proper tools and tackles applicable for a particular job	05	
6	Training of contractor's manpower at DVC training center for at least 02 hours per fortnight.	04	
B	Adhere to Time Schedule : Maximum 30 Marks		
1	Availability of all tools and tackles (under the scope of contractor) without any time delay	05	
2	Mobilization of proper skilled and unskilled manpower without any time delay	05	
3	a. Completion of job/supply of materials within the time frame specified in the contract (wherever available)/ Project Milestone and Schedule. b. Advance Scheduling of jobs along with Project Manager before start of the job	10 05	
4	Mobilization time taken to start the job at the beginning of the contract after getting intimation from the Project Manager. Promptness to call/start.	05	
C	Adherence to Safety : Maximum 15 Marks		
1	100% Supply of PPE & Uniform as identified in contract for workers	05	
2	Follow health and safety plan whatever layout by safety deptt. time to time	02	
3	Special care while working at heights (use of proper sized platform/safety belts, nets, etc.)	02	
4	Proper handling of material (while lifting heavy material at height) (Example: Use of cage/basket, checking of winch, crane, wire rope, etc.)	02	
5	Periodic testing of lifting tools and tackles which are at the contractor's scope inspection of tools and tackles before start of work and during the execution of contract whenever required	02	
6	Participation in Safety Awareness of the workers and training given by DVC and safety related records	01	
7	Promptness and responsiveness during emergencies	01	
8	Non-compliance of safety & requirements (depends on reports issued for violation of safety)	0 to (-)4	
D	Responsiveness : Maximum 10 Marks		
1	Ability to respond positively for changes in scope, schedules, manpower, providing scope and space to other contractors.	02	
2	Availability of the contractor/site-in-charge with adequate authorization and powers for execution of job. Site-in-charge response on Mobile/phone	02	
3	Attending Telephone calls both land line and mobile for 24X7 hrs	02	
4	Attending daily/weekly/monthly or other meetings	01	
5	Deployment of adequate and appropriate manpower from time to time	01	
6	Timely submission of check lists etc.	01	
7	Timely submission of bills, invoices and other required documents	01	
E	Statutory Compliances : 0 to (-) 30 Marks		
1	Complaints received from the contract workers regarding underpayment (less than statutory rates)/delayed payment, no payment)	0 to (-)10	



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2	No Record of release of PF to workers and/or complaints received regarding the payment of PF	0 to (-)10	
3	Noncompliance of Statutory Compliances	0 to (-)5	
4	Not obtained timely insurance coverage, ESI	0 to (-)5	
5	Illegal disposal of waste oils, scrapes or any other hazardous material	0 to (-)2	
	Total (A to E)	100	
F	Bonus Points : 10 Marks		
1	Special initiative taken for the welfare of the contract workers	03	
2	Showing interest to come out with suggestive innovative ideas	03	
3	To provide scope and space for the work of other agencies.	02	
4	Response to DVC Tender Enquiries	02	
5	Claims and dispute	0 to (-)3	
	TOTAL (A to F)		
G	Total Marks obtained in the month		
	Cumulative Marks up to Previous Month		
	Marks in this Month (Total A to F)		
	Cumulative Marks		
	Up to date Average Marks = $\frac{\text{Cumulative Marks Obtained}}{\text{No. of Months}}$		

NOTE: In case of Up to date Average Marks obtained above is 70 or below the Contractor shall not be recommended for issue of tender enquiry for similar nature of work.

(Sign of Project Manager)

(Sign of Authorized Representative of Contractor)



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Contractor's Performance Rating

(To be filled by Concerned Project Manager and HOD of DVC-site)

Sl. No.	Up to date Average Marks Obtained	Rating	Rating * Obtained
1	91 and above	Very Good	
2	81-90	Good	
3	70-80	Satisfactory	
4	Below 70	Unsatisfactory	

- Write as applicable and put (X) which are not applicable

Recommendation Remark (If any) :

Project Manager :

Signature

Name

Designation

Head of Deptt :

Signature

Name

Designation

NOTE :

1. In case of up to date Performance Rating obtained above is '**Unsatisfactory**', the Contractor shall not be recommended for issue of tender enquiry for a period as deemed fit not more than 2 years.
2. Enclose all the monthly filled up and Jointly Signed Performance Evaluation Form.
3. The above Performance Rating shall, generally, be given at the completion of contract period including its extension if any. However, if required, the same shall be given during the execution of work by the Project Manager.

(Sign of Authorized Representative of Contractor)



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FORM NO. 15: DECLARATION ON DEBARMENT POLICY

Bidder's Name and Address:

To
Chief Engineer(M),
C&M Department, DVC,
DVC Towers, VIP Road,
Kolkata-700054

- 1) We have read the contents of the Banning Policy of DVC attached with this BIDDING document and agree to abide by this Policy.

Further, in terms of requirement under Banning Practices we hereby declare that in case where the business firm happens to have been banned / suspended by 'Any establishment of DVC' / 'Ministry of Power- Govt. of India' / 'Department of Expenditure (DoE), Ministry of Finance (MoF) – as displayed on Central Public Procurement Portal (CPPP)' and the ban/suspension is still in force on the date of bid opening, the offer of the business firm / authorized agent / distributor / dealer / affiliates shall not be considered for all establishments of DVC.

- 2) We further declare that if at any point subsequent to award of Contract, the declarations given above are found to be incorrect, DVC shall have the full right to terminate the Contract and take any action as per applicable laws for breach of contract including forfeiture of Bid Security/Performance Bank Guarantee.

Date : (Designation).....

Place : (Printed Name).....



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**FORM No. 16: (PROFORMA OF CERTIFICATE FROM THE CEO/CFO OF THE
BIDDER/CONSORTIUM PARTNER**

Ref. :

Date :

To
Tender Inviting Authority
C&M Department, 3rd Floor
Damodar Valley Corporation,
DVC Towers, VIP Road, Kolkata - 54

Dear Sirs,

1.0 I, Mr./Ms. (CEO / CFO* of M/s(Name of the *Bidder / *Consortium Partner / *Subsidiary(ies)) hereby confirm and undertake that the Financial results of the Company are under audit as on the date of Techno-commercial bid opening for the package (Name of the package).

2.0 I further, declare that the Certificate from the practicing Chartered Accountant certifying the financial parameters of M/s (Name of the *Bidder / * Consortium Partner / *Subsidiary(ies)) for the last financial year is not available.

*** Strike off whichever is not applicable.**

Yours faithfully

(Signature)

Date:

(Name & Designation)

Place:

(Name of the Company)

(Seal of Company)



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FORM No. 17: (CERTIFICATE TO BE SUBMITTED BY THE BIDDER)

(Bidder's Letterhead)

1. We certify that we have read the orders of Department of Industrial Policy and Promotion, MoC&I, GOI vide No. P-45021/2/2017-B.E.-II dated 15.06.2017 [Public Procurement (Preference to Make in India) Order'2017] and its subsequent revisions/amendments issued by MoF, GOI and by MoP, GOI time to time.

We further certify that we follow all requirements in this regard (wherever applicable) and are eligible to be considered.

2. We certify that we have read the orders of Department of Expenditure, Public Procurement Division, MoF, GOI vide F.No.6/18/2019-PPD dated 23/07/2020 (Public Procurement No.1 & Public Procurement No.2) and dated 24/07/2020 (Public Procurement No.3) and its subsequent revisions/amendments issued by MoF, GOI time to time, regarding requirement of registration with the Committee of DPIIT, MoC&I, GOI, for {"procurement of goods, services (including consultancy services and non-consultancy services) or works (including turnkey project) from a bidder", "sub-contracting works to any contractors" and "procurement of finished goods by the bidder directly/indirectly from the vendors"} of a country which shares a land border with India (except for the Countries to which the Government of India has extended lines of credit or, in which the Government of India is engaged in development projects).

We further certify that we fulfil all requirements in this regard (wherever applicable) and are eligible to be considered.

3. We certify that we have read the MoP, GOI's orders vide no. 25-11/6/2018-PG dated 02.07.2020 & vide no. 11/05/2018-Coord dated 23.07.2020 and its subsequent revisions/amendments issued by MoP, GOI time to time with regards to "testing of imported items to protect the security, integrity and reliability of the strategically important and critical Power Supply System & Network in the country, considering vulnerabilities in the Power Supply System & Network mainly arise out of the possibilities of cyber-attacks through malware / Trojans etc. embedded in imported equipment".

We further certify that we will follow all requirements in this regard (wherever applicable) and are eligible to be considered.

Date:

Place:

(Authorised Signatory)

(Printed Name)

(Designation) -----

(Name) -----

Address-----

(Company Seal)