

FACT  
CORPORATE  
MATERIALS.

**Hiring of Services for Development of KPI  
Dashboards on SAP Analytics Cloud account of  
FACT**

**TENDER.NO.  
MM/181/E28792  
Dtd.12.01.2024**

THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED,  
CORPORATE MATERIALS, FACT-PD, Administration Building  
UDYOGAMANDAL - COCHIN - 683 501(KERALA)  
Tel: (0484)-256 8345, 8273  
E-mail: [deepakvs@factltd.com](mailto:deepakvs@factltd.com); [aneeshya@factltd.com](mailto:aneeshya@factltd.com);  
Website: <http://www.fact.co.in>

**Hiring of Services for Development of KPI Dashboards on SAP Analytics Cloud  
account of FACT**

[Enquiry No. MM/181/E28792 dated 12.01.2024]

Online Bids are invited for Hiring of Services for Development of KPI Dashboards on SAP Analytics Cloud account of FACT through <https://eprocure.gov.in>. Any change / Extensions to this tender will be informed only through our website / CPP e-procurement portal and will not be published in newspapers. **Pre bid meeting will be held at 2.00 PM on 19.01.2024 at FACT Corporate Materials Department, FACT-PD Administration Building.**

Due date/time for submission of bids is **27.01.2024/ 5:00 P.M.**

Sr. Manager (Materials)-T&S

PRPD. BY:

CHKD. BY:

APPRD. BY:

DATE: 12.01.2024



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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 for procuring services for Development and Implementation of KPI Dashboards on the SAP Analytics Cloud Account of FACT for a period of **three months** from the date of commencement of work as per our letter of intent/work order **through <https://www.eprocure.gov.in>** portal. The details of works are described in the Special Terms and Conditions of Contract (Annexure-IV) attached. The bidders may also refer the Instructions to Bidders (Annexure-I) and Standard Terms and Conditions of Contract (Annexure-V) applicable for the proposed contract.

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

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

**1.0 General Information**

Enquiry No.	MM/181/E28792 dtd 12.01.2024
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	27.01.2024 / 05.00 P.M.
Date & Time for opening of Part A of the Bid.	29.01.2024 / 10.30 A.M.
Pre Bid Meeting	<b>The pre bid meeting will be held at 2.00 P.M on 19.01.2024 at FACT Corporate Materials Department, FACT-PD Administration Building. Interested bidders may submit the Pre bid queries in advance and at least 3 days prior to Pre Bid Meeting. Bidders are requested to attend the Pre bid meeting to clear/discuss the technical points and collecting the technical data if required</b>
Name of Work/Description	<b>Services for Development of KPI Dashboards on SAP Analytics Cloud account of FACT.</b>
EMD	<b>Rs. 1,00,000/- by NEFT / RTGS</b>
Security Deposit	5% of the total contract value
Period of contract	Scope of work should be completed within <b>three months</b> from the date of commencement of work as per our letter of intent/work order.
Contact for e-Tender helpline	Mr. Ajino Anandh, Tel : +91 484-256 8374, Mobile: 9497334230 email: ajinoanandh@gmail.com
Contact for tender details	1) Mrs. Aneeshya Venugopal, Tel: +91 484 256 8273, e-mail: aneeshya@factltd.com 2) Mr. Deepak V S, Tel: +91 484 256 8345 e-mail: deepakvs@factltd.com

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**2.0 TENDER DOCUMENTS (e-TENDER)**

Visit our website [www.fact.co.in](http://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 (open e-procurement)'.

**3.0 Evaluation of bids:**

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

Evaluation of bids and determination of the L1 bidder shall be based on the lowest total value as given in the price bid format.

In case more than one bidder becomes L1, based on the evaluation method as per above, contract will be finalized based on revised lower rates which will be obtained from the L1 bidders in sealed covers. 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.

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 organization of any other party (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 'Consortium of Companies' shall not be considered.**

4.3 EMD as per clause 7 of Instructions to bidders (Annexure-I)

4.4 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.

4.5 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.

4.6 The Un-priced bid (Annexure-VII) shall be submitted along with Part-A bid duly signed by the Bidder, indicating "QUOTED", as applicable.

4.7 Bidders shall quote prices in the BOQ only and not elsewhere. The rate shall be firm throughout the contract period, Rates shall be quoted in the same unit of measure

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given in the BoQ and shall be considered accordingly. No other documents shall be enclosed with Price Bid (BOQ).

- 4.8 Any further information on familiarisation/ nature of work, if required by the bidders, can be had from the Deputy General Manager(IT), FACT [Phone No. 0484 - 256-7564]
- 4.9 For any clarification on this enquiry please contact Sr. Manager(MAT)T&S, [Phone-0484- 256 8345] or Asst. Manger (Materials)-T&S [Phone No.0484-256 8273] , Corporate Materials, FACT Ltd.,FACT PD Administration Building, FACT Ltd., Udyogamandal PIN-683 501.

**For The Fertilisers And Chemicals Travancore Limited  
Sr. Manager (Materials)-T&S**

List of Enclosures of this NIT is as follows:

Sl.No.	Document	TITLE	No. of Pages
1	Annexure I	<i>Instructions to Bidders (e-Tender)</i>	7
2	Annexure II	<i>Pre-Qualification Criteria for bidders</i>	2
3	Annexure III	<i>Vendor Data Form</i>	2
4	Annexure IV	<i>Special Terms and Conditions of Contract</i>	19
5	Annexure V	<i>Standard Terms and Conditions of Contract</i>	7
6	Annexure VI	<i>Compliance Statement</i>	1
7	Annexure VII	<i>Un-priced copy of Price bid format</i>	1
8	Annexure VIII	<i>Price bid format (BoQ)</i>	Separate Excel Sheet
9	Annexure IX	<i>Proforma of Bank Guarantee for Security Deposit</i>	2
10	Annexure X	<i>Proforma of Agreement</i>	1

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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, 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-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

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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, Micro and Small Enterprises (MSE units) 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 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. 23<sup>rd</sup> 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.

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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.

#### **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

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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 **five percent (5%) 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.

#### 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.

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**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.

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

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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, Corporate Materials, PD Administrative Building, FACT Ltd., Udyogamandal – 683 501, Tel : 0484-2568345/2568273; Email:deepakvs@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 Sr. 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.

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**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](http://www.fact.co.in).

**SR. MANAGER (MATERIALS)-T&S**

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ANNEXURE - II

**PRE-QUALIFICATION CRITERIA**

Apart from the general conformance of the Bid to the terms & conditions stipulated in this tender, the following Pre-qualification Criteria shall be mandatorily satisfied by the Bidder, failing which the Bid will be liable for rejection. All the documents related to Pre-qualification shall be submitted along with the Part A Bid (Pre-qualification-cum-Techno Commercial Bid).

**CRITERIA:1**

**To be eligible to Bid, the Bidder must be incorporated/ constituted in India.**

Bidder must submit a copy of their Certificate of Incorporation/ Registration or any other valid document(s) which substantially establishes its constitution in India, along with Part-A bid.

**CRITERIA:2**

**The Bidder must be a company having Solutioning/Consulting experience on SAP Analytics and Planning.**

**CRITERIA:3**

3.1 **The Bidder must have experience of successful completion of at least One (01) 'SIMILAR WORK' of minimum value ₹ 32,00,000 (Rupees Thirty Two Lakh only) OR at least Two (02) 'SIMILAR WORK' of minimum value ₹ 24,00,000 (Rupees Twenty Four Lakh only) each OR at least Three (03) 'SIMILAR WORK' of minimum value ₹ 16,00,000 (Rupees Sixteen Lakh only) each during previous seven (07) years reckoned from the original bid closing date.**

'SIMILAR WORK' means "Development of SAC based KPI Dashboard for any company registered in India".

For proof of requisite experience mentioned in criteria 2 and 3.1 above, the scanned copies of the following documents must be submitted along with Part-A bid:

1. Contract document or Work order showing details of work and the respective  
2. Completion certificate(s) or Final Payment certificate(s) or any other document(s) issued by the client for the above contract, which substantiate the successful execution of work. The submitted document(s) must contain the following: (i) Nature of job done (ii) Contract No. / Work order No. (iii) Gross Value/quantity of Work Done. (iv) Contract period and date of completion.

3.2 Submission of only Letter of Intent (LOI) or Work Order(s) shall not be accepted as proof i.e., mere award of contract(s) will not be counted towards experience. Successful completion of the awarded contract(s) to the extent of value/ quantity/ period, as stipulated above will only be treated as acceptable experience. Following work experience will also be taken into consideration:

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(i) If the prospective bidder has executed a contract in which similar work is also a component of the contract.

(ii) In case the start date of the requisite experience is beyond the prescribed 07 (seven) years reckoned from the original bid closing date, but completion is within the prescribed 07 (seven) years reckoned from the original bid closing date.

3.3 In case the documents submitted as above, are not sufficient to establish the value and/or quantity and period of 'SIMILAR WORK', the bidder must also submit the breakup of the works executed under such contract(s), clearly indicating the value and/or quantity and period of 'SIMILAR WORK', which should be certified by the end user or a certificate issued by a practicing Chartered/ Cost Accountant Firm mentioning UDIN (Unique Document Identification Number), Membership Number & Firm Registration Number must be submitted.

Please take note of the following:

- Experience of executing SIMILAR WORK through 'sub-contracting' shall not be considered for evaluation.
- SIMILAR WORK executed by a bidder for its own organization/ subsidiary cannot be considered as experience of executing SIMILAR WORK.
- Bidders submitting their bid based on the experience of their Technical Collaborator/Joint-Venture/Parent/Subsidiary/Co-subsidiary/Sister-Subsidiary/ MOU with another party shall not be considered.
- Bids from 'Consortium of Companies' shall not be considered.

**CRITERIA:4**

**Bidder must submit technical proposal as per Special Terms & Conditions of this tender read along with Annexures mentioned therein, along with their Part-A bid, failing which the Bid will be liable for rejection.**

**Note for micro & small enterprises and startups:** Pre-qualification 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 FORM**

Sl. No.	Description	To be filled in by Vendor
	<b>Company Profile</b>	
1	Name of the Bidder:	
2	Address:	
3	PIN Code	
4	Telephone Nos	
5	E mail ID	
6	Details of Contact Person:	
7	Constitution of the Bidder : (Strike out which is not applicable)	Proprietorship/Regd.Partnership/Limited company/Private Limited/Public Sector
8	Date of Registration (Attach copy of Registration Certificate).	
9	Name and address of proprietor /Partners/Directors	
10	Category: i) Whether the entrepreneur comes under the following status (please tick) <b>* In case of Micro/Small pl. enclose Udyam certificate. All MSE bidders shall register / declare their Udyam Registration Numbers 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.</b>	Micro / Small / medium
	ii) In case bidder is an Entrepreneur whether he/she belongs to SC / ST category.	SC / ST
11	PAN No ( <b>Please upload Scanned Copy of PAN card</b> ).	
12	GST Registration No ( <b>Please upload Scanned Copy of GST registration</b> ).	

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13 Details of EMD:  
For NEFT / RTGS: UTR No. Date Payment Receipt / Challan(in original)

14. Details of Profit & Loss Account and balance sheet:  
(Please enclose Scanned copies for the preceding three financial years (duly audited))

15. Have you ever been blacklisted by any Government:  
Departments/Public Sector/ Quasi Government  
Undertaking.

16. 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 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.

Date:  
Place:  
Seal:

Authorised Signatory,  
Name :  
Designation :

Signature :

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**ANNEXURE IV**

**SPECIAL TERMS AND CONDITIONS OF CONTRACT**

**1.1. Overview**

1.1.1. The Fertilisers and Chemicals Travancore Limited (FACT) is presently carrying out its business transactions through the SAP ERP system covering functional areas such as production, sales, accounting, project system, materials, HR etc.

1.1.2. This tender is being floated for procuring services for Development and Implementation of Key Performance Indicator (KPI) Dashboards on the SAP Analytics Cloud (SAC) account, which is being procured by FACT from M/s SAP.

1.1.3. The scope of tender also includes : (i) post-implementation operational training for end-users and (ii) technical training for the IT group of FACT, covering detailed knowledge transfer for enabling them to carry out any future enhancements, additions and maintenance of KPI dashboards independently.

1.1.4. The main objectives of this proposed engagement are:

- Development of KPI dashboards on the SAC account of FACT
- Implementation support for end-users and IT team
- Functional and Technical Help desk during implementation
- Delivery of Functional and Technical Documentation and manuals
- System performance tuning/ monitoring during implementation
- Post-implementation end-user training and knowledge transfer for IT team

**1.2. Development**

1.2.1. The Vendor shall supply the services of expert consultants having necessary technical qualifications as per clause 1.4.3 and domain experience for carrying out the work.

1.2.2. The detailed project scope shall be as per the Technical specifications (Annexure-A) and draft SLA (Annexure-B).

1.2.3. The Vendor shall develop/ deploy dashboards on the SAC services account to be subscribed by FACT. The proposed dashboards shall be based on pre-defined KPIs which are to be generated using ERP data sourced from the

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existing SAP ECC 6.0 (EHP level 8) system of FACT, which includes the following modules:

- Production Planning (PP)
- Plant Management (PM)
- Quality Management (QM)
- Material Management (MM)
- Sales & Distribution (SD)
- Finance & Controlling (FICO)
- Project System (PS)
- Human Capital Management (HR, Payroll, Time office, ESS, MSS)
- Statutory Requirements (Excise, Sale Tax, Customs Duties, etc.)
- BASIS, EP (Netweaver), Solman

1.2.4. Scope of development work shall cover the broad requirements for the proposed Key Performance Indicator (KPI) Dashboards, given in Annexure-A.

1.2.5. The proposed solution shall integrate seamlessly with the existing SAP ECC 6.0 (EHP level 8) system of FACT, including custom developments/ Z-tables developed by FACT to address specific requirements over a period of time.

1.2.6. The proposed solution must be scalable in terms of number of users, entities, transactions, functionalities, new modules, add-ons from the ERP suite, etc.

1.2.7. The proposed solution must be easily maintainable in terms of coding/ configuration standards and methodology used in the development process. The Vendor shall follow industry standard / SAP recommended methodology

**1.3. Implementation**

1.3.1. Scope of implementation services to be provided by the Vendor shall include :

- Testing (unit/ integration testing, user acceptance testing, load testing, etc.)
- Providing access controls and roles to users, user groups and administrators
- Any other activity for successful integration/ implementation

1.3.2. Scope of post-implementation services by the Vendor shall include :

- End-user training for senior level executives of FACT
- Vendor shall monitor Cloud Service and report any instances of excess usage
- Knowledge transfer with technical training for FACT's IT group
- Defect liability period of 2 months.
- User manuals, technical documentation, specification sheets, trouble-shooting/ maintenance guides, etc., written in structured/ drill-down manner.

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**1.4. Project management**

1.4.1. The vendor shall follow SAP recommended project management methodology. Vendor shall prepare and submit a detailed project plan to covering project life- cycle within stipulated time-period including activities, milestones, deliverables (contractual or otherwise), timelines, dependencies, roles & responsibilities etc.

1.4.2. Bidders shall submit along with their offer the skill-set matrix of all the key resources proposed to be engaged for the project, as per format given below.

<i>Functional area/ Role</i>	<i>Minimum no: Resources</i>	<i>Name</i>	<i>Professional experience / Resumes</i>
Project Manager			
Functional team (module-wise)			
Technical team			
Support team			
Training team			

1.4.3. Key resources to be deployed by the Vendor shall have the following desired proficiency levels : a) Project Manager: At least 1 resource with MBA / Graduation in IT/ Engineering Graduate, with Minimum 5 years of experience and at least one year as SAC KPI Dashboard development project manager for any project of an Indian Company ; b) Functional Lead: Graduate in Engineering/ Business Administration/ Master’s in commerce with Minimum 5 years of experience in the relevant business area or module ; c) Functional consultants: Graduate in Engineering or Business Administration or Commerce with Minimum 3 years of experience in the relevant business area ; d) Technical Lead: Professional qualification with at least 5 years total experience. The lead should be thorough and hands-on with SAC KPI Dashboard development, ABAP etc. ; e) Technical Resource: Graduate in Engineering, with Minimum 3 years of experience in the technical areas. Consultants should have experience in SAC KPI Dashboard development and OpenSAP certification; f) Support Team Member : Minimum 3 years of experience in supporting SAP applications with good techno-functional

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knowledge of the solution deployed ; g) Training Team Member : Minimum 3 years of experience in imparting training on SAC KPI dashboard development.

1.4.4. On-boarding of project team shall be done on evaluation and approval of resumes by FACT after personal interaction of project team member with FACT, if required. In case the performance of any team member is found to be unsatisfactory by FACT, then the Vendor shall replace that team member with a person of equivalent or better qualifications/ experience after FACT's approval.

1.4.5. To facilitate communication between Vendor, OEM and the Customer, weekly review meetings will be held by FACT to clarify open issues/ monitor progress.

1.4.6. Vendor will be solely and exclusively responsible for delivery of scope of work assigned to them, including but not limited to quality of services, delay etc.

**1.5. Training**

1.5.1. Vendor shall provide training to FACT as per the indicative training plan given below, making use of Industry standard / OEM recommended training tools :

<i>Particulars</i>	<i>Minimum no: of participants</i>
Overview of the solution developed, scope and its application at Corporate Level	30 Senior executives of FACT
Operation of the solution developed to be conducted live on the SAC account of FACT	
Overview of SAC integration with ECC and administrative aspects of solution developed	10 IT professionals of FACT
Development and configuration of SAC KPI dashboards, live demo, maintenance aspects	
Hands-on training on KPI dashboard development on the SAC account of FACT	

1.5.2. Vendor shall cover all topics in sufficient depth so as to enable the IT group of FACT to achieve going forwards, required competency level for independently handling incremental improvements, enhancements and trouble-shooting.

**1.6. Time schedule**

Time is the essence of this contract. The following schedule indicates the rough timelines of the project. **Scope of work should be completed within 3 months from the date of commencement of work as per our letter of**

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**intent/work order whichever is applicable.** Bidder shall adhere to the given timelines and deliverable milestones and include time-lines as part of its technical proposal.

<i>Sl.no</i> :	<i>Milestone</i>	<i>Time-line</i>
1	Date of Purchase Order, work-to-proceed letter, bilateral agreement (SLA), whichever is applicable	Start-date
2	Resource mobilisation, Setting up of development platform on SAC and ECC integration	1 week
3	Development, testing & configuration of KPI dashboards on FACT's SAC account, User acceptance, Sign-off	9 weeks
4	Deployment, Implementation, Performance tuning, Access control, Documentation/ manuals	1 week
5	Training and Knowledge transfer, Live demo, Go-Live on SAC account of FACT, Post-implementation support	1 week
6	Defect liability period	8 weeks

**1.7. Payment**

1.7.1. The percentage of payment released to the Vendor on successful completion of each milestone is given in the table below.

<i>Sl.no:</i>	<i>Milestone</i>	<i>% of Payment</i>
1	Resource mobilisation, Setting up of development platform on SAC and ECC integration	
2	Development, testing & configuration of KPI dashboards on FACT's SAC account, User acceptance, Sign-off	70 %
3	Deployment, Implementation, Performance tuning, Access control, Documentation/ manuals	
4	Training and Knowledge transfer, Live demo, Go-Live on SAC account of FACT, Post-implementation support	15 %
5	Rectification of defects / minor customizations if any, to the satisfaction of FACT.	15 %

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**1.8. OEM Service**

1.8.1. It is mandatory to provide OEM service towards ensuring smooth & risk-free execution of the project technically. It is an obligation of Vendor to obtain clearance from OEM after due assessments for all milestone completions and implementation of OEM's recommendation within the agreed project timeline with no additional cost. This would be a prerequisite to process invoices of Vendor.

1.8.2. Vendor must provide documentary evidence towards the engagement between SAP and Vendor for the aforementioned OEM services.

**1.9 Security Deposit:-**

The Contractor shall remit 5% of the total contract value for the period of contract as per the work order, as interest free Security Deposit (SD) or furnish a Bank Guarantee from a Nationalised/ Scheduled Bank in the format prescribed by FACT, for equivalent amount within 15 days 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 remitted by the Contractor can be adjusted towards SD, if so desired by him. EMD shall be returned only on remittance of requisite SD.

The SD 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 SD 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.

In case the Contractor fails to submit Security Deposit and execute the required Agreement or fail 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 right to claim damages.

1.10 **GST(Goods & Service Tax):** The rate quoted by the Bidder for all the works as per this tender shall be exclusive of GST. GST, if applicable for the work as per any statutory notification, shall be extra. If the GST is to be paid by the Contractor as per the relevant notification, he shall arrange to remit the same to the concerned authority and FACT shall reimburse the same to the Contractor based on documentary evidence. If the same is to be paid by FACT, the above shall be done by FACT directly.

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**1.11. Liquidated Damages (LD) :**

In the event of any delay in completion of WORK or part thereof as per agreed schedule, due to reasons attributable to the CONTRACTOR , FACT may recover from CONTRACTOR in lieu of liquidated damages, a sum calculated at half of one percent (0.5%) of the Contract Price due to CONTRACTOR for the portion of WORK agreed to be carried out by CONTRACTOR till the date on which the delayed item is due to be completed, **for each week of delay, subject to a maximum of seven and a half (7.50%) percent of total Contract Price.**

**1.12 Termination:**

FACT reserves the right to terminate the contract in part or full in the event of failure or delay on the part of the Contractor to fulfil his obligations in the execution of work as per terms of the Work Order. Evaluation of the Contractor's performance by FACT and decisions taken thereon shall be final and binding on the Contractor.

**1.13 Firmness of Rates:**

**The rates shall be firm throughout the contract period** and not subject to any price escalation. No charge/claim on any account, incidental or otherwise, other than expressly provided in the contract, shall be payable by FACT.

1.14 The contract shall be administered and executed by the Dy. General Manager (IT) of FACT or his authorised representative.

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**ANNEXURE - A**

1. **TECHNICAL SPECIFICATIONS**

1.1. **Overview**

1.1.1. KPI dashboards shall be developed and implemented by the Vendor for FACT covering functional areas including Production, Sales, Materials, Finance, Project System and Corporate office, broadly as per schematics shown in the following sections.

1.1.2. It is to be noted that ZTables corresponding to each KPIs given in the schematics will be available in ECC and should be populated with live data on a daily basis. The scope of tender includes only dashboard development. KPI development in ECC is not included in the scope of the tender.

1.1.3. Schematics shown below are only indicative and the Vendor shall follow their own standard approach in line with industry best practices for the detailed design of the solution after getting approval from FACT. Placement, grouping, formatting, colour scheme, theme, etc., of dashboards/ elements representing KPIs shall be designed by the Vendor.

1.1.4. Schematics shown below are based on dashboards developed on SAP BI/BO system in the year 2010, using technology that is presently obsolete. It is to be noted that BI/BO systems in FACT's SAP landscape are not currently functional and the data for each KPI is to be sourced directly from ECC system of FACT.

1.1.5. ERP data corresponding to each of the proposed KPIs elements, is currently available/ maintained in the ECC system of FACT. Existing SAP based reporting system covers the standard/ custom reports that are generated on day-to-day basis for corporate level and lower levels of FACT management.

1.1.6. The proposed solution shall be designed in a such a way that the figures/ values/ information showcased in proposed dashboards shall be consistent with the corresponding figures/ values/ information that are currently supplied to the management using the existing SAP reporting system of FACT.

1.1.7. Bidder shall clearly indicate in their technical bid as to whether the figures/ values/ information for dashboards will be generated on on-line basis from ECC or on off-line basis at regular intervals (to be specified by the Bidder). In either case, the proposed dashboard screen shall have provision to display the exact date and time at which the KPI information has been

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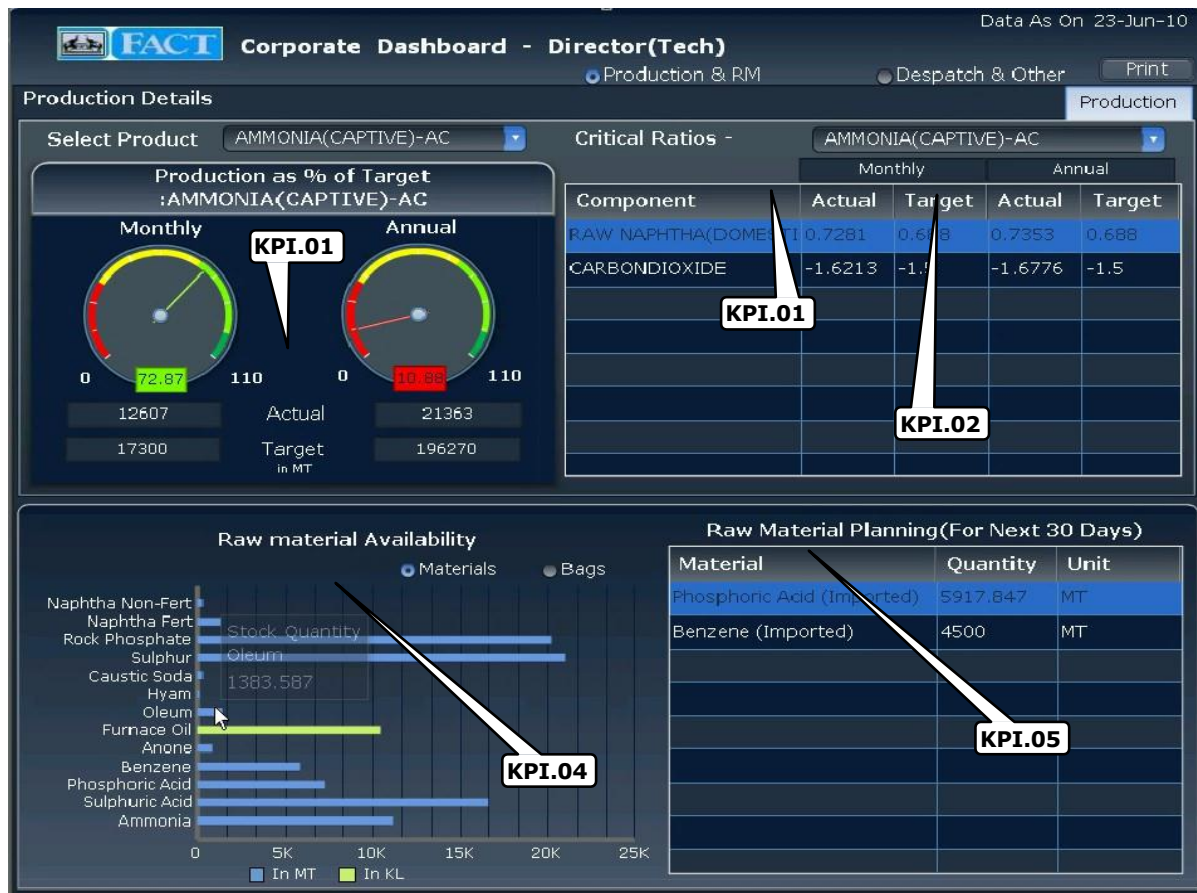
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1.1.8. Bidder shall carefully review the requirements before submitting their Bid.

1.1.9. The Bidder shall specify the following details in their technical bid.

- a) The technical/ functional details of the solution offered including a pictorial overview of dashboard layout/ KPI elements and also the merits/ shortcomings/ limitations of solution, if any.
- b) The details of similar solutions developed for other client organizations and the current status of the same.
- c) The recommended resource requirements namely space, memory and CPU in the cloud for the implementation of all the KPIs.

1.2. **Production**



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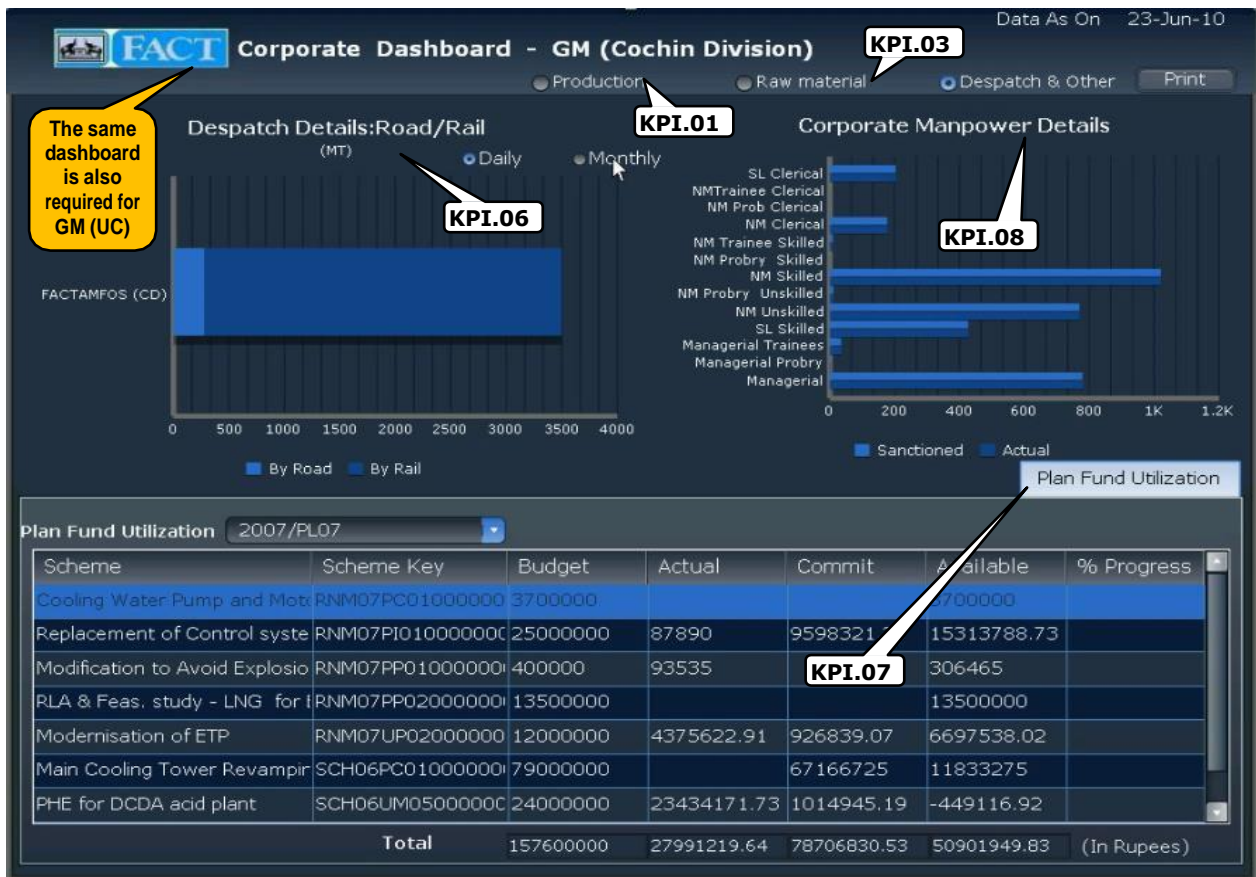
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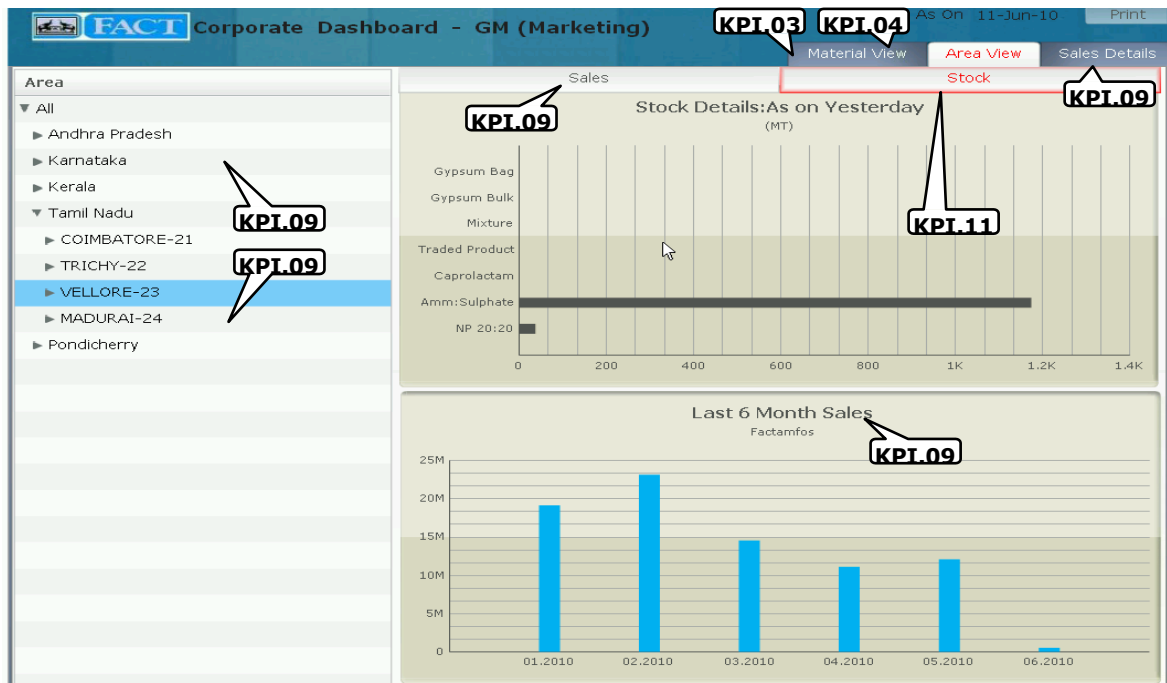
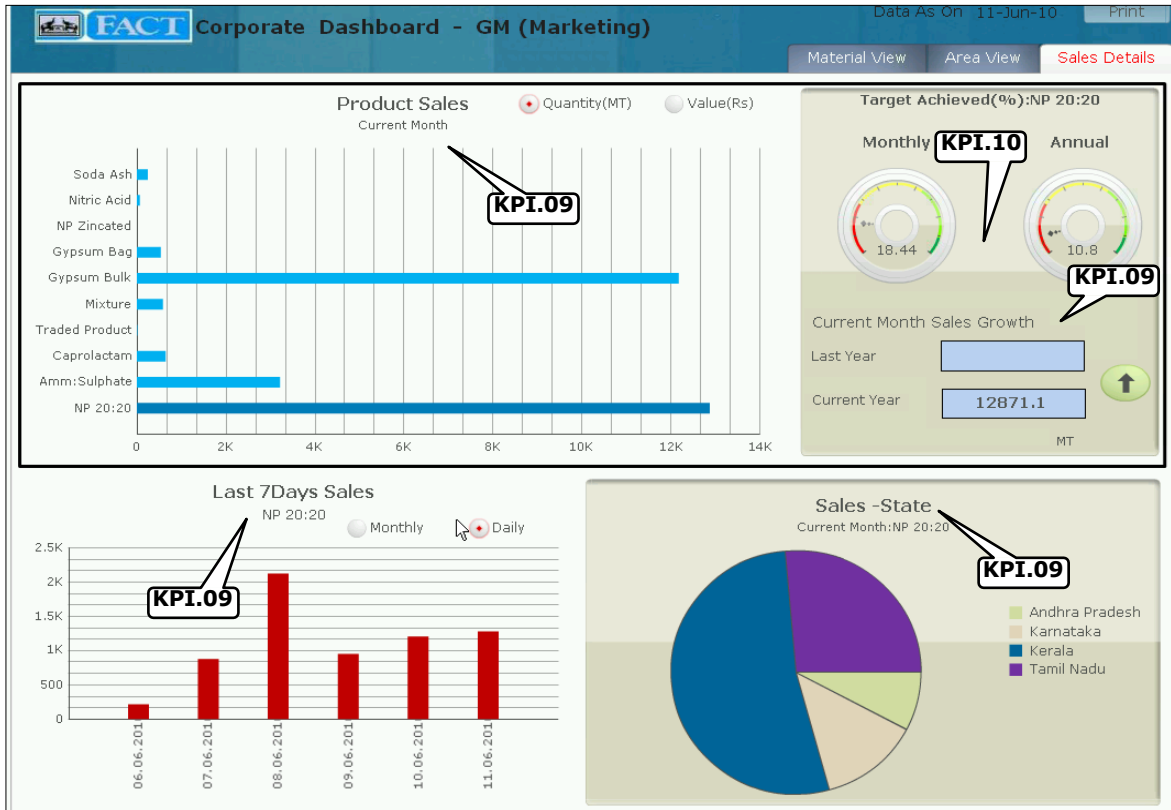


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1.3. Sales



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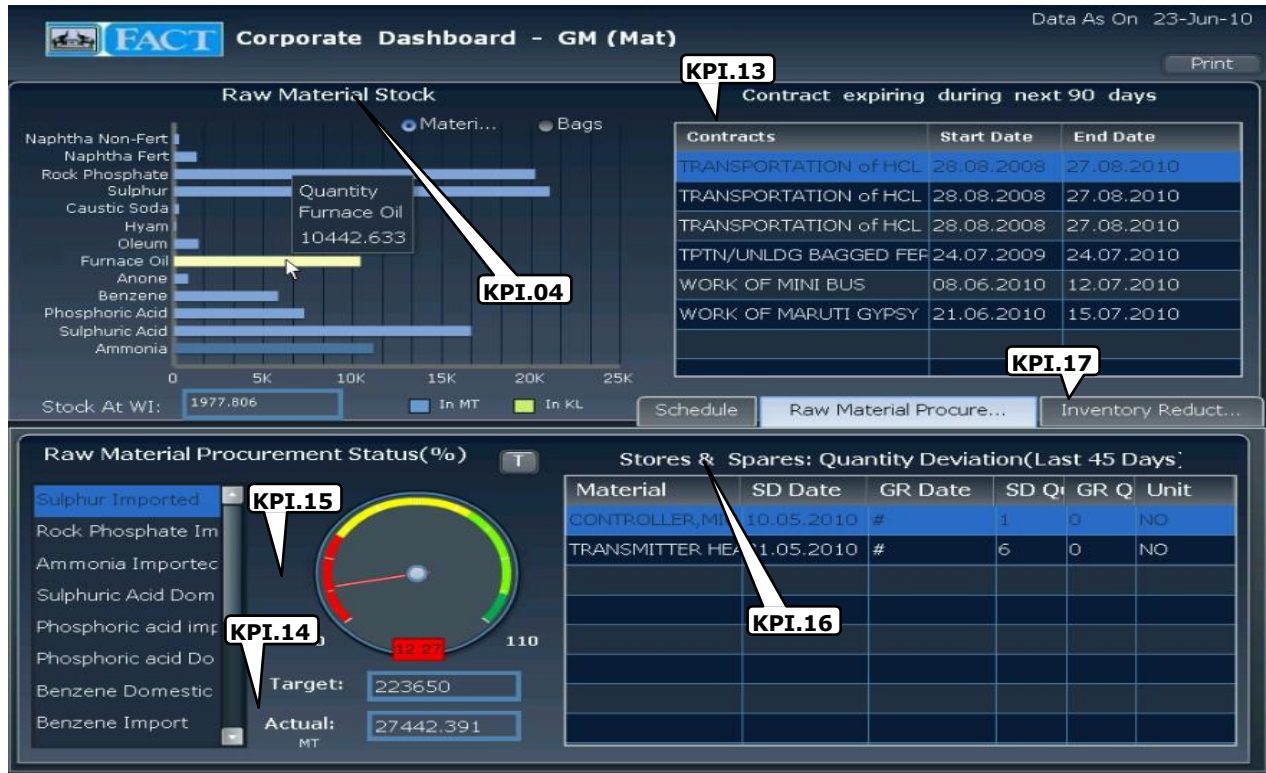
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1.4 Materials



1.5 Finance

RUPEES IN CRORE

28.01.2009

DAILY CASH FLOW STATEMENT - DATE

	SBT	SBI	BOB	SBH	CANARA	DENA	BOI	FOR THE DAY	MONTH	YEAR
<b>SANCTIONED LIMIT</b>										
<b>CASH CREDIT</b>	120.00	60.00	63.00	30.00	21.11	20.70	18.00	332.81	332.81	
<b>TERM LOAN</b>	16.84	12.50	11.83	5.59	4.50	3.89	0.00	55.15	55.15	
<b>TOTAL</b>	136.84	72.50	74.83	35.59	25.61	24.59	18.00	387.96	387.96	
<b>OPENING BALANCE</b>	111.30	69.19	74.10	35.08	24.38	23.26	16.86	354.17	348.74	354.62
<b>RECEIPTS</b>										
Marketing - Fertilisers	0.72	0.05	0.63	1.83	0.38			3.61	124.45	685.92
Subsidy								0.00	77.93	1030.85
Caprolactam								0.00	0.36	96.34
GOI - Plan Loan								0.00	0.00	13.00
GOI GRANT								0.00	0.00	0.00
Gratuity reimb-LIC/FESBF								0.00	0.79	3.31
FEDO/FEW								0.00	0.30	6.89
Others								0.00	1.18	8.14
<b>TOTAL RECEIPTS</b>	<b>0.72</b>	<b>0.05</b>	<b>0.63</b>	<b>1.83</b>	<b>0.38</b>	<b>0.00</b>	<b>0.00</b>	<b>3.61</b>	<b>205.01</b>	<b>1844.4</b>

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\ Finance contd..

PAYMENTS										
Raw Materials	KPI.22									
FLC/LC/TT	13.34							13.34	39.09	382.20
KRL/BPCL								0.00	18.96	341.28
Sterlite								0.00	20.00	310.55
KRL-Benzene								0.00	0.00	0.00
Repaymt-AP MARKFED/KCMS								0.00	61.76	61.76
Cyclohexanone								0.00	0.00	0.00
TCC	0.03							0.03	0.18	3.74
IOC-FO								0.00	8.83	84.74
PP-SPIC/IPL/MRPL/KRIBH/COR								0.00	33.71	279.47
Catalyst								0.00	0.00	2.33
Shipping charges/freight								0.00	0.00	2.28
Electricity								0.00	4.74	46.10
Excise duty/Plan Loan								0.00	0.00	7.76
Customs Duty&Landing fee								0.00	0.82	39.52
Sales Tax								0.00	2.50	16.47
CISF								0.00	0.84	7.30
Staff Related Cost								0.00	5.72	87.44
Packing								0.00	1.59	13.67
Transportation	0.06	0.01					0.16	0.23	17.91	84.36
Insurance								0.00	0.00	0.62
Fixed Deposit refund/Interest								0.00	0.00	0.57
Bank Interest/Charges								0.00	2.20	30.68
Miscellaneous								0.00	1.58	51.15
<b>TOTAL PAYMENTS</b>	<b>13.43</b>	<b>0.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.16</b>	<b>13.60</b>	<b>220.43</b>	<b>1854.00</b>
<b>CLOSING BALANCE</b>	<b>124.01</b>	<b>69.15</b>	<b>73.47</b>	<b>33.25</b>	<b>24.00</b>	<b>23.26</b>	<b>17.02</b>	<b>364.16</b>	<b>364.16</b>	<b>364.16</b>

MAJOR OUTSTANDING DUES

LC POSITION			
BANK	LIMIT	AVAILED	BALANCE
SBT	65.00	0.00	65.00
SBI	24.00	0.00	24.00
SBH	22.50	15.00	7.50
BOB	31.50	21.00	10.50
CANARA	12.00	12.00	0.00
BOI	15.00	15.00	0.00
<b>TOTAL</b>	<b>170.00</b>	<b>63.00</b>	<b>107.00</b>

BG POSITION			
BANK	LIMIT	AVAILED	BALANCE
SBT	15.00	0.99	14.01
SBI	25.00	11.18	13.82
SBH	3.50	3.01	0.49
BoB	5.56	5.09	0.47
BoI	0.94	0.94	0.00
<b>TOTAL</b>	<b>50.00</b>	<b>21.21</b>	<b>28.79</b>

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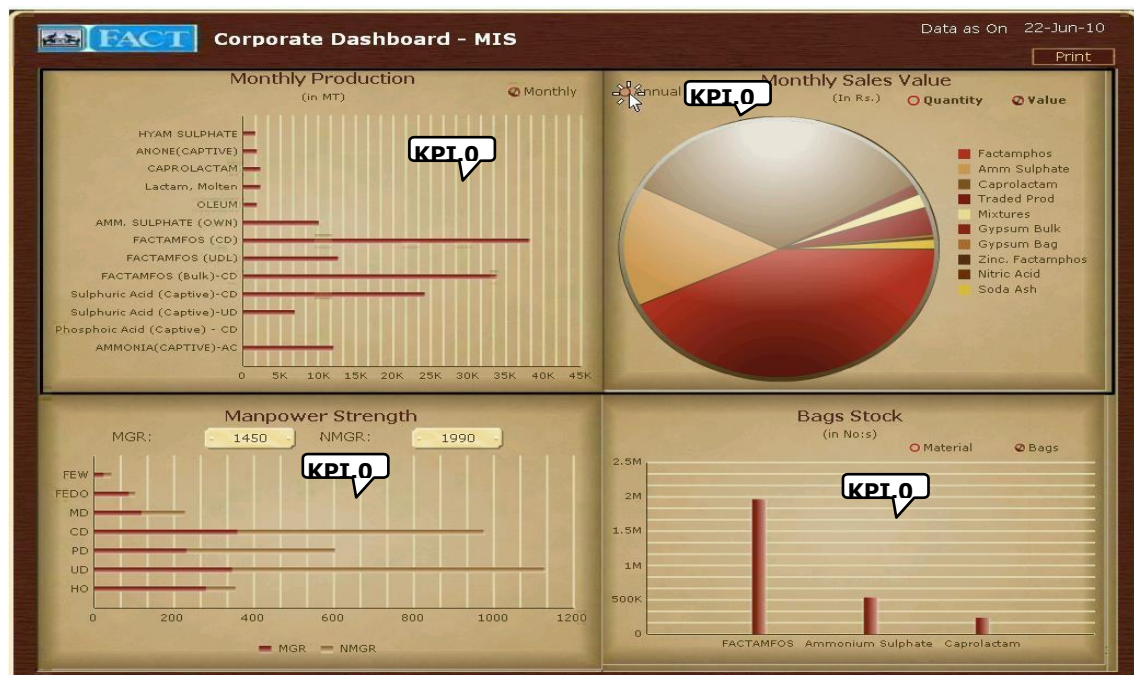


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1.6. Corporate office



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**1.7 KPIs**

**KPI.01 – Daily Production, Division-wise, Product wise for current & preceding year**

Division (UC/CD)	Name of Product/ Intermediate	Date (DD/MM/YYYY)	Production quantity	UoM

**KPI.02 – Monthly Prodn. Targets, Division-wise, Product wise for current & preceding year**

Division (UC/CD)	Name of Product/ Intermediate	Month (MM)	Year (YYYY)	Production target	UoM

**KPI.03 – Raw-material Consumption, Division-wise for current & preceding year**

Division (UC/CD)	Name of Raw-material	Date (DD/MM/YYYY)	Consumption quantity	UoM

**KPI.04 – Raw-material Stock position, Division-wise, Item wise (including bags & WI stock)**

Division (UC/CD/WI)	Name of Raw-material	Date (DD/MM/YYYY)	Stock in hand	UoM

**KPI.05 – Raw-material Requirement, Division-wise, Item wise for next 30 days**

Division (UC/CD)	Name of Raw-material	Date (DD/MM/YYYY)	Requirement quantity	UoM

**KPI.06 – Daily Despatch, Division-wise, Product wise for current & preceding year**

Division (UC/CD)	Name of Product	Road/ Rail	Date (DD/MM/YYYY)	Despatch quantity	UoM

**KPI.07 – Plan fund utilisation**

Division (UC/CD)	Plan fund ref. no:	Scheme name	Budget amount	Actual amount	Committed amount	Available amount	Progress %

**KPI.08 – Corporate manpower details**

Division (All divisions)	Managerial/ Non-managerial	Category name	Sanctioned strength (no:s)	Actual strength (no:s)

**KPI.09 – Daily Sales, State-wise, Zone-wise, Product-wise for current & preceding year**

State name	Zone name	Name of Product	Date (DD/MM/YYYY)	Sale quantity	UoM	Sale value

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**KPI.10 – Monthly Sales Targets, State-wise, Zone-wise, Product-wise current & preceding yr.**

State name	Zone name	Name of Product	Month (MM)	Year (YYYY)	Sales target quantity	UoM

**KPI.11 – Finished goods Stock position, State-wise, Zone-wise, Product-wise**

State name	Zone name	Name of Product	Date (DD/MM/YYYY)	Stock quantity	UoM	Stock value

**KPI.12 – Daily Collection, State-wise, Zone-wise, Product-wise for current & preceding year**

State name	Zone name	Name of Product	Date (DD/MM/YYYY)	Collection amount

**KPI.13 – High-value contracts expiring during next 90 days**

Name of contract	Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)

**KPI.14 – Raw-material procurement for current & preceding year**

Raw-material Group name	Material code	Name of Material	Year (YYYY)	Quantity procured	UoM

**KPI.15 – Raw-material procurement targets for current & preceding year**

Raw-material Group name	Material code	Name of Material	Year (YYYY)	Annual Target quantity	UoM

**KPI.16 – Stores & spares quantity deviation during last 45 days**

Name of Material	SD date (DD/MM/YYYY)	GR date (DD/MM/YYYY)	SD quantity	GR quantity	UoM

**KPI.17 – Non-moving/ Slow-moving Items during last 45 days**

Division (UC/CD)	Name of Material	Item code	Current stock	UoM	Stock value

**KPI.18 – High-value Vendor dues analysis**

PO ref.no:	PO narration	PO Value	Payment due date (DD/MM/YYYY)

**KPI.19 – Credit limits**

Bank name	Sanctioned Cash Credit / Term loan flag (C/T)	Daily limit amount	Monthly limit amount	Yearly limit amount

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**KPI.20 – LC BG limits**

Bank name	Letter of credit/ Bank guarantee flag (L/B)	Limit amount	Availed amount	Balance amount

**KPI.21 – Bank Opening Balance**

Bank name	As on date (DD/MM/YYYY)	O/B amount for the day

**KPI.22 – Receipts and payments**

Particulars	Receipt/ Payment (R/P)	As on date (DD/MM/YYYY)	Amount

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**ANNEXURE B**

**SERVICE LEVEL AGREEMENT (SLA)**

**[Only for acceptance; not to be filled and submitted.**

**Shall be executed during Formal Agreement]**

This Agreement is made on \_\_\_\_\_ day of \_\_\_\_\_ between The Fertilisers and Chemicals Travancore Limited, a Government of India Enterprise, incorporated under the Companies Act 1956, having its registered office at Udyogamandal, Kochi in the State of Kerala, hereinafter called the "Company" which expression unless repugnant to the context shall include executors, administrators and assignees on the one part, and M/s. \_\_\_\_\_ (Name and address of Contractor) hereinafter called the "Contractor" which expression unless repugnant to the context shall include executors, administrators and assignees on the other part,

WHEREAS the Company desires that Services \_\_\_\_\_ (brief description of services) should be provided by the Contractor as detailed hereinafter or as Company may requires;

WHEREAS, Contractor engaged themselves in the business of offering such services represents that they have adequate resources and equipment, material etc. in good working order and fully trained personnel capable of efficiently undertaking the operations and is ready, willing and able to carry out the said services for the Company as per SOW attached herewith for this purpose;

WHEREAS, Company had issued a firm Letter of Award No. \_\_\_\_\_ dated \_\_\_\_\_ based on Offer No. \_\_\_\_\_ dated \_\_\_\_\_ submitted by the Contractor against Company's Purchase Order No. \_\_\_\_\_ and the Contractor accepted the same vide \_\_\_\_\_; and

WHEREAS, the Contractor has furnished to Company the performance security in the form of \_\_\_\_\_ for ₹ \_\_\_\_\_ (being 5% of the Total Contract Value).

All these aforesaid documents shall be deemed to form and be read and construed as part of this agreement/contract. However, should there be any dispute arising out of interpretation of this contract in regard to the terms and conditions with those mentioned in Company's tender document and subsequent letters including the Letter of Intent and Contractor's offer and their subsequent letters, the terms and conditions attached hereto shall prevail. Changes, additions or deletions to the terms of contract shall be authorized solely by an amendment to the contract executed in the same manner as this contract.

NOW WHEREAS, in consideration of the mutual covenants and agreements hereinafter

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contained, it is hereby agreed as follows –

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. In addition to documents herein above, the following Sections and Annexures attached herewith shall be deemed to form and be read and construed as part of this agreement viz.:
  - (a) PART-I indicating the General Conditions of this Contract;
  - (b) PART-II indicating the Schedule of work, unit, quantities & rates;
  - (c) PART-III indicating the Special Conditions of Contract;
3. In consideration of the payments to be made by the Company to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Company to provide the Services and to remedy defects therein in conformity in all respect with the provisions of this Contract.
4. The Company hereby covenants to pay the Contractor in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS thereof, each party has executed this contract at Udyogamandal, Kochi, Kerala as of the date shown above.

Signed, Sealed and Delivered,

For and on behalf of Company  
(THE FERTILISERS AND CHEMICALS TRAVSCORE LIMITED)

For and on behalf of Contractor  
(M/s. \_\_\_\_\_)

Signature:

Signature:

Name:

Name:

Status:

Status:

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

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**Annexure-V**

**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.

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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.

**02. SECURITY DEPOSIT :**

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.

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

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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.

**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

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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.

**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 debaring from participation in future tenders.

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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.

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.

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**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:**

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](http://www.fact.co.in). Contractors shall make themselves aware and also ensure compliance of the same.

PRPD. BY:

CHKD. BY:

APPRD. BY:

DATE: 12.01.2024



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FACT  
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FACT*

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**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.

PRPD. BY:

CHKD. BY:

APPRD. BY:

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FACT*

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**ANNEXURE- VI**

**COMPLIANCE STATEMENT**

We state that our offer against Enquiry No. MM/181/E28792 dtd 12.01.2024 is in full compliance with the documents issued against the Enquiry No: MM/181/E28792 dtd 12.01.2024 without any deviations and we have read and understood the Notice Inviting Tender, Scope of Work, Instructions to Bidders, Schedule of operation 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:

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**FERTILISERS AND CHEMICALS  
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FACT**

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**ANNEXURE VII**

**PROFORMA OF UNPRICED COPY OF PRICE BID**

(To be submitted with Part-A Bid)

Sub: **Services for Development of KPI Dashboards on SAP Analytics Cloud account of  
FACT** as per the Tender No. **MM/181/E28792 dtd 12.01.2024**

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

We here by quote our competitive rate as below for the work cited below in compliance with the enquiry documents without any deviation.

<b>SI No.</b>	<b>Item Description</b>	<b>Estimated Quantity</b>	<b>Unit</b>	<b>All inclusive rate (Rs. Per Unit- Excluding GST) Indicate "QUOTED"</b>
1	Hiring of Services for SAP Analytics on Cloud (SAC) as per attached scope of work and terms and conditions.	1	AU	

*GST shall be extra as applicable based on statutory notifications.*

We have read and understood the Notice Inviting Tender, Instructions to Bidders and Terms and Conditions of this enquiry and hereby confirm our acceptance to the same.

Name of the Bidder  
(In block letters)

Signature of the Bidder

Place:

Date:

Seal

PRPD. BY:

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**ANNEXURE -VIII**

**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) and Quote the rates in BoQ

PRPD. BY:

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Transport Services

**FERTILISERS AND CHEMICALS  
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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-683501.

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 of .....and 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 confirm 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.

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

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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 here under 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 of .....Two thousand and Twenty Four.

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 FERTILIZERS AND CHEMICALS TRAVANCORE LIMITED(F A C T), 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 F A C T) 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 F A C T for the due performance of work as set forth in the Work Order No..... dtd ..... 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 payment to be made by F A C T mentioned in the aforesaid Work Order No.....dated..... 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 contract as if the same had been fully set out herein and F A C T 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, F A C T will pay to the Contractor at the time and in the manner set forth in the aforesaid work order and in the Annexures 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 from .....

THE SAID CONDITIONS shall be read and constructed 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 Agreement 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 conditions shall be returned to the contractor.

IN WITNESS thereof the Contractor, ..... and ..... of The FERTILISERS AND CHEMICALS TRAVANCORE LIMITED, for and on behalf of the Company have hereunto set their hands this day and year first above written.

Name and address of the Contractor

In the presence of witness:

(with seal)

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