

**FACT
CORPORATE
MATERIALS.**

**Preparation and Supply of Tea to Employees at
Various Divisions of FACT .**

**Enquiry No: MM/181/E22554
dated 03.12.2020**

THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED
CORPORATE MATERIALS DEPARTMENT, PD ADMINISTRATIVE BUILDING
UDYOGAMANDAL, COCHIN, KERALA – 683 501
Tel : (0484)- 2568 273/260,2545196
E-mail: julian@factltd.com; aneeshya@factltd.com;
Website: <http://www.fact.co.in>

e-Tender for Preparation and Supply of Tea to Employees
at Various Divisions of FACT
[ENQUIRY No. MM/181/E22554 dtd 03.12.2020]

Online bids (two part) are invited for undertaking the **work of Preparation and Supply of Tea to Employees at Various Divisions of FACT** for a period of two years, through <https://eprocure.gov.in> portal. Any change / Extensions to this tender will be informed only through our website / CPP e-procurement portal and will not be published in newspapers.

Due date/ time for submission of bids: **18.12.2020/ 3.00 PM.**

Sd/-


Asst. General Manager (Materials)-T&S

PRPD. BY :

CHKD. BY :

APPRD. BY :

DATE :

Transportation &  services

**FERTILISERS AND CHEMICALS
TRAVANCORE LIMITED**



FACT

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**FACT
CORPORATE
MATERIALS.**

**Preparation and Supply of Tea to Employees at
Various Divisions of FACT .**

**Enquiry No: MM/181/E22554
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THE FERTILISERS AND CHEMICALS TRAVANCORE LTD

(A Government of India Enterprise)

NOTICE INVITING e-TENDERS



Online bids (two part) are invited for undertaking the work of **Preparation and Supply of Tea to Employees at various Divisions of FACT for a period of two years** through <https://eprocure.gov.in> portal. The details of work are described in the Scope of Work in Annexure-V. The bidders may also refer the Instructions to Bidders (Annexure-I), Special Terms and Conditions of Contract (Annexure-V) and Standard Terms and Conditions of Contract (Annexure VI) applicable for the proposed contract.

PLEASE NOTE THAT ONLY ONLINE BIDS WILL BE CONSIDERED AGAINST THIS TENDER

Visit <https://eprocure.gov.in> for online bid submission

1.0 General Information

Enquiry No.	MM/181/E22554 dated 03.12.2020
Mode of Tendering	TWO PART Part A: Pre-Qualification cum Techno-Commercial Bid Part B: Price Bid (BOQ)
Due date & time for Submission of bids	18.12.2020 / 03.00 P.M.
Date & Time for opening of Part A of the Bid.	19.12.2020 / 03.30 P.M.
Name of Work/Description	Preparation and Supply of Tea to Employees at Various Divisions of FACT for a period of two years
EMD	Rs.1,00,000/-
Security Deposit	5% of the total contract value
Period of contract	2 years from date of commencement of work as per LOI/work order
Contacts	1) e-Tender Helpline: Mr. Ajino Anandh, Tel: +91 0484 256 8374, 9497334230, email: ajinoanandh@gmail.com 2) Mrs. Aneeshya Venugopal, Tel: +91 484 2568273, e-mail: aneeshya@factltd.com 3) Mr. Julian Vijay Kumar, Tel: +91 484 2568260/8629, 2545196 e-mail: julian@factltd.com

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2.0 TENDER DOCUMENTS (e-TENDER):-

Visit our website www.fact.co.in or Central Public Procurement Portal <https://eprocure.gov.in> for tender documents. Bid submission shall be in electronic form through <https://eprocure.gov.in> only. See **Annexure I** 'Instructions to Bidders (e-Tender)' for details.

3.0 EVALUATION OF BIDS:

- 3.1 Evaluation of bids and determination of L1 bidder shall be based on the pre-qualification criteria and other requirements stipulated in the enquiry and the lowest rate quoted, against the item for the corresponding quantity indicated in the price bid, among the acceptable bids.
- 3.2 A single rate is invited for preparation and supply of tea at various points of FACT – Divisions as detailed at Cl. 2 (b) of Annexure - V . Bidders shall quote rate for per cup of tea as per the Price Bid Format (Annexure-VIII) for the item. Bids not complying with the above will not be considered. A Single Work Order shall be issued for preparation and supply of tea to all the Divisions of FACT.
- 3.3 In case more than one bidder becomes L1, based on the evaluation method as above contract will be finalized based on revised lower rates which will be obtained from the L1 bidders. In this connection pl. also refer clause 8.0 of Instructions to bidders.

4.0 GENERAL


- 4.1 When bids are received from any proprietorship / firm / company having the same proprietor or one or more partners/Directors in the business organisation of any other party quoting against this tender (hereinafter called Common Firms), such bids shall be considered having been received from only one applicant in different names and the lowest acceptable quotation of such Common Firm shall only be considered for evaluation.
- 4.2 Bids from bidders against whom any criminal case, enquiry or investigation/report by authorities like Vigilance, CBI etc., are pending in relation with FACT or bidders who are defaulting contractors of FACT shall be disqualified and rejected.
- 4.3 FACT reserves the right to reject any or all bids without assigning any reasons whatsoever, and / or based on the past unsatisfactory performance by bidders at FACT / other PSEs / Govt. Departments. The opinion of FACT regarding the same shall be final and conclusive.
- 4.4 Any information on site familiarization/nature of work, if required by the bidders, can be had from The Senior Manager-HR (IR) (Tel: 2568824) or any officer authorised by him. The bidders are advised to duly get themselves informed of all the details they require before submitting their bids.

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TRAVANCORE LIMITED****FACT****3**



- 4.5 For any clarification on this enquiry please contact Asst.General Manager (Materials)-T&S, [Phone- 0484- 2545196, 2568260] or Officer (Materials)-T&S [Phone No.0484-256 8273], CENTRALISED MATERIALS, FACT Ltd., FACT PD Administration Building, Udyogamandal PIN-683 501.

For The Fertilisers And Chemicals, Travancore Limited

ASST.GENERAL MANAGER (MATERIALS)-T&S



List of Enclosures of this NIT is as follows:

Sl. No	Document	TITLE	No. of Pages
1	Annexure I	Instructions to Bidders (e-Tender)	7
2	Annexure II	Pre-Qualification Criteria for bidders	1
3	Annexure III	Vendor Data Updation (Declaration) Form	3
4	Annexure IV	Compliance Statement	1
5	Annexure V	Special Terms & Conditions of contract	9
6	Annexure VI	Standard Terms and Conditions	6
7	Annexure VII	Un-priced copy of Price bid format	1
8	Annexure VIII	Price bid format (BoQ)	Separate excel sheet
9	Annexure IX	Proforma of Bank Guarantee for Security Deposit	2
10	Annexure X	Proforma for Agreement	1

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ANNEXURE-I**INSTRUCTIONS TO BIDDERS**

- 1.0 Bidders shall study carefully the complete tender documents viz. NIT with Prequalification criteria, Instructions to Bidders (ANNEXURE-I), Technical Procurement Specifications if any, Terms & Conditions and any other documents forming part of this tender attached herewith. All conditions set out there in shall be binding on the bidders unless conflicting with any conditions expressly stated by FACT while accepting any bid in the event of such acceptance. One signed and scanned copy of the above documents shall accompany their online bids signifying their acceptance of the same. Bidder shall also submit along with his bid Vendor data updation (Declaration) Form, Check list (If applicable) and Compliance Statement duly filled with all details required therein and also attach supporting documents as required.
- 2.0 Before submitting the bid, the bidder shall familiarise himself about the details of the work, operating conditions during different seasons of year, etc., collect all necessary data regarding the facilities available at various points indicated in Special Terms and Conditions, applicable timings, routes etc., and satisfy himself on all aspects relating to this work which he has to handle and execute for the full contract period and shall make due provisions in his rates for any contingency or difficulty involved in the work covered by this enquiry. Claiming lack of knowledge shall not be a reason for exoneration of the bidder of his contractual obligations, if the contract is awarded to him or for demand for increase in rate.
- 3.0 Offers against this NIT shall be submitted online on e-Tendering portal <https://eprocure.gov.in>, with valid digital signature certificate. Offers submitted on any other platform or in any other mode or including e-mails, physical submission of offers etc. SHALL NOT be accepted.
- 3.1 The bidders are requested to register themselves on the above website with their valid digital signature certificate, if not done already. It is mandatory for bidder to have valid digital signature certificate (Class II or Class III) issued by any of the Certifying Authority approved by Govt. of India for participating in the tender. The digital signature certificate shall be arranged by the bidder at his cost. Bidders may refer **Bidders Manual Kit** available on the above website for detailed information and instructions for registration, bid submission etc.
- 3.2 The documents, if any, which necessarily have to be submitted in originals if specified specifically in the enquiry documents, shall be submitted offline. However scanned copies of such documents shall be uploaded along with the offer submitted online.
- 3.3 The cover (s) containing the documents in original etc. to be submitted offline as required in the enquiry documents shall be duly superscribed with enquiry No., due date of enquiry, bidder's name & address and contact details. The documents shall be submitted to the following on or before the due date :
The Asst.General Manager (T&S), Centralized Materials,
PD Administrative Building, FACT Ltd., Udyogamandal PO,
Kochi – 683 501, Kerala

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4.0 SUBMISSION OF BIDS: The bid shall be uploaded with all relevant documents before due date and time in the above portal as given above.



5.0 Bid documents shall consist of Part-A and Part B as detailed below:

5.1 Part A (Pre-qualification-cum-Techno Commercial Bid) shall contain:

1. Documentary proof for remittance of EMD such as scanned copy of EMD Instrument (UTR No./Payment Receipt/Challan), as applicable or Claim for EMD exemption with documentary proof.
2. Scanned copies of supporting documents for satisfying Pre-Qualification criteria.
3. Digitally Signed copies of NIT, Instructions to Bidders (Annexure I) and terms conditions.
4. Scanned copy of Signed & duly filled Vendor Data Updation Declaration Form'
5. Signed and duly filled up Check List for Commercial Terms' (if applicable) and scanned copies of attached documents as detailed in Check list.
6. Scanned copy of Signed & duly filled 'Compliance Statement'
7. Scanned copy of Signed "Un-priced bid indicating "QUOTED" in the applicable columns. Rates shall not be indicated in Un-priced Bid.

5.2 Part-B: shall comprise of the filled Price bid. The filled price bid ie. BoQ attached to the tender shall be uploaded after filling all relevant details such as name and address of the bidder, rates etc. as applicable.

- 5.3 The priced BOQ shall be uploaded strictly in the format attached, failing which the offer is liable to be rejected. Renaming or changing the format of the BoQ is not permitted and the System will not accept any such changed document.
- 5.4 Fill-in all the relevant fields of the BoQ either in value or as a percentage as specified in the BoQ. Blank field, if any, in the uploaded BoQ shall be considered as Nil (not Quoted). No claim or revisions shall be entertained in this regard.
- 5.5 Bidders shall quote prices in the BOQ only and nowhere else. No other documents shall be enclosed with Price Bid (BOQ).
- 5.6 Rates shall be quoted in the same unit of measure given in the BOQ and shall be considered accordingly.
- 5.7 Bidders shall ensure that all the required documents as per enquiry are uploaded in the System before due date and time. The System does not allow submission of bids or any other document forming part of the bid after due date & time of bid submission. Non-submission of documents or incomplete documents may result in rejection of offers and no communication in this regard will be entertained. FACT reserves the right to reject any bid not submitted as per instructions at their discretion.
- 5.8 Timely submission of offers along with all the relevant documents online is the responsibility of the bidder concerned. The bids may be submitted well in advance to avoid last minute issues like non availability of internet, server not available, power failure etc. FACT shall not be held responsible for bidder's inability to submit documents in time, incomplete submission of offers or non submission of any documents forming part of the offers etc.
- 5.9 Bidders shall meet all expenses in connection with submission of his bid, attending the bid opening, meetings etc.

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6.0 BID OPENING:

- 6.1 **Part-A** of the bids of all bidders who submit their Bids as per the instructions on or before the due date and time shall be opened online, on the specified bid opening date and time. Bids submitted not in conformity with the Enquiry instructions are liable to be rejected without further processing.
- 6.2 **Part-B** - Price bids of those bidders whose Part-A bid is acceptable, based on pre-qualification and techno-commercial evaluation, only shall be opened online on a subsequent date, on completion of evaluation.

7.0 EARNEST MONEY:



- 7.1 **Earnest Money Deposit (EMD)** – shall be furnished for the respective amount indicated in the NIT only through **NEFT/RTGS to FACT a/c No. 57017844467 with the State Bank of India, Udyogamandal Branch, IFSC Code SBIN0070158.** A scanned copy of the Payment Receipt /UTR No. shall also be furnished along with Part-A bid. **Bids without EMD or inadequate amount of EMD will be rejected.** No interest shall be paid on the EMD. EMD of the unsuccessful bidder will be refunded after awarding the contract. EMD furnished against one enquiry will not be adjusted against any other enquiry.
- 7.2 Bids without EMD shall be rejected except in the following cases. EMD will be exempted for Govt. Depts/firms/public sector units/ Startups recognized by Dept. of Industrial policy & Promotion, MSE units registered under MSMED Act/ firms registered under NSIC/Khadi Board etc. as per applicable govt. directions, on submission of valid documents in proof of the same.
- 7.3 If any bidder retracts from or without request of FACT revises his bid during its validity period or fails to submit Security Deposit and execute the required agreement when the contract is awarded or fails to commence the execution of the work on the stipulated date, the EMD furnished shall be liable to be forfeited without prejudice to FACT’s other right to claim damages.

8.0 PURCHASE PREFERENCE:

This tender shall be based on MSME order dt. 23rd March 2012, and as amended from time to time, pertaining to Public Procurement Policy in respect of procurement of goods and services, produced and provided by micro and small enterprises, including special benefits to MSE firms owned by SC/ST and women entrepreneurs, on furnishing relevant documents as proof. Declaration of UAM numbers on CPPP is mandatory, failing which bidders will not be able to enjoy the benefits as per PP policy. Bidders will get the benefit of PP policy only if they are MSE bidders at the time of submission of their offers.

In divisible tenders, participating MSEs quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE. Such MSEs shall be allowed to supply atleast 25% (or as applicable) of the total tendered value. In case of more than one such MSE, the supply will be shared proportionately (to tendered quantity). Special provisions extended to certain categories of MSEs as per the order shall also be applicable.

In case of non divisible tenders, an MSE quoting in the price band of L1+15% may be awarded

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for full/complete work of tendered value, considering the spirit of policy for enhancing the Government procurement from MSEs subject to bringing down of price to L1 by the MSE concerned.

This tender is non divisible.

9.0 DEVIATIONS:

- 9.1 Deviations in the tender clauses shall not be accepted.
9.2 FACT reserves the right to reject the offers with deviations without further correspondence.
9.3 Bidder shall clearly indicate the time required for mobilisation /commencement of work from the date of receipt of Letter of Intent (LOI) / Work Order.

10.0 CONFORMITY:

Bids must conform in all respects with the applicable terms and conditions of this enquiry. Bidder must certify in the compliance Statement that his bid complies with all Enquiry documents and technical specifications.

11.0 Rates:



- 11.1 Bidder shall quote his lowest rate for the work strictly as per the BoQ (Price Bid format) . Bids not complying with the above are liable to be rejected.

The Un-priced bid shall be submitted along with Part-A bid duly signed by the Bidder, indicating "QUOTED" in the columns. Rates shall not be indicated in Un-priced Bid.

- 11.2 Bidder shall quote all-inclusive rate for the work, but **exclusive of GST.** GST if applicable, will be payable extra by FACT as per statutory notification.
- 11.3 The rates quoted in the tender are to hold good for a period of four months from the date of opening of the Pre-Qualification-cum-Techno-Commercial bid (Part-A). If contract is awarded, the work order rates shall be valid for the entire period of contract inclusive of extension / extensions. **No bidder can withdraw his tender or revoke or revise the rates within the aforesaid period of 120 days.** If the bidder withdraws/revises/revokes OR shows unwillingness to confirm with his offer, the Earnest Money Deposit (EMD) remitted by the bidder against the tender shall be forfeited by FACT, without prejudice to FACT's other rights to claim damages.

12.0 SECURITY DEPOSIT:

- 12.1 The successful bidder (Contractor) shall be required to furnish an interest free Security Deposit (SD) equivalent to **five percent (5%) of the total contract value** by DD/NEFT/RTGS or by Bank Guarantee issued by a Nationalised / Scheduled Bank as per the Proforma prescribed within 15 days of issue of the work order. The Bank Guarantee shall be valid till the expiry of the contract with a claim period of six months thereafter.

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FACT a/c No. 57017844467 with the State Bank of India, Udyogamandal Branch, IFSC Code SBIN0070158 shall be used in case of remittance of Security deposit by NEFT/RTGS and proof of remittance shall be submitted to FACT.

- 12.2 In case the bidder whose bid is accepted, fails to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work within the specified time, the contract issued to him is liable to be terminated and the Earnest Money already deposited by the contractor shall be forfeited without any further reference to the contractor and alternative arrangements made at the risk and cost of the Contractor.

13.0 PURCHASER'S RIGHT:

FACT reserves the right to reject any or all bids without assigning any reason whatsoever. No claims shall lie against FACT on this account and FACT's decision in this regard shall be final and binding on the bidders. FACT reserves the right to negotiate with the lowest bidder.

14.0 CONTRACTOR TO EXECUTE AGREEMENT:

The contractor's responsibility under this contract will commence on the date specified in the Letter of Intent/Work Order. The successful Bidder shall be required to execute an Agreement with FACT, within 15 days of the receipt by him of the Work order issued by FACT for carrying out the work according to the terms and conditions of the contract given along with the Work Order. The Agreement shall be executed on Rs.500/- Stamp paper and shall be in the pro forma as specified by FACT. The provisions contained in tender papers and other documents exchanged between the Bidder and FACT shall form part of the contract. The Earnest Money Deposit is liable to be forfeited in case the contractor fails to execute the Agreement within the stipulated period as mentioned above.

15.0 The bidder shall furnish the following along with the offers.

1. The GST registration Number and details. In the case of Provisional ID, GST Registration Number shall be provided on receipt of the same.
2. Place of supply/Service
3. Address of the supplier/service provider's billing the item if it is different from 2 above
4. GST rates applicable for each item
5. HSN / SAC codes of each of the goods / services quoted



In case of unregistered contractor, a declaration to that effect with reason should be furnished.

FACT's GST No. in the state of Kerala is **32AAACT6204C1Z2**. FACT's GST numbers in other southern states is as follows:

Tamilnadu: 33AAACT6204C1Z0

Karnataka: 29AAACT6204C1ZP

Andhra Pradesh: 37AAACT6204C1ZS

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Telangana: 36AAACT6204C1ZU
 Puducherry: 34AAACT6204C1ZY

The supplier/contractor shall do the following:

- a) Submit GST compliant tax invoice to FACT along with supply.
- b) Shall ensure uploading the above invoice as per statute &
- c) File monthly returns in time enabling FACT to claim the input tax credit.



GST charged by the supplier/contractor shall be released separately to the supplier/contractor only after filing of (i) the outward supply details & the monthly return on GSTN portal by the supplier/contractor and (ii) on matching the input tax credit to such invoice with the corresponding details of outward supply of the supplier/contractor.

In case FACT incurs any liability (like interest, penalty etc.) due to denial/reversal of such input tax credit in respect of the invoice submitted by the supplier/contractor, for the reasons attributable to the supplier/contractor, the same shall be recovered from the supplier/contractor

Further in case FACT is deprived of the input tax credit due to any reason attributable to the supplier/contractor, the same shall not be paid or recovered if already paid to the supplier/contractor.

16.0 GENERAL:

- 16.1 FACT reserves the right to extend without giving any reason, the last date for submission and opening of bid, but such extension will be duly intimated to those who have submitted online. In case the date of bid opening happens to be a day of strike/hartal etc. due to any reasons or happens to be a holiday for FACT, declared due to unforeseen and emergency reasons or due to any tech problems, the bids will be opened at the same time on the next full working day.
- 16.2 FACT reserves the right to make changes in the tender documents, but such changes will be published in our portal as a corrigendum. Bidders are requested to counter check with portal before submitting their bids.
- 16.3 Mere submission of all the documents will not necessarily mean that the Bidder is suitable. Worthiness assessed by FACT will be final and binding on the Bidder.
- 16.4 FACT may relax condition of prior turnover and prior experience (if specified in the tender) with respect to Micro & Small Enterprises (MSEs) subject to meeting of quality and technical specifications.
- 16.5 Except in the cases of items/services related to public safety, health, critical security operations and equipment etc., FACT at its discretion may relax the conditions of prior turnover and prior experience (if specified in the tender) for Startups recognised by Dept. of Industrial policy and promotion (DIPP) subject to meeting quality and technical specifications, on furnishing copies of relevant certificates / documents in proof of such recognition by DIPP.
- 16.6 All clarification and correspondence related to this enquiry shall be made only in English to the Asst.General Manager(Materials)T&S, Centralised Materials, PD Administrative Building, FACT Ltd., Udyogamandal – 683 501, Tel : 0484-2568260/2568273/2545196,

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Email:julian@factltd.com

- 16.7 All disputes and questions, claims, rights, matters or things, whatsoever, in any way, arising out of or relating to the calling of bids, evaluation of offers, award of contract, change in structure of bids or any other matter relating to finalization of contract are to be referred to the sole Arbitrator who shall be the General Manager [Materials] of FACT. The award shall be binding on both the parties. The bidders are advised to get informed of all details they require regarding the work before submitting their bids.
- 16.8 Work order shall be issued by Asst. General Manager [Materials]-T&S.

17.0 TENDER UPDATES:

Bidders are requested to visit Central Public Procurement Portal (<https://eprocure.gov.in>) regularly for any updates/corrigendum on the tender, including extension of due date, if any. No other mode of communication shall be made in this regard.

18.0 FRAUD PREVENTION POLICY:

Bidders shall comply with Fraud Prevention Policy of FACT 2012 (FPPF 2012). The said Policy is available in FACT's Website www.fact.co.in.


ASST. GENERAL MANAGER (MATERIALS)-T&S

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ANNEXURE-II**PRE-QUALIFICATION CRITERIA**

- 1 Bidder should have experience in conducting Hotel / Restaurant/ Industrial Canteen / Catering Services for a period of at least one year during the preceding five years as on the date of tender. Bidder shall enclose along with pre-qualification bid, any of the following documents towards proof of experience.
- Copy of work order or service contract issued in the name of the bidder by the organisation / client served.
 - Performance/Completion certificate issued in the name of the bidder by the organisation/client served certifying successful execution of the catering service for at least one year.
 - Certificate in support of clause 1 from Secretary/President/Chairman of the local Government bodies if the bidder is running Industrial Canteen/Catering services of his own for a period of one year or more.
2. The bidder shall enclose along with pre-qualification bid any of the following documents towards proof of financial soundness:
- Copy of Latest Income Tax return.
 - Copy of Latest audited Balance Sheet and Profit & loss Account.
 - Credit Worthiness Certificate (**original**) from Bank Manager for a minimum amount of Rs. **3, 00,000/-**. Credit Worthiness Certificate shall be dated after the date of enquiry.

Bidders not fulfilling 1 & 2 above will not be considered.

Note for Micro & Small Enterprises and Startups: Prequalification criteria specified above shall also be applicable for Micro & Small Enterprises and Startups without any relaxation.



Note: The offers of such bidders who meet PQ Criteria shall only be considered for technical evaluation and opening of price bids. Offers received without supporting documents or with incomplete form / documents are liable to be rejected. FACT reserves the right to verify the claim of the bidders /documents submitted by them, directly with the clients or any other agency in this regard.

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Annexure-III**VENDOR DATA UPDATION (DECLARATION) FORM**

FACT reserves the right to verify the information given as per the format and enclosures. It is the responsibility of the bidder to give the full details asked for as per this format for evaluating his bid as per this Enquiry. Any misrepresentation of facts and withholding of information may result in disqualification.

Sl. No.	Description	To be filled in by Vendor
1	Name of the bidder	
2	Name, address and designation of the key person with whom company may correspond	
3	Address:	a. Regd. Office:
4		b. Branch Office:
5	PIN Code	
6	Telephone Nos. (with Country/STD codes)	
7	Tele fax Nos.	
8	E-Mail id	
9	Contact Person	
10	Details of Local Office/ Representatives/ Liaison Agents	
11	Address	
12	PIN Code	
13	Telephones	
14	Fax Number	
15	E-Mail ID	
16	Name of the person authorized to sign the bid and related documents	
17	Date of Registration of Firm	
18	Constitution of the bidder (Strike out which is not applicable)	Proprietorship / Regd. Partnership / Limited Company
19	Name and address of proprietor/ Partners/ Directors	

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20.	CATEGORY:			
a	Whether the entrepreneur comes under the following status (Micro/ Small/ Medium) In case of Micro/Small pl. enclose UAM certificate. All MSE bidders shall register / declare their UAM Number on CPP Portal ; failing which such bidders will not be able to enjoy benefits as per PP Policy for MSME order, 2012.			
b	In case the bidder is an Entrepreneur whether he/she belongs to SC/ST category			
21	Financial Worthiness :			
a.	Name , Address and Telephone Nos of Bank with which the bidder has financial dealings.			
22.	Details of Credit Limits/facilities enjoyed (Please submit certificate from Bank)			
.	Name of Bank	Type of credit (i.e C/C, O/D etc.)	Amount of Credit Limit sanctioned (Rs.)	
1				
2				
3				
4				
23.	As required in Clause 1 of Pre Qualification Criteria , bidders experience in conducting Hotel / Restaurant/ Industrial Canteen / Catering Services for a period of at least one year during the preceding five years as on the date of tender shall be furnished as per the format below (Attach certificates from organisation served) .			
	Name of Organisation	Description of Work with W.O No &date	Turnover/Value of W.O(s)in Rs.	
			2015	2016
			2017	2018
			2019 or later	
1				
2				
3				
24	Have you ever been blacklisted by any Government Department, Public Sector, Quasi Government Undertaking.			

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FACT CORPORATE MATERIALS.	Preparation and Supply of Tea to Employees at Various Divisions of FACT .	Enquiry No: MM/181/E22554 dated 03.12.2020
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25	Time required for commencement of work from date of our work order/letter of Intent (LOI).days
26	Details of EMD	
	Name of the Bank/Issuing Branch	UTR/Challan Receipt No. & Date
27. Please furnish the following details along with your Banker's Authorisation letter:		
1	Income Tax PAN No.	
2	GST Registration No.	
3	Name of the Bank with address	
4	Name of the Branch with address	
5	MICR Code	
6	IFSC Code	
7	Account Type	
8	Bank Account No.	
9	Account holder's Name	
10	Vendor email address	

DECLARATION

I/We hereby declare that the particulars furnished above are true to the best of my/our knowledge and belief. I/we hereby agree that FACT shall have the right to visit my/our office/works to satisfy themselves that the particulars furnished above are correct and I/we shall furnish any additional information/documents that may be required by FACT. I/we understand that suppression of any facts/furnishing false information shall render us liable for disqualification. I/We also declare that all statutory requirements and obligations required for employing labourers for the work as per this enquiry shall be met by me/us in case award of work. Necessary registration from Labour/PF/ESI Departments, as applicable, will be arranged prior to commencement of work.



Authorised Signatory,

Date: Name :

Place: Designation :

Signature :

(seal)

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ANNEXURE IV**COMPLIANCE STATEMENT**

We state that our bid is in full compliance with the documents issued against the Enquiry No: MM/181/E22554 dtd. 03.12.2020 and we have read and understood the Notice Inviting Tender, Scope of Work, Instructions to Bidders and Terms and Conditions of Contract attached with this enquiry referred above and hereby confirm our acceptance to the same.

Name of bidder :

Signature of the Bidder:

Place:

Date:

PRPD. BY :

CHKD. BY :

APPRD. BY :

DATE :

Transportation &  services**FERTILISERS AND CHEMICALS
TRAVANCORE LIMITED**

ANNEXURE-VSPECIAL TERMS AND CONDITIONS OF CONTRACT**1.0 Definitions:**

A. FACT - Shall mean The Fertilisers and Chemicals Travancore Limited.



B. Contractor - Shall mean the person/company/firm with whom FACT has entered in to the contract for subject work.

2.0 Scope of Work:

Preparation and supply of Tea to employees, guest etc. at various points as given in clause 2.0 (b) of the Terms and Conditions. Procurement of milk, tea dust, sugar, LPG and other necessary items shall be the scope of the supplier. Black tea should be provided as per the requirement. Space for preparing tea, washing and storing provisions/ingredients, water and electricity for lighting will be provided free of cost. Contractor shall bring new cups and saucers and the same shall be replaced with new ones as and when required.



Tea/Tea without sugar should be served at work spots to officers and other employees at their seats/tables. Tea should be served to the meetings arranged in the divisions and also to visitors/company guests who come for official discussions. Snacks supplied by the Company shall also be served along with the tea, in the meetings as per request.

- a) The contractor /his representative shall be present in the work spot provided by FACT for routine co-ordination with the authorized officers of UC/CD Welfare departments for instructions regarding execution of work.

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b) **Quantity required:** The average daily requirements of tea are given below:

S.No.	Division/Dept.	Cups per day (In Nos.)	Qty. for 2 years(606 days only) in Nos.	Place of Tea Preparation	Tea serving point
1	Udyogamandal Complex	130	78780	HO	UC SCT Building
2	FEDO (Including HR Dept, Legal and R&D)	260	157560	FEDO	FEDO Complex and R&D
3	Petro UC (Admin. building only)	180	109080	FEDO	Petro UC(Admin. Building)
4	HO (Depts in HO Building)	350	212100	HO	Ground Floor&First Floor
5	MHO (EEC Building)				EEC Building
6	FEW Building (OHC, Caprolactam Mktg, PR.. etc				FEW Building
7	PF & Govt Audit, Pay Roll				PF Building,Pay Roll.
8	Corporate Office	190	115140	Corporate Office	Corporate Office
9	Cochin Division, Ambalamedu	105	63630	CD Admn. Building	CD Admn Building
	Total	1215	736290		



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c) Time of supply (Monday to Friday)

1	Udyogamandal Complex (SCT Building)	9:00 AM to 10:00 AM & 2:00 PM to 3:00 PM
2	FEDO(Including HR Dept, Legal and R&D)	10:00 AM to 11:00 AM & 2:30 PM to 3:30 PM
3	Petro UC(Admin. building only)	9:00 AM to 10:00 AM & 2:00 PM to 3:00 PM
4	HO(Depts in HO Building)	10:00 AM to 11:00 AM & 2:30 PM to 3:30 PM
5	MHO(EEC Building)	10:00 AM to 11:00 AM & 2:30 PM to 3:30 PM
6	FEW Building (OHC, Caprolactam Mktg, PR.. etc	10:00 AM to 11:00 AM & 2:30 PM to 3:30 PM
7	PF & Govt Audit, Pay Roll	10:00 AM to 11:00 AM & 2:30 PM to 3:30 PM
8	Corporate Office	10:00 AM to 11:00 AM & 2:30 PM to 3:30 PM
9	Cochin Division, Ambalamedu	9:00 AM to 10:00 AM & 2:00 PM to 3:00 PM

Time of Supply on Saturdays

1	Udyogamandal Complex (SCT Building), OHC, Petro-UC Admin building (Except Materials & Petro Administration), Cochin Division	9:00 AM to 10:00 AM & 2:00 PM to 3:00 PM
2	FEDO, R&D, Marketing	10:00 AM to 11:00 AM No Supply is required in the afternoon
3	Petro- UC Admin building(Materials & Petro Administration) only), HR & Legal, Finance, PF, Govt. Audit, Payroll, PR, Offices in Head Office building, Corporate Office	No Tea supply is required on Second & Fourth Saturdays. 10:00 AM to 11:00 AM & 2:30 PM to 3:30 PM (All other Saturdays)

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d) Tea should be available and served during entire office hours in these buildings as per requirements.

3.0 Average daily requirement shown above is only indicative. The company reserves the right to regulate/modify the daily requirement as per need. The contractor shall liaise with UC&CD welfare departments regarding day-to-day requirement. Actual requirement will be intimated by Officer (Welfare)UC and Officer(Welfare)CD sufficiently early. If there happens to be any substantial variation in daily quantity required, the same shall be informed to the contractor sufficiently in advance.

4.0 **Period of Contract:** The contract period shall be for two years from date of commencement of work as per LOI/Work Order.

5.0 Tea shall be supplied to employees in the forenoon and afternoon at defined hours as above on all the five days of the week. On Saturdays, tea is required to be supplied in the forenoon in FEDO, R&D & Marketing. In addition to the above, tea/snacks shall be supplied for guests/meetings on short notice. Supply of tea shall be made beyond 4:00 PM upto 6:00 PM as and when required at no extra cost.

Tea is not required to be supplied in Materials, Finance, HR, Legal, Head Office and Corporate Office on the **Second** and **Fourth** Saturdays of every month. On all other Saturdays, tea shall be supplied in the said departments both in the forenoon and afternoon as is being done in normal working days



In the case of Corporate Office (Sl.No. 8), supply of tea/snacks for meetings held beyond office hours (9.00 AM to 6:00 PM) is to be provided as and when required at no extra cost. On Holidays and Sundays, tea supply is not required at any of these points, unless informed in advance.

6.0 **Rates:**

6.1 The rate is inclusive of all the costs towards statutory levies and payments, all establishment costs, labour registration, wages towards statutory levies and payments, all establishment costs, labour registration, wages paid to the labourers, PF, ESI or other remittances on behalf of the labourers etc., but excluding GST payable by FACT. The rates shall be firm during the period of contract except for revision based on revision in the price of milk as detailed at cl.6.2 of Special Terms and Conditions and no other revision shall be applicable.

6.2 TEA – For increase in cost of milk.

For making tea, the major ingredient is milk. Therefore a minimum increase/decrease of Re.1/- from the base rate (Rate at the time of awarding Work Order would be compensated/reduced at the rate of Re.0.066/- per cup of tea. Details worked out below:

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No. of cups of tea per litre - 15 (standard)
 Minimum increase in cost/litre of of milk - Re.1/-
 Compensation : Re.1/15cups (ie. One divided by fifteen)
 = Re.0.066

For any increase/decrease above Re.1/litre, compensation/reduction would be worked out as above. The cost per litre of MILMA SMART BRAND DOUBLE TONED MILK shall be the basis of revision. The impact of price variation of other ingredients like tea dust, sugar, fuel and wages shall not be considered for rate revision.

7.0 **Security Deposit.**

7.1 The successful bidder shall remit 5% value of the contract amount as interest free Security Deposit (SD) or furnish a Bank Guarantee from a Nationalized /Scheduled Bank in the format prescribed by FACT for equivalent amount within 15 days of receipt of work order. The bank guarantee shall be valid till the expiry of the contract with a claim period of six months thereafter.

7.2 EMD of the successful bidder(s) can be adjusted as part payment towards security deposit required on award of the contract, if so desired by him/them. The security Deposit shall not be released until the supply as per the Contract is satisfactorily completed and accepted and final bills paid.

7.3 Any amount due from the contractor to FACT shall be deducted from the Security Deposit without prejudice to FACT's right to claim balance amount, if any, from the Contractor.



7.4 The violation of any of the terms and conditions of contract by the contractor shall entail forfeiture of security deposit and disqualification from further work with FACT without prejudice to FACT's right to avail other remedies.

8.0 Agreement: The Contractor shall execute within 15 days from the date of issue of Work Order an Agreement on Judicial Stamp paper of value of Rs 500/- in the form of prescribed by FACT and shall bear all expenses and incidental there to.

9.0 Contract Administration: In Sl. Nos. 1-8, the contract shall be administered by the Officer(W)/UC or his authorized representative and at FACT-CD(Sl.No. 9), the contract shall be administered by Officer(W)/CD. The Contractor or his authorised representative shall call on / report to the above officers on daily basis to receive instructions regarding the no. of workers to be deployed every day and arrange to work accordingly. General Manager (HR&A) shall be the over-all authority for all the activities related to this contract and his decision shall be final and binding.



10.0 **Liability of the Contractor:**

10.1 Before commencing the work, the Contractor shall submit all the details of labourers/working crew and vehicles/equipments deployed for the work to the authorised

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officer at each Divisions of FACT.

- 10.2 **Quality of material:** The Contractor shall use only TAZAA / Three Roses / Kannan Devan / AVT/Red Label. Any other equivalent quality tea dust shall be used only after obtaining specific approval in writing from the Contract Administrator. Contractor shall use only Milma / PDDP Doubled Toned Milk. The volume of Tea to be served shall be 150 ml/cup. The milk content shall be not less than 60 ml/tea.
- 10.3 **Manpower:** The contractor shall engage sufficient number of staff considering all the locations specified. The staff would be expected to be neatly dressed, courteous and shall provide service in a manner pleasing to all. The Contractor shall ensure proper conduct and behaviour of the staff engaged by them while on duty. If not satisfied, FACT has the right to ask the Contractor to change the staff and they are bound by FACT decision.
- 10.4 The Contractor must ensure availability of required number of staff under all circumstances. Days of Bandh/ Hartal/ Strike are not exempted in the Work Order. The workers engaged at each Division should be available at the spot throughout the day and in the closing hours irrespective of the scheduled supply timing mentioned at 2(c) above and even beyond the same, up to 6 PM, if required.
- 10.5 The contractor shall engage one supervisor for supervision of the activities and he shall be available in the Office provided by FACT for routine co-ordination with the authorized officer of FACT for instructions regarding execution of work.
- 10.6 It is the responsibility of the Contractor to keep the place of work clean and tidy. All utensils / cups & saucers used for serving tea shall be washed with soap solution and rinsed with hot water daily. Provision for boiling water will be provided by the company whereas procurement of soap solution shall be in the scope of the contractor. Since the Company is an ISO 14001 certified one, the contractor shall strictly follow the instructions of the Company in this regard.
- 10.7 FACT shall have the right to object to any unsafe practice used or resorted to by the Contractor and to direct the Contractor to carry out the job in a manner considered safe by FACT.
- 10.8 In case, the contractor fails to carry out the works satisfactorily as per the contract, FACT may give 24 hours notice in writing to the contractor calling him to make good the failure, neglect or contravention complained of within the said time. In default of compliance of said notice, the company shall have the option and be at liberty without prejudice to its rights, to arrange to complete the work by other means/other agencies and all losses, damages or extra expenditure incurred in this connection, if any, shall be to the contractor's account.
- 10.9 If the contractor becomes insolvent or in the event of his going into liquidation or winding up his business as the case may be or if in the opinion of the company, fails to fulfil his obligations in the execution of the work to company's satisfaction, the company may forthwith terminate the contract or take it over in whole or in part and employ any other agency or agencies to continue the work or get it done departmentally and forfeit the contractor's security deposit and retention of money without prejudice to the company's

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rights to claim compensation from the contractor for losses or damages suffered by the company as a result of the above arrangements. The contractor shall have no claim to compensation for any loss that may occur consequent to the above arrangements.

- 10.10 The security and safety of the Contractor's belongings shall be arranged by him at his own responsibility and cost.
- 10.11 Insurance coverage of the Contractor's vehicles/equipments and crew deployed for the job shall be arranged by him at his own responsibility and cost.
- 10.12 The Contractor shall assume all liabilities for, and keep FACT wholly indemnified against, all actions or suits, costs, damages, changes and expenses arising out of or in connection with carrying out of the work covered by the contract with respect to the labourers / equipments / machinery deployed by the contractor for the work.
- 10.13 No claim for extra payment on account of incidental expenses such as Kettukooli, Attikooli, Marikooli etc., incurred by the contractor shall be entertained by FACT. FACT shall not make any payment to the contractor other than the rate as per the work order.
- 10.14 Strike etc., by Contractor's labour owing to any dispute pertaining to the wages or otherwise will not be deemed to be a reason beyond the control of the Contractor.

11.0 Penalty for Non-Performance:



- 11.1 Contractor shall deploy adequate number of workers/labourers on each day of work, as required for carrying out the work as per the contract and based on instructions from Officer (Welfare)-UC/ Officer(Welfare)-CD or their authorised representative.
- 11.2 If the contractor fails to do the work on any day, FACT will make alternative arrangements for the work, without notice to the contractor, and all the cost incurred on such arrangements shall be recovered from the contractor without prejudice to FACT's other rights under the contract.
- 11.3 The contractor will ensure requisite quality in the tea he supplies. In the event of the quality not being satisfactory, the contract is terminable with a notice of 30 days. Poor quality of tea will attract penalty and no payment will be made for the corresponding quantity. The contractor will not be entitled to any compensation on account of the termination of the contract and the security deposit will be forfeited.

12.0 Measurement of Consumption:

The daily actual strength of the concerned departments will be the basis of payment as far as employees are concerned. The tea requirement for meetings and guests will be certified by the concerned department in the register to be maintained by the supplier. The strength of Apprentices and Project trainees will be provided by Training Centre.

13.0 Settlement of Bills:

- 13.1 Payment will be based on the consumption arrived at as per clause 12 above. The bills

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for supply of tea shall be settled on a monthly basis based on certification of the bills by the Officer(Welfare) concerned. Consumption of tea in each location shall be certified by the user departments concerned. In respect of production divisions, the same shall be certified by the Officer(Welfare) of the division. In the case of other divisions and for meetings/guests in UC and CD certification shall be done by the Administration department of the concerned division. The bill from each divisions certified by the competent officer shall be forwarded to Officer(Welfare) of the division in UC or CD as the case may be.

13.2 Payment of bills that are complete in all respects shall normally be made by FACT Finance dept., within 15 days, after effecting all deductions applicable based on certification as per terms of the work order.

13.3 Payments as per terms & conditions of Work Order will be credited to the bank through National Electronic Fund Transfer or RTGS. Please inform the following details along with your Banker's authorisation letter.

a)Bank Name, b)Branch Name c)MICR Code, d)IFSC Code, e) Account type f) Account No.

13.4 Statutory Deductions - Statutory deductions towards Income Tax, ESI, Provident Fund etc., shall be made from the contractor's bills, as applicable.

13.5 The Contractor shall not be eligible for any other charges on any account other than that specifically mentioned in the Work Order. The contractor shall submit ESI/PF clearance certificate along with the bill for effecting payment.

14.0 GST: The rate for each item of work shall be inclusive of all the costs towards statutory levies and payments, all establishment costs, labour registration, wages paid to the labourers, PF, ESI or other remittances on behalf of the labourers etc., **but excluding GST payable by FACT.**



15.0 The contractor shall obtain required licence under the Food Safety and Standards Act 2006, and shall produce proof towards submission of application for the same within two weeks of commencement of the contract.

16.0 Other Conditions:

16.1 The contractor shall employ only those adult workers (above 18 years of age) who are not disabled, not mentally unsound, not women in advanced stage of pregnancy or not old persons beyond 65 years of age etc.

16.2 Lady workers shall not be engaged after 6:00 PM.



16.3 The workers deployed by the Contractor for the work shall be covered under the PF & ESI Acts. The Contractor shall ensure full compliance to the above Acts. The Contractor shall be responsible for making all payments to his workmen, including ESI and Provident Fund benefits etc., as applicable. Deductions towards PF & ESI contributions on behalf of the workers will be made from the Contractor's bills, and remitted to the concerned Departments by FACT based on wage roll cum attendance roll to be furnished by the Contractor. If the workers are not presently registered with PF & ESI, necessary applications signed by the workers shall be submitted by the Contractor for enabling

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their registration.

- 16.4 The contractor shall be liable for payment of all claims, compensation or expenses payable as a result of any accident or injury sustained by workmen employed or hired by the contractor in the execution of the contract, which the contractor is liable to pay by rule, law and order of Government. The expenses, if any, incurred by FACT on the above will be realised from any amount that may be due to the contractor from FACT. Also, the Contractor shall be liable to pay all damages and expenses suffered by the company due to his negligence to perform any of the services mentioned in the contract or due to any action or omission of his employees.
- 16.5 The Contractor shall obtain photo identity badges (passes) approved and issued by CISF FACT-UC / CD Units for himself, his workers and representatives for entry inside the premises of FACT and where handling/transportation/loading/ unloading points are located. Passes are not transferable and shall be renewed on expiry. Passes must be surrendered to FACT's Security Department, when workers/representatives are changed or when the contract is completed/terminated, failing which an amount as fixed by the FACT shall be payable for every pass thus not surrendered.
- 16.6 All materials taken out shall be regulated through material passes issued by an authorised officer at Welfare Depts. of FACT Udyogamandal Complex & Cochin Division.
- 16.7 The Contractor and his employees are expected to abide by discipline and traffic regulations as directed by FACT and CISF Personnel from time to time within Office and Plant premises. FACT reserves the right to demand the removal of the contractor or his employees who have been declared by FACT as offending its directives, without relieving the contractor from his obligations under the contract.

OTHER TERMS AND CONDITIONS: All other terms and conditions shall be as per our Standard Terms and Conditions of Contract - Annexure -VI. In case of any contradiction between Special Terms and Conditions of Contract - Annexure - V and Standard Terms and Conditions of Contract - Annexure - VI, Annexure - V will prevail.



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Annexure-VISTANDARD TERMS AND CONDITIONS OF CONTRACT**00. CONTENTS :**

01. GENERAL:
02. SECURITY DEPOSIT:
03. RATES:
04. PAYMENT:
05. QUANTITY:
06. CONTINUITY OF WORK:
07. RESPONSIBILITY FOR MATERIAL:
08. SECURITY & SAFETY REGULATIONS:
09. STATUTORY OBLIGATIONS:
10. CONTRACTOR'S WORKMEN:
11. DEFAULT:
12. TERMINATION:
13. FORCE MAJEURE:
14. ASSIGNMENT:
15. APPLICABLE LAW & SETTLEMENT OF BILLS:
16. ENVIRONMENT MANAGEMENT SYSTEM:
17. FRAUD PREVENTION POLICY OF FACT:
18. ENTIRETY OF CONTRACT:

01. GENERAL:

- 1.1 "FACT" shall mean the Fertilisers and Chemicals Travancore Limited, with registered office at Udyogamandal and its operating Divisions at Udyogamandal and Ambalamedu.
- 1.2 "Contractor" shall mean the firm/company/individual, who has been awarded the work order (Contract) against their bid in response to the enquiry issued by FACT.
- 1.3 The Contractor shall return to FACT the duplicate copy of the work order with terms and conditions duly acknowledged and signed in confirmation of having accepted the order as per terms and conditions mentioned.
- 1.4 The Contractor shall execute within 15 days from the date of receipt of FACT's Letter of Intent, an agreement in stamp paper in the form prescribed by FACT and shall bear all expenses incidental thereto.
- 1.5 The contract once awarded will not imply that the Contractor has exclusive right for the particular job.
- 1.6 The Contractor is deemed to have carefully examined and satisfied himself on the nature and extent of work to be executed and no claims for any extra payment shall be admissible under any circumstances.
- 1.7 FACT shall not in any way be responsible to the Contractor for payment of compensation

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for hold up of work, if any, due to any situation beyond the control of FACT.

02. SECURITY DEPOSIT :

- 2.1 The contractor) shall remit interest free Security Deposit (SD) equivalent to **five percent (5%) of the total contract value** by DD/NEFT/RTGS or by Bank Guarantee issued by a Nationalised / Scheduled Bank as per the Proforma prescribed within 15 days of issue of award of Letter Of Intent or contract, whichever is earlier. The Bank Guarantee shall be valid till the expiry of the contract with a claim period of six months thereafter.
- 2.2 The EMD remitted by the Contractor can be adjusted towards security deposit, if so desired by him. EMD shall be returned only on remittance of requisite Security Deposit.
- 2.3 The Security Deposit shall not be released until the work as per the Contract is satisfactorily completed and accepted and final bills paid. Any amount due from the Contractor to FACT shall be deducted from the Security Deposit without prejudice to FACT's right to claim balance amount, if any, from the Contractor.
- 2.4 The violation of any of the terms and conditions of Contract by the Contractor shall be liable to forfeiture of the Security Deposit and disqualification from further work with FACT without prejudice to FACT's right to avail other remedies.

03. RATES:

The rates shall be inclusive of all incidental and other charges excluding GST which may have to be incurred by the Contractor in execution of the work as per this contract. The rates shall be firm for the period of contract.



In case rate revision on account of changes in the price of High Speed Diesel (HSD) oil is applicable as per Special Terms and conditions, the revision shall be effective as applicable.

04. PAYMENT :

Payment shall be effected, on presentation of the bills to the Chief Manager(Fin)-Bills duly certified by the authorised person specified in the special conditions attached. Final settlement of contractors bill shall be made after deduction of (1) amounts due from them to FACT on account of shortage / damages / loss to the goods entrusted to them, (2) statutory levies such as PF liability, Income Tax etc. if any and (3) any other amount due from the contractor for any other reason. If the amount due from the contractor is more than the amount due to the contractor, the contractor shall arrange to pay FACT the difference without delay.

05 QUANTITY :

Quantity given in the contract is only an approximate indication and FACT does not guarantee the total quantity to be transported. FACT reserves the right to reduce or increase the quantity at any time without assigning any reason whatsoever and does not

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give any guarantee regarding the quantity. The Contractor has no right to claim loss / loss of profit on account of reduction in revenue arising out of variation in quantity made available for transport.

06. CONTINUITY OF WORK :

The contract shall not mean continuity of work for the Contractor. The Contractor shall contact the authorised representatives of FACT for obtaining instructions. The instructions given over telephone have also to be complied with.

07. RESPONSIBILITY FOR MATERIAL:

The Contractor shall be responsible for the material entrusted to him and shall compensate FACT for any shortage or damage while the goods are in his custody.

08. SECURITY & SAFETY REGULATIONS :

8.1 The Contractor shall strictly observe the Security and Safety Regulations of FACT. Any loss or damage incurred by FACT, on account of the neglect or failure of the Contractor or the Contractor's employees, representatives including the crew of the vehicles/tankers to observe the security and safety regulations shall be to the Contractor's account.



8.2 Smoking and carrying smoking material (including matches) inside FACT premises is prohibited due to safety reasons and the Contractor shall ensure that his employees, representatives and crew comply with this.

8.3 Any damage caused to any of FACT's buildings, equipment, vehicles, crafts etc. and that of any other contractor/s due to the negligence of the Contractor, his employees, his representatives and crew shall be to the account of the Contractor and FACT shall be indemnified and compensated in all such respects by the Contractor.

8.4 All precautions in transporting and handling whether stipulated or not shall be adhered to by the Contractor. The Contractor shall exercise care, diligence and promptness in the work and adhere to transport Rules and regulations, statutory obligations and all other Rules and Laws that have a bearing on the work. Any damages/shortages/penalties or any action legal or otherwise arising out of the Contractor's delay or failure or negligence or breach of statutory obligations shall be to the Contractor's account. If any loss/expenditure arising from the breach thereof is not met satisfactorily by the Contractor, FACT reserves the right to withhold payment of bills/Security Deposit and discharge the obligations of the Contractor without prejudice to FACT claiming from the Contractor full value of damages/compensation. The account rendered by FACT in this connection shall be treated as final.

8.5 The vehicles/tankers, if any, employed during the course of the execution of the Contract, shall have valid permits for carrying out the intended task.

8.6 Due safety requirements in handling and transporting hazardous chemicals like liquid

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Sulphuric Acid, Sulphuric Acid etc. filled in tankers, as provided vide Motor Vehicles Act 1988 and the Central Motor Vehicle Rules 1989 and regulations formulated from time to time by the proper authority, shall be adhered to by the Contractor at his own expense. The vehicles shall be legibly and conspicuously marked with an emergency information panel, as applicable, in each of the three places as per Rule 134 of the Central Motor Vehicle Rules 1989. Further any person driving the vehicle employed in the work as per the Contract shall have the ability to read and write at least one Indian language as per rule 9 of the Central Motor Vehicle Rules 1989 and Rules 4 of the Central Motor Vehicles (amended) Rules 1993

8.7 The vehicles shall be equipped with all the necessary safety appliances/equipment for emergency and rescue purpose as stipulated in Motor Vehicles Act 1988 and rules thereto.

09. STATUTORY OBLIGATIONS

9.1 The Contractor shall comply with the requirements of all Local, State and Central Govt. Acts, Rules Regulations, By-Laws, Orders etc, in force from time to time and in particular Indian Factories Act, Workmen's Compensations Act, Contract Labour (regulations and abolition) Act 1970, Minimum Wages Act 1936, The Mines Act 1952, The Explosives Act 1884 and all other relevant Acts and Laws as amended from time to time in so far as they are or may be applicable to the execution of works as per this contract.

9.2 The Contractor shall obtain at his cost all permits, license and other authorisation, as required for his work, from Govt. authorities. The Contractor shall maintain proper records & registers as required by the concerned statutes and submit them to FACT as and when required.

9.3 Proper records of payment of wages to workers/labourers/crew etc. engaged in the work shall be maintained by the Contractor and produced for inspection when required by FACT.

9.4 The contractor shall obtain required licence under the Food Safety and Standards Act 2006, and shall produce proof towards submission of application for the same within two weeks of commencement of the contract.

9.5 The Contractor shall be responsible for all payments to his workmen including Employees State Insurance and Provident Fund benefits etc., if any, i.e. FACT shall not make any payments to the Contractor other than the rates agreed for the work. All extra payments, if any, to be made to the Contractor's workmen during the course of contract period shall be borne entirely by the Contractor.

9.6 In case the Contractor fails to discharge his statutory obligations leading to a situation where in FACT is to incur any expenditure/loss in their capacity as the Principal Employer such expenditure/loss shall be realised from the Contractor.

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10. CONTRACTOR'S WORKMEN

FACT shall have no dealing with the Contractor's workmen or their Union. FACT reserves the right to debar any of the contractor's employees/workmen/crew from entering FACT premises for whatever reason FACT deems fit.

11. DEFAULT:

In the event of failure on the part of the Contractor to execute the Contract to FACT's satisfaction, FACT may, at their option, either recover from the Contractor liquidated damages as prescribed in the "Special Conditions", if any, or at the risk and cost of the Contractor and without prejudice to FACT's other rights as per the Contract, terminate the Contract wholly or partially and carry out the work through other contractors or by themselves.

12. TERMINATION :

12.1 If any work entrusted with other contractors by FACT is obstructed by, interfered with or caused to be interfered with by the Contractor, his employees, his representatives or crew, the contract shall be terminated without notice and the remaining work for the unexpired portion of the contract arranged by FACT through others at the Contractor's risk and cost.

12.2 The contract can be terminated by FACT with one month's notice at any time during the pendency of the contract.

13. FORCE MAJEURE:



Neither the Contractor nor FACT shall be considered in default in the performance of their obligations under the Work Order so long as the performance is prevented or delayed because of Force Majeure conditions like war or hostilities, riots or civil commotion, earth quake, flood or tempest, drought, accident, fire or explosion, labour strike or lock-out or Act-of-God or because of any law and order proclamation, regulation or ordinance of Government or subdivision there of and situation arising out of our plant break downs. Notice of a Force Majeure situation shall be given by the affected party to the other party with in one week of its occurrence. Should such a delay be for more than three months, FACT shall have the right to cancel the Work Order at no charge to FACT and FACT shall be entitled to reimbursement of any amount due from the Contractor.

14. ASSIGNMENT :

The Contractor shall not assign, transfer or sub-let this work order without the prior written approval of FACT.

15. APPLICABLE LAW & SETTLEMENT OF DISPUTES:

15.1 This contract shall be subject to and shall in all respects be governed by Indian law.

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- 15.2 If any dispute arises out of or relating to or in connection with this contract, between the contractor and the owner/FACT, the same shall be amicably settled through mutual discussions, failing which, the unresolved dispute (s) shall be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time and number of Arbitrator shall be one. The Venue of the Arbitration shall be at Ernakulam and the proceeding shall be in English.
- 15.3 Any legal proceedings relating to or in connection with this contract shall be limited to the exclusive jurisdiction of the High Court of Kerala..

16. ENVIRONMENT MANAGEMENT SYSTEM :

FACT is a company having Environmental Management System according to ISO 14001 standard. The Contractor shall ensure that none of their activities cause damage to the environment.

17. FRAUD PREVENTION POLICY OF FACT:

FACT a Central Public Sector Undertaking (PSU) follows Corporate Governance principles proactively and has formulated a Fraud Prevention Policy. Details of Fraud Prevention Policy of FACT-2012 can be viewed in FACT's Website www.fact.co.in. Contractors shall make themselves aware and also ensure compliance of the same.

18. ENTIRETY OF CONTRACT :

All of the terms agreed to between the Contractor and FACT are included in the Work Order and no other communication, written, oral, or implied shall be considered to be included in the Work Order or form part of the Work Order, unless specifically agreed to in writing by FACT.

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MATERIALS.

Preparation and Supply of Tea to Employees at
Various Divisions of FACT .

Enquiry No: MM/181/E22554
dated 03.12.2020

ANNEXURE: VII

PROFORMA OF UNPRICED COPY OF PRICE BID

(To be submitted along with Part-A Bid)

Sub: **Preparation and supply of Tea to Employees at various divisions of FACT.**

Note : Please **do not fill in Rates in this format.** Please fill in “Quoted” in the blank column provided.

Sl. No.	Schedule of Work	Unit	Estimated quantity	Indicate “Quoted”
1	Preparation and Supply of Tea (150 ml) to Employees of the Company as per Scope of Work in Annexure-V	NO	7,36,290	

GST shall be extra as applicable based on statutory notifications.

This bid is submitted in compliance with the enquiry documents and accepting all the requirements, instructions, terms and conditions, proforma of bank guarantee and proforma of agreement etc. without any deviation.

(Signed by)

Authorised Signatory:.....

Name and address of the Bidder:

.....

Place:

Date:


(Stamp)

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ANNEXURE-VIII

Part -B

PROFORMA OF PRICE BID

Please visit <https://eprocure.gov.in> and search using the tender ID under FACT Tenders to see the price Bid (BOQ-EXCEL SHEET)

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ANNEXURE -IX**PROFORMA OF BANK GUARANTEE FOR FURNISHING SECURITY DEPOSIT
(TO BE OBTAINED FROM A INDIAN NATIONALISED/SCHEDULED BANK ON
STAMP PAPER WORTH ₹ 500/-)**

To

The Fertilisers and Chemicals Travancore Ltd.,
Udyogamandal, Cochin-683 501.

Whereas FACT, Udyogamandal P.O., Kerala (hereinafter called referred to as the Company) has placed a work order no. dated with M/S.....(hereinafter called the Contractor) for the work ofand whereas it is one of the conditions of the said work order that the Contractor shall either remit a sum of Rs..... (Rupees.....only) or furnish a Bank Guarantee for Rs..... (Rupees.....only) as security deposit for the due fulfilment of the said work order by the said Contractor.

In consideration of the Company having agreed to accept a Bank Guarantee from us towards such security deposit in lieu of the cash deposit in accordance with the terms and conditions of the above work order, we..... The Bank (hereinafter referred to as the Bank) do hereby undertake to pay the Company merely on demand any sum or sums from time to time demanded by the Company up to a maximum of Rs..... (Rupees.....only) being the amount of the security deposit against any loss or damage caused to or suffered by or would be caused to or suffered by the Company by reason of any breach by the said Contractor of any of the terms and conditions contained in the said work order.



We, the said Bank, do hereby undertake to pay the amount so demanded by the Company without any demur merely on a demand from the Company stating that the amount claimed is due by way of loss or damage caused to or suffered or would be caused to or suffered by the Company by reason of breach by the said Contractor of any of the terms and conditions contained in the said contract. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee.

We undertake to pay to the Company any money so demanded notwithstanding any dispute or disputes raised by the said Contractor in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment there under and the said Contractor shall have no claim against us for making such payment.

We..... further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and that it shall continue to be enforceable till all the dues of the Company under or by virtue of the said contract have been fully paid and its claim satisfied or discharged or till the Company certifies that the terms and conditions of the said contract have been fully and properly carried out by the said contractor and accordingly discharges this guarantee.

We..... further agree with the said company that they shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor or to postpone for any time and from time to time any of the powers exercisable by it against the said Contractor and either to enforce or forebear from enforcing any of the terms and conditions governing the said contract or securities available to the Company and the said Bank shall not be released from its liability under these presents by any exercise by the Company of the liber-

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ty with reference to the matters aforesaid or by reason of time being given to the said Contractor or any other forbearance, act or omission on the part of the Company or any indulgence by the Company to the said Contractor or any other matter of thing whatsoever which under the law relating to sureties, but for this provision, have the effect of so relieving us.

This guarantee shall not be affected by any change in the constitution of the Bank or the Company or the said Contractor nor shall this guarantee be affected by any change in the constitution of the Company or the said Contractor by absorption with any other body or corporation and this guarantee shall be available to or enforceable by such body or corporation.

Our guarantee shall remain in force until..... Unless a claim or demand is made within six months after the expiry of the above date, all the Company's rights under the guarantee shall be deemed as waived/forfeited and we shall be relieved and discharged from all liabilities there under. Notwithstanding anything contained hereinbefore, our liability under this guarantee shall be limited to an amount not exceeding Rs..... (Rupees..... only).

Any notice by way of request, demand or otherwise hereunder may be sent by post to the Bank addressed as aforesaid and if sent by post, it shall be deemed to have been given at the time when it would be delivered in due course of post and in proving such notice when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and certificate signed by an officer of the Company that the envelope was so posted shall be conclusive.

Disputes/differences, if any, relating to or arising out of this Bank Guarantee, shall be settled by courts having jurisdiction over Udyogamandal, in Kerala State, where the registered office of the company is situated and no other court shall have jurisdiction in the matter.

We..... Bank lastly undertakes not to revoke this guarantee during its currency except with the previous consent of the Company in writing.

Dated this..... day ofTwo thousand and Twenty.

For (Name of Bank) :



Authorised Official :

Name :

Designation :

Place:

Full address of the Branch issuing this guarantee:

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ANNEXURE-X**AGREEMENT**

(Proforma of Agreement to be executed in ₹ 500/- Non Judicial stamp paper)

ARTICLES OF AGREEMENT made this day the Between THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED, a Company registered under the Travancore Companies ACT IV of 1114(Malayalam Era) and having its registered office at Eloor, Udyogamandal P O Ernakulam District, Kerala State(hereinafter called the FACT) on the one part and M/s.... (hereinafter called the Contractor) which expression shall where the context so admits or applies be deemed to include their heirs, executors, administrators, successors interest and legal representatives as well) on the other part.

WHEREAS the Contractor has agreed with M/s FACT for the due performance of work as set forth in the Work Order No. dt... and accompaniments upon the terms and conditions therein mentioned as accepted vide their endorsements in the aforesaid work order.

NOW THESE PRESENT WITNESS THAT in consideration of the payments to be made by M/s FACT mentioned in the aforesaid Work Order no...dt... and accompaniments thereunto the Contractor shall duly perform the said works, fulfill and keep all conditions in the work order which will be deemed and taken to be part of this contracts as if the same had been fully set-out herein and FACT hereby agree that if the Contractor shall duly perform the said works in the manner aforesaid and observe and keep the said terms and conditions, FACT will pay to the Contractor at the time and in the manner set forth in the aforesaid work order and in the Annexure thereunto as accepted by Contractor vide his endorsement in the aforesaid work order, the amount or amounts calculated at the rate mentioned and as per terms stipulated therein as payment for the work. This agreement shall be in force up to

THE SAID CONDITIONS shall be read and construed as forming part of this Agreement and the parties thereto will respectively abide by and submit themselves to the conditions and stipulations and perform the agreement on their parts respectively.

UPON THE TERMS AND CONDITIONS of this Agreements being fulfilled and performed to the satisfaction of Officer of the Company empowered by the Company in this behalf, the Security Deposit remitted by the Contractor or such position thereof as he may be entitled to under the said condition shall be returned to the contractor.

IN WITNESS thereof the Contractor, M/s.... and The Manager Purchase(TS) of M/s The Fertilisers and Chemicals Travancore Ltd, For and on behalf of the Company have hereunto set their hands this day and year first above written.

For



In the presence of witnesses:

- 1.
- 2.

In the presence of witnesses:

- 1.
- 2.

for and on behalf of the Company.

PRPD. BY :	CHKD. BY :	APPRD. BY :	DATE :
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