



Garden Reach Shipbuilders & Engineers Ltd

(A Govt. of India Undertaking)

BAILEY BRIDGE DEPARTMENT

61, GARDEN REACH ROAD, KOLKATA-700 024

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CIN: L35111WB1934GOI007891

GST No. 19AAACG9371K1Z4

NOTICE INVITING TENDER (NIT) through E-Procurement Mode

NIT No.: BB/SK/LTE/23-24/TLA/01/ET-1988

Dt.10.07.2023

Garden Reach Shipbuilders & Engineers Limited is a leading Warship Builders and Engineering Product Company for its Bailey Bridge Department invites registered and developed subcontractors to submit bids through E-Procurement mode for carry out the Load Testing & Certification of EOT Cranes, Passengers lift at CDO building and lifting appliances installed at GRSE 61 Park Unit premises.

LIMITED TENDER ENQUIRY: ONLY FOR REGISTERED AND DEVELOPED VENDORS.

Job Title: Biannual rate Contract (BRC) for carry out the Load Testing & Certification of EOT Cranes, Passengers lift at CDO building and lifting appliances installed at GRSE 61 Park Unit premises.

Tender Issuing Dept: BB Purchase Cell, 61 Park Unit.

Note: "This notice is being published for information only and is not open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected procuring Entity's registered suppliers. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future may apply for registration with Procuring Entity as per procedure"

ARTICLE 1: SCHEDULE OF CALENDAR DATES

SCHEDULE		
Pre- Bid Meeting		
Tender Due Date	17-07-2023	12:00 hrs.
Tender Opening Date (Part I)	17-07-2023	16:00 hrs.
Offer Validity Period minimum	120 days from Tender due date	

ARTICLE 2: COMMERCIAL REQUIREMENT FOR THE NIT

FEES / DEPOSITS	
PBG	3 % of Order Value
Liquidity Damage	5 % of unexecuted job
Billing Frequency	On Completion Job in phase wise/ MRS/ ICGRN / BTN
Evaluation of L1	Totality Basis



ARTICLE 3: ANNEXURE FORMS PART OF THIS TENDER

Annexure I	Statement of Technical Requirement (SOTR) and Special Terms and Conditions
Annexure II	GRSE Standard Terms And Conditions (STAC) with Appendices-A to G (please refer (www.grse.in) website for details.
Annexure III	Guidelines for submission of Bank Guarantee
Annexure IV	Proforma of Bank Guarantee towards satisfactory performance
Annexure V	Format for Bond of Undertaking
Annexure VI	Format for – Non-Disclosure Agreement (please refer www.grse.nic.in)
Annexure VII	Format for Indemnity Bond.
Annexure VIII	Checklist for Bill Submission.

ARTICLE 4: DOCUMENTS TO BE UPLOADED

1	Technical Acceptance format as available with NIT after being downloaded and filled up as per E-Procurement mode
2	Commercial Acceptance Format as available with NIT after being downloaded and filled up as per per E-Procurement mode
3.	Price Bid format as available with NIT after being downloaded and filled up as per E-Procurement tendering mode.

ARTICLE 5: PLACE OF WORK & FACILITIES:

Vendor must follow all the rules and regulations for working inside GRSE premises which are available at website: www.grse.in > Tender > Enclosures Related to Tenders of Sub-Contracting > All Appendices available.

The work is to be carried out by the contractor at 61 Park Unit premises utilizing their own resources and facilities including all consumables and labour at no extra cost. Measuring weights to be provided by GRSE collected from others Units, transportation arrangement to be provided by vendor for collecting required weights one GRSE Units to others GRSE Units in case required.

ARTICLE 6: JOB EXECUTION & DELIVERY CLAUSE

Carry out the Load Testing & Certification of EOT Cranes, Passengers lift at CDO building and lifting appliances installed at GRSE 61. Park unit premises.

ARTICLE 7: WARRANTEE CLAUSE

Warranty of the job: Applicable

ARTICLE 8: PRICE

Price quoted will be firm and fixed for the entire contract period till completion of supply of materials and for the period of one year from purchase order date. **Price is to be quoted with all taxes & duties in E-Proc Mode.** No escalation whatsoever will be considered under any circumstances within the stipulated period of contract.

ARTICLE 9: ESCALATION



No Escalation will be applicable.

ARTICLE 10: UNREASONABLE QUOTES

In case the price of L-1 Bidder found to be unreasonable low and/or express desires to withdraw from the tender then such bid will be cancelled and EMD will be forfeited and may be evaluated for tender holiday by the Company.

However, in case the L1 Bidder agrees to take-up the job with such unreasonable low quote, say lower by 30% of estimate and also if the difference in price between L1 & L2 is 30% or more then Company may consider such request of the Bidder as a special case subject to the Bidder agreeing to give Security Deposit of 20% of the PO value.

ARTICLE 11: OFFER VALIDITY

Offer is to be valid for 120 days from the date of opening of Part-I bid i.e. Techno-commercial bid. Under exceptional circumstances GRSE may request for extension of price validity, beyond 120 days against valid reason.

ARTICLE 12: CONDITIONAL OFFER

Conditional offers w.r.t. SOTR will not be accepted. However, in case of bidder wish to deviate on any/ same commercial Terms & conditions, then separate deviation statement has to be uploaded along with Part-I bid. However, GRSE reserves the right to accept / reject the deviations / bid with deviations after giving reasonable opportunity to the Bidder. If the deviation is acceptable to GRSE then suitable loading for such deviation on the price quoted by the bidder will be considered prior to determine the L1 price.

ARTICLE 13: DETERMINATION OF L1

L1 will be decided on Totality Basis through Online E-PROCUREMENT Portal Only.

ARTICLE 14: OPENING OF BIDS

Part I techno-commercial bid will be opened on the date declared in NIT. Part II bid will be opened post techno-commercial evaluation by GRSE. Price bid of only those who qualifies techno-commercially will be opened. Opening date of Price Bid will be intimated accordingly to all qualified bidders. Disqualified bidders, either during technical assessment or commercial discussion will also be intimated about their non-consideration for farther processing. If any bidder qualifies for trial order, price bid of the bidder shall not be opened prior to successful completion of trial.

ARTICLE 15: MICRO & SMALL ENTERPRISES

Purchase preference may be given to eligible Micro and Small Enterprise Firms as per MSME Act provided, the tendered job is listed in their MSE document. (Detail at Clause 1 of STAC)

ARTICLE 16: AWARDING JOBS TO MULTIPLE BIDDER

GRSE at its discretion may engage multiple Suppliers/sub-contractors to maintain & in the interest of the delivery/construction schedule. (Detail at Clause 2 of STAC)

ARTICLE 17: ADDITIONAL BRC ORDER CLAUSE:



GRSE may order Additional requirement Quantity of each line items based on the performance of the established BRC Vendors within the validity period of Rate Contract.

ARTICLE 18: INSTRUCTION TO THE BIDDERS

- a. Before submitting a bid, bidders are expected to examine the Bid Documents carefully, if they desire, may visit the work front, fully inform themselves of existing conditions and limitations including all items described in the Bid Documents. NO consideration will be granted for any alleged misunderstanding or the materials to be furnished, work to be performed or actual considerations to complete all work and comply with conditions specified in the Bid Document.
- b. Any qualified deficiency, errors, discrepancies, omissions, ambiguities or conflicts in the Bid Documents, or there be any doubts as to the meaning of a provision or requirement shall immediately brought to notice of GRSE Tendering Dept. in writing not less than 07 days prior to bid closing date.
- c. It is understood that in receiving this bid, GRSE assumes no obligation to enter into a contract for the WORK covered by this bid request. GRSE reserves the right to reject any and all unqualified proposals or waive irregularities therein. GRSE reserves the right to evaluate each and every proposal and accept the whole or any part of the tender and the Tenderer shall be bound to perform the same at the rates quoted.
- d. GRSE also reserves the right to reject any and all bids and accept the bid, which in its opinion, appears to be most advantageous to GRSE. Receipt and review of this Bid Request constitutes an agreement of confidentiality between GRSE and each of the contracting Firms preparing its Bid. GRSE reserves the right to change the form of this request to Bids, or make clarifications thereto, within a reasonable time before date of submission of Bids.
- e. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within 03 calendar day from the day bid document was made available to public. Failure of a bidder to object in the manner set forth in this paragraph shall constitute and irrevocable waiver of any such objection.
- f. Job is to be carried out as per SOTR and instruction of the Engineer in-charge.
- g. Post submission of Tender, such drawings and technical information are to be physically returned. Also, all soft copies are to be destroyed and a self-certification to be submitted during CNC. Failing which the processing of bid will not be continued.
- h. Bidder is allowed to submit only one Bid under any capacity / status.
- i. **E-mail Address for communication:** Vendor to provide e-mail address to enable faster communication.
- j. Difficulty in submitting the bid:
 - a. Any query/difficulty in understanding of SOTR or other technical Terms may be got clarified from the "Manager" Email ID: Kumar.Satyajeet@grse.co.in, Mob: +91 7003939625" prior to submission of offer.

ARTICLE 20: BID REJECTION CRITERIA

Following bid rejection criteria may render the bids liable for rejection:

- (a) Bidder's failure to furnish sufficient or complete details for evaluation of the bids within the given period which may range in between two to three weeks depending on the deficiencies noticed in the drawings / technical data which shall not however conflict with validity period.
- (b) Incomplete / misleading / ambiguous bid in the considered opinion of the Technical Negotiation Committee (TNC) of GRSE.
- (c) Bid with technical requirements and/or terms not acceptable to GRSE / Customers / External agency nominated, as applicable.
- (d) Bid received without qualification documents, where required as per the tender.
- (e) Bid not meeting the pre-qualification parameters / criteria stipulated in the Tender Enquiry.
- (f) Bid with validity expiry date shorter than that specified in the Tender Enquiry.
- (g) Bidders who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.



ARTICLE 21: SUBMISSION OF BID

- (a) Last date of submission of Bid / Date of opening of bid is indicated in Tender Document. Tender is liable to be rejected if all the requisite documents are not enclosed with the Part I, Techno-Commercial offer.
- (b) Date of opening of Part II offer i.e. Price Bid will be notified to all Techno-Commercially qualified bidders in due course after conclusion of TNC/CNC meetings and acceptance of Techno-Commercial offer. After opening of e-Price bids, the techno-commercially qualified bidders can view the System Generated Price Comparison Sheet from their own portal.
- (c) GRSE reserves the right to accept / reject any Tender in full or in part without assigning any reason.
- (d) Acceptance Format Matrix should be filled up and attached with techno-commercial bid as marks of acceptance of NIT/SOTR/STAC. In case of non-receipt of filled in STACs acceptance format matrix, it would be presumed that you have accepted all our terms & conditions as per GRSE tender until & unless deviation is specially mentioned in offer.

Satyajeet Kumar
Manager (BB/Production)
Email: Kumar.Satyajeet@grse.co.in

Annexure-I

SCOPE OF WORK (SOTR)



(SOTR) AND TERMS AND CONDITIONS FOR LOAD TESTING CERTIFICATES FOR LIFTING APPLIANCES

CLAUSE NO.1:

- (a) Scope of work includes provisioning of load testing certificates for lifting appliances at GRSE 61 Park signed by the competent authority.
- (b) The contractor should attend to the requirement projected by this organization and provision for the load testing certificates within 05 working days of receiving call through telephone, email, etc.
- (c) During the period of the contract, the vendor shall so schedule his work so as to visit the GRSE 61 Park premises within 01 day of receiving call through e-mail, telephone etc.
- (d) Contractor should arrange spray of latest chemicals / implementation of other controlling measures for control of lizards, scorpions, snakes, honey bees (including removing of nests), wasps (including removing of nests), frogs and other insects / reptiles etc. at any area inside 61 Park as and when required and on the same day of reporting.
- (e) Contractor should arrange to remove such pests / reptiles from 61 Park. In this regard all the safety needs / chemicals / tools and tackles / transportation and outside the gate problems / disposal / other men and material are under the contractor's scope and responsibility.
- (f) Distinct effort to be made to control mosquitoes, larvae and pupae inside 61 Park premises.

CLAUSE NO.2: JOB EXECUTION SCHEDULE

Mobilisation Period: 01 day from the date of PO/LOA/letter.

Job Starting Date: Job is to be started within 01 day from the date of issuance of written information by Engineer In-charge/HOD of respective project/department/unit.

Period of Contract: 24 months. Please note time is the essence of this PO/Contract. Contract price should be valid over the period of contract.

CLAUSE NO.3: JOB EXECUTION

Job is to be carried out strictly as per SOTR and in case of doubt, instructions of the officer in-charge are to be followed. Payment to be carried out as per actual job carried out as mentioned in the countersigned Work Done Certificate.

CLAUSE NO.4:

The contractor should have sufficient experience in load testing of lifting appliances in Govt / Pvt Sector.

CLAUSE NO.5:

Scope of work to include through examination of lifting machines, chains, ropes or lifting tackles. Annual & Half Yearly Test, through examination & Certification of all Lifting Appliances (including passenger lift) at GRSE 61 P Unit.

Testing & Certification by the competent person (Certified by the Directorate of Factories, Government of West Bengal).



Certification as prescribed under rule 56 of WB Factories Rules, 1958 (& as amended in April 1986).

Annual load testing & examination of lifting appliances & tools/tackles (including passenger lift) under statutory requirements of Factories Act 1948, Sec 28, 29. Issuance of Test Certificates by Competent person.

Test Date & next date of testing to be written / marked by colour paint on each items body or sticker may alternatively be used.

CLAUSE NO.6: PRICE

Price quoted will be firm and fixed for the entire contract period till completion of work awarded during valid contract period of 24 months. Price is to be quoted without taxes. Applicable GST is to be indicated separately in the Invoice and will be paid extra.

CLAUSE NO.7: UNREASONABLE QUOTES

In case the price of L-1 Bidder found to be unreasonable low and/or express desires to withdraw from the tender then such bid will be cancelled and extant GRSE rules/ orders will be followed. However, in case the L1 Bidder agrees to take-up the job with such unreasonable low quote, the contract is to be awarded to the bidder under the extant GRSE rules/ orders.

CLAUSE NO.8: CONDITIONAL OFFER

Conditional offers w.r.t. SOTR will not be accepted. However, in case of bidder wish to deviate on any/ same commercial Terms & conditions, then separate deviation statement has to be uploaded along with Part-I bid. However, GRSE reserves the right to accept / reject the deviations /bid with deviations after giving reasonable opportunity to the Bidder. If the deviation is acceptable to GRSE then suitable loading for such deviation on the price quoted by the bidder will be considered prior to determination of the L1 price.

CLAUSE.9: TOTAL AREA OF WORK:

The contractor is to be responsible for all lifting tools & appliances required for load testing & certification inside GRSE 61 Park including passenger lift.

CLAUSE.10: SUPERVISION

The contractor must provide a fully responsible site in-Charge / Supervisor at all times during the load testing activities. The person concerned should be Govt. Certified capable of monitoring and controlling the load testing & certification activities. The person concerned to be responsible for putting up invoice and work done certificate in correct format as per the work carried out.

1. Tentative Quantity of work activity is as under

- a) To meet the urgent requirement of the above subject we need to float fresh limited tender enquiry through E-Procurement Nic. tendering processes for the short period of 05 days instead of 10 days. normal duration of E-Procurement tendering process, for smooth carry out the Load Testing and Certification of EOT Cranes, Passenger Lift and lifting tackles at GRSE 61 Park. as following table below:



SI no	Description	Quantity in Nos.	Unit	Requirement (in Years)
(i)	Test & Certification of EOT Cranes.	24	EA	02 years
(ii)	Test & Certification of Passenger Lift at CDO Building.	4	EA	02 Years
(iii)	Test & Certification of lifting tackles.	100	EA	02 Years

2. **Mobilization Time:** 07 working days mobilization time to complete the formalities to work inside 61 Park, bring consumables and depute manpower from the date of placement of PO.
3. All safety measures including use of necessary safety gadgets etc. are to be ensured by the Contractor while working at site. Contractor must provide his employees I.S marked safety gears like safety belt (Full body harness I.S 3521), safety shoe (I.S 15298-Part II/2002), safety helmet (I.S 2925), safety goggles, fume and dust mask etc. as applicable to the related job and approved & further proposed by GRSE safety department. Use of safety net is compulsory wherever applicable. Also, the contractor and his employees must obey the guidelines given by safety department from time to time and attend safety training classes / meetings arranged by GRSE.
4. Vendor's special responsibility: -
- a) In case of an accident, the arrangement and expenses towards medical treatment including hospitalization, compensation (as desired by appropriate Government authority and within earliest possible time), of the employee concerned would be met by the contractor. The contractor must maintain the entire relevant document for those, record of relief that has been provided additionally to him, so that same can be presented to appropriate Government authority on demand. Contractor must inform GRSE about latest development on this from time to time.
- b) The contractor must immediately inform about the accident to Works dept., safety dept... And GRSE Medical dept. (in case of injury) of main yard also gives a written report immediately to works department describing the incident in detail with name & residential address of witness. Also 'Notice of Accident' in prescribed form (Form No. 16/18 as applicable) to be prepared jointly by the contractor, Works department and safety department without any delay, so that the notice can reach to appropriate Government authorities within prescribed time limit (after endorsement by GRSE positively).
- c) Further supplementary report to be prepared as per procedure same as written above in SI.No. (b) And sent to appropriate Government authority if the injured person does not return back to work within 20 days or dies afterwards.
5. Gate Entry of Materials: All the sub-parts, materials, consumables, tools and tackles to be entered in GRSE by separate challans and positively endorsed by GRSE gate office/ security office and a copy is to be submitted in the BB department.
6. Records to Be Maintained by The Vendor:
- a. Attendance of all people deputed for the load Testing and certification of the lifting appliances.
- b. GRSE FREE Issue Material status.



- c. Records to be endorsed by concerned GRSE representative and submitted with the monthly bill for bill passing.

7. Idle Time Compensation: No idle time compensation shall be paid by GRSE to the vendor.

8. Important Terms and conditions for Sub-Contract vendors :

- a. Indemnity Bond, Non-Disclosure Bond, Bond of Undertaking, Non-Competitive bond, Integrity Pact (if applicable) and insurance must be submitted within 07 working days from the Date of Issue/received of PO by the vendor.
- b. When Raw Material is available and GRSE BB had given written permission to collect the Material along with PO. Free Issue Material must be collected within 12 working days from the Date of Issue/received of PO by the vendor from GRSE BB Stores after submission of Bonds. However, on written intimation by GRSE BB and in case of urgent requirements, Free Issue Material must be collected within 05 working Days from date of intimation after submission of bonds from GRSE BB Stores.
- c. All sub-contract vendors must report before 10.00AM on working days for collection of Free Issue Material with all relevant documents and information.
- d. All Quality inspection calls must be given at least 01-day advance.
- e. All above points must be strictly compliance otherwise, GRSE May take suitable actions as per STACs.

4. Identification Markings on GRSE Bailey Bridge components & Stenciling Clause :

- i. Finished component should be clearly **Embossed/ Engraved/Steel punched and thereafter Stenciled** with the following Identification markings at proper location, as per the instruction of GRSE Bailey Bridge dept.

- | | | |
|--------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> | Company Name | : GRSE |
| <input type="checkbox"/> | Component Nomenclature | : |
| <input type="checkbox"/> | Part no. | : |
| <input type="checkbox"/> | Month & Year of Certification/Service | : MM/YY |
| <input type="checkbox"/> | Serial No. | : To be obtained from BBQA. |
| <input type="checkbox"/> | Vendor ID* (refer note below) | : Last 04 digits of SAP Vendor Code. |

5. **WARRANTY:** All the tested equipment should be guaranteed for **12/06 months** (12-Months for EOT Crane and 6-Months for Passenger Lift) from the date of ICGRN/Load testing/Certification. In case of any defect, if detected/reported within the Guarantee Period, the same shall be rectified by the contractor free of cost at place where components are kept isolated or at site, due to defective workmanship with respect to its application.

6. Vendors should note that our requirements are very specific in nature to comply with the delivery commitments to our customers. Hence, they are requested to quote their delivery schedule in strict confidence to meet our above delivery schedule.

7. **TESTING PLACE:** Items/equipment's are to be tested to our GRSE 61 Park Unit by the vendor at vendor's cost.



8. Billing Process: Vendor to indicate following:

1. Challan-cum-Invoice **(06 Copies)**, GST No. of the Vendor & GST No. Of GRSE: 19AAACG9371K1Z4.
2. Checklist for Bill Submission.
3. Bill must contain the Material Code and Material Descriptions as mentioned in the PO.
4. Security Gate stamped Delivery Challan duly received by BB Store (06 Copies).
5. Original ICGRN/WDC/SES.
6. Original PO ink Signed copy for first bill only.
7. Monthly statement indicating the Raw Material issued and finished component supplied.
8. GST Invoice may be submitted without MRS Clearance, subjected to retention of 5% of Invoice Amount by GRSE and which will be released after submission MRS Clearance report.
9. Audit Certified MRS Copy.
10. Statement showing cumulative supply of the finished items against each line item mentioned in the PO.
11. BTN must be generated at Gate No.1, GRSE 61 Park Unit within 02 months from the Date of GST Invoices.



STANDARD TERMS & CONDITIONS (STAC) OF PURCHASE

1. MICRO & SMALL ENTERPRISE:

- a. For 20% value of a tender, purchase preference to the tune of 15% to be accorded to all participating MSEs in that particular tender subject to acceptance of lowest quoted price. (This clause is applicable only when the job is divisible in nature and can be distributed to more than one vendor subject to tender terms).
- b. In case of multiple bidders falling under the above category, purchase preference to be accorded in equal proportion within a limit of quantity allocated for this purpose as above.
- c. In case of such MSE is owned by SC/ST category entrepreneur, then that organization will be entitled for 4% out of 20% reserved for this purpose and of equal proportion of the 16%.
- d. MSEs will also be entitled for following benefits:
 - i. Tender documents will be issued free of cost.
- e. Document part II of Entrepreneur memorandum (EM-II) must be submitted along with the offer for such preference to claim the benefit.
- f. Guidelines regarding procurement from MSME units may be referred to, if any.

2. DISTRIBUTION OF SUPPLY ORDER TO MULTIPLE VENDORS IS NOT APPLICABLE.

3. PAYMENT TERMS:

100% Payment with 100% tax will be made within 30 days of submission of clear bill supported by ICGRN WDC/SES only against submission of PBG as per GRSE format. Payment will be made through ECS only.

OR

97% Payment with 100% tax will be made within 30 days of submission of clear bill supported by ICGRN. 3% of value of the order will be retained from the bill of the supplier & will be released after expiry of the guarantee period from the date of ICGRN/WDC/SES .Payment will be made through ECS only.

4. PERFORMANCE GUARANTEE:

- a. A Performance Guarantee of 3% of value of the order in the form of Bank Guarantee of any RBI scheduled Bank (Other than Co-operative Banks) as per GRSE's approved format will be furnished by the supplier within 2 weeks from date of Supply of materials. This guarantee is to remain valid for the entire guarantee period from the date of ICGRN/WDC/SES. OR
- b. Alternatively, 3% of value of the order will be retained from the bill of the supplier & will be released after expiry of the guarantee period from the date of ICGRN WDC/SES.

5. LIQUIDATED DAMAGE: For delay in delivery, Liquidated Damage (L/D) will be imposed @ ½ % per week or, part thereof on the undelivered portion of the materials, subject to max 5% of the total value of the order. Vendor should note that, in case any material is rejected on receipt at our stores before issue of ICGRN, the delivery date of the same will be considered on the date of actual successful replacement/ due- rectification of the concerned materials by the vendor.

6. Special Contingency Policy of Insurance”(as applicable) may be taken by the sub-contractor / firm with appropriate value coverage for free issued materials, keeping GRSE as the beneficiary for the underlying risk



- a) Strike industrial unrest, riot (SRCC), fire, flood, earthquake and other natural calamities.
- b) Burglary & theft in contractor / sub-contractors premises.
- c) Material in transit.
- d) Bad workmanship and wastage / spoilage of materials thereby.
- e) Blockage of materials in the contractor/sub-contractor's premises due to prolonged Lock-out and other. Force Majeure conditions which affected the production and financial condition of GRSE.
- f) Infidelity of the contractors.

The insurance documents to be submitted by the sub-contractors /firm before lifting of raw materials and others.

In case of Special Contingency Policy of Insurance" may be taken by GRSE with appropriate value coverage for free issued materials, keeping GRSE as the beneficiary, for the above stated risk, insurance premium will be recovered from the sub-contractors/firms

Notarised Indemnity Bond of undertaking will be submitted within 7 days of placement of Purchase order to collect the free issue materials."

7. GRSE may demand for Bank Guarantee (BG) of equivalent amount (INR) of the cost of the Steel Raw Material Issued to the Vendor Or Vendors May submit the single Bank Guarantee (BG) for Steel Raw Material Issued to them on yearly basis for equivalent amount in INR of average Work In progress Steel raw Material at vendor's premises.
8. **RISK PURCHASE:** In case the progress of work is not found satisfactory and the contractor fails to maintain the delivery schedule, GRSE reserves the right to get the work done through alternative sources at the risk and cost of the contractor/vendor. " GRSE may also terminate the contract and initiate Risk Purchase at any point of time if it is found that the Vendor has given incorrect/wrong/false declaration regarding its qualification criteria for obtaining the Contract, apart from its right to initiate other proceedings against the Vendor as per law".
9. **BRC ORDER CLAUSE:** GRSE BB will enter into Biannual I Rate Contract with L1 Bidder against Totality of entire job. GRSE BB will enter into Biannual Rate Contract with L1 Bidder with same terms and condition as par THE NIT. **GRSE may order Additional Requirement Quantity of each line items based on the performance of the established BRC Vendors within the validity period of Rate Contract i.e. within 12+12 I.E 24 months from Date of BRC PO.**
10. **Contract Period:** The contract period is for 2 (two) year and subsequently may be extended for further 01(one) year at the discretion of GRSE and subject to satisfactory performance of the vendor.
11. During the pendency of the BRC Rate Contract, GRSE reserves the right to place order(s) for additional quantity at same rates and terms and conditions of the existing order. Refusal to accept the same by vendor may attract stringent actions(s) by GRSE as per extant rules.
12. **PRICE:**
 - a. Price bid need to be filled up in given price bid data sheet only. No other attachment regarding price will be allowed if so then offer will be treated as



cancelled.

- b. The quoted rate should be inclusive of statutory Taxes/Levies in E-PROCUREMENT portal and other charges as applicable and inclusive free delivery to GRSE store at 61, Garden Reach Road, Kolkata -700 024. The price should remain firm & fixed till complete & satisfactory execution of the entire contract with no escalation applicable, whatsoever.
- c. Statutory taxes and duties, as applicable are to be stated specially and separately in the bills only.

13. METHOD OF QUOTING:

- a) Rate to be quoted per item (including all taxes applicable), as per the price bid template in the form of Rupees per Number.
- b) **L1 bidder to be declared on Totality Basis through E-Procurement mode Only.**

14. Any conditional offer will NOT be accepted. And Bid will be rejected.

15. VALIDITY OF OFFER:

- a. Your offer should remain valid for a period of 4 months from the due date of opening of Tender.
- b. The price will remain firm & fixed till complete & satisfactory execution of the entire contract with no escalation applicable, whatsoever.

16. TAXES & DUTIES:

- a. GST as per prevailing rates would be applicable.
- b. Any upward revision in taxes & duties or, if imposed beyond contractual delivery period, will be to vendor's A/c.

17. GRSE reserves the right to accept or, reject any/all offers in part/full without assigning any reason whatsoever.

18. SPECIAL NOTE FOR NON-PERFORMING VENDORS: If the Supply / service is found unsatisfactory in course of execution of the orders, GRSE will have the right to terminate the contract anytime as per STAC of GRSE. **If the performance of L1 BRC Vendors is not satisfactorily then GRSE BB may reduce/Cancel the quantity of the non-performing vendor and place/float new tender for required quantity to other vendor. Even after repeated written reminders from GRSE BB unit, if the non-performing vendor fails to perform or complete the given job work, GRSE BB may also take suitable penal action against the vendor as deemed fit.**

19. GRSE reserve the right to enter into separate rate contract/s other than these respondents at the final L1 negotiated price, terms and conditions as developmental Orders.

20. ASSIGNMENT: When an order is issued to a vendor/Contractor for execution of a particular job, the Contractor shall not subcontract the job/a part of the job without obtaining prior approval from the ordering authority and without intimation of the name and credentials of the concerned subcontractor. GRSE representative may visit any time the place of works of the vendor during execution of the order. Further prior written approval shall be required from the ordering authority/GRSE by the contractor for subcontracting job work/part of work outside the premises of the Contractor.



- 21. INDIVIDUALITY OF THE CONTRACT:** This Contract should be treated as an individual contract and should not be related with other orders/contracts with GRSE, in respect of Supply of materials/ progress of work or, payment.
- 22. MANDATORY CLAUSE:** Notarised Bond of Undertaking Non-disclosure agreement, non-competitive agreement, Indemnity Bond and Insurance of Free Issue Material to be signed (as approved) as applicable for executing this contract.
- 23. SECRECY OF INFORMATION:**
- a) All drawings/documents are confidential in nature. The contractor should not copy any part of the drawings. The drawings (if issued) must be returned to GRSE while submitting the offers/completion of the particular job.
 - b) Bond of Undertaking to this effect has to be furnished by the bidder on a non-judicial stamp paper of Rs. 120/- in GRSE format, in case of order.
- 24. FORCE MAJEURE:** In the event of contractor being unable to fulfil the obligation under the agreement owing to force majeure, such as War, Fire, Earthquake, Flood, Strike, Lockout at GRSE premises where the contractor is working, the party affected shall not be held responsible for any failure or non-performance of the duties and obligations under the agreement, provided that all responsible efforts have been made to overcome the consequences of such failure, or non-performance. The time for performances of the contractual obligation shall then be extended by period not more than the duration of such events. In the event of Force Majeure condition existing at contractor's site on GRSE Premises or CPT areas for GRSE work, GRSE is to be intimated with details of such happenings and cessations thereof, within 3 days. Force Majeure is to be limited to contractor's site in GRSE/CPT premises for GRSE's work only. Strike/Riot/Lock out/Closure of contractor's factory premises or office or any other place outside GRSE/CPT/GRSE nominated place as indicated above cannot be considered as a Force Majeure condition under this contract.
- 25. ARBITRATION:**
- a. If, at any time, before, during or after the contract period, any unsettled claim, question, dispute or difference arises between the parties, upon or in relation to or in connection with or in any way touching or concerning this tender/agreement/supply order (retain whichever is applicable) the same shall be referred to the Chairman & Managing Director (CMD in short) of Garden Reach shipbuilders & Engineers Ltd. (GRSE Ltd in short) for adjudication of the said disputes or differences, as Sole Arbitrator, in accordance with the provisions of Arbitration and Conciliation Act, 1996.
 - b. The CMD GRSE Ltd. if he so desires, may nominate/appoint another officer of GRSE Ltd. or a person, whom he thinks fit and competent, for adjudication of the disputes or differences, referred to him as the Sole Arbitrator.
 - c. Such arbitration shall, in all respects, be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the rules framed there under or any statutory modification on re- enactment thereof for the time being in force.
 - d. The Award of the Sole Arbitrator shall be final, conclusive and binding upon the parties.
 - e. In the event of the death or resignation for any reason whatsoever of the said Sole Arbitrator, appointed by the said CMD of GRSE Ltd., the CMD of GRSE Ltd., on an application from either of the parties in this behalf, shall act himself as the Sole Arbitrator or nominate/appoint, in place of the outgoing Arbitrator, another officer of



- GRSE Ltd. or a person whom he thinks fit and competent to adjudicate the said disputes and differences in accordance with law.
- f. Also in the event of an arbitration award is set aside by a competent court on an application from either party and unless otherwise ordered by the said court, the CMD of GRSE Ltd., on an application from either party, shall himself act as Sole Arbitrator or nominate/appoint another officer of GRSE Ltd. or a person whom he thinks fit and competent to adjudicate the disputes and differences in accordance with law.
 - g. The cost of the arbitration, fees of the arbitrator, remuneration of the stenographer and clerk, stamp paper etc., as shall be decided by the Sole Arbitrator, shall be shared equally by the parties. The venue of arbitration, unless otherwise decided by the parties or by the Sole Arbitrator himself, shall be the premises of Garden Reach Shipbuilders & Engineers Ltd. located at 43/46, Garden Reach Road, Kolkata 700 024.
26. **JURISDICTION:** Litigation, if any pertaining to this contract will come under the jurisdiction of the Competent Court at Kolkata.
27. Unless otherwise mentioned all other terms and conditions will be as per General Conditions of purchase of GRSE.



GUIDELINES FOR SUBMISSION OF BANK GUARANTEE
FORMAT NO. OS/03/0085

1. Non- Judicial Stamp Paper – Non Judicial Stamp Paper of Rs. 120/- (Rupees one twenty Only) is to obtained in the name of the banker for execution of the Bank Guarantee. If a single Stamp Paper of Rs. 120/- is not available, Stamp Papers of multiple denominations may be used but the serial nos. or purpose of each Stamp Paper be of consecutive nos. and purchased on the same day. Such Stamp Paper should not be older than one year or the date of purchase Order/Contract whichever is applicable. Stamp Papers obtained in the name of the supplier will not be accepted.
2. Address of the Supplier/Contractor and the executing Bank should be incorporated in full in the Bank Guarantee.
3. Bank Guarantee should be executed by scheduled Banks preferably by Nationalized Banks and should be sent in Banker's sealed envelop directly to General Manager (Finance), Corporate Finance. M/s Garden Reach Shipbuilders & Engineers Limited GRSE BHAVAN, 61, Garden Reach Road. Kolkata–700 024 superscribing the word "BANK GUARANTEE".
4. No confirmation of B. G. is required to be obtained from issuing Bank if the B. G. executed by Scheduled/Nationalize Banks is received in Banker's sealed envelope.
5. Banker's confirmation is required in case of Bank Guarantee executed by Non-Scheduled Banks/Co-operative Bank/Regional Private Bank etc. and for those Guarantee, which were not received in the terms of (3) above.
6. The Bank Guarantee should conform strictly in conformity with the terms and Conditions of the order and in GRSE's standard format prescribed against each of the above cases.
7. Expiry date should be the accordance with the requirement of contractual terms and the claim period for preferring the claim should not be less than six months from the date of expiry of any case.
8. Bank Guarantee shall be free from all infirmities and typographical errors/ deletions/ inclusions/riders etc, requires to be authenticated by Bank's signatory with official seal.
9. Issuing Bank should furnish confirmation towards execution of Guarantee immediately on receipt of GRSE's formal letter for same. Confirmation letter should contain GRSE's letter reference requested for and must be in Bank's sealed cover addressed to GRSE.



**PROFORMA OF BANK GUARANTEE TOWARDS
SATISFACTORY PERFORMANCE**

THIS DEED OF GUARANTEE made this _____ day of _____ between _____ (hereinafter called "THE BANK") which expression shall, unless excluded by or repugnant to the context, be deemed to include its successors in office and assigns of the ONE part and GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED, having their Head Office at GRSE BHAVAN, 61, Garden Reach Road, Kolkata – 700 024 (hereinafter called "THE BUYERS") which expression shall unless exclude by or repugnant to the context be deemed to include their successors in office and assigns of the other part.

WHEREAS M/s _____ having its registered office at _____ (hereinafter called "THE SELLER") have accepted an order No. _____ for supply of _____ from the Buyer to tested/certification and deliver the same to Buyer in good condition.

AND WHEREAS it is one of the terms of the said order that the Seller shall furnish to the Buyer a BANK Guarantee comprising _____ % of the value of the order amounting to Rs. _____ (Rupees _____) only for the satisfactory performance of the equipments supplied against the said order at least for a period of _____ from the date of last supply, i.e. from _____. AND WHEREAS the Buyer has agreed to accept such Bank Guarantee.

NOW THIS INDENTURE WITNESSETH THAT in consideration of the premise the Bank hereby unequivocally undertakes and agrees with the Buyer to pay to the Buyer upon demand in writing whenever required so by them so to do and within a fortnight from the date of such demand sum or sums not exceeding in the whole of Rs. _____ (Rupees _____) only as may become payable to the Buyer by the seller by virtue of or arising out of the Terms and Conditions of the said order. Provided always it is hereby expressly stipulated and agreed that if any question arises as to whether any sum has become payable by the seller to the Buyer by virtue of or arising out of the said order, the decision of the Buyer will be final and conclusive and the Guarantee herein contained shall not be revocable by notice or by reason of dissolution or winding up of the business of the seller or any change in the constitution or composition of the Seller's business and the liability of the Bank under this presents shall not be impaired in any way by any extension of time variation or alteration made given conceded in the conditions of the said order or any other indulgence given by the buyer or by reasons of any failure on the part of the Buyer to enforce any of their remedies against the sellers and / or by reasons of failure on the part of the Buyer to observe or perform any of the stipulations contained in the said order and to be observed or performed by the Sellers or by any other dealings between the Buyer and the seller whether any of the above takes place with or without the knowledge of the Bank and that the Guarantee herein contained shall remain in full force and virtue only. All claims and demands of the Buyer arising out of or in connection with the said order have been fully paid and satisfied PROVIDED ALWAYS AND IT IS HEREBY AGREED BETWEEN THE PARTIES THAT Bank's liability under this Indenture shall remain in full force from the date of issue of the Guarantee till _____ and is limited to a sum of Rs. _____ (Rupees _____) only.

NOTWITHSTANDING anything stated above our liability under the Guarantee is restricted to Rs. _____ (Rupees _____) only. Our Guarantee shall remain in force upto _____ and unless a claim or demand in writing is made on the Bank within 6 months from the date of expiry of the Bank Guarantee the Bank shall be released and discharged from all liabilities thereunder.

Date

SEAL of the Bank

ANNEXURE - V



**DULY NOTARIZED BOND OF UNDERTAKING TO BE EXECUTED ON A NON-JUDICIAL STAMP
PAPER OF Rs.120/- TO BE PURCHASED IN THE NAME OF THE CONTRACTOR.**

THIS DEED OF UNDERTAKING made this.....th day of 20___ by M/s a company incorporated under the Companies Act, 1956, having it's registered office at.....through it's Managing Director Shri..... hereinafter referred to as the 'Contractor', which expression shall unless excluded by or repugnant to the context be deemed to include all its successors in interest and assign in favour of M/s. Garden Reach Shipbuilders & Engineers Limited, a Govt. company incorporated under the companies Act. 1956, having its registered office at GRSE BHAVAN, 61, Garden Reach Road, Kolkata-700 024, hereinafter referred to as the 'Principal', which expression shall unless excluded by or repugnant to the context be deemed to include all it's successors in interest and assign.

Whereas the Principal has entered into a contract with the Contractor for 'Fabrication of.....issuing supply order bearing No.....dated.....(hereinafter referred to as the 'Order').

And whereas it is one of the terms of the said order that the Principal shall supply to the contractor all drawings/technology required for Certification/tested of the said.....

And whereas it is also one of the terms of the said order that the contractor shall execute and furnish an irrevocable deed of undertaking in terms of which the contractor shall be obliged to utilize the drawing/technology, so supplied by the Principal solely for the purpose of fabrication ofunder the order and shall also keep the technology/ drawing fully guarded and shall not divulge or, part with the same with any third person or, persons and/or, utilize the same for any purpose other than execution of the order.

Now, in consideration of the aforesaid premises, we, M/s..... do hereby state, confirm and undertake that:

- i) We shall keep all the drawings/technology supplied to us by the Principal in our safe custody and shall utilise the same only for the purpose of execution of the order i.e. fabrication of All drawings/technology supplied by the Principal, shall be returned by us to the Principal soon after delivery of the fabricated goods to the principle but before submission of bills.
- ii) We shall keep all the drawings/technology supplied to us by the Principal for the purpose of tested/Certification of the said in our safe custody and shall not divulge and/or part with the same to the third person or persons and shall not utilise the same for any purpose other than execution of the order. We shall not take out and/or retain any copy of the said drawing/technology and shall return the same to the Principal.
- iii) We shall be fully responsible for breach and/or violation of the aforesaid undertaking and decision of the authorized officer of the Principal whether any damage, pecuniary or otherwise has been caused to the Principal consequent to the said breach or violation, shall be final, conclusive and binding upon us.
- iv) We shall not subcontract any part of the jobs (i.e. Fabrication of... ..) against the said order to any other outside vendor without prior written consent of GRSE.
- v) We further confirm that we shall not supply these items or similar type of items to any other customer/buyer without prior written approval from GRSE.
- vi) This undertaking shall remain valid and/or binding on us at least for a period of 10 (Ten) years from the date of execution of this undertaking.



In witness whereof, this deed of undertaking is executed on the day, month and year written herein above.

Signed, Sealed and Delivered

By Shri.....

Managing Director

In the presence of:-

Signature.....

Name.....

Address.....



NON-DISCLOSURE AGREEMENT (Notarised)

This Non-Disclosure Agreement executed this ___ day of _____, _____

Between

GARDEN RECAH SHIPBUILDERS & ENGINEERS LIMITED, a company incorporated under the provisions of the Companies Act, 1956, having its Registered Office at GRSE BHAVAN, 61, Garden Reach Road, Kolkata – 700 024, hereinafter referred to as “**GRSE**” (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its successor or successors-in-interest and assigns) of the **FIRST PART**.

AND

_____, A BODY CORPORATE INCORPORATE UNDER THE companies Act, 1956 having its registered Office at _____, hereinafter referred to as “_____” (which expression shall unless excluded by or repugnant to the subject or context be deemed to mean and include its successor or successors-in-interest and assigns) of the **SECONDPART**.

WHEREAS:

- 1) A _____ has been concluded on _____, between GRSE and _____ interalia for Certification/tested and supply of _____ by the said _____ on _____, on the basis of the _____ of GRSE to suit the requirement of its Customers.
- 2) In course of execution f and/or implementation of the aforesaid _____, the said GRSE will provide necessary drawing and other technical inputs to _____, from time to time, which shall be treated as confidential and the said _____ shall non-disclose or part with such drawings and other technical inputs to any other third party, without written consent from GRSE.
- 3) The said _____ is obliged to execute an undertaking in the form of “Non-Disclosure Agreement” before handing over of the drawings and other technical inputs to them by GRSE, duly promising and/or undertaking to keep such drawings and other technical inputs, strictly confidential.
- 4) In the Premises aforesaid it is agreed as follows:
 - (a) During the currency of _____ the agreement as aforesaid and also for a period of 10 years from the date of expiry and/or termination of the Agreement and all subsequent agreements, _____, the receiving party of the drawings, undertakes that the drawings, technical inputs an related information shall be:
 - i. Protected and kept as strictly confidential by them.
 - ii. Disclosed to and used only by the persons within the organization of the _____, who have a need to know solely for the purpose of Certification/tested and or execution of Contract subject to their taking due care and protection of the drawings and inputs.
 - iii. Shall not be used in whole or in part for any purpose other that the purpose of Certification/tested of the items.
 - iv. Shall neither be disclosed nor cause to be disclosed directly or indirectly any third party.



v. Neither be copied nor otherwise be reproduced, in whole or in part without express consent from GRSE.

- (b) Nothing in this agreement or the disclosure of the information or data including drawings or inputs, be intended to be granted or shall be construed as granting to _____, any rights, title, interest or license other than the right to use such information, data, drawings, etc, for the purpose of Certification/tested of the items.
- (c) Neither party shall resort to any publicity or advertising in respect of this agreement or the subject matter thereof.
- (d) Expiry, foreclosure or termination of the Contract/Agreement or any or all of the subsequent agreements entered into by GRSE and the said _____ in pursuance of Contract, shall not relieve _____ of their obligations under these presents which shall be effective and remain in full force, for a period of 10 years from the date of such expiry, foreclosure or termination.
- (e) In the event of expiry, foreclosure or termination, _____(Vendor) shall forthwith return to GRSE, all drawings and technical inputs as received by them, during the tenure of the Agreement and/or subsequent agreements.
- (f) Neither party shall assign this agreement without the written consent of the other.
- (g) Failure to enforce any provisions of this agreement and/or failure to initiate timely action, will not construe to be waiver and GRSE shall be freely entitled to enforce the provisions of the agreement at any appropriate time thereafter.

IN WITNESS WHEREOF the Parties have hereunto set and subscribed their respective hands and seals the day, month and year first above written.

FOR GARDEN REACH SHIPBUILDERS & ENGINEERS LTD	FOR _____
Signature:	Signature:
Name:	Name:
Address:	Address:



FORMAT FOR INDEMNITY BOND (Notarised)
TO BE EXECUTED ON A NON-JUDICIAL STAMP PAPER OF Rs.120/- TO BE PURCHASED IN
THE NAME OF THE CONTRACTOR.

This DEED OF INDEMNITY BOND made this..... the day of by M/s , a company incorporated under having its registered office at through its Managing Director, Shri hereinafter referred to as the CONTRACTOR which expression shall unless/excluded by or repugnant to the context be deemed to include all its successors in interest and assign in favour of M/s. Garden Reach Shipbuilders & Engineers Ltd, a Govt. company incorporated under the Companies Act 1956, having its registered office at GRSE BHAVAN, 61, Garden Reach Road. Kolkata-700024 hereinafter referred to as the PRINCIPAL which expression shall unless excluded by or repugnant to the context, be deemed to include all its successors in interest and assigns.

WHEREAS the Principal has awarded to the Contractor a contract for complete Certification/tested and supply of of Bailey Bridge as per Drg. No. vide its Purchase Order No..... dated (hereinafter called the contract) in terms of which the Principal is required to hand over 'raw materials' to the Contractor for execution of the contract.

And WHEREAS by virtue of Clause No. (...) of Annexure ' I ' of the said contract, the Contractor is required to execute an Indemnity Bond in favour of the Principal for the raw materials handed over to them by the Principal for the purpose of performance of the Contract

NOW THEREFORE, this Indemnity Bond witness as follows:-

- 1) That in consideration of raw materials as mentioned in the Contract, to be handed over to the Contractor in installments from time to time for the performance of the Contract, the Contractor hereby undertakes to indemnify and shall keep the Principal harmless and indemnified of, from and against any consequences, loss or damage caused to the Principal for the full value of materials. The Contractor agrees to acknowledge receipt of the initial installment of the raw materials after actual receipt as per details in the Schedule appended hereto. Further, the Contractor agrees to acknowledge actual receipt of subsequent installments of the raw materials as required from the Principal in the form of Schedules consecutively numbered which shall be attached to this Indemnity Bond so as to form an integral part of this Bond. The Contractor shall hold such raw materials etc. in trust as a "Trustee" for and on behalf of the Principal under their custody.
- 2) That the Contractor is obliged and shall remain absolutely responsible for the safe transit/protection and custody of the raw materials at their Premises at..... , against all risks whatsoever till the raw materials are worked upon in accordance with the terms of the Contract and are returned and taken over by the Principal. The Contractor undertakes to keep the Principal harmless and indemnified against any loss or damage that may be caused to the raw materials.
- 3) The Contractor undertakes that the raw materials shall be used exclusively for the purpose of performance/execution of the Contract, strictly in accordance with its terms and conditions and no part of the said raw materials shall be utilized for any other work or purpose whatsoever. It is clearly understood by the Contractor that non-observance of the obligations under this Indemnity Bond by the Contractor shall, inter-alia constitute a criminal



breach of trust on the part of the Contractor for all intents and purposes resulting in legal/penal consequences.

- 4) That the Principal is and shall remain the exclusive owner of the materials free from all encumbrances, charges or liens of any kind, whatsoever. The materials shall at all times be open to inspection and checking by the General Manager (Engineering) of the Principal, or other employees/agents authorized by him in this regard. Further, the Principal shall always be free at all times to take possession of the raw materials in whatever form the material may be, if in its opinion, the materials are likely to be endangered, mis-utilized or converted to uses other than those specified in the contract, by any act of omission or commission on the part of the Contractor or any other person or on account of any reason whatsoever and the Contractor binds itself and undertakes to comply with the directions of demand of the Principal to return the materials in custody of them without any demur, dispute, contest or reservation.
- 5) That this Indemnity Bond is irrevocable. If at any time any loss or damage is caused to the materials or the same or any part thereof is mis-utilized in any manner whatsoever, then the Contractor shall be bound to abide by the decision of the General Manager (Engineering) of the Principal as to the assessment of loss or damage to the materials. The Contractor binds itself and undertakes to replace the lost and/or damaged materials at its own cost and/or shall pay the amount of loss to the Principal as assessed and decided by the Principal without any demur, dispute, reservation or protest which is without prejudice to any other right to remedy that may be available to the Principal against the Contractor under the Contract and under this Indemnity Bond.
- 6) NOW THE CONDITION of this Bond is that if the Contractor shall duly and punctually comply with the terms and conditions of this Bond to the satisfaction of the Principal the above Bond shall be void, but otherwise, it shall remain in full force and virtue.

IN WITNESS WHEREOF, the Contractor has hereunto set its hand through its Managing Director under the common seal of the company, the day month & year first above mentioned.

Schedule No.1

Particulars of the material handed over	Quantity	R/R,L/R,C/N,Challan No. and date of dispatch	Carrier	Value of the material	Signature of Contractor/Attorney in the token of receipt.
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Subsequent schedules will be numbered and attached.

Witness:

For and on behalf of

**ANNEXURE-VIII**

CHECK LIST FOR BILL SUBMISSION - for Sub-Contract Service Contracts				
A.	GENERAL PARTICULARS: (to be checked and submitted by Contractor/Vendor)			
A.1	BTN (as per BTS System):-			
A.2	Invoice No and date / E-Invoice No. & Date (if applicable for the vendor) (Original & in triplicate)			
A.3	PO Number			
A.4	Name of Vendor			
A.5	Location of work :	MW / RBD/ FOJ/ TU / 61Park/Vendor's premises		
I. For RA Bill (Running/Progressive bill) (Put ✓ Mark)		YES	NO	NA
A.6	PO Number and date verified with Invoice:			
A.7	Vendor Name & Address in Invoice verified with Purchase Order:			
A.8	Vendor Code as in PO verified with Invoice:			
A.9	Original certified WDC enclosed :			
A.10	Whether WDC is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
A.12	HSN/SAC code is as per PO			
A.13	GSTIN No. is as per PO			
A.14	GST % is as per PO			
A.15	Security Deposit (SD) submitted as per PO			
A.16	PBG of equivalent amount submitted, as per PO			
A.17	Compliance of Statutory Liabilities of labour as per PO			
II. Applicable for Final/Balance Bill (Put ✓ Mark)				
A.20	Certified Job Completion Certificate (JCC) enclosed			
A.21	MRS as per PO terms enclosed (If applicable)			
A.22	Guarantee Period (GP) expired as per PO term			
A.23	PBG of equivalent amount submitted, if GP is not over (If Yes, copy to enclose with the bill)			

Signature of Vendor's representative
with Seal/Stamp

Note: Transaction fee of Rs. 500.00 for first return & Rs. 1000.00 for subsequent return of bill with inappropriate documents will be charged.



For GRSE Use Only				
B.	To be checked and verified by Bill certifying authority (Put ✓ Mark)	YES	NO	NA
B.1	Whether Bill has been forwarded through BTS			
B.2	Whether WDC is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
B.3	Job starting & Completion Date (Schedule & Actual) indicated in WDC			
B.4	Certification of Penalty/ Recovery from bill indicated in WDC, if applicable			
B.5	Whether Bill is Certified by the Authorized Person as per PO / SOTR with Rubber Stamp			
B.6	Certification of Penalty/ Recovery from bill as per WDC, if applicable			
B.7	Service Entry Sheet(SES)/GR in line with WDC, PO & Invoice			
	For Final/Balance Bill (Put ✓ Mark)			
B.8	Certified MRS copy as per PO terms enclosed (If applicable)			
B.9	Guarantee Period (GP) expired as per PO term and JCC			
B.10	PBG copy of equivalent amount till GP validity enclosed (if GP is not over)			