
 <p>ईमेल: nflpanipat@nfl.co.in वेबसाइट: www.nationalfertilizers.com</p>	<p>नेशनलफर्टिलाइजर्सलिमिटेड (भारत सरकारका उपक्रम) National Fertilizers Limited (A Govt. of India Undertaking) गोहानारोड, पानीपत-132106 (हरियाणा) Gohana Road, Panipat- 132 106(Haryana) India An ISO-9001, 14001 & OHSAS-18001 Unit GSTIN: 06AAACN0189N1Z8</p>	 <p>फैक्स : (91)180-2652515 फोन : (91)180-2652481,83,85</p>
---	--	--

**E-Tender (No bid will be accepted in physical form)
(Refer Annexure –XIX for guide line)**

Annexure-1

Ref No.: NFP/MPC/47(02)/2024-26

Dated: 22.04.2024

----- As per the list -----

Sub: ARC of Operation & Maintenance of Air conditioning Units Part-I & II for the year 2024-26

Dear Sir(s);

E-Tenders are invited for the work as detailed below:-

1.	Name of Work	As mentioned above.
2.	Earnest Money Tender received without EMD is liable to be rejected	Tenderer to submit Earnest Money of Rs. 1,00,000.00 (Rupees One Lac Only) in the form of crossed Demand Draft / Banker's Cheque, issued by any scheduled bank except rural and co-operative bank in favour of National Fertilizers Ltd, Panipat. Or Tenderer to submit Earnest Money of Rs. 1,00,000.00 (Rupees One Lac Only) through NEFT/RTGS/Online Fund Transfer in National fertilizers Limited Cash Credit Account as per following bank details: Name - National Fertilizer Ltd Account Number- 10565845486 Name of Bank- State Bank of India IFSC Code- SBIN0001620 Branch- Main Branch, GT Road, Panipat Cheque shall not be accepted in any case
3.	Cost of Tender form	Tenderer to submit separately Rs.1000/- (Rupees one thousand only) in the form of crossed Demand Draft / Banker's Cheque, issued by any scheduled bank except rural and co-operative bank in favour of National Fertilizer Ltd, Panipat Unit payable at PANIPAT as Tender cost. Cheque shall not be accepted in any case. (Separate DDs / Banker's Cheque for both Tender fee and EMD amounts) Or NEFT/RTGS/Online Fund Transfer in National fertilizers Limited Cash Credit Account as per above bank details..
4.	Estimated Value of the Work	Rs. 92,40,910.00+ GST as applicable (Two years)
5.	Validity of Tender	120 days from opening of tenders for the acceptance
6.	(a) Validity of Contract	24 Months

	(b) Time of Completion	24 Months
7.	Last date and time of issue of Tenders	
8.	Last date and time of Receipt of Tenders	13.05.2024 at 2.30 P.M
9.	Date and time of Opening of Tenders	14.05.2024 at 3:00 P.M
10.	Place of receipt and Opening of Tenders	Office of : DGM (M&C)

11. Tender Documents may be downloaded from our website www.nationalfertilizers.com, CPP portal <http://www.eprocure.gov.in>. In case documents are downloaded directly from the said websites, requisite tender fees and EMD shall be submitted along with tender documents in envelope No 1. Parties are advised to visit NFL website regularly. Any amendment/corrigendum to the above NIT will be displayed on aforesaid website only.
12. Tender Documents may also be obtained from the office of undersigned before due date of Tender submission on deposit of Demand Draft/Banker's Cheque of Rs 1000/- (Rupees one thousand only) in favour of NFL payable at Panipat towards cost of Tender Documents (Rs 50.00 shall be charged extra for getting tender documents through Post).
13. All requests for interpretation, clarification & queries in connection with tender shall be addressed, in writing to DGM (M&C), NFL, Panipat unit at least 7 (Seven) days prior to the closing date of the tender.
14. The Tenderer may visit the site, acquaint himself fully of the job and site condition, if required, and no claim, whatsoever, will be entertained on the plea of ignorance of difficulties involved in the execution of the work.
15. The rates should be quoted item wise for the complete Scope of Work as per Performa 'Schedule of Rates'. The rates should be quoted only in the units given in the Schedule of Rates and should be indicated both in words as well as figures. The rates quoted shall be valid for 120 days from the date of opening of Technical bid for the acceptance.
16. In case of any discrepancy, the rates quoted in words shall be treated as final. Any corrections made in the prices shall be authenticated with signatures at all places. The Tenderer shall have to submit the Schedule of Rates Performa duly filled in, failing which their Price bid will not be acceptable.
17. The tenderer shall quote single rate against each item and not the multiple rates in the Schedule of Rates. Any tender with the multiple rates quoted will be summarily rejected. Price should be quoted strictly as per the Performa enclosed for Schedule of Rates.
18. National Fertilizers Limited reserves the right to reject any or all tenders without assigning any reason whatsoever and are not bound to accept the lowest tender. The tender can be split between two or more tenderer without assigning any reason thereof as per the requirement on case to case basis.
19. Incomplete Tenders or Tenders not accompanied with the required Details/Documents/Tender fee/EMD or Tenders received late would be liable to be rejected without any further reference whatsoever.
20. Submission of Tenders: **(Through e-tendering on <http://www.eprocure.gov.in>).**
- No oral, telephonic, fax or telegraphic tenders or modification thereof will be entertained.
 - Tender documents should be submitted along with duly filled in all Annexure.
 - The tender will be divided in three parts:
 - EMD & Tender fee
 - Technical and commercial bid
 - Price bid
- The above three parts should be enclosed and SEALED SEPARATELY IN THREE ENVELOPES as follows and all the three envelopes shall be super scribed with
- Name of Work
 - Tender No., and date,
 - Date of Opening of Tender
 - Name and complete address of the tenderer and

- v. All the said three envelopes should be submitted in one sealed cover by the tenderer super-scribing above stated (i) to (iv) particulars.

Envelop No. 1:

Will be super scribed EMD & Tender fee and shall contain Earnest Money of amount Rs 1,00,000/-(Rupees One Lac only) and Rs 1000/- as tender fees in the form of DD/ Banker's cheque in favour of NFL Panipat Payable at Panipat. This envelope should be super scribed "Earnest Money

Envelop No. 2:

Second sealed envelope super scribed "TECHNICAL AND COMMERCIAL BID" containing the following documents:

Signed copies of complete tender documents, including Proforma for schedule of quantities WITHOUT prices as enclosed & documents as asked in Para 22 along with. Tenderer should sign each copy of these documents in token of acceptance of our terms and conditions.

Envelop No. 3:

Third sealed envelope super scribed, "PRICE BID – DO NOT OPEN" (in RED ink). This envelope should only contain the 'Schedule of Quantities & Rates'/ 'Price Bid' with prices given in respective columns against each item, as enclosed herein, duly completed and signed & stamped on each page by the tenderer.

a) The price bid should be submitted clearly inscribing the name of the tenderer in the prescribed Proforma.

All the above three envelopes should be placed and submitted in a single envelope super scribed as "NIT No.: NFP/MPC/47(02)/2024-26, Dated: 22.04.2024.

Date of Opening of the tender 14.05.2024 at 3:00 P.M

21. Opening of Tender:

The Tender shall be opened as under:

Envelope No. 1:

Super scribed "EMD" and tender fee will be opened first, on the scheduled date of opening of tender in presence of those tenders who wish to be present at the time of Tender Opening

Envelope No. 2:

Super scribed 'Technical Bid' will then be opened and discussion would be carried out with the respective Tenderer for clarifications, if any.

Envelope No. 3:

Super scribed 'Price Bid' will be opened if technical bid , EMD & Tender fee found in order on the same day or at a later date, which shall be intimated to the Tenderer.

22.The following documents have to be submitted with the offer in the envelope No. 2, failing which the tender will be liable for rejection:

- i. In case the parties are pre- qualified;
 - a. Declaration Forms I , II & III (Annexure-II, III & IV)
 - b. An Affidavit as per Annexure-VI on Non-Judicial Stamp paper of appropriate value
 - c. Notarized/Certified copy Power of Attorney/ Authorization in name of person who has signed the tender documents/bid (in case of Partnership Firm/Company or otherwise as the case may be.
- ii. In case parties are not prequalified, their offer will be considered as per eligibility criteria (annexure-VII) mentioned in the NIT/Tender. Tenderer shall submit along with the tenders full particulars of their capacity, experience giving the list of similar jobs carried out by them during the last seven years, the complete address or organization for which such works have been executed and also substantiate their claims furnishing the copy of their credentials as per NIT. In the absence of these documents tender will not be considered

23.NFL reserves its right to open the Price bids of only such tenderer who are found to be meeting the eligibility criteria based on the documents submitted by him/them in the Technical bids.

24.Evaluation of offer shall be on overall L-1 basis.

25. All pages shall be initialed at the lower right hand corner and signed wherever required in the tender papers by the tenderer or by a person holding power of attorney/ authorization authorizing him to sign

on behalf of the tenderer before submission of tender. All corrections and alterations in the entries of tender paper will be signed in full by the tenderer with date. No eraser or overwriting is permissible.

26. No condition or deviation should be mentioned by tenderer in Price Bid. Price Bids with any condition or deviation shall liable to be rejected.
27. The prospective tenderer having any common Partner / Director / Managing Director etc. Or having any other common criteria shall be considered as sister / group / Associates Company. In such cases only one of them will be eligible for participating in the tender.
28. While submitting the offer, bidders may ensure that tender documents /offer have been signed by authorized signatory of the company. Subsequent withdrawal of offer / non-acceptance of orders placed based on the offer submitted by them will not be entertained on the ground that the offer was not signed by the authorized person.
29. One person will be allowed to represent only one company during discussion/negotiation with NFL. If same person is representing different companies with authorization letter from more than one company, such person will be allowed to represent only the first company called for negotiations.
30. NFL reserves the right to postpone the tender opening date and / or time and will intimate all the tenderer well in time, of such postponement along with notice of revised opening date and time.
31. In case, due to some unforeseen circumstances, the date of receiving / opening of the tender happen to be a holiday / closed day, the tender will be received / opened on the next working day.
32. More than one quotation in a single sealed envelope will not be considered. Not more than one tender shall be submitted by a tenderer or by a firm of tenderer. Further, more than one bid shall also include two or more bidders having common power of attorney holder .No two or more concerns in which an individual is interested as a proprietor and / or a partner shall tender for the execution of the same works. If they do so, all such tenders shall be liable to be rejected.
33. The tender is non-transferable. Unsigned tenders shall be out-rightly rejected.
34. NFL further reserves its right to accept / reject any / all tenders in whole or in part without assigning any reason thereof. Conditional tenders are liable to be rejected.
35. NFL shall not be responsible for delay, loss or non-receipt of tender documents sent by post.
36. The personnel of the contractor shall not enter into any unlawful activity within the premises of NFL and have a good character.
37. In case the tender is received in open condition, then the entire risk for loss of confidentiality shall be with the party. NFL shall not be responsible on this account whatsoever.
38. The contractor shall not appoint any sub company/ agency to carry out any obligation under the contract without prior written permission from NFL. If at any time such a discrepancy is detected, the contract shall stand terminated without any notice and the security deposit shall be forfeited.
39. The offers received after scheduled date and time of submitting the offer would be out rightly rejected.
40. If the tenderer(s) expire(s) after the submission of his/ their tender or after the acceptance of his/ their offer, NFL shall deem such tender cancelled. If a partner of a firm expires after the submission of their tender or after the acceptance of their tender, NFL shall deem such tender as cancelled, unless the firm retains its character.
41. NFL will have the right to issue addendum to tender documents to clarify, amend, modify, supplement or delete any of the conditions, clauses or items stated. Addendum so issued will form part of original invitation to tender.
42. If a tenderer resorts to any frivolous, malicious or baseless complaints / allegations with intent to hamper or delay the tendering process or resorts to canvassing/ rigging/ influencing the tendering process, NFL reserves the right to debar such tenderer from participation in the present / future tenders up to a period of 2 years.
43. Any revision, clarification, corrigendum, time extension, etc. to this Tender Document will be hosted on the above mentioned website(s) only. Bidders are requested to visit the website regularly to keep themselves updated.

44. Throughout the Tender Documents, the terms 'Bid', 'Tender' & 'Offer' and their derivatives [Bidder/Tenderer, Bid/Tender/Offer etc.] are synonymous.
45. "Bidder shall not be affiliated with a firm or entity:
- a) That has provided consulting services related to the work to the NFL during the preparatory stages of the work or of the project of which the works/services forms a part of. OR
 - b) That has been hired (proposed to be hired) by the NFL as an Engineer/ Consultant for the contract."
46. Eligibility of any bidder from a country which shares a land border with India shall be dealt in accordance with the provisions mentioned in Annexure-XII.
47. The Bidder shall submit Power of Attorney/ Authorization in favour of the authorized signatory(s) of the Bid. In case of partnership firm, one or more of the partners of the firm or any other person (s) shall be designated as the authorized person (s) on behalf of the firm, who will be authorized by all the partners to act on behalf of the firm through a "Power of Attorney", specially authorizing him / them to submit & sign the tender, sign the agreement, receive payment, witness measurements, sign measurement books, make correspondences, compromise / settle/ relinquish any claim (s) preferred by the firm, sign "No Claim Certificate", refer all or any dispute to arbitration and to take similar such action in respect of the said tender / contract. In case of Company, Notarized/Certified copy of Authorization/Power of Attorney (backed by the resolution of Board of Directors) in favour of the individual to sign the tender on behalf of the company and create liability against the company should be submitted. Such "Power of Attorney" should be stamped and authenticated by a Notary Public or by Magistrate and submitted along with the tender."
48. In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to NFL by the bidder. It shall be the sole responsibility of the bidder to inform about their status on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall tantamount to misrepresentation of facts and shall lead to action against such Bidders.
49. NFL reserves the right to verify all statements, information and documents submitted by the bidder in his tender offer, and the bidder shall, when so required by NFL, make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification by NFL shall not relieve the bidder of its obligations or liabilities hereunder nor will it affect any rights of NFL there under."
50. This letter / instructions shall form part of the contract document and shall be signed and returned along with the tender documents.
51. The Tender shall be addressed to DGM (M&C), National Fertilizers Limited, Panipat unit.

Thanking You,

Yours faithfully,

Dy. General Manager (M&C)
For and on behalf National Fertilizers Limited

Read carefully and accepted.

Signature of the Bidder/ Authorized Signatory

Place: _____ Name & Seal of the Firm/Co.

DECLARARTION FORM-I

(To be submitted in Envelope No. II)

Ref. No; **NFP/MPC/47(02)/2024-26**

Dated: **22.04.2024**

To,
Issuing Authority
National Fertilizers Ltd.
Panipat Unit

Subject: Tender No. **NFP/MPC/47(02)/2024-26** Name of the contract: **ARC of Operation & Maintenance of Air conditioning Units Part-I & II for the year 2024-26.**

I/We _____ have read the conditions of tender attached hereto and agree to abide by such conditions. I/We offer to do the job of “**ARC of Operation & Maintenance of Air conditioning Units Part-I & II for the year 2024-26 work**” at the rates quoted in the attached Schedule of Rates and in accordance with the specifications, standards and instructions in writing of the Engineer-in-charge of M/s. National Fertilizers Limited and hereby bind myself/ourselves to complete the work schedule and progress of work.

I/We further agree to abide by the conditions of contract and to carry out all work within the specified time in accordance with specifications of materials and workmanship and instructions referred to in the Notice Inviting Tenders.

I / We agree to accept payment by ECS / EFT from your Bank. Details of my/our Bank A/c No. are as under:

Bank A/c No.
Type Account (Current A/c or Saving A/c)
Name of the Bank
Address of the Bank & Branch
Branch Code:
IFSC Code

In case of acceptance of the tender by National Fertilizers Limited, I/We bind myself/ourselves to execute the contract as per the conditions mentioned in the tender documents, failing which, I/We shall have no objection or claim to the forfeiture of the Earnest Money deposited with National Fertilizers Limited, Panipat Unit.

Yours faithfully

For M/s _____
(Signature of Contractor/Tenderer with SEAL)

Address: _____

DECLARATION FORM-II
(To be kept in Envelope No. II)

The following declaration to be signed by Tenderer / Contractor and to be submitted along with required documents which would be duly self- certified:

Sr. No.	Description			
1)	If a Tenderer has relation(s) whether by blood or otherwise with any of employee(s) of NFL (Owner), the Tenderer must disclose the relation at the time of submission of Tender. NFL shall reserve the right to reject the Tender or rescind the Contract, if such information is found incorrect.	YES / NO(If Yes, give the following details)		
		Name & Design. Of the Employee	Place of Posting	Relation with the Employee
2)	P.F. Registration No. of the firm / company to be indicated along with Documentary proof thereof.			
3)	PAN No. (Permanent Account Number) of the firm / company issued by Income Tax Deptt. Along with Documentary Proof thereof.			
4)	GST Registration No. of the firm /company issued by GST authorities along with Documentary Proof thereof.			
5)	ESI Registration No. issued by ESI Authorities along with documentary proof thereof			
6)	MSME Registration If the firm is registered as Micro/Small/ Medium Enterprises as per MSMED Act, 2006, the same may be confirmed by the tenderer and submit a photocopy (Self certified) of the registration certificate of relevant services, in support thereof. Otherwise it will be construed that the firm is not registered as per MSMED Act, 2006.	Yes / No registration certificate to be submitted) Mention the category i.e. Micro/Small/Medium		
7)	Type of Firm to be specified (Proprietor / Partnership / Limited Co. etc.)			
8)	Name of the Firm			
9)	Address of the Firm			
10)	Contact Details: a. Name of the Person: b. Mobile number / Landline Number c. Email	Contact Details: a) b) c)		
11)	Power of Attorney/authorization for submission of tender document, as applicable Submitted	Yes / No		

12)	Tender cost amount, DD Number and Date	
13)	EMD amount, DD Number and Date	

Note: Please attach separate sheets for the details, wherever necessary.

(Signature of Contractor/Tenderer with SEAL)

Place: _____

Dated: _____

DECLARATION FORM-III
(To be kept in Envelope No. II)

To,
Issuing Authority
National Fertilizers Ltd.
Panipat Unit

Subject: **NFP/MPC/47(02)/2024-26** Name of the contract **ARC of Operation & Maintenance of Air conditioning Units Part-I & II for the year 2024-26.**

Dear Sir,

1)	<p>UNDERTAKING</p> <p>a) I/We hereby confirm that Commercial Bid i.e. Price Bid is strictly as per Schedule of Quantities (Description/ Unit/Quantity of Items), Terms & Conditions and is also Un-conditional, including rebates offered. I/We shall have no objection for rejection of the offer, if found conditional.</p> <p>b) All the pages of NIT and GTC issued to us have been signed for its validity in token of its acceptance by us.</p> <p>c) It is confirmed that all the columns in the Price Bid, submitted in the Envelope-III, have been duly filled.</p> <p>d) I/We agree to evaluation of price bids and loading of GST under the terms of the NIT.</p>
2)	<p>ACCEPTANCE OF TENDER CONDITIONS</p> <p>I/We have personally read and gone through the scope of work, General Terms and Conditions of Contract (G.T.C.) and Special Terms and Conditions of NIT for the subject work, and I/we accept all the terms & conditions as mentioned in the G.T.C & NIT without any reservation and shall abide by the same.</p>
3)	<p>FOR DOWNLOADING THE TENDER DOCUMENT FROM WEBSITE</p> <p>With reference to your NIT No. NFP/MPC/47(02)/2024-26, dated: 22.04.2024 and the tender documents displayed on your web site, we hereby submit our tender for the subject work. Since we have not purchased the tender document from your office and the tender documents have been down-loaded by us from NFL website, we are hereby enclosing a demand draft No. _____ dated _____ of _____ (Bank) amounting to Rs. _____ (Rupees _____ only), in favour of National Fertilizers Limited, payable at Panipat towards the cost of tender documents.</p>
4)	<p>Labour License(If applicable)</p> <p>The contractor shall obtain Labour Licence, wherever applicable, from the appropriate Licensing Authorities i.e. Central/State Government under the Contract Labour (R&A) Act, 1970 & Contract Labour (R&A) Central Rules,1971 and submit a copy of the same to NFL, ----- before start of execution of contract work. Accordingly we hereby give undertaking that:</p> <p>“As per provisions made under the Central Labour (R&A) Act 1970 & Contract Labour (R&A) Central Rules, 1971, we would obtain Labour License for the aforesaid job of ARC of Operation & Maintenance of Air conditioning Units Part-I & II for the year 2024-26 from the appropriate Licensing Authorities i.e. Central/State Government, as applicable from time to time, and submit a copy of the same to NFL, ----- before start of execution of contract work”.</p>
5)	<p>I/We declare that the information and documents submitted along with the tender by me/us are correct and I/we are fully responsible for the correctness of the information and documents, submitted by us. It is further certified that I/We will not get myself/ourselves registered under more than one name</p>
6)	<p>I/We understand that in case of any information submitted by me/us is found to be false, forged or incorrect at any time during process for evaluation of tenders, it shall lead to forfeiture of the tender Earnest Money Deposit besides banning of business as per rules of NFL</p>
7)	<p>I/we also understand that if the certificates submitted by us are found to be false/forged or incorrect at any time after the award of the contract, it will lead to termination of the contract, along with</p>

	forfeiture of EMD/SD and Performance guarantee besides any other action provided in the contract including banning of business as per rules of NFL
--	--

Thanking you

Yours faithfully
For & on behalf of Tenderer/Contractor
Signature of the Contractor/ Tenderer with SEAL

Place: _____
Dated: _____

REGISTRATION OF GST NUMBER

Requirement of GST Number:

The bidders are required to obtain the valid GST No., if applicable, as per laid down provisions under GST Act and submit a copy there of as a documentary evidence. Further in case the registration is not applicable under GST Act the same may be confirmed and following undertaking may be given by bidder.

UNDERTAKING

Whether Registration certificate obtained: Yes/No (tick whichever is applicable)

- a. In case Yes, copy of valid certificate enclosed.
- b. In case No, It is confirmed that registration under GST Act is not applicable.
- c. In case registration under GST Act becomes applicable during the currency of contract, same shall be obtained and copy of valid GST No. shall be submitted to the NFL.

(Signature & stamp of bidder)

(To be kept in Envelope No. II)

(An Affidavit in original on Non-judicial Stamp Paper of appropriate value attested by Notary)

AFFIDAVIT

With reference to NIT No. **NFP/MPC/47(02)/2024-26, dated 22.04.2024** of National Fertilizers Ltd., for the work of **ARC of Operation & Maintenance of Air conditioning Units Part-I & II for the year 2024-26.** I, _____ S/o Sh. _____ R/o _____ do hereby solemnly affirm and declare as Proprietor / Partner / Authorized signatory of the firm on behalf of M/s _____ as under:

- a) That my / our firm / sister concern/their associates etc. has not been black listed, debarred, de-listed or put on holiday by any Institutional Agency / Government Department / Public Sector Undertaking for participating in the Tender, in last 3 years.
- b) No other Firm / Sister Concerns / Associates belonging to the same group are participating / submitting the Tender for this job.
- c) That information furnished by me / us in respect of the above tender is true and correct and nothing has been concealed. In case any of the information is found to be false and /or incorrect at any stage, NFL shall be at liberty to take the necessary action as deemed fit.

DEPONENT

Dated: _____

VERIFICATION

It is certified that the above contents / facts are correct and true to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

Place _____

Date: _____

ELIGIBILITY CRITERIA

The bidders, in order to become eligible to participate in the bid, need to meet the following eligibility criteria and submit the self-certified documentary evidences in support thereof; failing which price bid shall not be opened.

Techno-Commercial Criteria

Sr. No	Eligibility Criteria	Supporting Documents Required
1)	<p>a) The bidder shall submit the status (i.e. Name and complete Address) of the firm/company along with its constitution such as Sole Proprietorship / Partnership Firm or Limited / Private Company, Year of Establishment and Place of Business, etc. and</p> <p>b) Affidavit as per Annexure-VI on Non-judicial paper in original and Power of Attorney / Authorization, (As per clause 47 & 25 of annexure 1)</p>	<p>➤ In case of sole proprietorship, the bidder shall submit affidavit on Non-Judicial stamp paper of appropriate value in original, duly attested by notary regarding status / style of the business entity as per Annexure-XI</p> <p>➤ Partnership firm shall submit a copy of Partnership Deed attested by notary</p> <p>➤ Company shall submit a notarized /certified copy of Certificate of Registration / Incorporation and a copy of Articles of Association and Memorandum of Association</p> <p>➤ Registered Society & Registered Trust shall submit certified copy of the Certificate of Registration and Deed of Formation/MOA.</p> <p>➤ Affidavit in original</p> <p>➤ The bidder shall submit Notarized/Certified copy of Power of Attorney on Non-Judicial stamp paper of appropriate value duly attested by Notary /Magistrate in case of Sole Proprietor / Partnership Firm/ Company or Authorization(backed by Board Resolution) in case of a Company in favour of a person who has signed the tender documents on behalf of tenderer / Firm / Company</p>
2)	<p>a) The bidder should have valid Permanent Account Number (PAN), GST Registration No., PF Registration No. and ESI registration No.</p> <p>b) Declaration / Disclosure regarding any relation(s) with employees of NFL, Downloading of tender forms from NFL website etc.</p>	<p>The bidder shall submit Declaration I, II & III with self-attested copy of related documents wherever required like</p> <p>I. PAN Card.</p> <p>II. GST registration certificate</p> <p>III. P.F Registration No. issued by PF Authorities.</p> <p>IV. ESI Registration No. issued by ESI Authorities, etc.</p>
3)	<p>The bidder should have successfully Completed “Similar Works” with performance and completion certificate, during the last seven years ending last day of previous month in which NIT has been issued.</p> <p>Definition of “SIMILAR WORK”</p> <p>1) Similar works means Smooth Operation and Maintenance of Water Cooled Screw Chiller Central Unit or equivalent having Capacity 129.5 TR or above and Package AC Units 11TR or above) and Servicing of Air Conditioners, Water coolers, Deep Freezers, Refrigerators and Water purifiers</p>	<p>The bidder shall submit a copy of Purchase/ Work Orders + Completion Certificate from the suppliers/contractor for at least one of the following</p> <p>a) Three similar completed works each costing not less than Rs 18.48 lakhs (Excluding GST) With performance / completion certificate</p> <p style="text-align: center;">OR</p> <p>a) Two similar completed works each costing not less than Rs 23.10 lakhs (Excluding GST) With performance /</p>

	<p>at various levels in Fuel Oil/NG/RLNG based fertilizers/petrochemical/refineries/thermal power Plants.</p> <p>Note:-</p> <p>a) Relevant experience is to be taken for a period of one year. If contract period of the completed work order is more than one year, then the executed value of contract shall be considered on pro-rata basis</p>	<p>completion certificate OR</p> <p>a) One similar completed work costing not less than Rs 36.96 lakhs (Excluding GST) With performance / completion certificate</p> <p>Copies of Work orders in support of the above with full technical scope of work & commercial details including work order value along with the completion certificate from the concern organization regarding the satisfactory performance indicating the contract period, executed value and date of completion.</p>
4)	<p>Average Annual financial turnover of the bidder during the last 3 years ending 31st March of the previous financial year should be at least Rs: 13.86 Lakhs.</p>	<p>Bidder shall submit self-attested copies of Audited Balance Sheet and Profit & Loss A/c authenticated with UDIN for the last three financial years ending on 31st March of the previous financial year. (i.e. FY 2020-21,2021-22 & 2022-23)</p> <p>In case the bidder do not fall under the ambit of statutory audit, and do not have audited annual reports / audited Balance Sheets and Profit & Loss Statements, shall submit a statement certified by Statutory Auditor / practicing Chartered Accountant Authenticated with UDIN as documentary evidence in support thereof.</p>

NOTE :

- 1) In case of newly formed partnership firm, the credentials of individual partners from previous propriety firm(s) or dissolved previous partnership firm(s) or split previous partnership firm(s), shall be considered only to the extent of their share in previous entity on the date of dissolution / split and their share in newly formed partnership firm. For example, a partner A had 30% share in previous entity and his share in present partnership firm is 20%. In the present tender under consideration, the credentials of partner A will be considered to the extent of 0.3×0.2 * value of the work done in the previous entity. For this purpose, the tenderer shall submit along with his bid all the relevant documents which include copy of previous partnership deed(s), dissolution deed(s) and proof of surrender of PAN No. (s) in case of dissolution of partnership firm(s) etc.
- 2) In case of existing partnership firm, if any one or more partners quit the partnership firm, the credentials of remaining partnership firm shall be reworked out i.e., the quitting partner(s) shall take away his credentials to the extent of his share on the date of quitting the partnership firm (e.g. in a partnership firm of partners A, B & C having share 30%, 30% & 40% respectively and credentials of Rs 10 crore; in case partner C quits the firm, the credentials of this partnership firm shall remain as Rs 6 crore). For this purpose, the tenderer shall submit along with his bid all the relevant documents which include copy of previous partnership deed(s), dissolution deed(s) and proof of surrender of PAN No.(s) in case of dissolution of partnership firm(s) etc.
- 3) In case of existing partnership firm if any other partner(s) joins the firm, the credentials of partnership firm shall get enhanced to the extent of credentials of newly added partner(s). on the same principles as mentioned in item 1 above. For this purpose, the tenderer shall submit along with his bid all the relevant documents which include copy of previous partnership deeds, dissolution/splitting deeds and proof of surrender of PAN No.(s) in case of dissolution of partnership firm etc.

- 4) Any partner in a partnership firm cannot use or claim his credentials in any other firm without leaving the partnership firm i.e., In a partnership firm of A&B partners, A or B partner cannot use credentials of partnership firm of A&B partners in any other partnership firm or propriety firm without leaving partnership firm of A&B partners.
- 5) In case a partner in a partnership firm is replaced due to succession as per succession law, the proportion of credentials of the previous partner will be passed on to the successor.
- 6) If the percentage share among partners of a partnership firm is changed, but the partners remain the same, the credentials of the firm before such modification in the share will continue to be considered for the firm as it is without any change in their value. Further, in case a partner of partnership firm retires without taking away any credentials from the firm, the credentials of partnership firm shall remain the same as it is without any change in their value.
- 7) In a partnership firm “AB” of A&B partners, in case A also works as propriety firm “P” or partner in some other partnership firm “AX”, credentials of A in propriety firm “P” or in other partnership firm “AX” earned after the date of becoming a partner of the firm AB shall not be added in partnership firm AB.
- 8) In case company A is merged with company B, then company B would get the credentials of company A also.”

**Signature of the Tenderer /
Contractor with Seal**

EVALUATION CRITERIA

- 1) The contract shall be awarded on Composite L – 1 basis. However, in case, it is found that L–1 tenderer has quoted non-workable rates for one / more items due to which they become L-1, NFL reserves the right to reject such tender. This condition shall be applicable on next lowest tender (s) also.
- 2) If the tenderer does not quote rate of any item, it may be noted that for evaluation purposes the same shall be taken based on the highest rate quoted by the other tenderers. However, order shall be placed for the same item based on the lowest rate quoted by the other tenderers. In that case, the party shall have to execute that item(s), failing which action shall be taken as per terms & conditions of the contract.
- 3) Tenderer are required to quote their rates of the respective item of work as per the “UNIT” of Item mentioned in the Schedule of Quantities. If it is found that the contractor has quoted his rates against a particular item(s) by changing the “UNIT”, the such quoted rates of the contractor with the changed “UNIT” shall be ignored and treated as UNQUOTED RATE against that particular Item(s) and the tender shall be evaluated as Para 2 above.
- 4) The revised bids on due date of opening of the tenders, as per NIT, shall not be entertained. Where for any reason the due date and / or time of opening the tender is extended, intimation regarding revised tender opening date and time shall be given / displayed on the website, In case any of the parties, who have submitted offer earlier, submits revised offer, within extended period, their revised offer only will be considered for opening. However where techno-commercial negotiations are conducted with all the bidders to clarify the deviations vis-à-vis tender specifications/requirements, which lead to changes in terms / conditions and / or technical specifications, the bidders shall be given a fair chance to revise their price bids accordingly. However revision in prices, if any, may be through add-on/reduction on account of change in terms/conditions and/or technical specifications w.r.t. original price bid submitted by all the eligible bidders before opening of original price bid. While evaluating the offers, the impact of add-on/reduction on the original price bid should be considered and no fresh revised price bid should be sought from bidders against the same tender”.
- 5) If tenderer offers rebate unilaterally after due date and time of submission of tender/bids, it is not to be taken into account for evaluation purpose. But if that bidder/tenderer emerges as a lowest evaluated bidder/tenderer, the rebate so offered is to be taken into account for placement of order.
- 6) The rates should be quoted in words and figures. If some discrepancies are found between the rates given in the words and figures or the amount shown in the tender, the following procedure shall be followed:-
 - a) When there is difference between the rates in figures and words, the rates which correspond to the amount worked out by the tenderer shall be taken as correct.
 - b) When the rates quoted by the tenderer in figures and words, tallies but the amount is incorrect, the rate quoted by the tenderer shall be taken as correct.
 - c) When it is not possible to ascertain the correct rate in the manner prescribed above, the rate as quoted in words shall be adopted.

**NATIONAL FERTILIZERS LIMITED
DEFINITIONS OF TERMS**

In the contract documents herein defined where the context so admits, the following words and expression will have the meanings assigned to them respectively:

- 1) "The OWNER or NFL" means the NATIONAL FERTILIZERS LTD. Incorporated in India, having its registered office at SCOPE COMPLEX, Core No-III,7, Institutional Area, Lodhi Road, New Delhi-110003.
"Bid" (including the term 'tender', 'offer', 'quotation' or 'proposal' in certain contexts) means an offer to supply goods, services or execution of works made in accordance with the terms and conditions set out in a document inviting such offers.
"The Bidder" (including the terms "tenderer", "consultant" or "service provider") in certain context means any eligible person, firm or company participating in the tendering process.
"Notice Inviting Tenders(NIT)" (including the term 'Invitation to bid' or 'request for proposals' in certain contexts) means a document and any amendment thereto published or notified by the owner, which informs the potential bidders that it intends to procure goods, services and/ or works.
- 2) The "ENGINEER-IN-CHARGE" shall mean the person designated as such by NFL and shall include those who are expressly authorized by him to act for and on his behalf for operation of this contract.
- 3) The "WORK" shall mean the works to be executed in accordance with the contract or part thereof as the case may be and shall include all extra, additional, altered or substituted works as required for purpose of the contract.
- 4) "CONSTRUCTION EQUIPMENT" means all appliances and equipment of whatsoever nature for the use in or for the execution, completion operation or maintenance of the work unless intended to form part of permanent work.
- 5) "SITE" means the areas in which the work is to be performed by the Contractor and shall include a part or portion of the site on which the permanent work is proposed to be constructed.
- 6) The "TENDER DOCUMENTS" shall consist of Short Tender Notice, General Instructions to the Tender, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, Time Schedule Tender Form, Performa or Agreement Form Schedule of Rates, and Addendum/Addenda to Tender Documents.
- 7) "THE CONTRACTOR" means any person or persons or firm or company whose Tender has been accepted by NFL with the concurrence of the Owner, and the legal personal representatives, successors and permitted assigns of such person, persons firm or company. Contractor includes "Service Provider or Consultant" also.
- 8) The "CONTRACT" shall mean the Agreement between NFL and the Contractor for the execution of the works including therein all contract documents.
- 9) The "SPECIFICATIONS" shall mean the various Technical specifications attached and referred to in the Tender documents. It shall also include the latest addition of relevant Indian Standard Specifications published before entering into contract.
- 10) "The DRAWINGS" shall include Maps, Plans and Tracings OR Prints thereof with any modifications approved, in writing by the Engineer-in-charge and such other drawings as may, from time to time, be furnished or approved in writing by the Engineer-in-charge.
- 11) The "CONTRACT DOCUMENTS" shall consist of Agreement, Tender documents as defined in Clause 6, 7 & 8 above, Acceptance of Tender and further amendments.
- 12) The "ALTERATION ORDER" means an order given in writing by the Engineer-in-charge to affect additions to or deletion from and alterations in the works.
- 13) The "COMPLETION CERTIFICATE" shall mean the Certificate to be issued by the Engineer-in-charge when the works have been completed to his satisfaction.

- 14) The "FINAL CERTIFICATE" in relation to a work means the Certificate issued by the Owner after the period of liability is over.
- 15) The "PERIOD OF LIABILITY" in relation to work means the specified period from the date of issue of Completion Certificate upto the date of issue of Final Certificate during which the Contractor stand responsible for rectifying all defects that may appear in the works.
- 16) "ZERO DATE" shall mean the date of issue of LETTER OF INTENT (LOI) or issue of WORK ORDER, whichever is earlier.
- 17) "GTC/GTCC" means General Terms & Conditions of Contract. "STC" shall mean Special Terms and Conditions of the contract.
- 18) Technical Terms and Conditions & Special Terms and conditions are succeeding to GTC. In case of any discrepancy or inconsistency between technical terms and conditions, special terms and conditions and general terms and conditions, the following order of preference shall be followed:
 - a) Scope of Work /Technical Terms and Conditions
 - b) Special Terms and Conditions
 - c) General Terms and Conditions (GTC/GTCC)

GENERAL TERMS & CONDITIONS (GTC/GTCC)

- 1.1.0 The execution of the work may entail working in all the site and weather condition and no extra rate will be considered on this account. The contractor may have to carry out the jobs to work round the clock as per our requirement to be decided by Engineer in- charge and the Contractor should take this aspect into consideration for formulating his rates and quotation. No extra claim/overtime will be paid on this account.
- 1.2.0 Electricity, Water and Service Air will be provided free of cost at one point as per requirement of the job. All lifting tools & tackles are to be got tested under the Competent Person engaged by State Government from time to time and the certificates duly verified by Competent Authority are to be submitted to the Department before taking up the job.
- 1.3.0 Suitable accommodation will be provided for the contractor or his authorized representative on chargeable basis, if available, NFL may allot land for putting temporary Godown/ workshop for making storage, work site by the contractor, free of cost.
Note: Units may specify type of accommodation available and its rental charges in the NIT while issuing the same.
- 1.4.0 The contractor shall have to make his own arrangements for all Tools & Tackles, Skilled and Unskilled labours etc. required for the job. The work is subject to inspection at all time by the Engineers-in-charge and the Contractor shall have to carry out the work to the entire satisfaction of the Engineer-incharge.
- 1.5.0 Sub-Contracting of the job will not be allowed without prior written permission of the owner (NFL). If sub-contracting is allowed by Owner in full or part, the contractor shall be solely responsible for paying each Sub-Contractor and any other person to whom any amount is due from Contractor for services, materials or supplies otherwise related to the Work. Contractor shall take all reasonable steps and actions to ensure that such services have been or will be properly performed. Owner shall not be deemed by virtue of the Contract to have any contractual obligation to or relationship with any Sub Contractor. The responsibility of successful completion of work by subcontractor shall lie with Contractor. Subcontracting will in no way relieve the Contractor to execute the work as per terms of the Contract.
- 1.6.0 PAYMENT OF TAXES AND DUTIES
- 1.6.1 The rates to be quoted by the tenderer should be inclusive of all applicable taxes, duties, levies etc. but excluding GST. Statutory deductions on account of Income Tax at source, at the applicable rates of the Gross Value of the Bill shall be made from the Contractor's monthly bills for depositing the same with respective Statutory Authorities as per the provision of the respective Acts and guidelines issued by Govt. of India. No request for increase / decrease or inclusion of any tax shall be entertained afterwards.
- 1.6.2 The rates quoted for materials should be on F.O.R. basis and are inclusive of all taxes. No GST will be paid as extra.
- 1.6.3 Addition / deletion of taxes imposed by the State Governments / Central Government after submission of tender documents and during contractual period shall be to NFL's account. Any subsequent change in the rate of GST shall be to NFL's account during contractual period only.
- 1.6.4 The Total Contract Value shall be inclusive of all applicable taxes, duties, levies etc. except GST.
- a) The successful tenderer who is liable to be registered under CGST/IGST/UTGST/SGST Act shall submit GSTIN along with other details required under GST/IGST/UTGST/SGST Act to NFL immediately after the award of contract, without

which no payment shall be released to the contractor. The contractor shall be responsible for deposit of applicable GST to the concerned authority.

- b) NFL shall pay GST as per provisions of GST Act. To remain competitive, bidders are advised to work out their rates excluding the impact of taxes paid on the input materials to be used in execution of contract as the same shall be set off in the form of input tax credit against GST.
- c) Party shall issue the taxable invoice in the manner prescribed under the GST Act within 30 days from the date of successful completion of job/contract in case of full & final payment against 1st & final bill and within 30 days of billing period in case of annual rate contracts having provision for monthly R/A bills. In case of any difference between the taxable/assessable value / or tax charged in the tax invoice is found the contractor shall issue credit/debit note as the case may be in the manner specified in the Act, failing which NFL may withhold the payment till the rectification of such difference. Up loading of taxable invoice and credit/debit note shall be done by the contractor strictly within the period prescribed in GST Act.
- d) In the event input tax credit of the GST charged by the contractor is denied by the tax authorities to NFL, then NFL shall be entitled to recover such amount from the contractor by way of adjustment from the next invoice/Security Deposit. In addition, to the amount of GST, NFL shall also be entitled to recover interest and penalty, in case it is imposed by the tax authorities on NFL.

1.6.5 Liability of NFL shall be restricted to the amount of GST only, and any interest / penalty etc. shall be to the contractor's account.

1.6.6 Nature of Contract and Applicable GST Rates: Rates & Guidelines shall be applicable as notified by the Central Govt. from time to time.

1.6.7 As per GST, the liability towards payment of GST lies with the service provider, so NFL is not responsible for any non-compliance of the GST Law by the tenderer. However, in case of services notified for liability of payment of GST, under Reverse Charge Mechanism, on the part of service receiver, the Company (NFL) shall comply with the same as the service receiver.

1.7.0 The rates quoted by the tenderer will be firm for the currency of the contract period including extension if any and will not be subjected to escalation irrespective of any increase what so ever.

Note: Where the contract is labour oriented, the escalation clause if required, may be mentioned in the tender document.

1.8.0 The Tenderer should make a deposit of Rs.____ as Earnest Money and Rs.____as Tender Fees by an A/C Payees Demand Draft, drawn on any Scheduled Bank except Rural or Co-Operative Bank in favour of "National Fertilizers Limited," payable at Panipat The Earnest Money and Tender Fees shall not be accepted in any other form except specified. Earnest Money and Tender Fees should accompany the Tender in separate Envelope without which tender will not be opened and it will be considered as rejected. The EMD shall be forfeited and appropriated by NFL in regard to the NIT without prejudice to any other right or remedy to NFL under the following conditions:

- a) If a Bidder withdraws his Bid during the validity or agreed extension validity period duly agreed by the bidder. If the bid is varied or modified in a manner not acceptable to the NFL during the validity or agreed extension validity period duly agreed by the bidder.
- b) In the case of a successful Bidder, if the bidder fails to commence the work awarded to him or sign the Contract agreement in accordance terms of Contract.
- c) In the case of a successful Bidder If the successful bidder fails to furnish Security Deposit /Performance Guarantee in accordance terms of Contract.

- d) If bidder is delisted/debarred or blacklisted by NFL. The failed contractor/tenderer, for the reasons as stated above shall be debarred from participating in the re-tender for that work.

1.8.1 Bid Validity:

The bid should be kept valid for acceptance for a period of 120 (one hundred twenty) days from the date of opening of tender/Technical Bid. A bid valid for shorter period may be rejected by the Owner as being non-responsive. Under the exceptional circumstances, prior to expiry of the original Bid validity period, the Owner may request the Bidder for a specified extension in the period of validity. The request and the responses thereto shall be made in

writing or by E-mail. In the event of Owner seeking extension of period of validity of the Bids, the validity of EMD shall also be suitably extended. A Bidder agreeing to the request of Owner seeking extension will not be required nor permitted to modify his bid, and will be required to extend the validity of his EMD correspondingly.

1.9.0 The following tenders will be liable to be rejected:

- a) Tenders submitted by Tenderer who resort to canvassing.
- b) Tenders, which do not fulfil any of the conditions, laid down in the Tender Documents or are incomplete, in any respect.
- c) Tender, which contain uncalled for remarks or any alternative additional conditions.

1.9.1 The company reserve the right to accept the lowest or any other Tender in part or in full or award parallel contracts or reject all OR any of the Tender without assigning any reasons.

1.10.0 If the tenderer has relations whether by blood or otherwise with any of the employees of the NFL, the tenderer must disclose the relation in the Form of Declaration attached, at the time of submission of tender failing which NFL shall reserve the right to reject the tender or rescind the Contract. It shall also be certified by the tenderer that none of NFL's ex-employee is employed with them. (In case any ex-employee of NFL is employed, furnish details separately).

1.11.0 The contractor may employ such employees/ labours as he may think fit and the employees so employed should be employees of contractor for all purposes whatsoever and shall not be deemed to be in the employment of NFL for any purpose whatsoever. The contractor shall abide by all rules, laws and regulations that may be in force from time to time regarding the employment or conditions of service of the employees. If under any circumstances whatsoever, NFL is held responsible in any manner whatsoever for the default or omission on the part of the Contractor in abiding by the aforesaid rules, regulations and laws or held liable or responsible to the employees of the contractor in respect of any matter whatsoever and called upon to make payments on that account, NFL shall be reimbursed by the contractor for the same as also any other expenses costs and charges incurred by NFL in any proceeding or litigation arising out of any claim, demand or act on the part of the employees of the contractor, NFL shall be entitled to claim, demand or compensation from the contractor in that event. NFL shall also be entitled to recover the aforesaid amount from the Contractor that may become due and payable to Contractor.

1.12.0 Interested tenderer after studying the tender documents carefully, may obtain necessary clarifications, if any in writing before tendering, Submitting of tender implies that the Tenderer has obtained all the clarifications required. No claim on ground for want of knowledge in any respect will be entertained. No claim for extra charge consequent on any misunderstanding or otherwise will be allowed.

1.13.0 The Contractor shall be liable to the company for any omission or Commission on his part or on the part of his employees thereby causing any loss, damage or inconvenience to the company.

1.14.0 The Contractor shall make his own arrangement for removal of old as well as unused material, including packing materials and empty cases free of cost from work site to the place indicated by the Engineer-in-charge after completion of work and nothing extra will be paid.

1.15.0 The decision of Engineer-in-charge in regard to all matters relating to the Tender and for determine the category of work with reference to material of an item not mentioned in scope of work shall be final.

1.16.0 **QUANTUM OF JOB:**

Estimated value of work has been worked out on technical assessment / on the basis of job executed in past. NFL will not give any guarantee for minimum billing, minimum quantum of work during the period / currency of the contract.

1.17.0 If the Contractor is unable to execute the work any loss incurred by the company in this respect, will be, to the Contractor's account. The company may also terminate the contract after giving a notice, if in its opinion; the work under the contract is not being done to its satisfaction. The Company will also have right to get the job done by a third party at the risk and cost of the Contractor till the expiry of the period of the contract and debit the cost plus 25% to the Contractor.

1.18.0 **VALIDITY OF THE CONTRACT**

The Contract shall remain valid for a period as specified in STC/NIT reckoned from the date of its award. The job can therefore, be got done any time during he tenure of the contract. Normally Notice to 7 days be given for starting the job but the Contractor should be able to mobilize within 24 hours, if the necessity so arises.

1.19.0 **FORCE MAJEURE:-**

The terms and conditions agreed upon under the contract shall be subject to Force Majeure. Neither the contractor nor NFL shall be considered in default in the performance of their obligation contained therein, if such performance is prevented or delayed or restricted or interfered with by reason of War, Hostilities, Acts of Public Enemy, Civil Commotion, Strike, Lockouts, Epidemics/Pandemics, Accidents, Fires, Explosions, Flood, Earthquake, regulation or ordinance or requirement of any Government or any sub-division thereof or authority or representative of any such Govt., and/or due to technical snag/reasons or any other Act whatsoever, whether similar or dissimilar to those enumerated beyond the reasonable control of the parties

here to or because of any act of GOD. The party so affected, upon giving prompt notice to other party of such conditions and cause thereof from within 15(Fifteen) days of occurrence of such event, shall be excused from such performance to the extent of such prevention, delay, restriction or interference for the period it persists provided that the party so affected shall use its best efforts to avoid or remove such causes of non-performance if possible and shall continue performance hereunder with the utmost dispatch whenever such causes are removed.

If the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract by giving notice to the other party.

For delays arising out of Force Majeure neither NFL nor the Contractor shall be liable to pay extra costs or to make good any losses incurred consequent to the happening of any of the event, provided it is mutually established that Force Majeure condition did actually exist.

1.20.0 **LOSS TO PLANT DURING EXECUTION:**

Any damage or loss caused to plant Equipment etc. during execution of this contract will be made good by the contractor at his own cost and risk.

1.21.0 NFL shall have power to make any alteration in, omission from, addition to, or substitutions for original Specifications and instructions which may be considered necessary, during the progress of work and Contractor shall have to carry out the work in accordance with any instruction which may be given to him in writing duly signed by Engineer-in-charge. Such alteration, omission, additions, substitutions, shall not invalidate the contract and any altered, additional or substituted work which the Contractor may be directed to do in the manner above specified as a part of the work, shall be carried out by the Contractor on the same condition in all respects on which he has agreed to do the main work.

1.22.0 If the rate for the additional altered or substituted work are specified in the contract for the work. The Contractor is bound to carry out the additional, altered or substituted work at the same rate as per specifications in the rate contract for that work.

a) In the event the extra or substituted items of the work does not fall in category as above, the cost will be calculated on the basis of actual labour and consumable materials utilized for the job. The quoted rates will be inclusive of overhead and profit. The quantum of labour and consumable material used will be assessed by the Engineer-in-charge, whose decision in this respect will be final and binding upon the Contractor. The contractor will be required to obtain prior approval of NFL for rates payable to him for such extra items.

b) In case, the Contractor fails to do the extra and/or substituted work. NFL will have the option to get the work done through another agency at the Contractors' risk and cost.

1.23.0 SECURITY:

The contractor shall deposit SD towards faithful performance of the contract. The Security Deposit together with EMD/Initial Security Deposit shall be 10% of the contract / Works order value. Initial Security Deposit (ISD) shall be 2.5% of the Contract Work Order Value which is required to be deposited within 15 days of the issue of the Letter of Intent (LOI) /Work Order (WO) by the successful tenderer. EMD can be adjusted against SD.

The balance security deposit amount shall be recovered @ 7.5% from each running bill and the final bill so as to make the total security deposit at 10% of the Contract / Work Order Value. In case work is split between two or more parties, SD shall be submitted based on the value of split order.

No interest shall be paid on security deposit. Any amount recoverable from the contractor shall be deducted from RA bill/security deposit. Security deposit shall be returned to contractor after successful completion of the contract and obtaining "No objection certification" from executive department after expiry of Defect Liability Period.

The successful tenderer can furnish a Bank Guarantee from any of the scheduled bank excluding Gramin /Co-operative Bank in the form specified by NFL against Security Deposit / Performance Guarantee (as applicable) for the faithful and proper fulfillment of the contract. The Bank Guarantee should be valid for a period of ___ months (contract period plus defect liability period) plus 3 months claims period. The Bank guarantee should be submitted by Bankers directly to NFL in a sealed cover and not through contractor.

The Contractor shall also arrange a copy of swift message, for confirmation of BG (including all amendments) through SFMS mode, from the BG issuing bank generated on communication regarding issue of BG to our designated bank ICICI Bank Ltd, K1, Senior Mall, Sector-18, Noida, UP, 201301, IFSC Code ICIC0000031, as per following details:-

- (i). IFN 76 COV for issuance of bank guarantee
- (ii). IFN 767 COV for amendment of bank guarantee

- (iii). Issuing bank shall mention IFSC code as ICIC0000031 in field 7035 of IFN 76 COV/IFN 767 COV.
- (iv). Issuing bank shall mention NFL beneficiary code as NFLNATIONAL04022015 in field 7037 of IFN760COV/IFN767COV.

1.24.0 PERIOD OF LIABILITY:

Defect liability period of works shall be for a period as specified in the NIT from the actual date of completion of work. The contractor shall at his own cost and initiative, correct repair and/or rectify any / and all defect(s) and/or imperfections in the design of the work (in so far as the contractor shall be concerned with the design of the work or any part thereof) and/or in the work performed and/or materials, components or other items incorporated therein as shall be discovered during the said defect liability period and in the event of the contractor failing to do so, NFL reserves the right to get the same repaired at the risk & cost of the contractor PLUS 25 % Departmental Charges plus applicable GST thereon, and the expenditure so incurred by NFL shall be adjusted towards the said Security Deposit and / or any other due lying with NFL.

1.25.0 PROCEDURE FOR MEASUREMENT/BILLING OF WORKS IN PROGRESS:

a) Measurement and Billing:

All measurement shall be in metric system. All the works in progress will be jointly measured by the representative of the Engineer-in-charge and the Contractor's authorized agent, as per method outlined in the special, General Terms and Conditions of the contract. Such measurement will be got recorded in measurement book/sheet by the Engineer-in-charge or the authorized representative and signed in token of acceptance by the Contractor or his authorized representative. The Contractor will submit a bill in approved Performa in Triplicate to the Engineer-in-charge of the work giving abstract and detailed measurements for the various items executed during a month before expiry of the 1st week of the succeeding month.

b) Running Account Payment:

All running account payments shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done.

c) Completion Certificate/Final Bill:

The Engineer-in-charge shall normally issue to the contractor the completion certificate within one month after receiving an application thereof from the contractor after verifying from the completion documents and satisfying himself that the work has been completed in all respect in accordance with the instructions, specifications of contract documents. The contractor after obtaining the completion certificate is eligible to present the final bill for the work executed by him. The final bill shall be prepared on the basis of the final measurements entered in the measurement books/sheets. The final bill shall be prepared in the prescribed Performa with reference to total work covered by the contract such bill to be drawn up after applying the applicable rates specified in the schedule of rates to the relative measured quantities. The final bill shall also include all additional claims of the contractor and considered conclusive. The final bill, complete in all respects, shall be submitted by the Contractor within one month of the completion of work. No further claim shall be allowed by NFL after Final bill. Contractor shall also furnish "NO CLAIM CERTIFICATE" in the prescribed Performa along with Final Bill.

d) Final Certificate:

Within fifteen days of the contractor's application made after the expiry of the period of defect liability provided for in clause 1.24.0 here of and satisfaction of all liabilities of the contractor in respect there of the Engineer-charge that the contractor has

performed his obligations in respect of the defect liability period and until issue of such final certificate, the contractor shall be deemed not to have performed such liabilities not withstanding issue of the completion certificate or payment of the final bill by NFL.

1.26.0 TERMS OF PAYMENT:

- a) Payment of monthly running account bill complete in all respect shall be made after making necessary recoveries as per contract within 30 days of receipt of bill by NFL, complete in all respects.
Payment of final bill shall be released within 60 days or otherwise stipulated in the NIT/WO after receipt of bill completed in all respect. Payment of 10 % security deposit/deducted shall be released after completion of defect liability period on demand within 30 days. Payment to MSME Parties shall be made with in a period applicable as per MSMED Act or payment terms as per NIT/WO , whichever is earlier.
- b) The contractor has the option to receive payment through Electronic Funds Transfer (EFT)/RTGS Process. For this option, they may submit their bank particulars i.e. Customers Name, Name of the Bank, Bank Account No.(All digits in case of CBS branches),Place of branch, Branch Code(IFSC CODE-II digits) to enable NFL to release payment accordingly. All bank charges will be to their account.
- c) Contractor shall submit bill in triplicate to the Department along with measurement sheet duly verified by area in-charge. The area in-charge will forward the bill after verification to F&A Department for payment through HOD.
- d) NFL shall deduct TDS-Income Tax as per Income Tax Act, TDS/TCS-GST wherever applicable as per GST law, Commercial Tax, Cess including BOCW Cess at source from all payments due and to be made to the Contractor under this contract in accordance with provisions of relevant Act and Rules framed there under including any amendment and modifications thereof as applicable from time to time.
- e) The contractor shall furnish along with each running bill a certificate that he has complied with statutory provisions relating to Minimum Wages, PF & ESI and Contract Labour (R&A) Act, 1970 etc. and shall also submit copies of Wage Sheet, PF & ESI Challan.
- f) Bill should be signed by a person holding power of attorney or authorized representative of contractor.
- g) In addition to above terms, payment of final bill will be made subject to, inter alia, following terms:
 1. Payment of final bill will be made to the contractor after submission of certificate from CISF Gate that all the gate passes issued to the labourers of the contractor have been returned alternatively no objection certificate may be provided from CISF.
 2. The Payment of final bill will not be made until the contractor has handed over the peaceful vacant possession of land, if any, handed over to him free from all encumbrances including offices, stores, workshop, temporary structure, lighting, fixture poles etc.
 3. Return of empty packing material, scrap and unconsumed material issued by NFL.
 4. The contractor shall be required to give a certificate along with final bill that he has made all payments towards wages as defined under the Payment of Wages Act, 1936 and Contract Labour (R&A) Act, 1970 and has also complied with other provisions of Labour Laws in respect of manpower engaged/employed for the execution of work.
 5. The contractor is further required to give an undertaking stating that in case any dispute arises on account of deployment of manpower/labour, contractor would be responsible to discharge the statutory obligations, if any, and NFL will stands indemnified against any such claim/demand made in future.

1.27.0 PRESERVATION OF FREE ISSUE MATERIAL:

All materials issued to the contractor by the owner shall be preserved against deterioration and storage while under contractor's custody, Any damage/losses suffered on account of non-compliance with the requirement stipulated herein shall be considered as losses suffered due to willful negligence on the part of the contractor and he shall be liable to compensate NFL for the losses suffered at panel rates to be determined by the Engineer in- charge with reference to the rates charged for the purpose of recovery shall be final and binding on the contractor.

1.28.0 SCRAP ALLOWANCE:

Contractor will plan the work in such a way that the wastage to be minimum Following scrap allowance will be allowed. Beyond the allowance, the wastage will be chargeable to the contractor on NFL rate +25% + All Taxes will be charged extra.

S No	PARTICULARS	SALVAGEABLE
A	STRUCTURE	2.5 %
B	PIPE	3.0 %

1.29.0 ISSUE OF MATERIAL FROM NFL:

Any issue of materials from NFL stores not covered in NFL obligation will be issued and charged on NFL issue rate +25% + All Taxes will be charged extra. The issue of such material will be sole discretion of NFL.

1.30.0 ISSUE OF GAS CYLINDER:

Contractor has to make his arrangement for Oxygen and Acetylene Gas. However, the Oxygen and Acetylene gas can be issued on chargeable basis in exigencies subject to the availability constituting following components.

- a) Invoice price of gas.
- b) Rent for each Cylinder per day.
- c) Department charges.
- d) Cost of collection and return of empty Cylinder.

1.31.0 MATERIAL TRANSPORTATION:

The contractor shall make his own arrangement for Transportation of the material from stores to site of work and to the place of erection etc. at his own cost for making temporary stores/work sites, NFL may indicate an area at its own discretion for putting up of a temporary hut/shed.

1.32.0 Liquidated Damages (LD):

The time and date of completion of work as stipulated in the contract shall be deemed to be essence of the contract. In the event of work is not completed according to the time schedule, the contractor shall have to pay Liquidated Damages to the NFL at the rates of 1 % of the total value of work for delay of every week or part thereof, subject to a ceiling of 10 % of the total value of the work plus applicable GST thereon. These Liquidated Damages shall be recovered from the RA/Final Bill of the contractor of this work, or from any other dues of the contractor against any other contract, or from any other dues of contractor lying with NFL.

Note:

The above clause may be reviewed in all cases after considering duration and criticality of work.

1.33.0 ENGINEER-IN-CHARGE:

The Engineer-in-charge shall have general supervision and direction of the work. He has authority to stop the work whenever such a stoppage may be necessary to ensure the

proper execution of the contract. He shall also have authority to reject all work which directs the application of forces to any portion of the work as in his judgment is required and order force increased or diminished and to decide disputes, which arise in the execution of the work. The Engineer-in-charge reserves the right to suspend the work or the part thereof at any time and no claim whatsoever on this account will be entertained. In case of any dispute the contractor may appeal to the Engineer-in-charge whose decision shall be final and binding.

1.34.0 JURISDICTION:

Notwithstanding any other court or courts having jurisdiction to decide the question(s) forming the subject matter of the reference if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relating to the contract (including any arbitration in terms thereof) shall lie only in the court of Competent authority civil jurisdiction in this behalf at ----- -(place of Unit/ZO/New Delhi in case of CO/CMO where this contract has been signed on behalf of the owner) and only the said courts shall have jurisdiction to entertain and try such action(s) and / or proceeding (s) to the exclusion of all other courts.

1.35.0 CONCILIATION & ARBITRATION:

(i) FOR INDIAN PARTIES

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or breach thereof shall be resolved amicably through negotiations by the parties. A "Notice of Dispute" shall be given by the party seeking resolution of a dispute to the other party. If the dispute is not resolved within Thirty (30) days from the notice, the dispute shall be referred to arbitration as per the procedure mentioned herein below:

A written notice shall be given by the contractor invoking arbitration to National Fertilizers Limited through Designated Authority (CMD / Functional Directors/ Unit Head), which may be specified as per contract value (Ref : CO Legal circular no. NFL/CO/Law/979 dated 2-3-2020)

Where the claim including determination of interest, if any, being claimed upto the date of commencement of arbitration does not exceed Rs. Five crore, the reference shall be made to a sole arbitrator. The parties shall mutually agree on the name of sole arbitrator. In case of disagreement upon the name of the sole arbitrator, the appointment of Sole Arbitrator shall be done in accordance with the provisions of Arbitration & Conciliation Act, 1996.

Where the claim including determination of interest, if any, being claimed upto the date of commencement of arbitration exceed Rs. Five crore, the reference shall be made to arbitral tribunal consisting of three arbitrators. Each party shall nominate one arbitrator each within 30 days from the date of receipt of notice of invocation of arbitration and two nominated arbitrators shall appoint the presiding arbitrator within 30 days thereafter. If a party to the dispute refuses or neglects to nominate an arbitrator on its behalf within the period specified, or the two arbitrators fails to nominate Presiding arbitrator, appointment of Arbitrator(s) shall be done in accordance with the provisions of Arbitration & Conciliation Act, 1996.

The Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 and any further statutory modification or re-enactment thereof and the rules made thereunder.

It is agreed by and between the parties that in case a reference is made to the Arbitrator for the purpose of resolving the disputes/ differences arising out of the contract by and between the parties hereto, the Arbitrator shall not award interest on the awarded amount more than the rate of SBI PLR / Base Rate applicable to NFL on date of award of contract.

The Seat and venue of Arbitration shall be at Delhi/Place of respective Unit/Place of Zonal Office.

The cost of the proceedings shall be equally borne by the parties, unless otherwise directed by the arbitral tribunal. The decision of the arbitral tribunal shall be final and binding on all parties.

(ii) Arbitration for Foreign Vendors /Parties:

Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by Arbitration administered by the Singapore International Arbitration Centre ("SIAC") in accordance with the Arbitration rules of Singapore International Arbitration Centre ("SIAC Rules") for the time being in force, which rules are deemed to be incorporated by reference in this clause.

The Seat and venue of Arbitration shall be at New Delhi, India.

The language of the Arbitration shall be English.

This contract/LOI/NIT shall be governed by and construed in accordance with the Laws of India.

(iii) Arbitration for CPSEs and Government Department:

In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs) / Port Trusts inter se and also between CPSEs and Government Departments / Organizations (other than those related to taxation), such disputes or differences shall be taken by either party for resolution through AMRCD as mentioned in DPE OM No. 4(1)/2013- DPE (GM)/FTS-1835 dated 22-05-2018.

1.36.0 CONTRACTOR TO REMOVE UNSUITABLE EMPLOYEES:

The contractor shall on instruction of the Engineer-in-charge immediately remove from the work any person employed thereon who may misbehave or cause any nuisance or otherwise, in the opinion of the Engineer-in-charge is not a fit person to be retained on the work and such person shall not be again employed or allowed on the works without the prior written permission of the Engineer-in-charge.

1.37.0 SAFETY REGULATION:

The contractor shall observe and abide by all fire and Safety regulations of the NFL. Before starting maintenance work, the Contractor shall consult NFL's Safety Officer or the Engineer-in-charge. If the Safety Engineer is not available, he will do familiarize him with such regulations, copies of which will be furnished to him by NFL, when requested. He shall be responsible for and must make good to the satisfaction of the NFL any loss or damage due to fire to any portion of the work to be done under this agreement or to any of the NFL's existing property. All the accidents to contractor's staff will be reported to the Safety Officer promptly. This will however not relieve the contractor of any statutory obligation. The contractor shall not undertake any hot job without safety work permit. He has to maintain First Aid Box in his office. Also necessary safety equipment like Helmets, Hand Gloves, Face Shield, Safety Belt etc are to be provided to his workmen by the contractor. However special Safety equipment required as per the job requirement will be provided by NFL free of cost. For any default / accident / loss due to negligence of Contractor/ workers, the liability of Contractor shall be "Absolute liability".

1.38.0 CONTRACTOR TO EXECUTE AGREEMENT:

The contractor's responsibility under this contract will commence from date of issue of the Letter of Intent. The Tender Documents, other documents exchanged between the Tenderer and NFL, the letter of acceptance and work order shall constitute to the contract. The successful Tenderer shall be required to execute an agreement on a non-judicial stamp paper of prescribed value with NFL within 15 days (Fifteen days) of receipt by him of the Letter of Intent. The agreement to be executed will be in Agreement

Form specified by NFL. The cost of the Stamp Papers will be borne by the contractor. Until a formal agreement is prepared and executed, acceptance of this tender shall constitute a binding contract between the parties.

1.39.0 BIDDER TO ACQUAINT HIMSELF FULLY

The Bidder may visit the site and shall acquaint himself fully and thoroughly with the conditions and limitations including scope, requirements and official/statutory regulations, under which, conforming to which and subject to which, services/work are to be performed by him. Failure to comply with the aforesaid requirements will not relieve the BIDDER of his obligations in the event of his tender being accepted nor will any claim whatsoever be entertained on the plea of ignorance or overlooking.

The Bidder shall give an undertaking that the terms and conditions of NIT and other aforesaid conditions are acceptable to him without reservations and no deviations to NIT have been taken while making the offer.

Unless otherwise specifically stated in his bid, it will be assumed that all terms and conditions of NIT are accepted by the bidder without any reservations whatsoever.

1.40.0 PAYMENT FOR PREPARATION OF BID DOCUMENT

The Bidder shall not be entitled to claim any cost, charges, expenses, losses incidental to the preparation and submission of this tender in any case.

1.41.1 TERMINATION OF CONTRACT

Notwithstanding anything elsewhere herein provided and in addition to any other right or remedy of NFL under the Contract or otherwise including right of NFL for compensation for delay the Engineer-in-charge/officer-in-charge may, without prejudice to his right against Contractor in respect of any delay, bad workmanship or otherwise or to any claims for damage in respect of any breaches of the Contract and without prejudice to any rights or remedies under any of the provisions of this Contract or otherwise and whether the date for completion has or has not elapsed by intimation in writing, absolutely, determine the Contract:

Default or failure by Contractor of any of his obligations under the Contract including but not limited to the following, the Contract is liable to be terminated after written notice if the Contractor:

- I. Becomes bankrupt or insolvent or goes into liquidation or is ordered to be wound up or has a receiver appointed on its assets or execution or distress is levied upon all or substantially all of its assets.
- II. Abandons the work
- III. Persistently disregards the instructions of the Company in contravention of any provision of the CONTRACT.
- IV. Persistently fails to adhere to the agreed program of work.
- V. Sublets the work in whole or in part thereof without Company's consent in writing.
- VI. Performance is not satisfactory or work is abnormally delayed.
- VII. Defaults in the performance of any material undertaking under this CONTRACT and fails to correct such default to the reasonable satisfaction of the Company within fifteen days after written notice of such default is provided to the Contractor.
- VIII. Conceals any material information or submit any false document or information furnished by the contractor regarding past experience and or contents of any document etc. are found false.

1.41.2 CONSEQUENCES OF TERMINATION

If the contract is terminated by NFL for the reasons detailed under clause no. 1.41.1 of General Terms and Conditions due to default of the contractor:

- i) NFL reserves the right to get the work completed at the risk and cost of the Contractor and to recover from the Contractor any amount by which the cost of completing the work by any other agency exceeds the value of the contract plus 25% towards administrative cost, without prejudice to any other remedies/rights/claims etc. that may be available with NFL.
- ii) Security Deposit/Performance Bank Guarantee Bond submitted by the Contractor shall stand forfeited.
- iii) The Contractor shall have no right to claim any compensation for any loss sustained by him by reason of his having entered into any commitment or made any advance on account of or with a view to the execution of the works, or on account of expected profits.
- iv) All the dues payable to the Contractor for the work executed by him before and up to termination shall only be released after making adjustments for the expenses, charges, damages and expected losses etc. incurred by NFL as a consequence of the termination of the contract.
- v) Apart from above NFL reserves the right to delist/ blacklist the contractor from the approved list of pre-qualified parties or debar from participating in tendering process of NFL in all units / offices as per NFL's rules& regulations.

1.41.3 FORECLOSURE:

If at any point of time, after the acceptance of the tender, the Company decides to abandon or reduce the scope of the contract work or to terminate the contract due to any reason including force majeure, regulations or ordinance of any government or for any reasons whatsoever, the Officer in Charge shall give notice in writing, to that effect to the Contractor and the Contractor shall have no claims to any payment, on account of compensation or on account of profit advantage, that he would have derived by way of execution of work, but could not do so, because of foreclosure.

Such foreclosure will be by 15 (fifteen) days' notice in writing and no claim /compensation shall be payable by the OWNER as a result of such termination, excepting the fees and costs for the meaningful services rendered by the CONTRACTOR and acceptable to OWNER up to the date of termination.

1.42.0 RIGHTS OF OWNER

A unilateral stoppage of work by the Contractor shall be considered a breach of the CONTRACT and the OWNER reserves its right to take necessary and suitable action as it may deem fit, to adequately protect his/its interest; at the risk and cost of the contractor. Any aforesaid action shall be without prejudice to any other action, rights and remedies etc. that may also be available.

In the event the Contractor fails to fulfil his obligations under the CONTRACT, the OWNER shall have the right to get the work done by any other agency/own resources at the risk and cost of the Contractor.

1.43.0 TIME EXTENSION

If the Contractor requires any extension of time for completing the Work under the CONTRACT he must apply to the OWNER within seven days from the date of the occurrence of the event on account of which he desires such extensions and the OWNER may, if he thinks such request reasonable, grant such extension of time as he may think necessary.

The extension of completion date shall also be subject to the right of NFL to claim a reduction in prices on account of reduction in statutory duties / taxes etc. which may take place during the extended period of completion. However, increase in prices

during extended completion period on account of increase in statutory duties/taxes etc. admissible under this work order/contract may be considered only if extension is due to delay on the part of NFL.

Any extension of time given under the provisions of this clause shall be without prejudice to other conditions of Contract and will not absolve the Contractor from the obligations of other clauses under the Contract. The Contractor shall not be entitled to increase in prices or for any compensation whatsoever on account of the extension of time allowed.

Where a Bank Guarantee has been furnished by the Contractor in pursuance of clause (by way of Security Deposit), the Contractor shall immediately arrange to extend the validity of the Bank Guarantee at his cost to adequately cover the extended period of time for completion of work granted under this clause. In addition the contractor shall ensure that the Labour license, Insurance policy are renewed from time to time at his cost during the extended period of contract till the completion of the project.

1.44.0 CONTINUED PERFORMANCE

The Contractor shall not stop work in case of any dispute pending before arbitrator/court/Tribunal in relation to the contract or otherwise unless further progress of works has been rendered impossible due to non-fulfillment of any reciprocal promise. Unilateral stoppage of work by the Contractor shall be considered a breach of CONTRACT and the OWNER shall be within its rights to take suitable and necessary action as it may deem fit to adequately protect its own interests.

1.45.0 Intellectual Property Right

The Contractor shall fully indemnify NFL and all agents, servants and employees of the Company against any action, claim or proceeding relating to infringement or the use of any patent, trademark or design in respect of any article or part thereof included in the Contract. In the event of any claims being made or action being brought against the Company or any agent, or servant, or employee of the Company in respect of any of the matters aforesaid, the Contractor shall be notified thereof for taking necessary action at his cost.

1.46.0 Contractor's Obligations w.r.t. personnel deployed and labor related compliance:

- a) The CONTRACTOR shall be governed by and shall comply with the provisions of various applicable labour laws like Contract Labour (Regulation & Abolition) Act 1970, Payment of Wages Act 1936, Employers Liability Act 1938, Employment of Children Act 1938, Industrial Disputes Act, 1947, Factories Act, 1948, Minimum Wages Act 1948, Employees' Compensation Act 1923, Employees' State Insurance Act 1948, Employee Provident Fund & Misc. Provisions Act 1952, Maternity Benefit Act 1961, Payment of Bonus Act 1965, Payment of Gratuity Act 1971, Equal Remuneration Act 1976, Building & Other Construction Workers (Regulation of Employment and Conditions of Service) Act 1996 (BOCW) along with BOCW Welfare Cess Act 1996, or any modifications thereof or any other law/ Code (s) relating thereto and rules made thereunder from time to time. (THE ABOVE ACTS ARE ONLY ILLUSTRATIVE AND NOT EXHAUSTIVE.)
- b) The contractor shall comply with all applicable Central, State statutes/ labour laws/codes/schemes including all other applicable statutory rules and regulations in force relating to the contract and keep NFL indemnified in respect thereof. The contractor shall, to the extent, he is liable, comply with & give all intimation/ notices required under any Government Authority, instrument, rule or order made under any Act of Parliament, State laws or any regulations or bye-laws of any local authority relating to the contract. The Contractor shall, to the extent that he is liable to pay, indemnify NFL against any liability in respect of any fee/ charges/ fines/

penalty payable under any Act of Parliament, State Laws or any Govt. instrument, rule or order or enactment, any regulations, bye-laws of any local authority in respect of the contract awarded. In case of any violations, omissions, commissions, the consequence/s, if any, including the cost thereto shall be exclusively borne by the CONTRACTOR and NFL shall have no liability whatsoever on this account.

- c) In case the CONTRACTOR selected for award of contract does not have a PF code, He shall be required to obtain the same. The contractor shall timely apply and obtain requisite labour licences & other requisite registrations/ licenses/ clearances from the concerned Authorities and submit a certified stamped copy of the same. Contractor shall ensure its uninterrupted continuity throughout the period of contract/ applicability.
- d) The Contractor shall depute only physically and medically fit 'adult' persons against the contract i.e. persons below the age of 18 years shall not be allowed to be engaged for execution of work. The contractor may employ such persons as He may think fit and the persons so employed shall be employees of contractor for all purposes and shall not be deemed to be in the employment of NFL for any purpose whatsoever.
- e) The Contractor shall pay wages directly to the persons employed by him under the Contract, within the stipulated period i.e. by 7th of the following month, by direct credit in his/her bank account through NEFT/RTGS or by way of cheque. The wage rates should not be less than the stipulated minimum wage rates notified by Appropriate Government from time to time with respect to the work performed/ rendered, without any discrimination on grounds of caste/ creed/ religion/ gender. CONTRACTOR shall also enrol/ cover all eligible/ entitled personnel under EPF, EPS, EDLI, ESI, Labour Welfare Fund, & all the other applicable statutory Acts/ Codes/ schemes and ensure deduction & deposition of the requisite contributions - employee's as well as employer's - for the same with the concerned Authorities/ departments within the due date (i.e. 15th of the following month in case of deposition under EPF & Misc. Provisions Act and by 21st of the following month in case of depositions under ESI Act).
- f) The Contractor is also required to discharge all other statutory obligations including timely submission of reports, returns to concerned Authorities and maintain updated registers and records in prescribed proforma under all the various applicable statutes/ Labour Laws/Code(s) including the rules made thereunder enacted and/or amended by the Appropriate Government from time to time.
- g) The contractor shall on monthly basis submit a certified stamped copy of wage sheet besides documentary evidence in support of wage payment, deduction & deposition of EPF, ESI, Labour Welfare. The contractor shall also submit a certified stamped copy w.r.t. any other payment made/ benefit extended by him towards fulfillment of his statutory obligations under applicable statutes and/or his contractual obligations towards NFL. Submission of these and other requisite documents/ records and proper maintenance and production of the same as when requisitioned by Authorities/ NFL has to be ensured for smooth clearance/ settlement of bills/payments.
- h) CONTRACTOR shall follow prescribed safety regulations & procedures and shall adhere with safe work practices.

1.47.0 Specifications and Drawings:

- (1) Adherence to Specifications and Drawings: The whole of the works shall be executed in conformity with the specifications and drawings of the contract. If Contractor performs any works in a manner contrary to the specifications or drawings or any of them and without such reference to the Engineer, he shall bear

all the costs arising or ensuing therefrom and shall be responsible for any loss to NFL.

- (2) Drawings and Specifications of the Works: The Contractor shall keep one copy of Drawings and Specifications at the site, in good order, and such contract documents as may be necessary, available to the Engineer or the Engineer's Representative.
- (3) Ownership of Drawings and Specifications: All Drawings and Specifications and copies thereof furnished by the NFL to the Contractor are deemed to be the property of NFL. They shall not be used on other works and with the exception of the signed contract set, shall be returned by the Contractor to the NFL on completion of the work or termination of the Contract.

1.48.0 Signing of "No Claim" Certificate:

The Contractor shall not be entitled to make any claim whatsoever against NFL under or by virtue of or arising out of this contract, nor shall NFL entertain or consider any such claim, if made by the Contractor, after he shall have signed a "No Claim" Certificate in favour of the NFL in such form as shall be required by NFL after the works are finally measured up. The Contractor shall be debarred from disputing the correctness of the items covered by "No Claim" Certificate or demanding a clearance to arbitration in respect thereof.

1.49.0 No CONTRACT or understanding in any way modifying the conditions of CONTRACT shall be binding upon either parties hereto unless made in writing and approved by both parties.

1.50.0 INDEMNIFICATION:

The contractor shall have to furnish Indemnity Bond (as per format enclosed as Annexure-XVIII) for value of Rs.....towards the material being sent for repair (This Clause shall be applicable for repair of materials).

1.51.0 The contract shall be governed by and construed in accordance with the Laws of India.

1.52.0 Integrity Pact:

In case of contract valuing Rs 1 crore and above, the Bidder(s) / Contractor(s) is required to enter into an "Integrity Pact" with the Principal i.e. NFL. The Integrity Pact has to be signed by the Proprietor / Owner/ Partner/ Director or by their duly Authorized Signatory. In case of failure to return the Integrity Pact along with the offer/ bid, duly signed by the authority as mentioned above, will disqualify the offer/ bid.

**Performa for proprietorship Affidavit on the stamp paper of appropriate and
Notary attested**

I, _____ S/o Sh. _____ resident of _____
_____ do hereby solemnly affirm and declare as under:

- (1) That on _____ (date of start of business) I the deponent has started business under the name and style of Proprietorship as a sole proprietor and at present M/s _____ is a sole proprietorship firm.
- (2) That I am the sole proprietor of the firm named as _____ situated at _____ (full address of firm with pin code).
- (3) That my above declarations are true and correct in case, my above declaration found incorrect, in that event, my bid / tender/contract may be rejected and NFL shall be fully competent to take the necessary action as deemed fit.

DEPONENT

VERIFICATION

Verified that the above contents of my affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

Place _____
Date: _____

**PROCUREMENT FROM A BIDDER WHICH SHARES A LAND BORDER WITH
INDIA**

- (1) Order (Public Procurement No. 1) dated 23.07.2020, Order (Public Procurement No. 2) dated 23.07.2020 and Order (Public Procurement No. 3) dated 24.07.2020, Department of Expenditure, Ministry of Finance, Govt. of India refers. The same are available at website <https://doe.gov.in/procurement-policy-divisions>.
- (2) Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. For details of competent authority refer to Annexure I of Order (Public Procurement No. 1) dated 23.07.2020. Further the above will not apply to bidders from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects. Updated lists of countries to which lines of credit have been extended or in which development projects are undertaken are given in the website of the Ministry of External Affairs, Govt. of India.
- (3) "Bidder" (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) for purpose of this provision means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
- (4) "Bidder from a country which shares a land border with India" for the purpose of this:
- a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established or Registered in such a country; or
 - d. An entity whose beneficial owner is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- (5) "Beneficial owner" for the purpose of above (4) will be as under:
- (i). In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.
Explanation—
 - a) "Controlling ownership interest" means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company;
 - b) "Control" shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
 - (ii). In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 - (iii). In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
 - (iv). Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;

- (v). In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership
- (6) "Agent" for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons.
- (7) **SUBMISSION OF CERTIFICATE IN BIDS:**
Bidder shall submit a certificate in this regard as **Form-I**. If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate rejection of the bid/termination and further action as per— Procedure for Action in case of Corrupt/Fraudulent/ Collusive / Coercive Practices|| of tender document
- (8) The registration, wherever applicable, should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder was validly registered at the time of acceptance / placement of order, registration shall not be a relevant consideration during contract execution.
- (9) **PROVISION FOR WORKS CONTRACTS, INCLUDING TURNKEY CONTRACTS:**
The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority. The definition of "contractor from a country which shares a land border with India" shall be as in Para 4 herein above. A Certificate to this regard is to be submitted by bidder is placed at Form-II

Form-I
UNDERTAKING ON LETTERHEAD

To,
M/s NATIONAL FERTILIZERS LIMITED

SUB: TENDER NO: NFP/MPC/47(02)/2024-26 dt: 22.04.2024

Dear Sir,

We have read the clause regarding Provisions for Procurement from a Bidder which shares a land border with India, we certify that, bidder M/s_____ (Name of Bidder) is :

(i) Not from such a country

(ii) If from such a country, has been registered with the Competent Authority.

(Evidence of valid registration by the Competent Authority shall be attached)

(Bidder is to tick appropriate option (√ or ×) above).

We hereby certify that bidder M/s_____ (Name of Bidder) fulfills all requirements in this regard and is eligible to be considered against the tender.

Place: [Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

Form-II
CERTIFICATE FOR TENDERS FOR WORKS INVOLVING POSSIBILITY OF
SUBCONTRACTING

To,
M/s NATIONAL FERTILIZERS LIMITED

SUB: TENDER NO: NFP/MPC/47(02)/2024-26 dt 22.04.2024

Dear Sir

We have read the clause regarding Provisions for Procurement from a Bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; we certify that, bidder M/s _____ (Name of Bidder) is:

- (i) Not from such a country []
- (ii) If from such a country, has been registered [] with the Competent Authority.

(Evidence of valid registration by the Competent Authority shall be attached)
(Bidder is to tick appropriate option (✓ or ×) above).

We further certify that bidder M/s _____ - (Name of Bidder) will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

We hereby certify that bidder M/s _____ (Name of Bidder) Fulfills all requirements in this regard and is eligible to be considered.

Place: [Signature of Authorized Signatory of Bidder]
Date:

Name:
Designation:
Seal:

**SECURITY DEPOSIT-CUM-PERFORMANCE BANK GUARANTEE FORMAT
(To be prepared on Stamp paper issued in the name of Bank)**

This BANK GUARANTEE No. _____made this day of _____between _____a bank incorporated and having its registered office at _____(hereinafter called BANK) which expression shall unless repugnant to the context or contrary to the meaning thereof include its successors and assigns on the one part and NATIONAL FERTILIZERS LIMITED, a Company registered in India under Companies Act, 1956 and having its registered office at Core -III, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi -110003, India (Hereinafter referred to as "Owner") which expression shall unless repugnant to the context or contrary to the meaning thereof include its successors and assigns on the other part.

WHEREAS in pursuance to the agreement dated _____(hereinafter called CONTRACT) entered into between National Fertilizers Limited and _____a Company incorporated in _____(hereinafter called CONTRACTOR) which expression shall unless repugnant to the context or contrary to the meaning thereof include its successors and assigns, for supply of _____as envisaged in the Contract, Contractor has to submit a Security Deposit-cum-Performance Bank Guarantee for Rs._____.

CONTRACTOR accordingly agrees to furnish the Security cum performance Bank Guarantee as hereinafter contained towards fulfilment of all of its obligations under the contract.

NOW THIS DEED WITNESSES AS FOLLOWS:

The decision of the Owner as to whether the terms and conditions of this Security Deposit- cum-Performance Bank Guarantee have been observed or not shall be final and binding on the BANK. In any case, however the Bank's responsibility under this Security Deposit-cum-Performance Bank Guarantee is limited to Rs._____.

1. In pursuance of the Contract, the Bank hereby guarantees as a direct responsibility to OWNER that the BANK is holding the amount of Rs._____at Owner's disposal and hereby promises and shall be bound to pay to OWNER, forthwith at Owner's written notice stating that the contractor has failed to fulfil its obligations under the contract for reasons for which contractor is liable and without any protest or demur and without recourse to contractor and without asking for any reasons as to whether the amount if lawfully asked for by Owner or not, the entire amount or the portion thereof as mentioned by Owner in the notice.
2. This Security Deposit-cum-Performance Bank Guarantee shall be valid for an initial period of _____months from the date of this Bank Guarantee No._____dated _____ given by the Bank to Owner become effective. Upon issuance of Commissioning / certificate according to terms of contract on expiry of _____months after the issuance of the above mentioned certificate of commissioning / erection / completion certificate, the Security Deposit-cum- Performance Bank Guarantee shall become null and void.
3. This Security Deposit-cum-Performance Bank Guarantee shall be in addition to and shall not affect or be affected by any other security now or hereafter held by Owner on account of money hereby intended to secure and Owner at its discretion and without any further consent from the Bank, and without affecting its rights against the Bank, may compound with, give time or other indulgence to or make any other arrangement with Contractor and nothing done or omitted to be done by Owner in pursuance of any authority or permission contained in this guarantee, shall effect discharge of the liability of the Bank.

4. UNLESS PREVIOUSLY CANCELLED BY THE OWNER, this Security Deposit-cum- Performance Bank Guarantee will remain in force initially upto _____months from the effective date of Bank Guarantee No. _____dated _____given by the Bank to the Owner and subject to provisions of paragraph 2 above will stand automatically cancelled on the expiry of the said period. Unless demand or claim under this Bank Guarantee is made on Bank in writing within three months from the date of expiry of this Bank Guarantee, all the rights of Owner against the Bank shall be forfeited and Bank shall be relieved and discharged from all the liabilities hereunder.
5. 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 a certificate, signed by an officer of the owners, to the effect that the envelope was so posted, shall be conclusive.
6. The Security Deposit-cum-Performance Bank Guarantee is to be returned to the Bank after its expiry in terms of Paragraph 4 above.
7. This guarantee will not be discharged due to the change in constitution of the Bank or the Contractor(s). Also the guarantee will not be discharged due to change in the constitution or Management of NFL (owner).
8. The Bank declares that it has the power to issue this guarantee and the undersigned have full power to do so.
Dated this _day of 202----
(Indicate the name of the Bank with stamp)

E-Tendering Guidelines

- 1). Enrolment process in the Tender site
 1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment". Enrolment on the Portal is free of charge.
 2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
 3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Portal.
 4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India, with their profile.
 5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
 6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
- 2). Tender search
 1. There are various search options built in the Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the Portal.
 2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Favorites' folder. This would enable the Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
 3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
- 3). Preparation of bids
 1. Make folders with the name of the tender number so as to identify the folders easily during the bid document uploading.
 2. File and Folder name should not contain any special characters (&, #, etc) or space in between.
 3. Download the tender document, NIT, BOQ of the required tender in that folder.
 4. Scan the EMD fee instruments/ Tender fee instruments for offline payments if any.
 5. In the case of offline payment, the details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.
 6. Scan and keep ready Pre-qualification documents like life certificates, PAN etc if any
 7. Prepare the technical bid document and then convert into PDF
 8. Prepare the BOQ i.e. fill up required figures in the downloaded XLS document. The BOQ file with the same name has to be uploaded while uploading the financial bids. If there is any change in Name it may not get uploaded or give an error.
 9. Keep all the documents in the same folder for the easy bid document upload
 10. The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. It will act as a proof of bid submission for a tender floated and will

also act as an entry point to participate in the bid opening date. For any clarifications with the TIA, the bid no can be used as a reference.

4). Submission of bids

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be Posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
4. If a standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BOQ file, open it and complete the while colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
5. The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
7. Any document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers / bid-openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
8. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

5). Password maintenance

1. The length of the password should be of 8 to 32 characters.
2. The password should be of any English lowercase and uppercase (a-z and AZ) characters.
3. The password must contain at least one number between 0-9.
4. The password must contain at least one special character from these [! @ # \$ ^ * _ ~]
5. Sample password is just like Admin123\$, India2000#, etc.

6). About DSC

1. Digital Signature Certificates (DSC) is the digital equivalent (that is electronic format) of physical paper certificates.
2. Like physical documents are signed manually, electronic documents, for example e-forms are required to be signed digitally using a Digital Signature Certificate. Transactions that are done using Internet if signed using a Digital Signature certificate becomes legally valid.

3. Bidders have to procure Class 3 signing certificates only. Only Class 3 is valid for e-tendering purpose.
4. The Certifying Authorities are authorized to issue a Digital Signature Certificate with a validity of one or two years. The maximum period for which the DSC is issued is only two years. On the expiry of the term, the Digital Signature Certificate can be revalidated by paying the fees again.
5. Digital Signatures are legally admissible in a Court of Law, as provided under the provisions of IT.
6. Digital Signature Certificate (DSC) is not required by Companies but by individuals. For example the Director or the Authorized signatory signing on behalf of the Company requires a DSC.
7. Each user logs in to the tender site thro' the secured log in by giving the user id/ password allotted during registration & then by giving the password of the DSC. The DSC password will get locked if successively wrong password is given many times.
- 7). DSC providers for Private firms

A licensed Certifying Authority (CA) issues the digital signature. Certifying Authority (CA) means the authority that has been granted a license to issue a digital signature certificate under Section 24 of the Indian IT-Act 2000.

 - i. The vendors like TCS (www.tcs-ca.tcs.co.in), Sify, MTNL, nCode (dsc@ncodesolutions.com), e-Mudhra (www.e-mudhra.com) are issuing DSC's for bidders.
 - ii. The time taken by Certifying Authorities to issue a DSC may vary from three to seven days.
- 8). Advantage of "My Space" on Portal
 1. The bidder can upload Non Sensitive frequently asked documents prior at any point of time once he logs in to the application. These are not encrypted.
 2. The can be anything like PAN Certificate, VAT Certificate, Equipment Details, Manpower Details, Copies of Balance Sheet of last few years, Details of quantity of work executed etc.
 3. In some cases the TIA might have uploaded a format while in many cases it may just be a scanned copy of the original which needs to be uploaded.
 4. This will avoid repeated upload of common documents and also save space and time.
- 9). System requirements
 1. Windows XP with latest service pack / Windows 7/ Windows 10
 2. Loaded IE 7.0 or above
 3. Loaded JRE 1.6 or above
 4. Antivirus Software with latest definition.
 5. Internet connectivity
 6. Scanner to scan the documents if required
 7. Printer and PDF Creator.
- 10). Assistance to Bidders
 - (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
 - (ii) Any queries relating to the process of online bid submission or queries relating to tender Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.
 - (iii) All the vendors participating in the online e-tendering have to abide by the process involved in the entire workflow of the e-tendering.
 - (iv) NFL is not responsible for any mistake made by the vendor at the time of bidding process. In case any vendor submits an invalid bid due to any reason including typing mistake / human error, such invalid bid will be disqualified and such vendor shall not be allowed to

further participate in that tender. The remaining process shall be completed considering the other valid bids.

- (v) For submitting price bid through e-Auction, the successful Pre-qualified Vendors will have to use a Class III Digital Signature Certificate issued by any India CA approved by CCA of India as per IT Act 2000.
- (vi) It is mandatory for the vendors to use the digital certificate in all their bidding Process.
- (vii)** It is the entire responsibility of the vendors to protect their own login id and Password and keep their digital certificate safe so that is not misused by any other person.

CONTRACT AGREEMENT

THIS CONTRACT made -----on this----- day of-----2024 at----- (Place) BETWEEN NATIONAL FERTILIZERS LIMITED (NFL), a Public Sector Undertaking (PSU) under the Administrative Control of Department of Fertilizers, Ministry of Chemicals & Fertilizers having its Registered Office at SCOPE Complex, Core-III, 7, Institutional Area, Lodhi Road, New Delhi-110003 and its Unit/ Office at _____ (hereinafter referred to as the "Owner", which expression shall be deemed to include its successors and assigns) through its authorized representative of the one Part.

AND

M/s _____ (carrying on business in sole-proprietor/partnership/ company etc.,) having its office/ registered office at _____ (hereinafter referred to as "Contractor", which expression shall be deemed to include his/its representatives/successors and permitted assigns) through its authorized representative of the other Part.

WHEREAS the Owner is desirous of executing certain works as mentioned and described in the Work Order/ Letter of Intent No. _____ dated _____ for total Contract value of Rs. _____ (Rs. _____ Only) and whereas the Contractor has agreed to execute the work as specified in the Tender Documents and Work Order/ Letter of Intent referred to above and also in the contract documents.

NOW THEREFORE THIS CONTRACT WITNESSTH AS FOLLOWS:

ARTICLE - I**1.0 CONTRACT DOCUMENTS**

- 1.1 The following documents shall constitute the contract documents namely: -
- a. This Contract
 - b. Tender Document/NIT
 - c. Work Order No. _____ dated _____
 - d. Letter of Intent / Notification of Award No. _____ dated _____
 - e. Contractor Quotation/bid dated _____.
 - f. Owner's Tender Document/ NIT No. _____ dated _____
 - g. Amendment/ Addendum/ Corrigendum dated _____ (If any) to Tender Document/NIT.
 - h. Owner's Letter/email dated _____ (If any).
 - i. Contractor's Letter/email dated _____ (If any).
- 1.2 A copy each of the above documents (a) to (h) are annexed hereto and the said copies have been collectively marked Annexure-I.

ARTICLE -2**2.0 SCOPE OF WORK**

- 2.1 In consideration of the payment to be made to the Contractor as hereinafter provided, he shall with due care, promptness, accuracy and workmanship execute the work in accordance with approved plans, Notice Inviting Tender (NIT), Special Conditions of the Contract, General Terms & Conditions of the Contract, Technical Specifications and the Work Order/ Letter of Intent.

ARTICLE-3**3.0 TERM**

- 3.1 The Contract work shall be duly executed and completed in all aspect and handed over to National Fertilizers Ltd. within a period of _____ months/year w.e.f. _____ to _____. The time mentioned herein shall be essence of the contract.

ARTICLE-4

4.0 TERMINATION OF CONTRACT

4.1 Notwithstanding anything elsewhere herein provided and in addition to any other right or remedy of NFL under the Contract or otherwise including right of NFL for compensation for delay the Engineer-in-charge/officer-in-charge may, without prejudice to his right against Consultant in respect of any delay, bad workmanship or otherwise or to any claims for damage in respect of any breaches of the Contract and without prejudice to any rights or remedies under any of the provisions of this Contract or otherwise and whether the date for completion has or has not elapsed by intimation in writing, absolutely, determine the Contract:

Default or failure by Contract of any of his obligations under the Contract including but not limited to the following, the Contract is liable to be terminated if the Consultant becomes bankrupt or insolvent or goes into liquidation or is ordered to be wound up or has a receiver appointed on its assets or execution or distress is levied upon all or substantially all of its assets.

-Abandons the work

Or

-Persistently disregards the instructions of the Owner in contravention of any provision of the Contract

Or

-Persistently fails to adhere to the agreed program of work

Or

-Sublets the work in whole or in part thereof without Owner consent in writing

Or

-Performance is not satisfactory or work is abnormally delayed

Or

-Defaults in the performance of any material undertaking under this Contract and fails to correct such default to the reasonable satisfaction of the Owner within fifteen days after written notice of such default is provided to the Contractor

Or

- Conceals or submit any false document or information furnished by the contractor regarding past experience and or contents of any document etc. are found false.

4.2 Owner may terminate the Contract due to any reason including reasons due to force majeure, regulations or ordinance of any Government or any other reasons beyond the reasonable control of the Owner.

Such termination will be by 15 (fifteen) days' notice in writing and no claim/compensation shall be payable by the Owner as a result of such termination, excepting the fees and costs for the meaningful services rendered by the Contractor and acceptable to Owner up to the date of termination.

4.3 CONSEQUENCES OF TERMINATION

If the contract is terminated by NFL for the reasons detailed under clause no. 4.1 of above or for any other reason whatsoever:

- i) NFL reserves the right to get the work completed at the risk and cost of the Contractor and to recover from the Contractor any amount by which the cost of completing the work by any other agency exceeds the value of the contract, without prejudice to any other remedies/rights/claims etc. that may be available with NFL.
- ii) Security Deposit/Performance Bank Guarantee Bond submitted by the Contractor shall stand forfeited.
- iii) The Contractor shall have no right to claim any compensation for any loss sustained by him by reason of his having entered into any commitment or made

any advance on account of or with a view to the execution of the works, or on account of expected profits.

- iv) All the dues payable to the Contractor for the work executed by him before and up to termination shall only be released after making adjustments for the expenses, charges, damages and expected losses etc. incurred by NFL as a consequence of the termination of the contract.
- v) Apart from above NFL reserves the right to delist/ blacklist the contractor from the approved list of pre-qualified parties or debar from participating in tendering process of NFL in all units / offices as per NFL's rules & regulations.

ARTICLE-5

5.0 FORCE MAJEURE CLAUSE (FMC)

The terms and conditions agreed upon under the contract shall be subject to Force Majeure. Neither the contractor nor NFL shall be considered in default in the performance of their obligation contained therein, if such performance is prevented or delayed or restricted or interfered with by reason of War, Hostilities, Acts of Public Enemy, Civil Commotion, Strike, Lockouts, Epidemics/Pandemics, Accidents, Fires, Explosions, Flood, Earthquake, regulation or ordinance or requirement of any Government or any sub-division thereof or authority or representative of any such Govt., and/or due to technical snag/reasons or any other Act whatsoever, whether similar or dissimilar to those enumerated beyond the reasonable control of the parties hereto or because of any act of GOD. The party so affected, upon giving prompt notice to other party of such conditions and cause thereof from within 15(Fifteen) days of occurrence of such event, shall be excused from such performance to the extent of such prevention, delay, restriction or interference for the period it persists provided that the party so affected shall use its best efforts to avoid or remove such causes of non- performance if possible and shall continue performance hereunder with the utmost dispatch whenever such causes are removed.

If the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 90 (Ninety) days, either party may at its option terminate the contract by giving notice to the other party. For delays arising out of Force Majeure neither NFL nor the Contractor shall be liable to pay extra costs or to make good any losses incurred consequent to the happening of any of the event, provided it is mutually established that Force Majeure condition did actually exist.

ARTICLE-6

6.0 INDEMNITY BY CONTRACTOR

The Contractor shall indemnify and save harmless Owner from and against all actions, suit, proceedings, losses, costs, damages, charges, claims and demands of every nature and description brought or recovered against the Owner by reason of any act or omission of the Contractor, his agents or employees, in the execution of the works or in his guarding of the same. All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to the actual loss or damage sustained, and whether or not directly or indirectly any damage shall have been sustained.

ARTICLE-7

7.0 ENTIRE CONTRACT

The contract documents mentioned in Article-I hereof embody the entire contract between the parties hereto and the parties declare that in entering this contract, they do not rely upon any previous representation whether express or implied and whether written or oral or any inducement, understanding or agreement of any kind not included within the contract documents and all prior negotiations, representations contract and/or agreements and understanding are hereby cancelled.

ARTICLE-8

8.0 NOTICE

8.1 Subject to any provisions in the contract documents to the contrary, any notice, order of communication sought to be served by the Contractor on the Owner with reference to the contract shall be deemed to have been sufficiently served upon the Owner (notwithstanding any enabling provisions under any law to the contrary) only, if delivered by Hand or by Registered Post/ Speed Post or email to the Officer/Engineer-In-Charge as defined in the General Terms and Conditions of the contract.

8.2 Without prejudice to another mode of service provided for in the contract documents or otherwise available to the Owner, any notice, order or other communication sought to be served by the Owner on the Contractor with reference to the contract shall be deemed to have been sufficiently served upon the Contractor if delivered by Hand or through Registered Post/Speed Post or email to the Contractor at his specified address at_____.

ARTICLE- 9

9.0 WAIVER

9.1 No failure or delay by the Owner in enforcing any right or remedy of the Owner in terms of contract or any obligation or liability of the Contractor in terms thereof shall be deemed to be a waiver of such right, remedy, obligation or liability, as the case may be, by the Owner or notwithstanding such failure or delay, the Owner shall be entitled at any time to enforce such right remedy, obligation or liabilities as the case may be.

ARTICLE-10

10.0 NON-ASSIGNABILITY

10.1 The contract and benefits and obligations thereof shall be strictly personal to the Contractor and shall not on any account be assignable or transferable by the Contractor, except without written prior permission of Owner.

ARTICLE-11

11.0 DISPUTE RESOLUTION

For Indian Parties

“Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be resolved amicably through negotiations by the Parties. A “Notice of Dispute” shall be given by the party seeking resolution of a dispute to other party. If the dispute is not resolved within Thirty (30) days from the notice, the dispute shall be referred to arbitration as per the procedure mentioned herein below:

A written notice shall be given by the contractor invoking arbitration to National Fertilizers Limited through Designated Authority(as mentioned in General Terms and Conditions).

Where the claim including determination of interest, if any, being claimed upto the date of commencement of arbitration does not exceed Rs. Five crore, the reference shall be made to a sole arbitrator. The parties shall mutually agree on the name of sole arbitrator. In

case of disagreement upon the name of the sole arbitrator, the appointment of Sole Arbitrator shall be done in accordance with the provisions of Arbitration & Conciliation Act, 1996.

Where the claim including determination of interest, if any, being claimed, upto the date of commencement of arbitration exceeds Rs. Five crore, the reference shall be made to arbitral tribunal consisting of three arbitrators. Each party shall nominate one arbitrator each within 30 days from the date of receipt of notice of invocation of arbitration and two nominated arbitrators shall appoint the presiding arbitrator within 30 days thereafter. If a Party to the dispute refuses or neglects to nominate an arbitrator on its behalf within the period specified, or the two arbitrators fails to nominate Presiding arbitrator, appointment of Arbitrator(s) shall be done in accordance with the provisions of Arbitration & Conciliation Act, 1996.

The Arbitration proceeding shall be governed by the Arbitration & Conciliation Act, 1996 and any further statutory modification or re-enactment thereof and the rules made thereunder.

It is agreed by and between the parties that in case a reference is made to the Arbitrator for the purpose of resolving the disputes/differences arising out of the contract by and between the parties hereto, the Arbitrator shall not award interest on the awarded amount more than the rate SBI PLR/Base Rate applicable to NFL on date of award of contract.

The seat and venue of arbitration shall be Delhi/Place of respective Unit/Place of Zonal Office.

The cost of the proceedings shall be equally borne by the parties, unless otherwise directed by the arbitral tribunal. The decision of the arbitral tribunal shall be final and binding on all parties.”

11.1 For Foreign Parties

“Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration administered by the Singapore International Arbitration Centre (“SIAC”) in accordance with the Arbitration Rules of the Singapore International Arbitration Centre (“SIAC Rules”) for the time being in force, which rules are deemed to be incorporated by reference in this clause.

The seat and venue of the arbitration shall be at New Delhi, India.

The language of the arbitration shall be English.

This Contract/LOI/NIT shall be governed by and construed in accordance with the Laws of India.”

11.2 For CPSEs and Government Department

In the event of any dispute or difference relating to the interpretation and application of the provisions of commercial contract(s) between Central Public Sector Enterprises (CPSEs)/ Port Trusts inter se and also between CPSEs and Government Departments/Organizations (Other than those related to taxation), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22-05-2018.

ARTICLE-12

12.0 JURISDICTION

Notwithstanding any other Court or Courts having Jurisdiction to decide the question(s) forming the subject matter of the reference, if the same had been the subject matter of a suit, any and all actions and proceedings arising out of or relative to the contract (including any arbitration in terms thereof) shall lie only in the court of Competent Civil Jurisdiction in this behalf at _____ (where this contract has been signed on behalf of the Owner) and only the said Court(s) shall have jurisdiction to entertain and try such action(s) and/or proceeding(s) to the exclusion of all other Courts.

IN WITNESS WHEREOF the parties hereto have duly executed this Contract in duplicate at the place, day and year first above written.

SIGNED & DELIVERED

For and on behalf of
National Fertilizers Ltd,
(Owner)
(With Rubber Stamp)

Date:

Place: Place:

In the Presence of:

Witness

1.

Signature _____

Name of Signatory _____

Address _____

2.

Signature _____

Name of Signatory _____

SIGNED & DELIVERED

For and on behalf of contractor

(With Rubber Stamp)

Date:

In the Presence of:

Witness

1.

Signature _____

Name of Signatory _____

Address _____

2.

Signature _____

Name of Signatory _____

CISF GATE PASS CLEARANCE

Certified that M/s. _____ have deposited gate passes issued against work order No. _____ dated _____ for _____ (Name of the work). All gate passes have been deposited by the contractor. Nothing is outstanding against this party as far as this work order is concerned.

Seal & Signature of the CISF Authority

a)

UNDERTAKING

With reference to the NIT No: **NFP/MPC/47(02)/2024-26, Dated:22.04.2024** of National Fertilizers Limited Panipat for the work **ARC of Operation & Maintenance of Air Conditioning Units Part-I & II for the year 2024-26.** I _____ S/O Sh. _____ Proprietor/Partner/Authorized Representative of the Firm M/s. _____ do hereby undertake and certified that there is no change in constitution of the Firm or its PAN, GST Registration No., ESI and PF Registration Nos. etc. as submitted by me/us at the time of Pre-Qualification in NFL. If there will be any change, the same will be intimated to NFL along with the certified copy of the documentary evidence, failing which there shall be no liability of NFL at all by any means.

Date:

Signature of the Authorized Signatory

Place:

Name & Seal of the Firm

Special terms & conditions of the contract

- (1) **EMD & Tender Fees:** Tenderers shall make deposit EMD of Rs 1,00,000/- & Tender Fees of Rs. 1000/-. No benefit like exemption of Tender Fees shall be available to MSME registered bidders on udyam portal. Bids without tender fees shall be rejected.
- (2) **Validity of Contract:** The contract shall remain valid for a period of 24 months and clause No. 1.18.0 of GTC shall be applicable. The contract can be extended on the same rates, terms & conditions for a period of three month at the sole discretion of NFL
- (3) **Defect Liability Period:** The contractor shall give the guarantee for the work done for a period of Six months and clause No. 1.24.0 of GTC shall be applicable.
- (4) **GST:**
 - a. GST shall be paid as per the provision of GST Act. Clause no. 1.60 of GTC shall be applicable
 - b. TDS @ 2% (1% CGST and 1% SGST or 2% IGST) shall be deducted as per provisions under GST act in case taxable contract value of services/goods or both is more than Rs. 2.50 lacs.
- (5) Tenderers are required to quote item wise workable rates. However bids shall be evaluated on overall lowest basis.
- (6) **SECURITY:**

The contractor shall deposit SD towards faithful performance of the contract. The Security Deposit together with EMD/Initial Security Deposit shall be 10% of the contract / Works order value excluding taxes. Initial Security Deposit (ISD) shall be 2.5% of the contract work order value excluding taxes which is required to be deposited within 15 days of the issue of the Letter of Intent (LOI) /Work Order (WO) by the successful tenderer. EMD can be adjusted against SD.

The balance security deposit amount shall be recovered @ 7.5% from each running bill and the final bill so as to make the total security deposit at 10% of the Contract / Work Order Value. In case work is split between two or more parties, SD shall be submitted based on the value of split order.

No interest shall be paid on security deposit. Any amount recoverable from the contractor shall be deducted from RA bill/security deposit. Security deposit shall be returned to contractor after successful completion of the contract and obtaining "No objection certification" from executive department after expiry of Defect Liability Period.

The successful tenderer can furnish a Bank Guarantee from any of the scheduled bank excluding Gramin /Co-operative Bank in the form specified by NFL against Security Deposit / Performance Guarantee (as applicable) for the faithful and proper fulfillment of the contract. The Bank Guarantee should be valid for a period of 18 months (contract period plus defect liability period) plus 3 months claims period. The Bank guarantee should be submitted by Bankers directly to NFL in a sealed cover and not through contractor.

The Contractor shall also arrange a copy of swift message, for confirmation of BG (including all amendments) through SFMS mode, from the BG issuing bank generated on communication regarding issue of BG to our designated bank ICICI Bank Ltd, K1, Senior Mall, Sector-18, Noida, UP, 201301, IFSC Code ICIC0000031, as per following details:-

 - i) IFN 76 COV for issuance of bank guarantee
 - ii) IFN 767 COV for amendment of bank guarantee
 - iii) Issuing bank shall mention IFSC code as ICIC0000031 in field 7035 of IFN 76 COV/IFN 767 COV.

iv) Issuing bank shall mention NFL beneficiary code as NFLNATIONAL04022015 in field 7037 of IFN760COV/IFN767COV.

(7) **TERMS OF PAYMENT:**

a) Payment of monthly running account bill complete in all respect shall be made after making necessary recoveries as per contract within 30 days of receipt of bill by NFL, complete in all respects.

Payment of final bill shall be released within 60 days or otherwise stipulated in the NIT/WO after receipt of bill completed in all respect. Payment of 10 % security deposit/deducted shall be released after completion of defect liability period on demand within 30 days. Payment to MSME Parties shall be made with in a period applicable as per MSMED Act or payment terms as per NIT/WO , whichever is earlier.

b) The contractor has the option to receive payment through Electronic Funds Transfer (EFT)/RTGS Process. For this option, they may submit their bank particulars i.e. Customers Name, Name of the Bank, Bank Account No.(All digits in case of CBS branches),Place of branch, Branch Code(IFSC CODE-II digits) to enable NFL to release payment accordingly. All bank charges will be to their account.

c) Contractor shall submit bill in triplicate to the Department along with measurement sheet duly verified by area in-charge. The area in-charge will forward the bill after verification to F&A Department for payment through HOD.

d) NFL shall deduct TDS-Income Tax as per Income Tax Act, TDS/TCS–GST wherever applicable as per GST law, Commercial Tax, Cess including BOCW Cess at source from all payments due and to be made to the Contractor under this contract in accordance with provisions of relevant Act and Rules framed there under including any amendment and modifications thereof as applicable from time to time.

e) The contractor shall furnish along with each running bill a certificate that he has complied with statutory provisions relating to Minimum Wages, PF & ESI and Contract Labour (R&A) Act, 1970 etc. and shall also submit copies of Wage Sheet, PF & ESI Challan.

f) Bill should be signed by a person holding power of attorney or authorized representative of contractor.

g) In addition to above terms, payment of final bill will be made subject to, inter alia, following terms:

1. Payment of final bill will be made to the contractor after submission of certificate from CISF Gate that all the gate passes issued to the laborers of the contractor have been returned alternatively no objection certificate may be provided from CISF.

2. The Payment of final bill will not be made until the contractor has handed over the peaceful vacant possession of land, if any, handed over to him free from all encumbrances including offices, stores, workshop, temporary structure, lighting, fixture poles etc.

3. Return of empty packing material, scrap and unconsumed material issued by NFL.

4. The contractor shall be required to give a certificate along with final bill that he has made all payments towards wages as defined under the Payment of Wages Act, 1936 and Contract Labour (R&A) Act, 1970 and has also complied with other provisions of Labour Laws in respect of manpower engaged/employed for the execution of work.

5. The contractor is further required to give an undertaking stating that in case any dispute arises on account of deployment of manpower/labour, contractor would be responsible to discharge the statutory obligations, if any, and NFL will stands indemnified against any such claim/demand made in future.

(8) **MSME vendor payment through TREDIS.**

Gol has introduced electronic platform for facilitating the financing of trade's receivables of MSMEs from buyers, through financiers, which is termed as Trade Receivables Discounting system (TREDIS). NFL is already registered on RXIL TREDIS platform.

MSME Bidders are requested to kindly register on the TREDIS platform and the TREDIS facility, if they want to

The detail of RXIL person is as below:

Contact name: Mr Prajay Shukla

Contact number: 8090051171

E-mail ID prajay.sukla@rxil.in

Bidders upon successful delivery shall submit their invoice along with the mandated enclosures including TREDIS details. Upon receipt and acceptance of the supplied material/services and receipt of invoices with the mandated enclosures, NFL shall process the invoice for payment as per details submitted on TREDIS platform. Any unfinanced invoices of MSME builders seeking payment from NFL directly shall be proceed as per the standard payment terms in PO/contract
All financing cost for using the facility shall be borne By the MSME builders only.

(9) Arbitrations for CPSEs and Government Departments

CONCILIATION & ARBITRATION:

(i) FOR INDIAN PARTIES

Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or breach thereof shall be resolved amicably through negotiations by the parties. A "Notice of Dispute" shall be given by the party seeking resolution of a dispute to the other party. If the dispute is not resolved within Thirty (30) days from the notice, the dispute shall be referred to arbitration as per the procedure mentioned herein below:

A written notice shall be given by the contractor invoking arbitration to National Fertilizers Limited through Designated Authority (CMD / Functional Directors/ Unit Head), which may be specified as per contract value (Ref : CO Legal circular no. NFL/CO/Law/979 dated 2-3-2020)

Where the claim including determination of interest, if any, being claimed upto the date of commencement of arbitration does not exceed Rs. Five crore, the reference shall be made to a sole arbitrator. The parties shall mutually agree on the name of sole arbitrator. In case of disagreement upon the name of the sole arbitrator, the appointment of Sole Arbitrator shall be done in accordance with the provisions of Arbitration & Conciliation Act, 1996.

Where the claim including determination of interest, if any, being claimed upto the date of commencement of arbitration exceed Rs. Five crore, the reference shall be made to arbitral tribunal consisting of three arbitrators. Each party shall nominate one arbitrator each within 30 days from the date of receipt of notice of invocation of arbitration and two nominated arbitrators shall appoint the presiding arbitrator within 30 days thereafter. If a party to the dispute refuses or neglects to nominate an arbitrator on its behalf within the period specified, or the two arbitrators fails to nominate Presiding arbitrator, appointment of Arbitrator(s) shall be done in accordance with the provisions of Arbitration & Conciliation Act, 1996.

The Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996 and any further statutory modification or re-enactment thereof and the rules made thereunder.

It is agreed by and between the parties that in case a reference is made to the Arbitrator for the purpose of resolving the disputes/ differences arising out of the contract by and between the parties hereto, the Arbitrator shall not award interest on the awarded amount more than the rate of SBI PLR / Base Rate applicable to NFL on date of award of contract.

The Seat and venue of Arbitration shall be at Delhi/Place of respective Unit/Place of Zonal Office.

The cost of the proceedings shall be equally borne by the parties, unless otherwise directed by the arbitral tribunal. The decision of the arbitral tribunal shall be final and binding on all parties.

(10) Successful party should be required to submit the affidavit /agreement etc. required as per annexure-20 on the NJSP of the appropriate value which will be applicable at the time of its execution in the state of Haryana.

CONTRACT FOR OPERATION & MAINTENANCE OF AIR-CONDITIONING UNITS PART-A & PART-B FOR THE YEAR 2024-26

1.1 Penalty:

- a) In case of absence for more than one consequent day of the Site Supervisor/Site-in-charge of the Contractor, the contractor shall depute a substitute to look after the job in his absence, otherwise penalty will be charged @ Rs. 750/- per day.
- b) The contractor shall maintain a team of 4 persons (2 Technicians + 2 helpers) for attending complaints of Window ACs/Split ACs/Water coolers/Deep Freezers/Water purifiers and Refrigerators during summer season. In case the team of 4 persons is not complete, a penalty of Rs: 500 per person per day shall be applicable.
- c) All Central AC Plants temperature and relative humidity are to be maintained as under /OR as per the requirement of the Plant:

1)	SGP VFD Room, Control Room & Cabinet Room	24±1 Degree Celsius
2)	Urea Control Room	24±1 Degree Celsius
3)	Ammonia (old) UPS Room	24±1 degree Celsius
4)	AFC Cabinet Room	24±1 Degree Celsius 50±5% Relative humidity
5)	AFC Control Room	24±1 Degree Celsius
6)	AFC Electrical Sub Station & UPS Room	26±1 Degree Celsius
7)	GTG Cabinet Room	25±1 Degree Celsius 60±5% Relative humidity
8)	GTG Control Room	25±1 Degree Celsius
9)	GTG Switchgear Room/Electrical substation	28±2 Degree Celsius

In case the temperature and relative humidity of the control Rooms remain more than the Specified limit as mentioned above, the Penalty as detailed below shall be imposed on the Contractor and recovery will be made from the running monthly bill :

S No	Period	Penalty
1	2 to 4 Days in a Plant in a Month	@ 2 % of respective monthly bill of Plant
2	5 to 7 Days in a Plant in a Month	@ 5 % of respective monthly bill of Plant
3	More than 7 Days in a Month	@ 10 % of respective monthly bill of Plant

Further if any of the units in any plant remains under breakdown for reasons solely attributable to the contractor and not rectified within 15 days a penalty of 5% of respective monthly bill of the plant shall be levied. If the unit remains under breakdown for more than 30 days a penalty of 10% of respective monthly bill of the plant shall be levied. No Service Charge shall be payable for the period machine remains under repairs on pro days and pro Nos. of machine basis.

- d) The entire NFL plant shall be divided into three locations and each location shall have operator in three shift round the clock for smooth operation and monitoring of central /Package AC plants. Also the contractor shall depute minimum two trained technician and two helper for troubles shooting /carry out the schedule /routine /breakdown maintenance of Central AC plant. The number of technician, helper required may be increase due to increase in quantum of maintenance job if required.

	Description	No of operators	Technicians and Helpers
Location-1	AFC Plant Chiller Unit, AHU of control Room and electrical substation, Package ACs of analyzer rooms, panel cooler.	3	Minimum 2 Technicians & 2 Helpers
Location-2	Old ammonia/SGP/Urea Plant Old ammonia UPS Room and offices SGP-VFD rooms, SGP control room and Urea control room.	3	
Location-3	Cabinet room, Control room and electrical substation of GTG Plant	3	

Central AC plant/units are to be kept in operational conditions. In case the operator is found absent during any shift, penalty of Rs: 500 per operator per shift shall be charged.

- e) For servicing of Air Conditioners, Water coolers, Deep Freezers, Refrigerators and Water purifiers Penalty shall be applicable as per following clauses.
- a) Machines requiring repairs of compressor to the sealed units, up to 02 days no Penalty will be charged and there after @ Rs 100.00 per day per Machine will be charged from the Contractor for the machine under repair. No Service Charge shall be payable for the period machine remains under repairs on pro days basis.
 - b) For the faults other than Sealed Unit, the first one day will be Penalty Free period. Thereafter @ Rs 100.00 per day per machine will be charged from the contractor for the machine under repair. No Service Charge shall be payable for the period machine remains under repairs on pro rata days basis.
 - f) In case contractor fails to bring the Standby Window Air conditioners as per clause B.01.07 of scope of work, penalty @ Rs.5,000/-(Five thousand only) per month per machine will be deducted from the bill of the contractor. No hiring charges shall be paid for stand by machines.
 - g) In case of delay in supply of Refrigerant 134a for Water Cooled Screw Chiller Unit Package AC of Analyzer shelter, Panel cooler and IGGU compressor, only first day of requirement shall be penalty free and thereafter @ Rs 1000.00 per day shall be charged from the contractor.
 - h) As per list of minimum spares to be kept at site as per scope of work, Contractor shall keep at his site one cylinder weighing 20 kg each for R-22, R-32, R-407c, R-410 refrigerant (duly approved and factory sealed) and one cylinder weighting 61 kg for R-134a refrigerant at start of contract at his cost. In case any one of the cylinder was found unavailable at contractor site penalty of Rs 500/- per cylinder per day shall be charged from the contract.

1.2 Indemnity Bond:

The Contractor has to furnish an Indemnity Bond for Rs. 1,00,000.00 (Rupees one lacs only) at the start of contract on non-judicial stamp paper of appropriate value applicable at the time of its execution Haryana for AC Unit, Part I & II of the contract against the material to be taken out of the NFL premises for repair at their works in the format supplied by NFL. Cost of stamp paper as required to incur shall be borne by the contractor.

- 1.3 Tenderer should complete the tender documents and sign on every page as a token of acceptance of all the terms & conditions mentioned in the tender documents.

- 1.4 All the Technical Staff (Operators & Technicians) to be deployed by the contractor for satisfactory execution of contract should have adequate experience of Refrigeration & Air Conditioning and qualified for operation and maintenance job of similar Air Conditioning Units for Central/Package AC Plants. Contractor shall depute a separate team for window ACs, Split ACs, Deep Freezer, Water coolers, Water purifiers and Refrigerators etc. so that the jobs in both parts of contract should not suffered.
- 1.5 The contractor shall be allowed a mobilization period of maximum 7 days from the date of issue of Letter of Intent (LOI).
- 1.6 The contractor shall report at Site along with his complete team for taking over the machines under this contract on the date intimated by the Engineer-in-Charge but before the date of start of contract.
- 1.7 The Site-in-charge / Supervisor of the Contractor shall be authorized only under written authority letter to operate the contract in all respects on behalf of the contractor.
- 1.8 As soon as the contract is awarded, the contractor shall depute his authorized Site-in-charge / Supervisor for conducting and supervising the repair and maintenance jobs. The contractor also deposes his team of staff during the operation of the contract. The strength of staff to be deputed shall be adequate to meet the work load so that satisfactory progress of the work is maintained. The Site-in-charge / Supervisor should have full authority to operate the contract in all respect on behalf of the contractor and NFL will address all correspondence to the Site-in-charge / Supervisor. Site-in-charge / Supervisor will not proceed out of station or on leave without written permission from NFL Engineer. In case of long absence of Site-in-charge / Supervisor the contractor shall depute a substitute to look after the entire Air conditioning jobs and interaction with NFL for day to day work.
- 1.9 Contractor shall be responsible for any damages to the equipment occurring because of wrong and poor maintenance of the equipment or due to not following instructions as specified in the contract.
- 1.10 All the machines shall be jointly inspected prior to their take over by the new contractor from previous contractor in the presence of NFL Engineer or their representative. The decision of Engineer-in-charge shall be final and binding on both the contractors
- 1.11 Any repairs/ replacement of parts, if required to make the machine in good running condition as indicated by this joint-inspection, shall be to the previous contractor's account.
- 1.12 As soon as a machine is taken over by the contractor in running condition, it shall be the responsibility of the contractor to maintain the machine in sound running condition at all times during the currency of the contract.
- 1.13 At the time of Handing Over / Taking Over, the Specified Performa will be filled by the NFL Engineer in presence of both the parties. The Handing Over /Taking Over will be done only after the expiry of the Contract period i.e. after the completion of ARC (Including Extension period, if any)
- 1.14 The Engineer-in-charge will be duly intimated by the contractor before taking up any job on the Air Conditioning Unit. The contractor shall have to take up the preventive and breakdown maintenance jobs on all the AC Units installed at NFL site. In case of breakdown maintenance, the contractor shall have to take up the job within 4 hrs. of Notice and all others jobs within 24 hrs. of Notice.
- 1.15 The payment shall be made on pro-rata basis on Number of Machines actually Serviced/ Maintained satisfactorily during the month. If any machine is withdrawn from the contractor before the expiry of a full calendar month, the payment for that machine shall be made on pro-rata basis for the actual number of days it is serviced/ maintained by the contractor.
- 1.16 NFL may withhold the payment to such an extent as may be necessary to protect itself from loss on account of:
 - a) Failure of the contractor to make payment properly to his workmen or the suppliers of material.
 - b) Defective work not remedied.
 - c) Damage to NFL's property.
 - d) Reasonable doubt that the balance work can't be completed by the contractor.

- e) Claims filed or reasonable evidence indicating probable filing of claims.
- f) For reasons mentioned elsewhere in this contract / NIT.

1.17 SCHEDULE OF QUANTITIES: -

- a) The specifications and the number of window ACs, Split ACs, Deep Freezers, Water coolers, Water purifiers and Refrigerators etc. to be operated/ serviced/ maintained under this contract are given in attached Sheet under Schedule of Rates.
- b) The number of machines can be increased OR decreased by 30% (Thirty percent) and no variations in quoted rates shall be admissible on this account.

1.18 DURATION OF THE CONTRACT:

- b) The contract is for the continuous and trouble free operation/ running of Window / Split ACs, water coolers, water purifiers, deep freezers and refrigerator etc. during the summer season from 1st March to 31st October for 8 months. However, Service Charges shall be paid on proportionate basis for machines which will be in use during off season i.e. from November to February of the Calendar Year. The Contractor has to do the Seasonal Maintenance of all Machines as per Schedule in the Off Season Period. No separate charges shall be paid to the contractor for Off season maintenance. Please see (Part-II, B.0) in Schedule of Rates.
- c) The Machines (AC Units) not operational on the date of handing over shall be termed as "Machines Under Repairs" and date of commencement of contract for such machines shall be the date on which these are made operable as approved by the Engineer-in-Charge.

**ANNUAL RATE CONTRACT FOR OPERATION & MAINTENANCE OF CENTRAL/ PACKAGE AIR-
CONDITIONING UNITS FOR YEAR 2024-26**

TECHNICAL TERMS & CONDITIONS

SCOPE OF WORK :

A.0 Operation & Maintenance of Central/Package Air conditioning supplied by M/s. Frick India Limited, M/s Advance Ventilation, M/s Chemtrols Industries Ltd, M/s Sunbeam, M/s Blue Star, M/s Voltas Ltd, M/s Axis solution Pvt Ltd, M/s Steam equipment Pvt Ltd, Details of the units are as under:

S No	Location	Type of A.C.	Capacity	Make	Qty.	Compressor Model	Remarks
1).	AFC Plant	CENTRAL	129.5 TR	Kirlosker chillers Pvt Ltd	3	HSW 235 Mc Quay, Itly	Two working+ one standby (Consisting of semi hermetic screw compressor
2).		PACKAGE	5.0 TR	Chemtrols Industries ltd.	1	ZB95KQE-TFD-550 (Emerson Copeland)	Consists of one scroll compressor of 5.0 Ton Cap.
3).		PACKAGE	3.0 TR	Chemtrols Industries ltd.	2	ZB48KQE-TFD-524 (Emerson Copeland)	Consists of one scroll compressor of 3.0 Ton Cap.
4).		PACKAGE	1.0 TR	Sunbeam	1	ZR22K3EPFJ522	Consists of one scroll compressor of 1.0 Ton Cap.
5).	Ammonia Plant Offices	CENTRAL	32 TR	FRICK	1 +1	F-303	One working + one standby
6).	Ammonia UPS (Electrical)	PACKAGE	11.0 TR	BLUE STAR	1	ZR-72KC-TFD-522/52E (Emerson copeland)	Consists of two Scroll compressor of 5.5 TR cap.
7).	Steam Generation Control Room:	PACKAGE	11.0 TR	BLUE STAR	2	ZR-72KC-TFD-522/52E (Emerson copeland)	Each machine consists of two Scroll compressor of 5.5 TR cap.
		PACKAGE	7.5 TR	FRICK	2	ZR-108KC-TFD-522 (Emerson copeland)	Each machine consists of one scroll compressor of 7.5 TR cap.
8).	VFD Rooms in SGP	PACKAGE	11.0 TR	BLUE STAR	4	ZR-72KC-TFD-522/52E (Emerson copeland)	Each machine consists of two Scroll compressor of 5.5 TR cap.
9).	Urea Plant Control Room	PACKAGE	11.0 TR	BLUE STAR	2	ZR-72KC-TFD-522/52E (Emerson copeland)	Consists of one scroll compressor of 5.5 TR cap.
10).	MRS	PACKAGE	11.0TR	BLUE STAR	1	HLM072T4LC6 (Dan-foss)	Consists of two Scroll compressor of 5.5 TR cap.
11).	GTG	PACKAGE	11.0 TR	VOLTAS	12	HLP072T4LC6 (Dan-foss)	8 Nos. working + 4 Nos. standby (Consists of two scroll compressor of 5.5 Ton Cap.
12).		PACKAGE	3.0 TR	Axis solution Pvt Ltd	1	ZB 29KQE-TFD-524 (Emerson copeland)	Consists of one Scroll compressor of 3.0 TR cap.
13).		PACKAGE	3.0 TR	Steam equipment Pvt Ltd	1	CR42K6M-TFM-101DM (Emerson copeland)	Consists of one reciprocating compressor of 3.0 TR cap.
14).		CHILLER Unit	3.0 TR	Steam equipment Pvt Ltd	1	ZR61KCE-TFD-52E (Emerson copeland)	Consists of one Scroll compressor of 3.0 TR cap.

Note: Central AC Unit of Ammonia Plant (Old) capacity 32 TR having two Compressor FHP-303 (one working + one standby), Make: Frick India, shall be operated for 16 hours from 6.0 AM to 10.0 PM every day, hence tenderer may quote the rate for item mentioned at S No. 1 (SOR) accordingly.

A.1 Operation & routine maintenance such as cleaning of filters, cleaning of equipment, checking & controlling of any leakage in the system and top up of refrigerant R-134a of Water Cooled Screw Chiller Unit capacity 259 TR set of 3nos Chiller (2no Working+ one no. Standby) with each unit of

capacity 129.5 TR capacity having AHU of 55000 CFM (one Working +one Standby) for Electrical Sub-station and AHU of Capacity of 61000CFM (one working & one Stand by for control room) of Ammonia Feed Change Over Plant supplied by M/s Advance Ventilation. However Refrigerant R-134a shall be provided by contractor on awarded rate to be billed on actual consumption basis. Details of the Units are as under:

S No	Location	Type of A.C.	Capacity	Compressor			Remarks
				Make	Model	Qty	
1	AFC Project (Control Room + Sub Station)	Central Chiller Type	259.0 TR	Mc Quay, Italy	HSW 235	2+1	Two compr. of 129.5 TR in line + one of 129.5TR Standby

A.2 Operation & routine maintenance such as cleaning of filters, cleaning of equipment, checking & controlling of any leakage in the system and top up of refrigerant R-134a of Flame Proof Package AC Units for Analyzers Shelter of AFC Project. However Refrigerant R-134a shall be provided by contractor on awarded rate.

S No	Location	Type of A.C.	Capacity	Compressor			Remarks
				Make	Model	Qty	
1	O&M of 1 Set of Flame Proof Package HVAC System for Analyzer Shelters of AFC Project (1 Set = 2x3TR + 1x5 TR)	Flame Proof Package AC (Chemtrols)	2x3.0 TR + 1x5.0 TR	Emerson	ZB48KQE-TFD-524 + ZB95KQE-TFD-550	2	Flame proof Scroll type compressors Refrigerant 134a
2.	Panel Cooler	Flame Proof Package AC (Sunbeam)	1.0 TR	Emerson	ZR 22 K3E PFJ 522	1	Flame proof Scroll type compressors Refrigerant 134a

A.3 Repair and overhauling of compressors

As per schedule complete overhauling of compressor F-303 is required within period of two years. Hence, each compressor F-303 shall be overhauled alternatively in each year. Overhauling of compressor shall be done subject condition of the compressor and decision of Engineer-in-charge shall be final regarding overhauling. A separate Work Order shall be issued for complete overhauling of the compressors. The Scope of Work includes complete overhauling, including all the machining jobs mentioned below:

- a. Checking of bearing clearance of Refrigeration Compressor.
- b. Grinding of Crank Shaft max. to 20 thou (0.5mm) under size.
- c. Any allied job connected with the overhauling of compressors.
- d. All Spares shall be supplied by NFL Free of Cost.

A.4 Supply of refrigerant R-134a for Water Cooled Screw Chiller Unit, Flame Proof Package AC Units for Analyzers Shelter and IGG Compressor of AFC Project. Contractor shall make availability of sufficient refrigerant R-134a at site to fulfill the requirement of Equipment after written confirmation of Engineer-in-charge. In case of delay in supply of Refrigerant R-134a, the penalty Clause 1.1(g) of Special Terms & Conditions shall be applicable.

A.5 Operation & routine maintenance such as cleaning of filters, cleaning of equipment, checking & controlling of any leakage in the system and top up of refrigerant R-407c ,R-134a and R-22 in Flame proof package AC units and HVAC analyzer shelter ACs of GTG units.

S No	Location	Type of A.C.	Capacity	Compressor			Remarks
				Make	Model	Qty	
1	O&M of Flame Proof Package HVAC System for	Flame Proof Package AC (Axis)	1x3.0 TR	Emerson	ZB29KQE-TFD-524	1	Flame proof Scroll compressors Refrigerant R-407c

	CEMS Analyzer Shelter unit-1, GTG plant Cap: 3.0 Tr (46200 BTU/Hr)	solutions pvt. Ltd)					
2	O&M of Flame Proof Package HVAC System for SWAS Analyzer Shelter unit-2, GTG plant Cap: 3.0 Tr	Flame Proof Package AC	1x3.0 TR	Emerson	CR42K6M-TFM-101DM	1	Flame proof reciprocating compressors Refrigerant R-22
3	Chiller unit (For SWAS Analyzer), GTG plant	Chiller Unit	1x3.0 TR	Emerson	ZR61KCE-TFD-52E	1	Flame proof Scroll compressors Refrigerant R-134a

A.6.00 SCOPE OF CONTRACTOR

A.6.01 The contractor shall be responsible for the safe custody of all the machines which are removed by him from their installed place for repairs. The contractor shall be fully responsible for all such NFL machines and material under his custody and shall make adequate arrangements for their protection against damage, pilferage inclement weather, fire, other hazards etc. at his own cost.

A.6.02 Contractor will be responsible to bring his staff inside the factory against a proper Gate Pass issued by the Dy Commandant, CISF, NFL, Panipat. As and when some member of the contractor's working staff holding gate pass ceases to remain in service for this contract job, the Gate Pass of that person is to be immediately surrendered to Dy Commandant, CISF by the contractor. Failing compliance of this clause will be treated as breach of security rules.

A.6.03 The Contractor shall make necessary records for all free issue material such as lubricants, spares etc. and submit date wise statement every month. The necessary records of the spare parts used will be maintained by contractor and unused materials will be returned to NFL stores. The contractor shall have to make his own arrangements for transportation, handling etc. of materials from NFL stores to the site and back to stores.

A.6.04 The contractor shall have to take up both preventive as well as break down maintenance jobs. The Engineer-in-charge will give instructions regarding jobs to be carried out as and when requirement arises at the site. The Contractor shall have to carry out the jobs in consultation with Engineer-in-charge and have to be completed in all respect to the entire satisfaction of Engineer-in-charge.

A.6.05 The contractor shall make his own arrangement for tools and tackles including coupling puller, vacuum pump, condensing unit, gas welding set etc. Testing equipment like, Meggar Meter, Tong Tester, Nitrogen gas etc. for the requirement of the jobs shall also be arranged by the contractor.

A.6.06 The specifications of the material to be supplied by contractor must be got approved by the Engineer-in-charge.

A.6.07 All the specifications & technical details regarding Air Conditioning Units for operation & maintenance can be had from Engineer-in-charge as and when required.

- A.6.08 CFC-Refrigerant R-22 and Non-CFC Refrigerants such as R-32, R-407c, R-410 etc. during operation & maintenance of Air-conditioning Units will be provided by ARC Contractor. To ensure the same without any loss of time, the contractor must make available one cylinder weighting 20 Kg each for R-22, R-32, R-407c, R-410 refrigerant (duly approved and Factory Sealed) at the start of contract at his cost. Thereafter, contractor will ensure the availability of all refrigerants at site. However, for Water Cooled Screw Chiller Unit capacity 259 TR & Flame Proof HVAC Package Units, capacity 1 TR (01 No.), 3.0 TR (02 No.) & 5.0 TR (01 No.) of Ammonia Feed Change over Project, refrigerant R-134a for top up shall be supplied by contractor on the awarded rates. To ensure the availability of R-134a without any loss of time, the contractor must keep one cylinder weighting 61 kg (duly approved and factory sealed) at the start of contract at his cost.
- A.6.09 Any loss of refrigerant during operation or maintenance of any AC unit will be made up by the contractor at his own cost.
- A.6.10 The contractor shall maintain all records required for ISO 9001 like all log books, daily report, complaint register, break down report etc as per instruction of Engineer-in-charge.
- A.6.11 The job involves routine maintenance works and operation of air-conditioning Units installed at Panipat.
- A.6.12 The Contractor shall have to operate and maintain all the Air Conditioning Units installed at our NFL site in consultation with Shift-in-charge of the respective Plants. All the data should be noted in the Standard Performa/Log books and has to be produced as and when required by the Engineer-in-charge.
- A.6.13 For all the maintenance/breakdown jobs, the time of completion for each job will be decided by the nature of job. Since it is Maintenance work it has to be carried out on top priority basis and has to be completed in all respect within the time specified by the Engineer-in-Charge. In case the jobs are not completed in the time specified, the penalty Clause No. 1.6 of the Special Terms & Conditions shall be applicable.
- A.6.14 The contractor shall deploy operators at following three locations for smooth operation and monitoring of Central/Package AC Plants in all three shifts round the clock.
1. Chiller Unit, AHU of Control Room, AHU of Electrical Sub Station of AFCP Plant.,
 2. Old Ammonia Plant - UPS room and offices, SGP – VFD rooms, SGP control room and Urea control room
 3. Cabinet room, Control room and electrical substation of GTG plant.

The contractor shall depute minimum one trained technician and helper for Old Ammonia Plant, VFD (SGP), SGP, GTG and Urea Plant; One trained technician and helper for AC Units of AFCP and GTG Plant to carry out the schedule / routine & breakdown maintenance of Central AC Plants such that the units are kept in operational condition. However, number of technician, helper required may be increased due to increase in quantum of maintenance job if required.

- A.6.15 Contractor has to ensure smooth operation and maintenance of package AC of MRS unit and shall carry out on schedule /routine/breakdown maintenance jobs .
- A.6.16 The routine jobs, Monthly & Seasonal Jobs to be carried out shall include in general but not limited to the following items for maintenance work of AC Units.

1.0 ROUTINE MAINTENANCE (DAILY):

- 1.0.1 Cleaning of filters of Air Handling Unit and Fresh Air.
- 1.0.2 Cleaning of equipment.

2.0 WEEKLY

- 2.0.1 Tightening/replacement of belts, if required.
- 2.0.2 Checking & tightening of electrical terminals.
- 2.0.3 Checking/tightening glands of chilled water pumps & valves.
- 2.0.4 Checking the system for leakage of gas.
- 2.0.5 Topping up of lubricating oil, if required.

3.0 MONTHLY:

- 3.0.1 Cleaning of cooling Coils / Evaporators.
- 3.0.2 Cleaning of oil filter of compressor, if required.
- 3.0.3 Cleaning of suction line strainers of compressor.
- 3.0.4 Cleaning of liquid line strainers.
- 3.0.5 Checking and tightening the foundation bolts of Equipment.
- 3.0.6 Checking of correctness & calibration of all Safety/Automatic Controls and their replacement, if defective.
- 3.0.7 Charging of additional refrigerant, if required.

4.00 SEASONAL

- 4.0.1 Charging compressor oil.
- 4.0.2 Checking the Valve Plates Assemblies and un-loader assemblies.
- 4.0.3 Checking of oil pump.
- 4.0.4 Checking of bearing clearances.
- 4.0.5 Checking of Crank Shaft Seal for leakage. The inner & outer neoprene 'O' Rings should be replaced, if found defective. Checking of Bearing Clearances.
- 4.0.6 De-scaling of condenser tubes and oil cooler tubes.
- 4.0.7 Cleaning & greasing of all bearings.
- 4.0.8 Overhauling/Repair of ventilation system, whenever required.
- 4.0.9 The contractor shall provide assistance to Electrical Department for maintenance of all electrical contactors, starters, switches etc. of local panels i.e. panel on package units.
- 4.0.10 General repair of other auxiliaries like Chiller, Condenser, Cooling coil, Ducts, Piping, Damper, Pumps, Fans, Pulley, V-belt, Bearing etc. whenever required.

A.6.17 The contractor shall ensure that Air Conditioning Units function properly and smoothly in all the three shifts during the contract period. The position of functioning of AC Units shall have to be furnished to the shift-in-charge for each shift by the contractor.

A.6.18 Contractor shall service the main Compressors, Blowers and other equipment before the start of summer season and ensure the break down free operation during summer season. Servicing of compressors shall mainly include followings:-

- (a) Cleaning / replacement of suction discharge valve assy.
- (b) Replacement of lube oil filter & lube oil, if required.
- (c) Cleaning / replacement of refrigerant filter.
- (d) Checking / cleaning / replacement of mechanical seal.
- (e) Checking & tightening of all fastening bolts etc.
- (f) Checking and greasing of drive motor.
- (g) Alignment & tightening of belt drive.
- (h) Visual inspection of internal parts.
- (i) Replacement of defective internal parts, if required.

A.6.19 Brazing facilities including consumable required for attending any leakage would be arranged by contractor at his own cost .

A.6.20 Before starting any equipment, the Contractor should check connections and the earthing of the equipment.

A.6.21 Any fault occurs during starting its operation, it should be immediately reported to Engineer-in-charge.

- A.6.22 In case any Compressor is required to be repaired from outside, the Contractor shall make his own arrangement for transportation, handling etc. and no extra payment will be made by NFL for the same.
- A.6.23 Work order will be issued to the contractor when complete overhauling of compressor as per LOI/work order is required. Time of completion will be indicated in work order, failing which clause no.1.32.0 of GTC will be applicable for levy of penalty. The Contractor will provide guarantee for six months along with guarantee certificate. Clearances maintained & spares replaced will also be indicated in the certificate. All tools & tackles required for overhauling will be arranged by contractor at his own cost. However, if any special tools required, shall be supplied by NFL free of cost, depending upon availability.
- A.6.24 Scope of Work for overhauling of Compressors of Central Air-conditioning Units:
As per schedule complete overhauling of compressor F-303 is required within period of two years. Hence, each compressor F-303 shall be overhauled alternatively in each year. Overhauling of compressor shall be done subject to condition of the compressor and decision of Engineer-in-charge shall be final regarding overhauling. A separate Work Order shall be issued for complete overhauling of the compressors. The Scope of Work includes complete overhauling, including all the machining jobs mentioned below:
- a) Checking of bearing clearance of Refrigeration Compressor.
 - b) Grinding of Crank Shaft max. to 20 thou (0.5mm) under size.
 - c) Any allied job connected with the overhauling of compressors.
 - d) All Spares shall be supplied by NFL Free of Cost.
- A.6.25 Only routine maintenance job as mentioned under Daily, Weekly, Monthly and Seasonal shall be in the party's scope. Major repair if any shall be either chargeable, if rates are available or it shall be in the scope of NFL. However assistance shall have to be provided by the contractor as per decision of the Engineer-in-charge.
- A.6.26 Due to heavy dust in bentonite Sulphur plant contractor has to ensure that the ACs installed in bentonite Sulphur plant (control room, instrument room, substation room) is cleaned once in every three days (2 times in week)

A.7.00 SCOPE OF NFL

- A.7.01 Initial charge of refrigerant shall be supplied by NFL free of cost. All AC units will be handed over to contractor in running condition and duly charged with refrigerant. At the time of expiry/termination of contract the contractor has to hand over all the units in running condition and duly charged with refrigerant. In case he fails to do so, the cost of repair and make up refrigerant will be recovered from contractor's bill/S.D.
- A.7.02 In AFC Plant all jobs like replacement of Condenser, replacement of Chilled Water Circulating Pump etc. shall be in NFL Scope. All Arc welding facilities will be provided by NFL free of cost.
- A.7.03 All consumable for routine operation & maintenance and overhauling done at site will be provided by NFL free of charge.
- A.7.04 All Spares for Central/Package ACs, Flame Proof HVAC Package Units, Lubricating Oil shall be supplied by NFL free of cost.
- A.7.05 Any defective/deteriorated cooling coil/condensing coil/compressor shall be replaced as per instructions of Engineer-in-charge. In such case, cooling coil/condensing coil/compressor and refrigerant for its replacement, shall be provided by NFL free of cost to the contractor. However, job execution shall be done by the contractor without any extra cost.
- A.7.06 Repair of Electrical Motor, Panel and other electrical job for Central AC shall be in NFL Scope of Work. However, assistance whenever required shall have to be provided by the contractor as per decision of the Engineer-in-charge.
- A.7.07 Instrument job such as, Modulator for Damper, PLC, Electronic device etc. shall be in the scope of NFL. However, assistance whenever required shall have to be provided by the contractor as per decision of the Engineer-in-charge.

B.0 SERVICING & MAINTENANCE OF WINDOW / SPLIT AIR CONDITIONERS, WATER COOLERS, DEEP FREEZERS, BOTTLE COOLER, BOD INCUBATOR ETC.

SCOPE OF WORK AND TECHNICAL TERMS & CONDITIONS:

It includes servicing & maintenance of Air conditioning units as per details given in the list below. However, the number of machines can be increased or decreased by 30% (Thirty percent) and no variations in quoted rates shall be admissible on this account.

S. No	Description	Qty
1.	Window A. C. Unit Capacity 1.5 TR	176
2.	Flame Proof Window A. C. Unit Capacity 1.5 TR For AFC Project	3
3.	Window A. C. Unit, Capacity 2.0 TR	8
4.	Split AC 1.5 TR capacity	114
5.	Split AC 2.0 TR capacity	48
6.	Water Coolers	41
7.	Deep Freezers / Bottle cooler of any make & capacity / BOD incubators /Humidity Chamber	5
8.	Refrigerator	24
9.	Water purifiers	11

B.01 SCOPE OF CONTRACTOR

It includes but not limited to this:

- B.01.01 Providing the continuous and trouble free operation/ running of air conditioners and water coolers etc. during the summer season.
- B.01.02 Scheduled checking/ servicing / overhauling of the air conditioners, water coolers, Water purifiers, Refrigerators and deep freezers etc. as per the maintenance schedules given elsewhere in this tender documents or as approved by the Engineer-in-charge.
- B.01.03 Rectifying the fault developed in the machines whenever these go out of order or work inefficiently.
- B.01.04 Shifting of machines from one location to another as approved by Engineer-in-charge.
- B.01.05 Repairs/ replacement/ overhauling of all such parts of the machines, which become defective or get damaged during the operation/ repairs/ transportation of machines as approved by the Engineer-in-charge. This excludes Normal Wear & Tear.
- B.01.06 All the Materials, Spare Parts, Tools, Tackles and Manpower required to carry out the job as stipulated above from B.01.1 to B.01.5 shall be arranged by the Contractor at his own cost. It includes the Repair of Compressors, Cooling Coils and Condensing Coils.
- B.01.07 The contractor shall ensure the availability of 4 (FOUR) Nos. Stand by Machines (2 Nos. each of 1.5 and 2.0 Tr Capacity Window AC) in serviceable condition at NFL site within seven days from date of start of contract. Thereafter penalty as per clause 1.1.(f) shall be recovered from contractor's bill. These AC Units models may be as per the requirement of NFL Site.
[Note: - Stand by Window AC machines, model should be after year 2022.](#)
- B.01.08 The contractor shall ensure the availability of minimum stock of spare-parts, material etc. as per list of "Spares to be kept at Site" given in the Tender Documents, at Site and shall be arranged by the contractor at his own cost.
- B.01.09 Refrigerant required during O&M shall be arranged by contractor at his own cost.

B.02 REPAIR/ REPLACEMENT OF COMPONENTS AND SPARE PARTS:

- B.02.01 In case any Defective Old Part (DOP) is replaced with new part, the DOP shall remain the property of Contractor, if all such replacement is done by him at his own cost. However, in case the defective part is replaced with the new spares supplied by NFL, the old parts will be returned back to NFL Store.
- B.02.02 when-ever any component is to be taken out by the contractor for repair, the contractor shall submit a request for the same in the prescribed format.
- B.02.03 The contractor shall be allowed to take out a unit for repair against “ NFL’s Out Going Gate Pass” subject to the following:-

- The contractor installs his Own Spare Serviceable Unit in its place.

OR

- In case any Compressor and Stator etc. is required to be repaired from outside, the Contractor shall make his own arrangement for transportation, handling etc. and no extra payment will be made by NFL for the same.
- B.02.04 While taking out and delivering back the components, the contractor’s representative shall sign in the register kept for this purpose as per Performa.

B.03.0 OPERATION / RUNNING OF MACHINES:

- B.03.01 The essence of this contract is to provide the continuous and trouble free services of Air conditioners, Water coolers, water purifiers, refrigerators and deep freezers etc. to the patrons and the contractor shall make every endeavour to achieve this and strive hard to minimize the inconvenience on account of break downs stoppage of the units/ machines.
- B.03.02 Whenever a machine develops a fault, the same shall be communicated to the contractor normally in writing by the NFL Engineer or his representative. The contractor shall rectify the fault immediately and make the machine operational on the same day. Only in exceptional circumstances, the contractor shall be allowed to rectify it on the next day.
- B.03.03 In case the rectification of the fault requires repair/replacement of the sealed unit/open unit, the contractor shall be allowed to rectify the machine within 3 (Three) days.
- B.03.04 In case NFL observes that the contractor is delaying the repair of some machines, NFL shall get the same repaired through other agencies including NFL at the risk and cost of the contractor + 25% departmental charges.
- B.03.05 Records for all the running/ periodic maintenance jobs; break down jobs, daily complaints etc. shall be maintained by the contractor neatly and regularly in proper Performa, Log Sheets etc for inspection by Engineer-in-charge.
- B.03.06 The contractor shall arrange for entering complaints related to Window/Split ACs, Water Coolers, Water purifiers, Deep Freezers etc. on complaint register during normal working hours i.e. 8AM to 5 PM for seasonal period i.e. March to October. These complaints are also to be communicated to Engineer-in-charge.

B.04 WORK SHOP FACILITIES AND STOCK OF SPARE PARTS TO BE MAINTAINED BY THE CONTRACTOR:

- B.04.01 The contractor shall arrange all the materials, tools, tackles, instruments, equipment and spare parts etc. required for attending the defects in the machines expeditiously.
- B.04.02 All the spares, tools, tackles, instruments and equipment shall be brought inside the factory against an inward gate pass and shall be marked with contractor's identification sign so that while taking out no difficulty is experienced by the contractor.
- B.04.03 The materials brought inside shall be shown to the Engineer-in-charge or his representative and entered in the material register being maintained by the contractor duly counter signed by NFL representative.

B.04.04 The contractor shall make his own arrangements for the gas welding of tubes etc. by bringing his own gas cylinder, welding nozzles, brazing wire etc. at the work site.

B.05 REPLACEMENT OF UNITS:

B.05.01 whenever a machine develops a fault and the Engineer-in-charge decides that its immediate replacement with a standby machine is required; the contractor shall install the standby machine supplied by him immediately without any extra charges.

B.05.02 The period for which the original machine remains with the contractor for repairs, the stand by machine should give continuous & trouble free services and not require any repairs whatsoever.

B.06 TRANSPORT FACILITIES FOR THE MOVEMENT OF MACHINES:

Contractor will make his own arrangements like rickshaw for transportation of defective machines from the place of installation to the site workshop and back.

B.07 MAINTENANCE SCHEDULE:

a) The intent of maintenance schedule is to define the maintenance requirement of air conditioners, water coolers, water purifiers, refrigerators and deep freezers installed in the factory premises and township of NFL, Panipat.

b) Running/ periodic maintenance of air conditioners, water coolers, water purifiers, refrigerators and deep freezers : Periodic maintenance of these units as listed below but not necessarily limited to this, will be, in general in accordance with the recommendations laid down by the manufacturers and standard engineering practices.

B.07.01 FORTNIGHTLY:

- i) Cleaning of Air Filters.
- ii) Cleaning of Fan Blower.
- iii) Cleaning of Front Panel / Cabinet.
- iv) Checking of Air Flow.

B.07.02 MONTHLY:

- i) Checking of mounting springs.
- ii) Cleaning of Evaporator and Condenser Coils.
- iii) Checking of Door Gaskets.
- iv) Dampers.
- v) Checking of Plug, Switches and other connections against tightness with special reference to earthing.
- vi) Cleaning/ Servicing of Sediment filters/RO membrane/Activated carbon filters

B.07.3 SEASONAL:

- i) Checking of Compressor Unit and Heating System.
- ii) Overhauling of Fan / Blower Motors.
- iii) Replacement of Defective/ Damaged Components of air conditioners, water coolers, water purifiers, refrigerators and deep freezers.
- iv) Painting of all the Components & Outer Body of Unit whenever required with anti-corrosive Paint as per instructions of Engineer-in-charge including denting, if required. (Paints will be arranged by the Contractor at his own cost) Sky Blue Colour for Water Coolers & Cream / Off White Colour for AC Units.

B.08 Party has to keep the minimum Spare Parts as mentioned in the list attached as **SPARES** at this Site for the efficient Service / maintenance of AC Units.

B.09 REPLACEMENT OF AIR CONDITIONERS/WATER COOLERS/WATER PURIFIER/DEEP FREEZERS/ REFRIGERATORS.

The following jobs shall be in contractor scope

- a) Removal of machine from existing location.
- b) Shifting of machine to new location/AC Workshop/Store.
- c) Installation of new/repaired machine to existing location/new location.

Note : Any masonry job or carpentry job shall be in NFL Scope of Work.

- B.10 The Contractor shall make necessary arrangement for taking over all the Machines from the previous year Contractor before the date of commencement of the contract in presence of Engineer-in-charge of NFL to carry out the necessary repairs/ servicing/ maintenance of the machines so that they are ready for operation.
- B.11 The machines not handed over to NFL at the end of the contract shall be termed as "Machines Under Repairs" and the contractor shall not be allowed to leave the Site till all such machines are handed over to NFL in fully working condition for which no extra charges shall be paid by NFL. Penalty clause would continue to be applicable and machines would be got repaired from other agency including NFL at the risk and cost of the contractor after 15 days.
- B.12 All AC units will be handed over to Contractor in running condition and duly charged with Refrigerant. At the time of expiry/termination of contract the contractor has to hand over all the units in running condition and duly charged with refrigerant. In case he fails to do so, the cost of repair and make up refrigerant will be recovered from contractor's bill/S.D.
- B.13 The contractor must ensure that his workmen going to job, anywhere in the plant must wear safety helmets, safety gloves, safety belts and shoes.

MINIMUM SPARES TO BE KEPT AT SITE

1. WINDOW / SPLIT TYPE AC

S. No	Description of Part	Quantity	
		1.5 TR	2.0 TR
1	Complete AC Unit with Outer	2	2
2	Sealed compressor unit	5	5
3	Fan motor	5	5
4	Fan motor for flame proof AC	1	0
5	Starting relay	2	2
6	Running capacitors	4	4
7	Air filter	10	10
8	Overload protection	5	5
9	Selector switch	5	5
10	Thermostat	4	4
11	Strainer/filter with capillary	4	6
12	Refrigerant R- 22, R-32, R-407, R-410	20 Kg/Each Refrigerant	
13	Refrigerant R-134a	61 Kg	

2. WATER COOLER

S. No	Description of Part	Qty
1	Sealed compressor unit	2
2	Fan motor	4
3	Starting relay	4
4	Running capacitors	4
5	Overload protection	4
6	Mounting spring set	4
7	Strainer/filter with capillary	4
8	Water tap set	4
9	Copper tube ¼"	20 mtr
10	Copper tube 3/8"	10 mtr
11	Capillary	20 mtr
12	Foam rubber sheet ½" thick	4

3. WATER PURIFIER

S. No	Description of Part	Qty
1	Sedimentary filter	4
2	Carbon pre filter	4
3	Shutoff valve	4
4	RO membrane	4
5	flow restrictor	4
6	Carbon post filter	4
7	Drain line	3 mtr
8	Pump	2
9	Connection tubes	5 mtr
10	Inlet valve	4

11	Low pressure switch	2
12	High pressure switch	2

4. REFRIGERATOR

S. No	Description of Part	Qty.
1	Sealed compressor unit	2
2	Capillary	20 mtr
3	Thermostat	4
4	Starting relay	2
5	Fridge light	2
6	Overload protection	2

5. DEEP FREEZERS

S. No	Description of Part	Qty.
1	Sealed compressor unit	2
2	Capillary	20 mtr
3	Thermostat	4
4	Starting relay	2
5	Freezer light	2
6	Overload protection	2

Schedule of Rates for ARC for Operation & Maintenance of Air conditioning Units Part-I & II for the year 2024-26							
Ref No: NFP/MPC/47(02)/2024-26							
Part-I	Central Air Conditioning Units						
A.0	Operation & Maintenance of Central AC and Package AC Plants						
S.No.	Description	Unit	Qty. For two year	Rate (Ex. GST)		Amount (Ex. GST)	
				In Figures	In Words	In Figures	In Words
A.0.1	Operation & Maintenance of AC Plant of Ammonia Plant (Old) Offices.	Month	24				
A.0.2	Operation & Maintenance of AC Plant of Ammonia UPS- I	Month	24				
A.0.3	Operation & Maintenance of AC Plant of SGP Control Room	Month	24				
A.0.4	Operation & Maintenance of AC Plant of VFD Control Room	Month	24				
A.0.5	Operation & Maintenance of AC Plant of Urea Control Room	Month	24				
A.0.6	Operation & Maintenance of Air Cooled Split AC Plant of MRS capacity 11TR	Month	24				
A.0.7	Operation & Maintenance of HVAC system of GTG plant	Month	24				
Total:							
A.1	Operation & Routine Maintenance of Screw Chiller Unit of Ammonia Feed Change Over Project						
	Water Cooled Screw Chiller Unit capacity 259 TR , set of 3nos Chiller (2no Working+ one no. Standby) with each unit of capacity 129.5 TR capacity having AHU of 55000 CFM (one Working +one Standby) for Electrical Substation and AHU of Capacity of 61000CFM (one working & one Stand by for control room)						
A.1.1	Operation & Routine Maintenance of above unit.	Month	24				
A.2	Operation & Routine Maint. of Flame Proof Package AC Units of Analyzer Shelter of AFC Project						

A.2.1	Operation & Maintenance of 1 Set of Flame Proof Package HVAC System for Analyzer Shelters of AFC Project (1 Set = 2x3TR + 1x5 TR)	Month	24				
A.2.2	Operation & Routine Maintenance of Flame Proof Package AC cap. 1.0 TR of Panel Cooler	Month	24				
A.3	Repair / Overhauling of Compressors						
A.3.1	Complete overhauling of Frick F-303 compressor as per scope of work	No.	2				
A.3.2	Replacement of Emerson, ZB95 Scroll Hermetically sealed Flame Proof Compressor of capacity 5.0 TR.	No.	2				
A.3.3	Replacement of Emerson, ZB48 Scroll Hermetically sealed Flame Proof Compressor of capacity 3.0 TR.	No.	2				
A.4	Supply & charging of refrigerant for Water Cooled Screw Chiller Unit & Flame Proof Package HVAC Units for Analyzers Shelter and IGGU Compressor of AFC Project						
A.4.1	Supply & charging of refrigerant R-134a	KG	300				
A.5	Operation & Routine Maintenance of Flame proof Package HVAC Units for Analyzer Shelters (SWAS and CEMS) and Chiller unit for SWAS Analyzer in GTG Plant						
A.5.1	Operation & Maintenance of Flame Proof Package HVAC Units for Analyzer Shelter (SWAS and CEMS) and Chiller unit for SWAS Analyzer in GTG Plant (1set=2x3.0 TR+1x3.0TR)	Month	24				
Total amount of Part- I:							
PART-II	AIR CONDITIONERS, WATER COOLER, WATER PURIFIERS, DEEP FREEZERS AND REFRIGERATORS						
B.0	SERVICING OF AIR CONDITIONERS, WATER COOLER, WATER PURIFIERS, DEEP FREEZERS AND REFRIGERATORS						
B.0.1	Window A. C. Unit Capacity 1.5 TR (22 Nos. for 24 months, 154 Nos for 16 months)	No. of M/c's X no of months	2992.00				

B.0.2	Flame Proof Window AC Unit Capacity 1.5 TR (3 Nos. for 16 months) installed in AFC Project	No. of M/c's X no of months	48.00				
B.0.3	Window AC Unit Capacity 2.0 TR (1 Nos. for 24 months & 7 nos. for 16 months)	No. of M/c's X no of months	136.00				
B.0.4	Split AC 1.5 TR capacity (26 Nos for 24 months, 88 Nos for 16 months)	No. of M/c's X no of months	2032.00				
B.0.5	Split AC 2.0 TR capacity (14 Nos. for 24 months, 34 Nos. for 16 months)	No. of M/c's X no of months	880.00				
B.0.6	Water Coolers (41 nos. for 16 months)	No. of M/c's X no of months	656.00				
B.0.7	Deep Freezers of any make & capacity - 5 nos for 24 months)	No. of M/c's X no of months	120.00				
B.0.8	Refrigerator of any make & capacity - 24 nos for 24 months)	No. of M/c's X no of months	576.00				
B.0.9	Water purifier (11 Nos for 24 Months)	No. of M/c's X no of months	264.00				

B. 1	Replacement Charges of Air conditioners/Water Coolers/Deep Freezers/Refrigerators/Water purifiers						
B.1.1	Window AC 1.5 TR capacity	No.	26				
B.1.2	Split AC 1.5/2.0 TR capacity	No.	40				
B.1.3	Water Cooler / Deep Freezers	No.	10				
B.1.4	Refrigerator	No.	10				
B.1.5	Water purifier	No.	10				
Total amount of part II:							
SUMMARY							
S.No	Description				Amount		
					In Figures	In Words	
1	Total amount of Part-I						
2	Total amount of Part-II						
3	GRAND TOTAL						

(GST shall be paid Extra as applicable)