

**CORPORATE
MATERIALS**

**Cleaning and other Unskilled works at CD canteen
&
Sanitation Works at FACT – CD & WI**

EnquiryNo:MM/180/E26736
Dated :02.02.2023

[ADVT MATTER IN NEWSPAPER]

दि फर्टिलाइजर्स एण्ड केमिकल्स ट्रावनकोर लिमिटेड
निगम सामग्री विभाग, पीडी प्रशासनिक भवन
उद्योगमंडल, कोच्ची, केरला - 683501,
फोन: (0484)- 256 8629/8260,2545196
ई-मेल: noble@factltd.com ; paulpt@factltd.com
वेबसाइट: <http://www.fact.co.in>



सफाई और स्वच्छता कार्यों के लिए ई-निविदा
फेक्ट कोचीन संभाग और विलिंगडन द्वीप
[पूछताछ सं. MM/180/E26736_दिनांक 02.02.2023]

पोर्टल <https://eprocure.gov.in> के माध्यम से 2 वर्ष की अवधि के लिए (I) एफ ए सी टी सी डी कैटीन में सफाई और अन्य अकुशल कार्यों के लिए (II) एफ ए सी टी - सी डी में स्वच्छता कार्य और (III) वि द्वीप में स्वच्छता कार्य करने के लिए ऑनलाइन बोलियां (दो भाग) आमंत्रित की जाती हैं। इस निविदा में कोई भी परिवर्तन/ विस्तार केवल हमारी वेबसाइट/ सी पी पी ई- प्रोक्योरमेंट पोर्टल के माध्यम से सूचित किया जाएगा और समाचार पत्रों में प्रकाशित नहीं किया जाएगा।

बोलियां जमा करने की नियत तिथि / समय: 17.02.2023/ अपराह्न 3.00 बजे।

ह/-

वरिष्ठ प्रबंधक (सामग्री)-टी &एस

PRPD. BY :	CHKD. BY :	APPRD. BY :	DATE :
Transport  Services	FERTILISERS AND CHEMICALS TRAVANCORE LIMITED		

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**THE FERTILISERS AND CHEMICALS TRAVANCORE LTD
(A Government of India Enterprise)**

NOTICE INVITING e-TENDERS

e-Tenders (two part) are invited from experienced contractors for undertaking the work of **(I) Cleaning and other Unskilled works at CD Canteen, (II) Sanitation Works at FACT – CD & (III) Sanitation works at FACT-WI for a period of 2 years**, through <https://eprocure.gov.in> portal. The details of work are described in the Scope of Work **(Annexure-V)** attached. 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/180/E26736 Dated 02.02.2023
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	17.02.2023 / 3.00 P.M.
Date & Time for opening of Part A of the Bid.	18.02.2023 / 03.30 P.M.
Name of Work/Description	(I) Cleaning and other Unskilled works at FACT CD Canteen (II) Sanitation works at FACT-CD & (III) Sanitation works at FACT-WI, for a period of 2 years.
EMD	₹ 1,00,000/- through NEFT/RTGS
Security Deposit	3% of the total contract value
Period of contract	2 years from the date of commencement of work as per LOI/Work Order
Contacts	1) e-Tender Helpline: Mr.AjinoAnandh, Tel: +91 0484 256 8374, 9497334230, email: ajinoanandh@gmail.com 2) Mr.Paul P Thomas, Tel: +91 484 256 8629, e-mail: paulpt@factltd.com 3) Mr.Noble Ulahannan, Tel: +91 484 256 8260, 2545196 e-mail: noble@factltd.com

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.

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3.0 GENERAL

- 3.1 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.
- 3.2 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.
- 3.3 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.
- 3.4 "Integrity Pact: The bidders shall sign and submit an "Integrity Pact (IP)" to be executed between the bidder and Fertilisers and Travancore Ltd. along with the bid as per Annexure-XI. IP shall be implemented through the following Independent External Monitors (IEMs) for the bid.

1. Shri Ahmad Javed
Flat No.TF3, RKC Subrabath,
Golf Course Road, Sector -12.
Kharghar, Navi Mumbai-410210
Mobile: 9821058152
Email: ajtopcop@gmail.com

2. Shri B. Ravichandran
Flat 902, Saikrupa Hill View,
7th Street, Kumaran Colony,
Vadapalani, Chennai 600 026
Mobile: 9482234346
Email: bravi1958@gmail.com



The Original Integrity Pact on Rs.500/- stamp paper signed by the bidder is to be sent by Post / Courier to The Senior Manager (T&S), Materials Department, PD Administrative Building, FACT Ltd., Udyogamandal P.O, Ernakulam-683501.

Note: In case bidders require any clarification pertaining to the tender please contact the officers at 3.5/3.6 below. "Kindly note that the Independent External Monitor should NOT be contacted for clarifications regarding the tenders."

- 3.5 Any information on site familiarization / nature of work, if required by the bidders, can be had from Officer (welfare) (Phone- 2723244) or any officer authorised by him.
- 3.6 For any clarification on this enquiry please contact Senior Manager (Materials)-T&S, [Phone- 0484- 2545196, 2568260] or Senior Officer (Materials)-T&S [Phone No.0484-256 8629], CORPORATE MATERIALS, FACT Ltd., FACT PD Administrative Building, Udyogamandal PIN-683 501.

4.0 EVALUATION OF BIDS

- 4.1 Bids will be evaluated based on the pre-qualification criteria and other requirements stipulated in the tender enquiry.

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- 4.2 Bidders shall quote rates for all the items of work, against Item Nos. I, II & III in the price bid format (BoQ- Annexure VIII). Bids not complying with the above will not be considered.
- 4.3 Evaluation of bids and determination of the L1 bidder shall be based on the combined total value of all items of work quoted by the bidder in the Price Bid Format. The combined total value as above shall be computed based on the rates quoted by the Bidder against each item and the corresponding quantities indicated. The work order issued shall contain all the items of work.
- 4.4 If there is a tie in the L1 position for the work, the tie shall be broken by obtaining revised reduced rates from the L1 bidders. However, bidders will not be allowed to increase any of the earlier rates quoted by them in the revised bid submitted by them as above.

For The Fertilisers And Chemicals, Travancore Limited

SENIOR MANAGER (MATERIALS)-T&S-c

List of Enclosures of this NIT is as follows:

S.No	Document	TITLE	No. of Pages
1	Annexure I	Instructions to Bidders	8
2	Annexure II	Pre-Qualification Criteria for bidders	1
3	Annexure III	Vendor Data Updation (Declaration) Form	4
4	Annexure IV	Compliance Statement	1
5	Annexure V	Special Terms & Conditions of Contract	5
6	Annexure V-A	List of Locations	1
7	Annexure V-B	Sanitary Items Required for a Month.	1
8	Annexure VI	Standard Terms and Conditions of Contract	6
9	Annexure VII	Un-priced copy of Price bid format	1
10	Annexure VIII	Price bid format (BoQ)	1
11	Annexure IX	Proforma of Bank Guarantee for Security Deposit	2
12	Annexure X	Proforma of Agreement	1
13	Annexure XI	Integrity Pact	5

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ANNEXURE – I

Instructions to Bidders (OPEN e-Procurement)

- 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 :

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The Sr. Manager (Materials)T&S-c, Corporate Materials,
PD Administrative Building, FACT Ltd., Udyogamandal PO,
Kochi – 683 501, Kerala

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. Also pl. see 3.2 & 3.3 above.
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.
8. Scanned copy of Integrity Pact (only if specified in the NIT). Pl. see 3.2 & 3.3 above.

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-

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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.

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 DEPOSIT:

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, MSE units (Micro and Small Enterprises) registered under MSMED Act (subject to Declaration of Udyam Registration Numbers by the vendors on CPP Portal and uploading the copy of latest valid Udyam Registration Certificate along with their bid)/ 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 or amends his bid during its validity period or fails to submit Security Deposit within the stipulated time or fails to

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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 (MSE), including special benefits to MSE firms owned by SC/ST and women entrepreneurs, on furnishing relevant documents as proof. Declaration of Udyam Registration 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 bids, in proof of which latest valid Udyam Registration Certificate shall be uploaded. Bidders may note that failure to update the relevant information within the period specified in the online Udyam Registration portal will render the enterprise liable for suspension of its MSE status, in which case they will not be eligible to claim PP benefits/EMD exemption.

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 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.

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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 right 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 **three percent (3%) of the total contract value** by 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. 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.

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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.200/- 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
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.

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Payment towards GST portion shall be released only after uploading of invoice details by the supplier/service provider and the same is reflected in GSTR2B”.

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 Pre Qualification criteria) 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 Pre Qualification criteria) 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 Sr.Manager(Materials)T&S-c, Corporate Materials, PD Administrative Building, FACT Ltd., Udyogamandal – 683 501, Tel : 0484-2568260/2568273/2545196; Email:noble@factltd.com.

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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 Sr. Manager [Materials]T&S-c.



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.

SR. MANAGER (MATERIALS)T&S-C

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ANNEXURE II

PRE QUALIFICATION CRITERIA FOR BIDDERS



For Item I - Cleaning and other Unskilled works at FACT CD Canteen & Item II - Sanitation Works at FACT – CD & Item III - Sanitation Works at FACT - WI

1. Bidder should have experience in undertaking at least one similar job i.e. labour contracts by deploying workers under their control for a minimum Annual contract value of not less than Rs.5.00 lakh for any organization during any one of the last 5 years as on the date of tender. Bidder shall submit self-attested scanned copies of any of the following documents (i) Work order (ii) Experience certificate and (iii) Work completion certificate issued by the contractee with Part A bid as documentary evidence.
2. Bidder must be of sound financial standing. The bidder shall enclose along with pre-qualification bid the following documents towards proof of financial soundness:
 - (i) Scanned Copy of Latest Income Tax return **or** (ii) Scanned copies of Latest audited Balance sheet & Profit & Loss Account **AND**
 - (iii) Credit Worthiness Certificate (original) from Bank for minimum amount of Rs.4,00,000/-, dated after the date of enquiry **or** (iv) Solvency Certificate (original or copy duly attested by a Notary) for minimum amount of Rs.4,00,000/- from a Nationalised/Scheduled Bank along with Part-A (Techno commercial) Bid. The Solvency Certificate issued shall be dated after three months prior to the date of enquiry.
3. Bidder must have a representative in Cochin / nearby areas with communication facility and sufficient authority to co-ordinate day-to-day activities with FACT at Udyogamandal.

Bidders not fulfilling 1, 2 & 3 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
(PLEASE USE ADDITIONAL SHEETS, IF SPACE IS INSUFFICIENT)

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FACT reserves the right to verify the information given as per the format and enclosures. It is the responsibility of the bidder to give 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.

1	Name of the Bidder	
2	Address:	
3	Address of Cochin Office & Phone Nos:	
4	Name, Designation of contact person: Telephone No, Fax No & Mobile phone No	
5	Telephone Nos. (with Country/STD codes)	
6	E-Mail id	
7	Constitution (Please tick):	Individual/ Proprietary / Partnership / Private Limited /Public Limited etc
8	Name and address of proprietor/ Partners/ Directors	
9	Date of Registration (Attach copy of Registration Certificate), if any	
10	Name of the person authorized to sign the bid and related documents	
11	Category:	
	i) Whether the entrepreneur comes under the following status (please tick) (In case of Micro/Small pl. enclose Udyam certificate. All MSE bidders shall register / declare their Udyam registration Number	Micro / Small / Medium

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	on CPP Portal and copy of this registration / declaration shall be attached with the offer ; failing which such bidders will not be able to enjoy benefits as per PP Policy for MSME order, 2012.)	
	ii) In case bidder is an Entrepreneur whether he/she belongs to SC / ST category. (please tick)	SC / ST
	iii) Enclose copy of the MSME/NSIC Registration Certificate.	

12.0 Financial Worthiness

- i) Name Address & Tel. Nos. of Bank with which the Bidder has financial dealings:
- ii) Details of credit limits/ facilities enjoyed.
(Please submit Certificate from the Bank)

S.No.	Name of the Bank	Type of credit (i.e C/C, O/D etc.)	Amount of Credit Limit Sanctioned Rs.
1			
2			



12.1 Details of Profit & Loss Account and balance sheet

13. As required in pre-qualification criteria no.1, bidders experience in any one of the previous five years as on the date of tender shall be furnished as per the format below (Attach Certificates from Organisation served):

Name of the Organisation	Description of work with Work Order No. & Date	Turnover / Value of Work Order(s) in Rs.				
		2018	2019	2020	2021	2022 or later

14. Have you ever been blacklisted by any Government: Departments, Public Sector, Quasi Government Undertaking.

15. Time required for commencement of work from date of our Work Order/Letter of Intent(LOI): Days.

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16. Details of No. of workers proposed to be deployed for the subject work.



Sl.No.	Name	Age

17	Details of EMD			
	Name of Bank/issuing Branch	UTR No./Challan/ Receipt No.	Date	Amount(Rs.)
i.				

18. Permanent Account Number (PAN) of bidder:
(Attach scanned copy of PAN Card)

19. Bidder shall attach a copy of the latest Income Tax return filed by the Bidder. In case the bidder becomes a successful contractor, payment as per terms and conditions of Work Order will be credited to your bank through National Electronic Fund Transfer or RTGS. Please furnish a cancelled cheque leaf of the account and the following details along with your Banker’s authorisation letter:

1	Income Tax PAN No.	
2	GST Regn. 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	

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20. Following documents shall be enclosed along with Part-A of Bid

- i) Proof of constitution of firm.
- ii) Scanned Copy of "Permanent Account Number" (PAN) Card.
- iii) Scanned Copy of GST registration.
- iv) Scanned Copy of latest Income tax return filed by Bidder for the previous assessment year.
- v) Scanned Copy of Registration certificate with Labour Dept./ PF / ESIC.
- vi) Other certificates required for meeting PQ criteria.

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.



Date:

Name of Bidder:

Place

Signature of Bidder:

(Seal)

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ANNEXURE IV

COMPLIANCE STATEMENT

We state that our offer against Enquiry No. **MM/180/E26736 dated 02.02.2023** is in full compliance with the documents issued against the Enquiry No **MM/180/E26736 dated 02.02.2023 without** any deviations and we have read and understood the Notice Inviting Tender, Scope of Work, Instructions to Bidders, Special Terms and Conditions and Standard 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:

(Seal)

Date:

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ANNEXURE V

SPECIAL TERMS AND CONDITIONS OF CONTRACT



I. CLEANING AND OTHER UNSKILLED WORKS AT CD CANTEEN

DEFINITIONS:

- A. FACT –Shall mean The Fertilisers And Chemicals Travancore Limited.
- B. Contractor–Shall mean the person / company / firm with whom FACT has entered into the contract for subject work.
- 1. Scope of work : Cleaning and other unskilled works at FACT CD-Canteen**
- a) Collection of used plates, glasses, jugs, utensils, etc and washing the same in hot water using good quality liquid detergent like Vim or Pril.
- b) Cleaning /Sweeping and Wet mopping of Dining Halls, kitchen, Cooking Area etc using perfumed disinfectant. Dining Halls and Service Counter are to be cleaned and washed before lunch/dinner in each shift. Cooking area shall be cleaned and washed after cooking in each shift.
- c) Cleaning of canteen premises, wash basins, Toilets, etc. Carbolic soaps should be provided at wash basins and phenyls at Toilets used by canteen workers. Rest room of canteen workers must be clean and tidy
- d) All inside/outside drainages connected with Canteen in the canteen compound premises shall be cleaned using disinfectant/phenol.
- e) To remove all the garbage from the Canteen and dispose it off as instructed
- f) Assisting in canteen activities like shifting of food materials, cleaning vegetables etc.

For the purpose of cleaning, the contractor should procure all materials necessary for cleaning such as Vim, Sanifresh / Harpic, Soda Ash, Phenyl, Broom stick etc. at his cost.

2. The contractor should engage sufficient number of workers to carry out the above job in all the three shifts as per requirement. Management reserves the right to require the contractor to deploy additional workers to complete the work within the stipulated time. The services are required at Main Canteen, Phase II Dining Hall, and Executive Dining Hall.
3. Period of work: TWO YEARS from the date of commencement of work as per LOI/Work Order.

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4. General Conditions:



- a) The work shall be undertaken on all days (including Sundays and Holidays) strictly as per the instructions of shift in Charge, Canteen.
- b) Workers engaged should be medically fit and contractor should produce medical certificate in the prescribed format in respect of workers engaged. He shall not engage any worker below the age of 18 and above 58 years.
- c) In the event of any non-performance FACT reserves the right to make alternate arrangements at the risk and cost of the contractor.
- d) The contractor and his staff shall observe all the safety aspects as per the company rules.
- e) FACT will not be responsible for any of the issues of personnel engaged by the contractor for this work and the same will have to be resolved by the contractor. The contractor shall ensure orderly /disciplined behaviour of workers.
- f) Only ESI/PF registered work men shall be engaged for carrying out this work.
- g) The contractor shall discharge all obligations in respect of his workman as enumerated in labour enactments like Factories Act, Industrial Disputes Act, EPF Act, ESI Act, Payment of Bonus Act, Payment Of Wages Act, Contract Labour (Regulation and Abolition) Act, Employee Compensation Act Etc. and shall be solely responsible for compliance of all the provisions in such enactments.
- h) Punctuality in carrying out the work is of paramount importance.
- i) The contract can be terminated by FACT with one month's notice at any time during the pendency of the contract.

5. Security Deposit: As per clause 02 of Standard Terms and Conditions of Contract.

6. Payment of bill: The bills for the work done shall be settled on a monthly basis based on certification of the bills by the authority concerned.

7. The period of contract will be for a period of two years. No rate enhancement shall be allowed during the pendency of the contract under any circumstances. The rates are inclusive of all taxes and duties including sales tax but excluding GST. GST, if applicable, as per statutory notification shall be payable as extra.

8. Payment to the workers should be done by the contractor including ESI, PF contribution etc. and FACT has no liability on this. However for the smooth recovery of ESI and PF, the Wage bill should be submitted by the Contractor on or before 5th of every month. In case any of the workers is absent on any day, the contractor must

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arrange substitute. If the substitute is not arranged the same, the same shall be done by the company at the cost of the contractor.

9. The violation of the any of the terms and conditions of the contract by the contractor shall entail forfeiture of security deposit.
10. The contract is subject to enclosed standard terms and conditions of contract.
11. The work shall be undertaken strictly as per the instructions from CD Welfare Department.
12. FACT reserves the right to reject any or all the tenders without assigning any reasons
13. The work shall be commenced on the date as instructed by the Welfare Department.
14. The contractor/his authorized representative should call at the office of the Officer (Welfare)-CD twice a week to for a review of the satisfactory progress.
15. The decisions of the Dy.General Manager (HR) will be final and binding on the contractor regarding the execution of the work.
16. Contractor should provide uniform, apron, gumboots, hand gloves and head cap to all workers engaged
17. The workers employed by the contractor must be neatly dressed and must observe discipline and etiquette.

II. SANITATION WORKS AT FACT CD



DEFINITIONS:

- A. FACT –Shall mean The Fertilisers And Chemicals Travancore Limited.
- B. Contractor–Shall mean the person / company / firm with whom FACT has entered into the contract for subject work.

1.0 Scope of work: SANITATION

(i) Sanitation work in Phase II area, Pump Houses, Petrol Pump, Weigh Bridge, Electrical & Civil Maintenance Sections in FACT CD Township

Work shall be carried out on all working days. All offices, rest rooms and premises shall be cleaned every day. Bathrooms, toilets, urinals, hand wash basins etc. in the building shall also be cleaned twice a day using appropriate chemicals and detergents. In Township and Pump House normally cleaning is to be done twice a day or as directed by Welfare Officer-CD. Details of list of location are given in Annexure-V-A.

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(ii) Sanitation work in Willington Island Establishments of FACT (Shipping office, Q10 & Ammonia Handling).

Work shall be carried out on all working days. All offices, rest rooms and premises shall be cleaned every day. Bathrooms, toilets, urinals, hand wash basins etc. in the building shall also be cleaned twice a day using appropriate chemicals and detergents. Details of list of location are given in Annexure-V-A.



- 2.0 For the purpose of cleaning, the contractor should procure all materials necessary for cleaning such as Vim, Sanifresh/ Harpic, Soda Ash, Phenyl, and Broomstick etc. at his cost.
- 3.0 Sweeping and Wet moping of all the offices, corridors, surroundings etc. shall be done using appropriate cleaning materials on alternate days. This kind of cleaning need not be done in offices where carpet is provided.
- 4.0 Vacuum Cleaning shall be done once in a week where carpet is provided.
- 5.0 Removing of cobweb shall be done in all offices, surroundings etc. using appropriate means once in two weeks.
- 6.0 The waste papers etc. collected from various offices shall be deposited in the waste bin provided for the purpose.
- 7.0 The contractor should deploy sufficient number of workers to carry out the job. Management reserves the right to require the contractor to deploy additional workers to complete the work within the stipulated time.
- 8.0 The contractor should ensure that the work is carried out in day time only. However, the contractor is bound to attend any additional cleaning work even in other shifts also due to any reasons.
- 9.0 The contractor must ensure that no damage is caused to any of the items used in the offices, fittings etc. used in the toilets. Cost will be recovered from contractor's bill if such damages will occur.
- 10.0 Security Deposit: As per clause 02 of Standard Terms and Conditions of Contract.
- 11.0 Payment of bill: The bills for the work done shall be settled on a monthly basis based on certification on the bills by the authority concerned.
- 12.0 The period of contract will be for a period of two years. No rate enhancement shall be allowed during the pendency of the contract under any circumstances. The rates are inclusive of all taxes and duties including sales tax but excluding GST. GST, if applicable, as per statutory notification shall be payable as extra.

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- 13.0 Payment to the workers should be done by the contractor including ESI, PF contribution etc. and FACT has no liability on this. However for the smooth recovery of ESI and PF, the Wage bill should be submitted by the Contractor on or before 5th of every month. In case any of the workers is absent on any day, the contractor must arrange substitute. If the substitute is not arranged the same, the same shall be done by the company at the cost of the contractor.
- 14.0 The violation of the any of the terms and conditions of the contract by the contractor shall entail forfeiture of security deposit.
- 15.0 The contract is subject to enclosed Standard terms and conditions of contract.
- 16.0 The work shall be undertaken strictly as per the instructions from Welfare Department (DGM (W/Island) in the case of Shipping Office, Q10 Berth and Ammonia Handling).
- 17.0 The contractor/his authorized representative should call at the office of the Officer(Welfare)-CD/DGM (W/I) twice a week to for a review of the satisfactory progress.
- 18.0 The decisions of the Dy.General Manager (HR) will be final and binding on the contractor regarding the execution of the work.
- 19.0 Contractor should provide uniform, apron, gumboots and hand gloves to all workers engaged.
- 20.1 The workers employed by the contractor must be neatly dressed and must observe discipline and etiquette.

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 V-A

LIST OF LOCATIONS, OFFICES, RESTROOMS, TOILETS, BATH ROOMS, WASH ROOMS

(Facilities to be cleaned include Toilets, Bathrooms, Wash basins, Urinal pots, other washing area and rest rooms)

All Offices,Premises Phase-II

- 1 Weighbridge-II
- 2 Building and CISF gate
- 3 Lab NPK
- 4 NPK
- 5 Electrical & instrumentation Building
- 6 NPK-Mechanical
- 7 Offsite Mechanical
- 8 Instrumentation + Civil
- 9 Potash Go down Area
- 10 Acid Plant DCS
- 11 Acid Electrical
- 12 Instrumentation lab
- 13 PAP
- 14 PAP Mechanical
- 15 Central sub station
- 16 Shift Electrical
- 17 Shift Mechanical
- 18 Office Civil-Phase-II
- 19 ETP
- 20 Raw Materials
- 21 SAP Mechanical
- 22 SAP
- 23 Heavy-Phase-II
- 24 Ammonia Handling and Jetty



All Offices, Premises Town ship

- 1 Yard weighbridge
- 2 Filter Bed
- 3 Intake well Pump House
- 4 Booster
- 5 Sewage Pump House
- 6 Inflammable Store
- 7 Civil
- 8 Electrical

Q-10 WILLINGTON ISLAND

All Offices, Premises

- 1 Q-10 Berth
- 2 Ammonia Handling
- 3 Shipping Office

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SI No	Name	Size	Unit	Quantity
1	Bleaching Powder	500 gm	Packet	50
2	Toilet Brush	Double side	Nos	70
3	Wash Basin Brush	Round	Nos	50
4	Dettol	500 ML	Bottle	50
5	Brooms	Grass	Nos	100
6	Brooms	Eerkly	Nos	80
7	GI Mesh Brooms	G I	Nos	10
8	Liquid Soap	1ltr	Bottle	1000
9	Soap Powder	500 gm	Nos	50
10	Harpic Lotion	500 ML	Bottle	90
11	Thread Mop	Long Size	Nos	50
12	Wiping Mop	Long Size	Nos	35
13	Thread	Mop	Nos	70
14	Dust Collector	Plastic	Nos	30
15	Cealing Cleaner	Large	Nos	25
16	Hand Brush	Handle	Nos	40
17	Odonil	Perfume	Packet	100
18	Phenoil	Bottle	Nos	100
19	Wiping Cloth	Large	Nos	50
20	Wiping Cloth	Small	Nos	50
21	Collins	500 ML	Nos	20
22	Naphthaline Balls		Nos	1000
23	Steel Scrubber	Large	Nos	50
24	Pad Scrubber	Large	Nos	30
25	Apron		Nos	20
26	Head Cap		Nos	20
27	Hand Mop	Small	Nos	10
28	Plastic Brooms		Nos	20
29	Gumboots		Pairs	20
30	Hand gloves		Pairs	20

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Annexure-VI

STANDARD 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:

"FACT" shall mean the Fertilisers and Chemicals Travancore Limited, with registered office at Udyogamandal and its operating Divisions at Udyogamandal and Ambalamedu.

"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.



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.

The Contractor shall execute within 15days 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.

The contract once awarded will not imply that the Contractor has exclusive right for the particular job.

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.

FACT shall not in any way be responsible to the Contractor for payment of compensation for hold up of work, if any, due to any situation beyond the control of FACT.

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02. SECURITY DEPOSIT :

The contractor shall remit interest free Security Deposit (SD) equivalent to **three percent (3%) of the total contract value** by 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.

The EMD (if applicable) remitted by the Contractor can be adjusted towards security deposit, if so desired by him. Such EMD shall be returned only on remittance of requisite Security Deposit. 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.

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.

Rate revision on account of changes in the price of High Speed Diesel (HSD) oil shall be effected only if specified in the Special Terms and conditions.

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 Income Tax, TDS on GST 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 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.

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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 :

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.

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.



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.

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.

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.

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

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.

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09. STATUTORY OBLIGATIONS

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.

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.

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.



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.

The Contractor shall obtain valid registration under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (PF) & The Employees' State Insurance Act, 1948 (ESI) and shall ensure full compliance with the above Acts. The workers deployed by the contractor for the work shall be covered under the Acts. The contractor shall regularly remit the PF/ESI contributions in respect of their employees and file regular returns, as prescribed under the respective acts. The copy of monthly PF/ESI remittance challans along with periodic returns shall be furnished together with the subsequent monthly bills. In case FACT is to incur any expenditure/loss in the capacity as Principal Employer due to non- compliance on the part of the contractor of these Acts, such expenditure/loss shall be recovered from the contractor.

Tenderers shall submit the registration certificate with Labour dept./PF/ESIC if available. If the tenderer is not registered under ESI/PF Act, tenderer shall submit PF/ESI Registration certificate before commencement of work. Failure to produce the original certificates at the stage of starting the work would result in disqualification and forfeiture of EMD and also liable for debarring from participation in future tenders.

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.

Payment of PF & ESI for the month, both the employer's (in this case contractor) and employee's (in this case workmen employed by the contractor) contributions should be deposited in the bank in the permanent PF code number and challan obtained before the 15th of the subsequent month should be forwarded to the company.

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The contractor will, in turn, submit the documentary evidence in support of payment of PF & ESI of each month along with subsequent month RA Bills.

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

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 :

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.



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.

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15. APPLICABLE LAW & SETTLEMENT OF DISPUTES:

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

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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ANNEXURE:VII

UN-PRICED COPY OF PRICE BID

(To be submitted along with Part-A Bid)

(Important: Please do not indicate any rates in this format. Only indicate "Quoted" under each blank column)

Dear Sirs,

Sub: Cleaning and Other Unskilled Works at CD Canteen & Sanitation Works at FACT CD & FACT -WI.

Ref: Enquiry No. MM/180/E26736 dtd. 02.02.2023

With reference to the above enquiry, we here by quote our lowest rate for **ALL** items of work as follows. Bidders shall quote for all the items, Otherwise their offers shall become invalid.

Sl. No.	Schedule of Work	Unit	Estimated quantity	Indicate "Quoted"
Item No.I : Cleaning and other Unskilled works at CD Canteen				
	Cleaning and other Unskilled works at FACT CD Canteen as per scope of work in Annexure V	DAY	730	
ITEM No.II: Sanitation Works at FACT – CD				
	Sanitation work in FACT Cochin Division as per Scope of work in Annexure V. List of areas at FACT-CD for sanitation are as per Annexure V-A.	DAY	730	
ITEM No.III: Sanitation Works at FACT – WI				
	Sanitation work in FACT W.Island as per Scope of work in Annexure V. List of areas at FACT-WI for sanitation are as per Annexure V-A.	DAY	730	

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:

(Seal)

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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
Rs.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 unconditionally and irrevocably undertake to pay the amount, upon first written demand from the Company, without any demur or protest. We, the Bank further confirms that the Company is not required to state the reasons or show grounds for such demand. Any such demand made by the Company shall be binding and 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.

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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 liberty 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.

Any notice by way of request, demand or otherwise hereunder may be sent by post or submitted to the bank addressed as aforesaid or any local branch of the bank in Ernakulam District/ Kerala State.



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 Rs 200/- 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, fulfil 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 Sr. 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:

for and on behalf of the Company.

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ANNEXURE -XI

INTEGRITY PACT

(To be executed on Rs.500/- Non-judicial Stamp Paper)

INTEGRITY PACT

Between

The Fertilizers and Chemicals Travancore Limited (FACT), a company formed and registered under the Travancore Companies Act IX to 1114 (Companies Act, 2013) and having its registered office at Eloor, Udyogamandal-683501, Kochi, Ernakulam District, Kerala, hereinafter referred to as "The Principal".

And

..... hereinafter referred to as "The Bidder/ Contractor".

Preamble

The Principal intends to award, under laid down organization procedures, contract/s for The Principal values full compliance with all relevant laws and regulations, and the principles of 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 an Internal External Monitor (EIM), who will monitor the tender process and execution of the contract for compliance with the principle 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, 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 to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c) The Principal will exclude from the process all known prejudiced/interested persons.

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(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the India Penal Code / Prevention of Corruption Act, or if there be a substantive suspicion in this regard, the Principal will inform the Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder(s) / Contractor(s)

(1)The Bidder(s) / Contractor(s) commits themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

a) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person, any material or immaterial 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 cartelisation 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. All the payments made to the India agent/representative have to be in Indian rupees only.

e) The Bidder(s) / Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to, or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

(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

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If the Bidder(s)/Contractor(s), before award or during the execution of has committed a transgression through a violation of Section 2 above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/ Contractor(s) from the tender process or to terminate the contract, if already signed, for such reason.

Section 4 - Compensation for Damages

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 - Previous Transgression

(1) The Bidder declares that no previous transgression occurred in the last 3 years with any other Company in India conforming to the anti-corruption approach including 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 and appropriate action can be taken including termination of contract, if already awarded, for such reason.

Section 6 - Equal treatment of all Bidders / Contractors / Subcontractors



(1)The Bidder(s)/Contractor(s) undertakes(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors/Suppliers and Subcontractors.

(3) The Principal will disqualify from the tender 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 a Bidder, Contractor, or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this

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regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitor/Monitors

(1) The Principal appoints competent and credible Independent External Monitor for this Pact. 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 functions neutrally and independently. It will be obligatory for him to treat the obligations and document of the Bidder(s)/Contractor(s) as confidential. He reports to the Chairperson and managing Director, FACT.

(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 request and demonstration of a valid interest, unrestricted and unconditional access to this project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/ Subcontractor(s) with confidentiality.

(4) 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.



(5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or to take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendation. 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.

(6) The Monitor will submit a written report to the Chairman and Managing Director, FACT 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.

(7) Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Director on FACT Board.

(8) If the Monitor has reported to the Chairman and Managing Director, FACT, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman and Managing Director, FACT has not, within 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.

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**CORPORATE
MATERIALS**

**Cleaning and other Unskilled works at CD canteen
&
Sanitation Works at FACT – CD & WI**

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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.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by the Chairman and Managing Director, FACT

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. Udyogamandal, Kerala.

(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 a 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) The Bidder / Contractor signing this "Integrity Pact" shall not approach the court while representing the matters to IEMs and he/she shall wait their decisions in this matter.



(For & On behalf of the Principal)
(Office Seal)

For & On behalf of Bidder(s)/Contractor(s)
(Office Seal)

Place:
Date:

Witness 1:
(Name & Address).....

Witness 2:
(Name & Address).....

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