



HINDUSTAN URVARAK & RASAYAN LIMITED

(A JV of NTPC, CIL, IOCL, FCIL & HFCL)

Admin Building, HURL Campus

PO – HURL Fertilizer Plant, Gorakhpur (U.P): 273007

[Registered Office, SCOPE Minar, Core 4, 9th Floor, Laxmi Nagar District Centre, Delhi-110092]

TWO-BID Open e –TENDER

Hindustan Urvarak & Rasayan Limited, Gorakhpur, (hereinafter referred as HURL or Owner or Client) invites electronic online bids (e Tender) through HURL web site www.hurl.net.in (for ref. only) and CPPP web site <https://eprocure.gov.in/eprocure/app> under Two Bid system (Part I :Techno commercial bid & Part II: Price Bid or BOQ) from bonafide and experienced bidders with sound technical and financial standing and capabilities & fulfilling the qualifying requirement for the tendered job as given in the NIT.

HURL, Gorakhpur request bidders to quote in line with tender documents uploaded (refer attached Index) & submit the offer on our e-portal <https://eprocure.gov.in/eprocure/app>.

Upload of Tender: Tenderers are advised to download Notice Inviting Tender along with other tender documents and submit the declarations and tender documents along with clear scanned copies of requisite documents to substantiate the claim towards their credentials while the tender shall be submitted online in soft copy on our e-tendering portal.

All interested bidders have to submit Techno Commercial Bid (Part I) & Price Bid (BOQ) (Part II) strictly in the tender format available online on e-portal. No other form of bid shall be accepted and the tender shall be summarily rejected. **Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company i.e Bidder and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders. The Power of Attorney of such person needs to be furnished along with bid.**

Earnest Money Deposit has to be submitted as per NIT /Tender instructions before the due date and time of tender techno commercial bid opening, failing which the bid shall be liable for rejection.

For & on behalf of
HURL, Gorakhpur

Manager (C&M)

INSTRUCTIONS TO BIDDERS (ITB)

1. Online bids are invited on two bid system for for “**Annual Contract for Cleaning and Removing of bushes in jungle area at HURL Gorakhpur**” Tender No.:H/G/C&M/GKP/21-22/C-104. Manual bids shall not be accepted.
2. Tender documents may be downloaded from HURL web site www.hurl.net.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE as in Point no. 4 of NIT.
3. Type of Tender: Open Tender – Two bid– Offered rate based on vehicle wise -E- Tender.
4. **Critical Date Sheet:**

Published Date	20.10.2021 (12:00 PM)
Bid Document Download / Sale Start Date	20.10.2021 (12:00 PM)
Bid Submission Start Date	21.10.2021 (12:00 PM)
Bid Document Download / Sale End Date	04.11.2021 (15:00 PM)
Bid Submission End Date	04.11.2021 (15:00 PM)
Bid Opening Date	05.11.2021 (15:00 PM)

5. Pre-qualification criteria (PQC):

Before submitting bids online, bidders are requested to go through the following pre-qualification criteria (PQC). Bidders to upload /submit relevant PQC documents along with bid (Part-I) duly scanned & digitally signed towards fulfillment of below mentioned PQC.

Offers with incomplete/irrelevant/illegible/ambiguous PQC documents not clearly meeting PQC requirements, shall be liable for rejection without any communication in this regard.

Notwithstanding any other condition / provision in the tender documents, bidders are required to submit complete documents pertaining to Pre-Qualification Criteria (PQC) along-with their offer. However, in case of insufficient documents pertaining to PQC, HURL reserves the right to allow opportunity to the bidders, within fixed deadline, to provide complete and unambiguous documents in support of meeting the PQC. In case the bidder fails to submit the correct and complete documents, the bidder's offer will be rejected.

A) Commercial Pre-qualification Criteria

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.

The bidder shall have valid company registration, PAN Card issued by Income Tax department, registration with EPF Organizations and valid GSTIN registration. As a documentary proof of same, the bidders shall submit signed, stamped and scanned copy of certificates like registration certificate, registration with EPF organization, GSTIN Registration certificate, PAN card Issued by Income Tax Department & form 26AS

The 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. **3,24,000.00**.

“Proof of ATO shall be submitted in the form of Audited Balance Sheet along with statement of Profit & Loss Account certified by Chartered Accountant”.

Bidder should submit Self-attested copies of audited balance sheet and profit & loss a/c of last 03 financial years ending on 31st march of the previous financial year (i.e., FY 2018-19, 2019-20 and 2020-21).

In case the tender does not fall the under the ambit of statutory audit and audit and do not have audited annual report/ audited balance sheet and profit & loss statements shall submit a statement certified by statutory auditor/ practicing chartered accountant as documentary evidence in support thereof.

Membership No. of Chartered Accountant must be clearly indicated in the above statement.

NIT Publication date shall be considered for reckoning Annual Turnover (ATO).”

B) Technical Qualification.

- 5.1 For experience, of having successfully completed similar works during last 7 years ending last day of month previous to the one on which tender document is published i.e.31.03.2021 for at least one/two/three Work order criteria of the following (value excluding GST and Taxes) shall be as follows:

The Bidder must have executed Similar Works * The bidder must have executed similar work during last seven (07) years ending last day of the month previous to the one on which NIT is invited, with minimum work order (s) as per below:

Three similar completed works each costing not less than Rs **4,32,000.00**
OR

Two similar completed works each costing not less than Rs. **5,40,000.00**.
OR

One similar completed works each costing not less than Rs. **8,64,000.00**

As a documentary proof for above, the bidder shall submit attested photo copies of the purchase/ work order in support of the above with full technical scope of work and commercial detail including “work order value along with completion Certificate from the concern organization regarding the satisfactory performance indicating the Contract period, executed value and date of completion”.

(Relevant experience is to be taken for one-year period. If the contract period of the completed work order is more than one year then the contract should be interpolated for one year).

The bidder shall have work experience of at least two years of similar nature preferably with Government Sector/ Public Sector Undertakings or big reputed corporate in private sector, **supported by documentary evidence.**

***Similar nature of works means:** Similar work is defined as felling tree cutting jobs/Jungle cleaning works/Horticultural Maintenance work.

Cost of completed work order(s), single/two/three mentioned above, is exclusive of service tax/GST and accordingly executed value of the job excluding service tax/GST shall be considered for evaluation of PQC.

- I. Detail work order (similar in nature as defined) along with completion certificate containing executed value of work, service tax/GST, work order reference, actual date of job completion etc. to be submitted by bidders along with the technical bid, towards fulfillment of above PQ criteria.
- II. Wherever executed value is not mentioned in the completion certificate, the copy of certified bills with service tax/GST details as applicable / Separate certificate from respective client (WO issuing company /Engineer In Charge) regarding executed value with service tax/GST details, date of completion etc., shall also be accepted towards fulfillment of PQC, if same is submitted along with completion certificate.
- III. Completion certificate submitted by the bidders shall have clarity with respect to whether service tax/GST is included/excluded in the executed value of the completed job, towards fulfillment of PQC and same shall be ensured by the bidders by submitting proper and relevant documents as required (e.g. separate certificate from respective client regarding service tax/GST) along with completion certificate.
- IV. If no clear documents as mentioned above regarding service tax/GST component included/extra/not applicable with respect to the executed value of the job mentioned in completion certificate is submitted by the bidder & In case Service tax/GST amount / component is also not specified in the submitted completion certificate, then the amount equivalent to rate of applicable service tax/GST as considered by HURL for the subject tender shall be deducted from the value of completed job mentioned in the completion certificate to arrive at the value of the completed job without service tax/GST.
- V. Similar ARC (Annual Rate Contract) Jobs that has been successfully completed by the bidder for the originally awarded period shall be considered as completed works even though such ARC is under execution on account of extension. However original term completion should be within the period as indicated in above PQC. Bidder to submit the relevant document along with bid certifying satisfactory completion of the job, executed value of the job and completion date for original period of contract, along with letter of extension of contract, certified by WO issuing company /Engineer in Charge.
- VI. In case of sub contract orders, credential as sub-contractor for above PQC shall be considered only when such work orders for sub contract has been issued with approval or written permission of end user/owner/consultant of the owner of the contract from the scope of work of which contractor under the contract has sub contracted a part of or entire work under such work order. In this regard, the bidder has to submit a certificate from the end user/owner/consultant of the owner stating that the main contractor has intimated them about the engagement of sub-contracting OR have been allowed/ permitted as a sub-contractor. Based on such Sub contracted portion of the job actually executed by the bidder as subcontractor, PQC evaluation shall be done i.e. In case only part job is subcontracted, similar job & executed value etc. for the part job only shall be considered for PQC and not the full job.
- VII. Work completion date shall be considered for deciding the period of work experience.

Note 1- For above, job executed by bidder for its own plant / project cannot be considered as experience for the purpose of technical criteria evaluation. However, jobs executed for Subsidiary / Fellow subsidiary / Holding company will be considered as experience for the purpose of technical criteria evaluation subject

to submission of tax paid invoice (s) duly certified by Statutory Auditor of the Bidder towards payments of statutory tax in support of the job executed for Subsidiary / Fellow subsidiary / Holding company.

Note 2 - In case of bidder is submitting the work order/contracts of minimum value as mentioned in above table citing working experience in multiple/various services, then only the work experience of such services falling under the broadly classified category defined in similar works would be considered for the purpose of meeting evaluation criteria.

Note 3 - In case of running contracts, if the contract value executed till last day of the month previous to the one on which NIT is invited i.e. 31-03-2021 is equal to or more than minimum prescribed value as mentioned above, such experience will also be taken into consideration provided that the bidder has submitted satisfactory work execution certificate to this effect issued by end user/owner.

As a documentary proof, the bidder shall submit following duly signed and stamped documents in technical bid-

- I. Copy of Work Orders performed in last 7 years with full technical details including detailed Scope of the Work, BOQ, Contract Value and Completion Period.
 - II. Completion/Acceptance Certificate from End User/OWNER regarding satisfactory performance in terms of quality and delivery indicating clearly the LOI / Work Order no., Name of Work, Scope of Work, executed work value, Service Tax/GST, Contract period and actual Date of Completion. Completion certificate for works issued by a private organization shall be supported by TDS certificates.
- 5.2 Average Annual financial turnover during last three (03) financial years of the bidder should be at least INR **3,24,000.00**. For evaluation of same, Bidder shall submit Audited Annual Statements (Balance Sheet and Profit & Loss account) of the company for last three (3) financial years. If audited financial results of the immediately preceding financial year is not available, the bidder has an option to submit the audited financial results of the three (03) financial years immediately prior to that financial year. The same will be considered for evaluation of average financial turnover. Audited annual statement shall be certified by CA with membership number. If bidders participate for individual vehicles above table is applicable.
- 5.3 The bidder must sign in each page of tender documents as a token of acceptance indicating read, understood and accepted the Terms & Conditions mentioned in tender documents.
- 5.4 The bidder shall have valid company registration, PAN card issued by Income Tax department, registration with EPF Organization and Valid GSTIN registration. As a documentary proof of same, the bidder shall submit signed, stamped and scanned copy of Certificates like Registration certificate, registration with EPF Organization, GSTIN Registration certificates, PAN card issued by Income Tax Department.

6.0 Evaluation of Bids:

6.1 Bids shall be scrutinized in terms of the provisions of the bidding documents. Full compliance to the complete provisions of the Bidding Documents and its subsequent Amendment(s) / Clarification(s) / Addenda / Errata if any, issued by the HURL shall be checked. Failure to comply with this requirement, the bid shall be rejected.

6.2 Technical and commercial bids shall be evaluated only for those bidders, whose EMD is found to be in order as per NIT requirement. EMD submitted by bidder will be reviewed against

its value, validity and issuing bank as per NIT requirement. If the EMD is not found in order with respect to NIT requirement, the bids of respective bidder may be rejected.

6.3 The PRICE BID shall be opened only of those bidders whose bids are found to be technically and commercially substantially responsive.

6.4 A substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the Bidding Documents without material deviations or reservations or omissions for this purpose Owner defines the foregoing terms below: -

- (a) "Deviation" is departure from the requirement specified in the tender documents.
- (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirement in the tender documents.
- (c) "Omission" is the failure to submit part or all of the information or documentation required in the tender document.

6.5 The subject work shall be awarded to successful lowest bidder. The financial comparison for selection of Lowest (L-1) Bidder / Contractor shall be done based on item wise mentioned in BOQ after arithmetical correction of errors (if any). The evaluation will be done strictly on item wise L1 basis. Bidder shall quote their price excluding GST and Prices quoted anywhere else shall not be considered for evaluation.

6.6 The Owner will award the Contract to the successful Bidder whose Technical and Commercial bid has been determined to be substantially responsive and Price Bid to be the lowest evaluated Bid.

6.7 In case tie between two or more bidders at L-1 position, the sole criterion for determining the L1 bidder shall be on the basis of Annual Turn Over of the party in the most recent years. Party having the highest annual turnover in total in the most recent years will be considered as L1 party.

6.8 The unit price of each item mentioned in BOQ-1 shall be derived after multiplying a factor (calculated as per below calculation) with estimated amount of unit rate for each item indicated in BOQ-1.

Bidder quote factor = $1 \pm (\text{Quoted rate in Percentage} / 100)$

"+" to be considered If bidder quotes Excess (+).

"-" to be considered if bidder quotes Less(-).

"0" to be considered if bidder quotes At Par (0)

For Example- If bidder quotes Excess (+) 10% then bidder quote factor will be 1.1. Similarly, If bidder quotes Less (-) 10% then bidder quote factor will be 0.9. And if bidder quotes 0% under At Par it means no change in contract value

6.9 In case of Abnormally Low Bid the Bidder may be asked for written clarifications, including detailed price analyses of its bid price in relation to scope, schedule, allocation of risks and responsibilities, and any other requirements of the bid documents. If, after evaluating the price analysis, the Owner determines that the bidder has substantially failed to demonstrate its capability to deliver the contract at the offered price, the Procuring Entity may reject the bid/proposal.

6.10 The selected Agency shall have to execute an Agreement on Non-judicial stamp paper of worth ₹100/- (Rupees one hundred only) at their own cost, within a period of 7 days from the date of receipt of the Work Order.

7 Bid Submission:

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor is advised to follow the instructions provided for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

8. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

9. Tenderer who has downloaded the tender from the HURL website www.hurl.net.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with HURL.

10. Amendments of Bidding Documents: Owner may, for any reason whether at his own initiative or in response to the clarification requested by the prospective bidder(s) issue amendment in the form of corrigendum / addendum/ amendment during the bidding period and subsequent to receiving the bids. Any corrigendum / addendum/ amendment thus issued shall become part of bidding document and bidder shall submit duly signed and stamped copy of addendum along with bids. For addendum issued during the bidding period, bidder shall consider the impact in their bid. For addendum issued subsequent to receiving the bids, bidder shall follow the instructions issued along with addendum with regard to submission of impact on quoted price / revised price, if any.

Intending tenderers are advised to visit again HURL web site www.hurl.net.in and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

11. EMD Payment: Earnest Money Deposit is to be deposited **electronically by ECS/RTGS/NEFT/BANKERS CHEQUE** in the account of “**Hindustan Urvarak and Rasayan Limited, payable at Delhi**” at the below mentioned details. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

BANK Details for EMD Payment through ECS/NEFT/RTGS:

Bank Name – State Bank of India

IFS CODE: SBIN0004803, Account No: 036245010741

12. EMD amount: **Rs. 21600.00**

13. Price Bid Validity date 120 days from bid opening date.

14. All NSIC / SSI / MSME registered vendors are exempted from submission of tender fee & EMD. **NSIC/SSI/MSME certificate must be submitted online to avail the exemption from furnishing the EMD.**

15. Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid, the results of their qualification as well as the date of Price-Bid opening will be intimated later.
16. HURL Gorakhpur shall not be responsible for any postal /courier delay for submission of EMD and/or other original documents, if applicable.
17. Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact HURL before submission of bid if they have any query on it. Once the bid is submitted, HURL will presume that the bidder has understood thoroughly the Scope of Supply along with terms & conditions and all these are acceptable to them.

18. Guideline for submission of bid:

18.1 Technical Bid:

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

- Signed, Stamped and Scanned copy of payment proof for Earnest Money Deposit (EMD).
- Signed, Stamped and Scanned copy of Work Orders along with Completion/Acceptance Certificate from End User/OWNER performed in last 7 years with full technical details including detailed Scope of the Work, Contract value and Completion Period as mentioned in Tender document, Instruction to Bidder, clause 5.1 of Technical Qualification. The Completion / Acceptance Certificate shall clearly indicate the LOI / Work Order no., Name of Work, Contract Value, Scope of Work, Contract period and actual Date of Completion.
- Signed, Stamped and Scanned copy of Certificates like Registration certificate, registration with EPF Organization, GSTIN Registration certificates, PAN card issued by Income Tax Department, Latest Income Tax Clearance Certificate / ITR/ last three financial year audited balance sheet certified by CA. with membership number etc as mentioned in Tender document, Instruction to Bidder, clause 5.2 and 5.4 of Technical Qualification
- Signed, Stamped and Scanned copy of Tender Documents- Instruction to bidder, General Condition of contract, Scope of work and Special condition of contract, Schedule of Rates as mentioned in Tender document, Instruction to Bidder, clause 5.3 of Technical Qualification
- Signed, Stamped and Scanned copy of affidavit on company letter head, as specified in **Annexure A** of tender document.
- Signed, Stamped and Scanned copy of Tender Acceptance Letter as per **Annexure-B** & Letter of authorization to submit bid.
- Signed, Stamped and Scanned copy of No deviation Certificate as per **Annexure-C**.
- Signed, Stamped and Scanned copy of Certificate from CEO or Managing Director, in the format as enclosed as **Annexure- D** of Tender Document.
- Signed, Stamped & Scanned copy of format for Electronics Payment as per **Annexure-E**
- MSMEs seeking exemption and benefits should enclose an attested/self-certified and stamped copy of valid registration certificate, giving details such as validity, stores/services etc. failing which they run the risk of their bid being passed over as ineligible for the benefits applicable to MSEs.
- Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company i.e. Bidder and relevant documents w.r.t. the same to be uploaded. The Power of Attorney of such person needs to be furnished along with bid.

Note: Bidders are requested to upload the clearly visible documents only other wise if not clearly visible than offer shall be liable for rejection without any further communication.

18.2 Price Bid:

18.2.1. Schedule of price bid in the form of BOQ_XXXX .xls

The below mentioned Financial Proposal/Commercial bid format is provided as BOQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with HURL.

18.2.2 The tenderer shall quote their rate in item wise in BOQ from SI No 1.01 to 1.02 of each items of BOQ portion up to two decimals only in price bid. Tenderers to note that only first two decimals shall be considered for evaluation if quotation is having more than two decimals. The evaluation will be done strictly on item wise L1 basis.

18.2.3 Bidder shall quote their price excluding GST and Prices quoted anywhere else shall not be considered for evaluation.

18.2.4 The quoted rate/amount shall be inclusive of all taxes and duties etc. as per tender but exclusive of the GST. Bidder must quote their rates exclusive of GST. The GST shall be paid extra as per applicable rates.

18.3 Checklist of documents to be submitted:

S.No	Item	Yes /No	Bid Ref.
I	Signed, Stamped and Scanned copy of Earnest Money Deposit (EMD) Enclosed or EMD exemption Certificate Enclosed.		
II	Signed, Stamped and Scanned copy of Certificates like Registration certificate, registration with EPF Organization, GST Registration certificates, ESI, PAN card issued by Income Tax Department, Latest Income Tax Clearance Certificate / ITR/ last three financial year audited balance sheet certified by CA. with membership number etc		
III	Signed, Stamped and Scanned copy of Work Orders along with Completion/Acceptance Certificate from End User/OWNER performed in last 07 years with full technical details including detailed Scope of the Work, Contract value and Completion Period		
IV	Signed, Stamped and Scanned copy of affidavit on company letter head, as specified in Annexure A of tender document.		
V	Signed, Stamped and Scanned copy of Tender Acceptance Letter as per Annexure-B & Letter of authorization to submit bid		
VI	Signed, Stamped and Scanned copy of No deviation Certificate as per Annexure-C		

VII	Signed, Stamped and Scanned copy of Certificate from CEO or Managing Director, in the format as enclosed as Annexure- D of Tender Document		
VIII	Signed, Stamped and Scanned copy of Tender Documents- Instruction to bidder, Instruction for online bid submission, General Condition of contract, Scope of work and Special condition of contract		
IX	Signed, Stamped & Scanned copy of format For Electronics Payment as per Annexure-E		
X	MSEs seeking exemption and benefits should enclose Signed, Stamped and Scanned copy of valid registration certificate, giving details such as validity, stores/services etc.		
XI	Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company i.e Bidder and relevant documents w.r.t. the same to be uploaded. The Power Of Attorney of such person needs to be furnished along with bid.		

Note: Failure to Upload Authentic and Corrects Documents as mentioned at S.No I, II, III, IV,V,VI, VII, VIII, IX and XI of clause 18.3 (Checklist) above would lead to Rejection of Techno- Commercial Bid. Price Bids shall be opened only of those bidders who are qualified and whose techno-commercial bids are acceptable.

- 19.0 HURL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. The bids which are incomplete in any respect are liable to be rejected. HURL is at liberty to take any of the following actions in case of this NIT:
- To cancel the tender without reference to the bidders.
 - To postpone the due date and time.
- 20.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though HURL may withdraw the enquiry/tender or reject all bids.
- 21.0 **SITE VISIT:** If needed, the bidder and his authorized personnel will be granted permission by Unit Head (HURL Gorakhpur Project) to enter upon HURL Gorakhpur project premises and may visit the site before quoting their rates.
- 22.0 HURL reserves the rights to assess bidder's capability and capacity to perform the contract.
- 23.0 To know more about HURL, please visit our website www.hurl.net.in
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Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

1.0 REGISTRATION

- 1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 1.2 As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.3 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 CPP Portal.
- 1.4 Upon enrollment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 1.5 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 DSC’s to others which may lead to misuse.
- 1.6 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.

2.0 SEARCHING FOR TENDER DOCUMENTS

- 2.1 There are various search options built in the CPP 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 CPP Portal.
- 2.2 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 Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 2.3 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.

3.0 PREPARATION OF BIDS

- 3.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 3.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

4.0 SUBMISSION OF BIDS:

- 4.1 Bidder should log into the site well in advance for bid submission so that they can 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.
- 4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4.3 Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4.4 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 concerned official, latest by the last date of bid submission or as specified in the tender documents. 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.
- 4.5 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white 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.

- 4.6 The server 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.
- 4.7 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.
- 4.8 Data storage encryption of sensitive fields is done. Any bid 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.
- 4.9 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 4.10 Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), 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.
- 4.11 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.
- 4.12 Shortfall documents: After evaluation of the uploaded documents, shortfall documents, if required, shall be sought from the bidder. For this purpose, maximum 1 chance, of 7x24 hours duration shall be given. If the techno-commercial acceptability of bidder is established upon verification of uploaded documents and shortfall documents if any, the case shall be considered for further processing. If the bidder happens to be defaulter upon verification of the documents or has not uploaded the required document within the mentioned time frame his bid would be analyzed based on the uploaded documents and if found not in order as per requirement, would be outrightly rejected.

5.0 ASSISTANCE TO BIDDERS

- 5.1 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.
- 5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be call directed to the 24x7 CPP Portal Helpdesk.

0120-4001 062

0120-4001 002

0120-4001 005

0120-6277 787

**E-mail
support:**

For any Issues or Clarifications relating to the published tenders, bidders are requested to contact the respective Tender Inviting Authority

Technical - support-eproc(at)nic(dot)in

Policy Related - cppp-doe(at)nic(dot)in

XXXXXXXXXXXXXXXX

GENERAL CONDITIONS OF CONTRACT (GCC)

1. Scope of Contract

The Scope of Contract shall be as per 'Technical Specification' as mentioned in tender document and scope of work.

2. Firm Price

Price quoted by the bidder shall be firm and subject to no escalation whatsoever during the contractual completion period including extended period, if any, except for any statutory variations i.e. change in the rate of minimum wages, change in the rate of taxes & duty and/or inclusion of any new tax & duty. Bid with variable price will not be accepted.

3. Price Basis

Duly executed at following location:

Admin Building, HURL, Fertilizer Campus, Gorakhpur (UP)

4. Taxes and duties

4.1 The Bidder shall include all the taxes, duties/ levies etc. (except GST) in their quoted rates/ prices, Applicable for all items of SOR. GST charges shall be paid extra at actual by the owner as applicable.

4.2 Please note that the responsibility of timely payment of above taxes to statutory authorities thereupon lies with the Service Provider only.

4.3 Statutory variation in taxes and duties including imposition of any new tax & duty, within the scheduled Completion period, as per Contract/PO, shall be paid at actual on submission of documentary evidence.

4.3.1 In case of delay in execution, if there is any increase in the rate of tax & duty and/or there is imposition of any new tax/ duty by statutory authorities, HURL shall restrict the payment of taxes & duties, as prevalent on the scheduled delivery/ completion period only, as mentioned in the P.O and amendment(s) there to.

4.3.2 If there is any decrease in applicable rate of taxes & duties &/or there is any withdrawal of any tax & duty by statutory authorities, during the completion period including extended/ amended period of P.O, shall accrue to HURL's a/c.

4.4 The Contractor has to submit / furnish all necessary documents / information to enable HURL claim the input credit benefit, if any, under GST rules.

5. **Effective date of Contract/ Contract Period:** The contract shall be operative for a period of One year with effect from the start date of work as certified by Engineer-In-Charge (EIC). The contract may further be extended as needed by HURL and subject to Agency's performance. However, clearance for continuation of contract shall be given on month-to-month basis depending upon the job requirement and the Agency's performance and at the sole discretion of the HURL.

If the Agency is not competent to execute the job as per the requirements of HURL or owing to deficiency in service or substandard quality of manpower deployed, its contract shall be terminated at any time after giving one month notice to the selected Agency. The decisions in this regard by the HURL shall be binding and cannot be disputed.

6. Completion Period/ Time Schedule

Sl.No.	Particulars	Time Schedule/ Contract Period
1.	Completion of Total Work	One year from the start date of work as certified by Engineer-In-Charge (EIC).

7. Payment Terms

- The payment shall be made for the actual job executed by the Agency after due verification and certification by the concerned Engineer-in-charge of the HURL, Gorakhpur Project.
- The agency shall submit the measurements for all the jobs executed for previous month by 7th of every month. Failing which the responsibility of delay in billing will rest with the agency.
- The Agency shall submit bills in triplicate on monthly basis to the concerned officer in-charge of the HURL Gorakhpur Project. It shall have to furnish Labours Payment Certificate along with copy of the EPF deposit challan and the deposit details duly receipted by the concerned EPFO to HURL, Gorakhpur Project by 7th of every succeeding month irrespective of submission of bills, failing which its payment will be withheld.
- In-come Tax as applicable as per IT Rules shall be recovered at source and other taxes as applicable will be deducted from the Running/final bill.
- The Bills shall be submitted on running bill of running work on monthly basis. Payment shall be released within 30 days of submission of invoice by the party.
- The agency shall pay applicable GST and claim it along with RA Bills.
- The initial cost of the contract shall be valid for a period of one year. No price escalation, other than minimum wages revision, shall be entertained by the client during the period.
- After expiry of the initial period of the contract of one year and if the contract is renewed by the client, the contractor shall claim increase in the contract cost only on the account of increase in the minimum wages, as and when increased by the government.
- All payments shall be made in Indian currency by means of Electronic Clearance Service (ECS) or Cheque only.
- The successful bidder will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance and any other mandatory provisions of law in respect of the persons deployed by Contractor for this work.
- Successful bidder shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to HURL to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- The successful bidder shall maintain all statutory registers under the applicable Law. The bidder shall produce the same, on demand, to the EIC of HURL nominated for this work.
- The claims in bills regarding Employees State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the concerned month bill. Each monthly bill must accompany the list of employees with their date of engagement.

- The Tax deduction at Source (T.D.S) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by HURL
- In case, the successful bidder fails to comply with any statutory/taxation liability under appropriate law, and as a result there of HURL is put to any loss / obligation, monetary or otherwise, HURL will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the bidder, to the extent of the loss or obligation in monetary terms.
- No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

The payments shall be done based on the work done and the contract payment shall be released as follows:

S.N.	Particulars	% of the value of work
1	Value of actual work done against submission of running bill shall be released within 30 days after certification by the owner after recovering of the following: <ul style="list-style-type: none"> a. Statutory deduction and Income tax as applicable. b. Any other recovery if any 	100%

8.0 EARNEST MONEY DEPOSIT (EMD)

- 8.1** Bidders shall have to deposit earnest money of **Rs. 21600.00** (Rupees Twenty one thousand six hundred only) in the account of HURL. Tenders received without earnest money shall not be entertained and shall be summarily rejected.
- 8.2** The earnest money shall be forfeited if the Bidder withdraws/ amends, impairs and derogates from the tender.
- 8.3** EMD shall be refunded to all the unsuccessful Bidder after acceptance of work order by the successful Bidders. No interest shall be payable on submitted EMD amount. EMD of the bidders whose price are not considered to be opened, shall be released/refunded at the earliest but only after the award of the subject work to the successful bidder.
- 8.4** The contractor will have to apply in writing for refund of security deposit along with one cancelled cheque. EMD shall be refunded to all the unsuccessful Bidder at the earliest but not later than thirty days beyond the award of the subject work and receipt of EMD return letter from the bidder.
- 8.5** The Earnest money will be forfeited in the following conditions:
- (a) If at any stage, any of the information/ declaration given by the bidder is found to be false.
 - (b) If a bidder withdraws his bid during the period of bid validity period specified in the terms and conditions of tender.
 - (c) In case of any selection of bidder, if he fails to enter in to the contract or fails to furnish his responsibilities as mentioned in the above referred clauses of the tender document.
- 8.6** Exemption from submission of EMD :

Micro and Small Enterprises (MSEs) registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or

any other body specified by Ministry of Micro, Small and Medium Enterprises as per MSMED Act 2006, for goods produced and services rendered, shall be exempted from paying Earnest Money Deposit.

Bidders are required to upload Signed, Stamped and Scanned copy of the Certificate as part of Technical Bid, failing to which their bids are liable for rejection.

8.7 Price Bids shall be opened only of those bidder(s) whose EMD shall be found as per the requirement of the bidding documents.

9.0 SECURITY DEPOSIT:

- EMD of successful bidder will be converted to Security Deposit after award of contract. Successful Bidders who are exempted from submission of EMD on account of MSME/NSIC/SSI, shall have to deposit security deposit of Rs. 1,08,000.00 before award of contract/Work Order. However, who has submitted the EMD they are liable to deposit the balance amount of SD in case of L1 bidder.
- The security deposit has to be submitted within 15 days of issue of LOI to L1 bidder. The security deposit shall be kept as performance guarantee and shall not bear any interest. It will be refunded to the Agency after satisfactory completion of contract period. And the contractor will have to apply in writing, along with original cash receipt for refund of security deposit
- The HURL reserves the right to forfeit the security deposit if the Agency fails or neglects to take up the job, abide by to fulfil the terms and conditions of the contract and/or to execute the work satisfactorily

10. Quantity variation

Quantities indicated in the schedule of rate are tentative only and all the items may or may not be executed either partially or fully. Individual Item mentioned in SOR part-A may vary to any extent for which no revision of rate will be applicable. However, the upper ceiling of total quantum of variation of work shall be limited to 25 % of the original contract value. Actual execution value of the contract may vary depending on the actual requirement and therefore there shall not be any compensation for non-execution of any item or multiple items either partially or fully. This clause shall supersede any other clause given anywhere in the tender documents

-11 Insurance

11.1 Necessary insurance(s) to cover accident risk for his employee's loss of life, material etc. to crew or the third party to be arranged by Contractor at his cost.

11.2 All contractors' equipment shall be at the sole risk of the contractor.

11.3 The contractor will insure all his personnel employed for the execution of the work against any personal injury that may be sustained by them as a result of the execution of the work and present satisfactory evidence to the owner/consultant that such insurance is in force.

11.4 The contractor shall be responsible for workman's compensation insurance and all other statutory requirements in regard to the personnel in the contractor's employment.

12.0 Termination

In the event of unsatisfactory performance, HURL Gorakhpur reserves right to cancel part or whole of the order / contract and make alternate arrangement at any time during contract period on risk & costs of contractor and / or forfeit security deposit

13.0 Force Majeure

The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Contractor shall provide justification by documentation countersigned by the local chamber of commerce.

14. AMENDMENT/ SUSPENSION/ TERMINATION OF THE CONTRACT:

14.1 The HURL reserves the right to amend/ reduce/ modify or terminate the contract at any time without assigning any reason therefore at its sole discretion and no claim whatsoever shall be entertained from you on this account.

14.2 HURL has also reserves the right to decrease/ modify the scope of work or suspends the work at the any stage for any length of time in the paramount interest of HURL without assigning any reason and no claim in this regard from the Security Agency shall be entertained.

15. SETTLEMENT OF DISPUTE:

15.1 Amicable efforts should be made to settle the claim, if any by direct negotiation with the concerned Engineer-in-charge of HURL, Gorakhpur Project. In case the same is not settled, all disputes and differences whatsoever arising between the parties out of or relating to the meaning and operation of effect of this contract or the breach thereof shall be referred to the Unit Head/In charge of the HURL, Gorakhpur Project for arbitration and the award made in pursuance thereof shall be binding on the parties.

15.2 Subject to as aforesaid the provision of Arbitration & Conciliation Act, 1996 or any statutory modification or re-enactment or rules made there under shall apply to the Arbitration proceeding under this clause.

15.3 No objection shall be made to the appointment of the above arbitration on the ground of any of them being an officer of the HURL and/or had at any time dealt the matter in dispute or difference and/or expressed any views thereon.

16. JURISDICTION OF COURT:

The contract shall be deemed to have been entered into at Gorakhpur and all cause of action in relation to this contract will, therefore, be deemed to have arisen only within the jurisdiction of Lucknow court in the Lucknow District in the State of Uttar Pradesh.

17 INTERPRETATION OF CONTRACT

17.1 The several contract documents forming the contracts are to be read together as a whole and are to be taken as mutually explanatory.

17.2 Should there be any doubt or ambiguity in the interpretation of the contract documents or error, omission or contradiction therein or in any of them, the contractor shall prior to commencing the relative work, apply in writing to the owner for his decision in resolution of the doubt, ambiguity or contradiction or correction of the error or omission, as the case may be. Should the contractor fail to apply to the owner for his decision, as aforesaid prior to

commencing the relative work, the contractor shall perform said work as per interpretation of owner whose decision shall be final and binding on contractor.

XXXXXXXXXXXXXXXX

Special Condition of Contract (SCC)/Scope of Work

A. Scope of Work

1. The scope of work includes cleaning & removing of bushes in jungle area inside plant area at HURL Gorakhpur, as below.

SL NO.	Area	Qty (Sqm)
1	Road Side area in front of Admin Building	4000
2	Old Training Center area inside the plant (60 % of total area).	48000
3	Behind ACT-UCT inside the plant (30% of total area).	24000
4	Behind bagging building from rail gate to Chilwa Taal area.	12000
5	Along all the roads in plant area.	5000
6	Back Side of Admin Building	7000
TOTAL		100000

2. All works will be executed as per latest CPWD Specification and as per direction of person-in-charge.
3. Period of work will be of 1 (One) year.
4. Defect liability period will be (NIL).
5. All Materials, Machines & Manpower is in the scope of agency.

B. Payment Terms

1. The part A of bill of Quantities have 1 the quantity in part a of SOR indicates the quantity of DSR items equivalent to amount in rupees as per DSR rates of the concerned chapter.
2. The rates of Agency imply the rate at which agency shall execute the item equivalent to One rupee amount of concerned chapter of DSR.
3. The contractor shall be supposed to have quoted rates, after inspection of location and having considered all the factors i.e., working at height, payment of minimum wages, insurance, labor license, P.F and other statutory contractual obligation.
4. All materials, T&P, Labors, Scaffolding/Working platform of support required for Safe and satisfactory work shall be arranged by the contractor at his own cost.
5. 1% of bill value shall be deducted from the running bills if water and / power of HURL is used by the agency.
6. 10% shall be withheld against every RA Bills and shall be released on successful completion of contract.

C. Special Condition of Contract

1. The contractor shall be supposed to have quoted rates, after inspection of location and having considered all the factors i.e. working at height, payment of Minimum wages, insurance, labour license, P.F and other statutory contractual obligation.

2. All materials, Labors, Scaffolding/Working platform of support required for safely and satisfactorily work execute shall be arranged by the contractor at his own cost.
3. Agency shall have to keep the record of the material procured for the work and the same have get reconciled at the time of billing.
4. The locations of work mentioned above are indicative. New locations may also be assigned inside the inside the fertilizer colony of adjoining /Inside Fertilizer plant area.
5. Payment shall monthly basis. It shall be released within one month after certification of the bills by EIC.
6. Agency shall have to adhere all the labour laws and other statutory requirements applicable for the work.
7. Being maintenance job, the quantities of individual item can vary to any extent but the variation in total value executed for the work shall be limited to 25% of contract value.
8. The job allocated against this contract shall be small and intermittent.
9. Agency shall have to deploy the resource for the job allocated within 24 hours of notice.
10. Required resource for the urgent work instructed to the agency have to be deployed with in three (03) hours of notice.
11. The work allocated to the agency shall be in piecemeal basis so the agency shall have to quote the rate accordingly.
12. The payment of the work executed under this contract shall be done as per items of DSR for the Chapters mentioned in the BOQ.
13. The work shall be executed as per DSR 2018 and latest CPWD specification.
14. The EIC reserves the right to inspect any area and judge the effectiveness of the measures taken by contractor. If on inspection the EIC feels that repetition of operation (Partly / Completely) is required
15. The same may have to be done by the contractor as per his instruction and nothing extra shall be payable on this account.
16. The contractor will produce documentary evidence for all bought out items to be used in the work if the same is asked by Engineer in Charge.
17. The contractor will maintain all statutory registers and records in the proper manner as required by the regulation of various authorities concerned. The HURL will not be responsible for the consequence due to any incorrect and or faulty documentation on the part of the contractor.

Bill of Quantity

Item No	Description of Work	Unit	Quantity	Rate in Rs	Amount in Rs	Remarks
1	Clearing jungle including uprooting of grass, brush wood, trees and saplings of girth up to 30 cm measured at a height of 1 m above ground level and removal of rubbish up to a distance of 50 m outside the periphery of the area cleared. (For more detail refer Scope of work of tender documents)	Sqm	100000	10.80	10,80,000.00	As per DSR_Horticulture_2018 Sub Head : 2.0 : Horticulture & Landscaping - Code 2.31
TOTAL					10,80,000.00	

[Validate](#)
[Print](#)
[Help](#)

Percentage BoQ

Tender Inviting Authority: Sr.Vice President, HURL-Gorakhpur

Name of Work: Annual Contract for Cleaning and Removing of bushes in jungle area at HURL Gorakhpur

Contract No: H/G/C&M/GKP/21-22/C-104

Name of the Bidder/
Bidding Firm
/Company:

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Note: 1.)The subject work is indivisible and complete work shall be awarded to successful overall lowest bidder. The financial comparison for selection of Lowest (L-1) Bidder / Contractor shall be done based on the total derived price of all the items mentioned in BOQ/SOR after arithmetical correction of errors (if any). The aggregate amount will be worked out as total derived price of all items of BoQ 1 shall be considered for evaluation and award.

2.)For items mentioned in SOR, Bidder shall quote their price bid in "BoQ1". Against Quoted Rate in Figures, Bidder is required to select "Excess(+)/ Less(-)/at par (0)" from drop down menu and then they have to quote rate in percentage up to two decimals only.

3)For quoting percentage rate bidder to select At Par /Excess/Below from drop down menu of the BOQ sheet and enter applicable percentage in Cell below in BOQ sheet. For Quoting At Par bidder to enter percentage value as 0%. In case of any tempering of BOQ sheet offer shall be liable for rejection.

4.) The quoted rate/amount shall be inclusive of all taxes and duties etc. as per tender but exclusive of the GST. Bidder must quote their rates exclusive of GST. The GST shall be paid extra as per applicable rates.

5.) Prices quoted anywhere else except the BoQ shall not be considered. Bidders must quote for all the items in BoQ. Part Bid shall not be considered.

6.) GST shall be reimbursed by HURL as per actual on submission of documentary evidence.

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7
1	SOR- Annual Contract for Cleaning and Removing of bushes in jungle area at HURL Gorakhpur					
1.01	Clearing jungle including uprooting of grass, brush wood, trees and saplings of girth up to 30 cm measured at a height of 1 m above ground level and removal of rubbish up to a distance of 50 m outside the periphery of the area cleared. (For more detail refer Scope of work of tender documents)	100000.00	Sqm	10.8	1080000.00	INR Ten Lakh Eighty Thousand Only
Total in Figures					1080000.00	INR Ten Lakh Eighty Thousand Only
Quoted Rate in Figures			Select		0.00	INR Zero Only
Quoted Rate in Words						INR Zero Only

TO BE SUBMITTED ON COMPANY LETTER HEAD

AFFIDAVIT

I, _____, being proprietor / partner / Director /authorized representative of M/s _____, do hereby solemnly affirm and state as under:

1. I, am submitting the tender for providing **“Cleaning and removing of bushes in jungle area at HURL Gorakhpur”** against Tender Notice Number **HURL/GKP/C&M/21-22/C-104 Dated -----** .
2. That I/ we/ our partners/ directors do not have any relative working in Hindustan Urvarak & Rasayan Limited.
3. That I/we hereby declare that M/s_____is neither put on Holiday nor Black-listed by any Government/ PSU/ Private firm or Financial Institution.
4. That all information furnished by me/ us in respect of fulfilment of eligibility criteria and information given in this tender is complete, correct and true.
5. That all documents / credentials submitting along with this tender are genuine, authentic, true and valid.
6. That the price bid is unconditional.
7. That I/ we shall comply with all the statutory provisions as laid down under various Labour Laws/ Acts/ Rules like minimum wages, Provident Fund, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/ Acts/ Rules in force from time to time at my/ our own cost.
8. I/We indemnify hereby HURL against all repercussions arising out of non- compliance of the foregoing in any case.
9. That if any information or document submitted is found to be false/ incorrect, the Department may cancel my/ our tender and action as deemed fit may be taken against me/ us including termination of the contract, forfeiture of all dues including earnest money and blacklisting of me/ our firm and all partners of the firm etc.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

Tender Committee,

HURL, Gorakhpur Project,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: **HURL/GKP/C&M/21-22/C-104** Dated

Name of Tender / Work: **“Cleaning and removing of bushes in jungle area at HURL Gorakhpur”.**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely:

as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents to (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

NO DEVIATION CERTIFICATE

(On Bidder's Letter Head)

Nil Deviation Certificate

Bidders Ref. No.....

Date:

From (Bidder's Name & Address)

To,

The Manager
Contracts & Materials Department
HURL, Administrative Building
Fertilizer Colony Gorakhpur-273007

Sub: **Nil Deviation Certificate**

Ref: **Tender Enquiry No: HURL/GKP/C&M/21-22/C-104 Dated**

Work: Cleaning and removing of bushes in jungle area at HURL Gorakhpur.

- 1.0 With the reference to our Bid Proposal No..... dated.....submitted against your above referred Tender Enquiry, we hereby confirm that we comply with all terms, conditions and specifications of the Bidding Documents read in Conjunction with Amendment(s) / Clarification(s) / Addenda / Errata (if any) issued by the Employer prior to opening of Techno-Commercial Bids and the same has been taken into consideration while making our Techno-Commercial Bid and we declare that we have not taken any deviation in this regard.
- 2.0 We further confirm that any deviation, variation or additional condition etc. or any mention, contrary to Bidding Documents its Amendment(s) / Clarification(s) / Addenda / Errata (if any) as mentioned at 1.0 above found anywhere in our Techno-Commercial and / or Price Bid, implicit or explicit, shall stand unconditionally withdrawn, without any cost implication whatsoever to Employer, failing which the bid security shall be forfeited.

Signature of the authorized representative of the Bidder

Name.....

Designation.....

Common Seal.....

Date:

Place:

Annexure-D

**PROFORMA OF CERTIFICATE
(TO BE SUBMITTED BY CEO/MD OF THE BIDDING COMPANY ON COMPANY'S LETTER
HEAD IN ORIGINAL)**

Ref.:

Date:

To,

Sr. Vice President
HURL, Administrative Building
Fertilizer Campus Gorakhpur-273007

Sub:

Bidding Doc. No.

Dear Sir,

I, Mr. (CEO of the company / MD of the company), hereby certify that the data and documents furnished by M/s..... in respect of Techno-Commercial Evaluation are true and correct including the contents thereof.

I further, confirm that if at any point of time the declarations given in bid are found to be incorrect, HURL shall have the full right to terminate the contract and take any action as per provisions of contract including forfeiture of EMD/Security Deposit.

Yours faithfully,

(Signature)

Date

Name & Designation.....

Place

Name of the Company.....

(Seal of Company)

Annexure-E**Format For Electronics Payment**

Bidders are required to submit the following details on the company's letter head for online transfer of amount to their account:

1.	Contractor Name / Company Name	
	Address:	
	Phone No.	
	E-mail ID	
2. a	Name of the Bank	
b.	Address of the Branch	
c.	Telephone No.	
d.	9 Digit Code number of the Bank and Branch appearing on the MICR Cheque issued by the Bank	
e.	11 Digit NEFT/IFSC Code of the Bank Branch	
f.	Account Type (SB/CC/CA)	
g.	Bank Account No. (as appearing on the Cheque)	
h.	Permanent Account Number (PAN) Under Income Tax Act.	
I	GST Registration Number	
j.	Name of Authorized Signatory	
k.	Contact Person Name	

We hereby declare that the particulars given above are correct and complete

Name
Designation
Date

Authorized signatory of the bidder