


Basic Details

Organisation Chain	Hindustan Urvarak and Rasayan Limited Sindhri-Jharkhand - HURL		
Tender Reference Number	HURL/Sindri/CandM/20-21/1458		
Tender ID	2021_HURL_620686_1		
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Goods	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	Bankers Cheque
	2	R-T-G-S
	3	ECS
	4	NEFT

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Documents as per page no.-10 of tender document, Checklist 19.3, S.N. I and II
		.pdf	Documents as per page no.-10 of tender document, Checklist 19.3, S.N. III and IV
		.pdf	Documents as per page no.-10 of tender document, Checklist 19.3, S.N. V,VI,VII,VIII,IX and XI
		.pdf	Documents as per page no.-10 of tender document, Checklist 19.3, S.N. X
		.pdf	Documents as per page no.-10 and 11 of tender document, Checklist 19.3, S.N. XII and XIII
2	Finance	.xls	Price Bid

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	39,000	EMD through BG/ST or EMD Exemption Allowed	Yes
EMD Fee Type	fixed	EMD Percentage	NA

EMD Payable To	Hindustan Urvarak and Rasayan Limited	EMD Payable At	DELHI
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Work / Item(s)					
Title	Procurement of Electrical Items at HURL Sindri Project				
Work Description	Procurement of Electrical Items at HURL Sindri Project				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Tender Value in ₹	19,19,052	Product Category	Electrical Goods/Equipment	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	120	Period Of Work(Days)	365
Location	Sindri, Dhanbad	Pincode	828122	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Sindri, Dhanbad
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	05-Mar-2021 05:30 PM	Bid Opening Date	24-Mar-2021 04:00 PM
Document Download / Sale Start Date	05-Mar-2021 05:30 PM	Document Download / Sale End Date	23-Mar-2021 04:00 PM
Clarification Start Date	05-Mar-2021 05:30 PM	Clarification End Date	23-Mar-2021 04:00 PM
Bid Submission Start Date	05-Mar-2021 05:30 PM	Bid Submission End Date	23-Mar-2021 04:00 PM

Tender Documents				
NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Procurement of Electrical Items at HURL Sindri Project	1927.07
Work Item Documents	S.No	Document Type	Document Name	Description
	1	BOQ	BOQ_652629.xls	Price Bid
	2	Tender Documents	TenderdocumentElectricalitem.pdf	Procurement of Electrical Items at HURL Sindri Project
				450.50
				1913.10

Tender Inviting Authority	
Name	BUH, HURL SINDRI
Address	HURL SINDRI, OLD FCIL OFFICE COMPLEX, PO SINDRI, DHANBAD-828122

TWO-BID Open e –TENDER

Hindustan Urvarak & Rasayan Limited, Sindri,(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, Sindri 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, Sindri

Manager, Contracts

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INSTRUCTION TO BIDDERS

1. Online bids are invited on two bid system for “**Procurement of Office Stationery items at HURL, Sindri Project” Tender No.: HURL/Sindri/C&M/20-21/1457 Dated 05.03.2021**”. 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
4. **Critical Date Sheet:**

Published Date	05.03.2021 (04:00 PM)
Bid Document Download / Sale Start Date	05.03.2021 (04:00 PM)
Bid Submission Start Date	05.03.2021 (04:00 PM)
Bid Clarification Start Date	05.03.2021 (04:00 PM)
Bid Clarification End Date	23.03.2021 (04:00 PM)
Bid Document Download / Sale End Date	23.03.2021 (04:00 PM)
Bid Submission End Date	23.03.2021 (04:00 PM)
Bid Opening Date	24.03.2021 (04:00 PM)

5. **Technical Qualification:**

5.1 BIDDER must have satisfactorily completed the similar works* mentioned below during last 03 (Three) years ending on 28.02.2021 with minimum work order (s) as per below:

One completed work with contract value (including GST) not less than INR 15.20 Lakhs
OR

Two completed works each with contract value (including GST) not less than INR 09.50 Lakhs
OR

Three completed works each with contract value (including GST) not less than INR 07.60 Lakhs

As a documentary proof, the bidder shall submit attested photo copies of the following Documents-

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- I. Copy of Work Orders/ Purchase Order performed in last 3 years with full technical details including detailed Scope of the Work/supply and Completion Period.
- II. Completion/Acceptance Certificate from End User/OWNER regarding satisfactory completion indicating the period of completion. The Completion / Acceptance Certificate shall clearly indicate the LOI / Work Order no./Purchase order no., Name of Work, Contract Value, Scope of Work, Contract period and actual Date of Completion. Completion certificate for works issued by a private organization shall be supported by TDS certificates

*Similar Works means: The bidder must have successfully completed Supply of Stationery items in bulk to Central Govts. / State Govts. /PSUs/ Reputed Private Firms.

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. 28-02-2021 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.

5.2 Bidder must mention make, model and specification of items as mentioned in Annexure A and submit along with Technical bid. Technical department will review make/model and Specifications as per given criteria mentioned in Scope of Supply for "Supply of Stationery items" for HURL, Sindri Project (NIT page no 25 to 26). Technical department may reject the bid if make/model and specifications is not found as per said criteria.

5.3 Average Annual financial turnover during last three (03) financial years of the bidder should be at least INR 05.70 Lakhs. For evaluation of same, Bidder shall submit Audited Annual Statements (Balance Sheet and Profit & Loss account) of the company for three (3) financial years. Last three (03) financial years will be considered as i.e. FY 2019-20, 2018-19 & 2017-18. In case, the bidder has not

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obtained audited balance sheet and Profit & Loss statement of FY2019-20, then they shall mention the same in writing on their letter head and submit audited balance sheet and Profit & Loss statement of Financial year 2018-19, 2017-18 & 2016-17. The same will be considered for evaluation of average financial turnover. Audited annual statement shall be certified by CA with membership number.

5.5 The bidder must sign and stamp in each page of tender documents as a token of acceptance indicating read, understood and accepted the Terms & Conditions mentioned in tender documents.

5.6 The bidder shall have valid company registration, PAN card issued by Income Tax department and Valid GSTIN registration. As a documentary proof of same, the bidder shall submit signed, stamped, and scanned copy of Certificates like Registration certificate, GSTIN Registration certificates, PAN card issued by Income Tax Department.

6 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 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 financial comparison for selection of Lowest (L-1) Bidder / Contractor shall be done based on the derived price on the basis of percentage below/above quoted by the bidder. The financial comparison for selection of Lowest (L-1) Bidder / Contractor shall be done based on the total derived price of the bidder for all items of BOQ as per below calculation,

Total derived Price of the bidder = Quoted price by the bidder for SOR part-A +
Quoted price by the bidder for SOR part-B

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Total derived price as per above calculation shall be considered for evaluation and award.

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 For all items of BOQ/SOR, Bidder quote factor will be calculated as decimal form of quoted price percentage by the bidder in price bid.

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

“+” to be considered If bidder quotes Excess(+).

“-” to be considered if bidder quotes Less(-).

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.

Unit price of each item will be calculated by multiplying bidder quote factor with estimated unit rate for that item as mentioned in BOQ/SOR (Schedule of rate), page no. 26 & 27 of tender document.

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.

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10 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: 38387231141.

12 EMD value: **Rs. 38,000.00** (Rupees Thirty-Eight Thousand only).

13 Price Bid Validity date 120 days.

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 Sindri shall not be responsible for any postal /courier delay for submission of EMD and/or other original documents, if applicable.

17 LOCAL CONDITIONS

17.1 It will be imperative on each Bidder to fully make aware himself of all local conditions and factors which may have any effect on the execution of the Supply of materials/ works covered under these specifications and documents. Bidder shall inspect the site, examine and obtain at its cost and responsibility, all information required and satisfy himself regarding all matters and things such as access to site, communications, transport, right of way, the type and number of equipment and facilities required for the Supply/work, availability of local labor, materials and their rates, local working conditions, weather, flood levels, sub-soil conditions, natural drainage, and all information that may be necessary for preparing its Bid, performance of Supply/work and other obligations and related matters. By submitting the Bid the Bidder shall be deemed to have acknowledged and agreed that ignorance of the site and other said conditions shall not be basis for any claim for compensation or extension of time or loss of profits etc. and the OWNER shall not be liable on account thereof in any manner whatsoever to the Bidder or any person claiming through or under the Bidder.

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17.2 Bidders must before submission of their Bids, acquaint themselves with all applicable regulatory and other legal requirements pertaining to insurance and health, safety and environment requirement in INDIA and rules related to work permit and visa requirements in INDIA or in any way or manner affecting the performance of Scope of Supply/Work, the Contractor and the Plant operation and performance including social security, safety, pollution control, permits, licenses, and other statutory requirements and regulations. The submission of a Bid by the Bidder will be construed as evidence that such an examination was made and the Bidder shall not raise at any time later any claims/disputes against the OWNER and the OWNER shall not be liable for the same in any manner whatsoever.

18 Bidders are required to carefully go through the entire tender document including scope of Supply/work, GCC, SCC and SOR before quote. Bidders should contact HURL in case of any query in tender document before bid submission. Once the bid submitted, HURL will assume that the bidder has understood all the aspects of tender document works and submitted bid accordingly.

19 Guideline for submission of bid:

19.1 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 Certificates like Registration certificate, GST No, PAN Card, Latest Income Tax Clearance Certificate / ITR/ last three financial year audited balance sheet certified by CA. with membership number etc. as per Instruction to Bidder, clause 5.3 of Commercial criteria.
- Signed, Stamped and Scanned copy of Work Orders/ Purchase Orders along with Completion/Acceptance Certificate from End User/OWNER performed in last 3 years with full technical details including detailed Scope of the Supply/Work, Contract value and Completion Period as mentioned in Tender document, Instruction to Bidder, clause 5.1 of Technical Criteria. 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 Scan copy of duly filled details of Stationery items, Annexure-A as mentioned in Instruction to Bidder, 5.2 of Technical criteria of Tender document.
- Signed, Stamped and Scanned copy of affidavit on Company letter Head, as specified in **Annexure B** of tender document.
- Signed, Stamped and Scanned copy of Tender Acceptance Letter as per **Annexure-C** & Letter of authorization to submit bid.

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- Signed, Stamped and Scanned copy of No deviation Certificate as per **Annexure-D**.
- Signed, Stamped and Scanned copy of Certificate from CEO or Managing Director, in the format as enclosed as **Annexure- E** of Tender Document.
- Signed, Stamped & Scanned copy of format For Electronics Payment as per **Annexure-F**
- Signed, Stamped and Scanned copy of Tender Documents- Instruction to bidder, General Condition of contract, Scope of Supply/work and Special condition of contract, Schedule of Rates.
- MSEs 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 & Stamped 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.

19.2 Price Bid:

19.2.1 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.

19.2.2 The tenderer shall quote in percentage rate on overall Stationery Items 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. Bidder to go through Preamble to SOR mentioned in the tender document before quoting.

19.2.3 Against Quoted Rate in Figures, Bidder is required to select "Excess(+)/ Less (-)" from drop down menu and then they have to quote in percentage up to two decimals. After quoting percentage rate, Quoted rate shall be shown in figures and in words in price bid. Bidders shall verify quoted rate in price bid in all aspects before submission of price bid.

19.2.4 The quoted rate/amount shall be inclusive of all taxes and duties etc. as per tender and also inclusive of the GST. Bidder must quote their rates inclusive of GST.

19.3 Checklist of documents to be submitted:

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S.N.	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, GST No, PAN No, TIN No, 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/ Purchase Orders along with Completion/Acceptance Certificate from End User/OWNER performed in last 3 years with full technical details including detailed Scope of the Supply/Work, Contract value and Completion Period		
IV	Signed, Stamped and Scan copy of duly filled details of Stationery items, Annexure-A as mentioned in Instruction to Bidder, 5.2 of Technical criteria of Tender document.		
V	Signed, Stamped and Scanned copy of affidavit on Company Letter Head, as specified in Annexure B of tender document.		
VI	Signed, Stamped and Scanned copy of Tender Acceptance Letter as per Annexure-C & Letter of authorization to submit bid		
VII	Signed, Stamped and Scanned copy of No deviation Certificate as per Annexure-D		
VIII	Signed, Stamped and Scanned copy of Certificate from CEO or Managing Director, in the format as enclosed as Annexure- E of Tender Document		
IX	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, SOR.		
X	Signed, Stamped & Scanned copy of format For Electronics Payment as per Annexure-F		
XI	MSEs seeking exemption and benefits should enclose Signed, Stamped and Scanned copy of valid registration certificate, giving details such as validity, stores/services etc.		
XII	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 Dully Signed and Stamped as mentioned at S.No I, II, III, IV,V,VI, VII, VIII, IX, X, XI, XII and XIII of clause 19.3 (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.

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20.0 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:

- a) To cancel the tender without reference to the bidders.
- b) To postpone the due date and time.

21.0 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.

22.0 **SITE VISIT:** If needed, the bidder and his authorized personnel will be granted permission by General manager (Project), HURL Sindri Project to enter upon HURL Sindri project premises and may visit the site before quoting their rates.

23.0 HURL reserves the rights to assess bidder's capability and capacity to perform the contract.

24.0 To know more about HURL, please visit our website www.hurl.net.in

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.

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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 must 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

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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.

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- 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

Or

Mr. Deepak Kumar, Manager (C&M) / Mr. Mukesh Bhinchar, Dy. Manager (E&M)
HURL- Sindri Project,

Mobile No.- 9031000943 / 9414255204

Email id : deepakkumar@hurl.net.in mukeshbhinchar@hurl.net.in

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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 to be quoted 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, 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:
Old FCIL Office Complex, HURL, Sindri (Jharkhand)

4. Taxes and duties

4.1 The Bidder shall include all the taxes, duties/ levies etc. (including GST) in their quoted rates/ prices.

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.

4.4 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.

4.5 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.

4.6 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/ P.O:

Shall be the date of issuance of LOA/Purchase Order (PO).

6. Completion Period/ Delivery Schedule

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Sl.No.	Particulars	Delivery Schedule/ Contract Period
1.	Supply of Stationery items as per SOR Part-A at HURL, Sindri Project	In 3-4 Installments within 06 Months from date of LOA/PO or as per given delivery schedule by Engineer-in-charge.
2.	Supply of Stationery items as per SOR Part-B at HURL, Sindri Project	In one Installment within 01 Months from date of LOA/PO or as per given delivery schedule by Engineer-in-charge.

7. Payment Terms

7.1 100 % payment shall be made within 30 days on completion of Part Supply (For SOR Part-A Stationery Items) / complete package (For SOR Part-B Stationery Items) in full.

7.2 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.

7.3 The Bills shall be submitted on bill of Supply on Running Bills for SOR Part-A Stationery Items and One Time basis for SOR Part-B Stationery Items. Payment shall be released within 30 days of submission of invoice by the party.

7.4 The agency shall pay applicable GST and claim it along with Bills.

8. EARNEST MONEY DEPOSIT (EMD) & SECURITY DEPOSIT

8.1 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. 38,000.00 after award of contract/Purchase Order and before start of execution of Supply/work.

8.2 The EMD of unsuccessful Bidders will be returned by HURL without any interest to the unsuccessful Bidders as promptly as possible on acceptance of Bid of the successful Bidder or when the Bidding process is cancelled by HURL, whichever is later. Where EMD has been paid by demand draft, the refund thereof shall be in the form of demand draft in favor of the unsuccessful Bidder(s). Bidders may indicate the name and address in whose favor the said demand draft shall be drawn by HURL for refund failing which it shall be drawn in the name of the Bidder and shall be mailed to the address given on the Transmittal Letter.

8.3 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 Supply of Stationery Items (complete supply of SOR part-A & SOR Part-B Stationery Items) as per satisfaction level of Engineer in charge. The agency shall have to apply

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inwriting to Engineer in charge, along with original cash receipt for refund of security deposit

8.4 The HURL reserves the right to forfeit the security deposit if the Agency fails or neglects to take up the Supply/job, abide by to fulfil the terms and conditions of the contract and/or to execute the work satisfactorily

9. 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. However, the upper ceiling of total quantum of variation of work/ Supply shall be limited to 10 % 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

10. Insurance

10.1 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.

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

10.3 The contractor will insure all his personnel employed for the execution of the supply/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.

10.4 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.

11.0 Termination

In the event of unsatisfactory performance, HURL Sindri 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

12.0 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.

13.0 SETTLEMENT OF DISPUTE:

13.1 Amicable efforts should be made to settle the claim, if any by direct negotiation with the concerned Engineer-in-charge of HURL, Sindri Project. In

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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/Incharge of the HURL, Sindri Project for arbitration and the award made in pursuance thereof shall be binding on the parties.

13.2 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.

13.3 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.

14.0 **Governing laws:** - This Contract shall be governed by the Indian Laws for the time being in force and the Dhanbad Courts alone shall have the exclusive jurisdiction on all matters arising under the contract.

15.0 **INTERPRETATION OF CONTRACT**

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

15.2 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.

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Scope of Supply for “Procurement of Office Stationery Items at HURL, Sindri Project.”

The scope of work includes Supply of Stationery items as per Specifications provided below –

1. **Scope of work:** -_The scope of work shall be supply of Stationery items at HURL, Sindri project.
2. **Technical Specifications of Stationery Items :** -

S. N.	Name of Items	Make & Model	Specification
A. Recurring Stationery Items- SOR Part A			
1	A4 Paper	JK Copier and Century Star or equivalent	Model Number - Copier, GSM- 75, Colour- White, Corner/Edge Style- Square, Cover Material-Paper, Material- Paper, Expansion-500, Number of Items - 500, Size-1 Ream/500 Sheets, Sheet Size- A4, Paper Finish - Smooth, Line Size - 1 Inch
2	A3 Paper	JK Copier and Century Star or equivalent	Model Number - Copier, GSM- 75, Colour- White, Corner/Edge Style- Square, Cover Material-Paper, Material- Paper, Expansion-500, Number of Items - 500, Size-1 Ream/500 Sheets, Sheet Size- A3, Paper Finish - Smooth, Line Size - 1 Inch
3	A1 Role	Royal and equivalent	Size- 24"
4	Binder Clip 32mm	Good quality	Colour- Black, Number of Items- 12, Size - 32mm
5	Binder Clip 41 mm	Good quality	Colour- Black, Number of Items- 12, Size - 41mm
6	Binder Clip 51mm	Good quality	Colour- Black, Number of Items- 12, Size - 51mm
7	Box File	Good quality	Size- 31 cm x 35 cm x 8 cm
8	Brown Tape (1")	Good quality	Size - 1", Color- Brown Roll length- 10Mtr
9	Brown Tape (2")	Good quality	Size - 2", Color- Brown Roll length- 10Mtr
10	Cello Pen (60X1)	Cello Accugrip Blue Ball Pen	Cello Accugrip Blue Ball Pen
11	Envelope 11x 5	Good quality	11x5, 75GSM
12	Envelope A4	Good quality	A4, 150 GSM cloth line
13	Envelope A3	Good quality	A3150 GSM cloth line
14	Attendance Register	Good quality	25-30 Rows per pages, 50 Pages per register
15	Jems Clip	Kesetko or equivalent	30mm (50 pcs per pack)
16	L Folder	Good quality	Color- Transparent
17	Marker Pen	Camlin/Luxor/Doms or equivalent	Ink Color - Black
18	Permanent Marker	Camlin/Luxor/Doms or equivalent	blue/black as per requirement (50% each)
19	Board Marker	Camlin/Luxor/Doms	blue/black as per requirement (50% each)

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20	Note Pad Small	Good quality	70Gsm, 50 pages per notepad
21	Note Pad Big	Good quality	60Gms, Spiral, 100pages per notepad
22	Ink Pad	Fabe Castel/Camel or equivalent	Size - (110 mm x 70mm) color- blue/black as per requirement (50% each)
23	Paper Clip	Kesetko or equivalent	35mm, 50 Pcs per packet
24	Paper Pin	Amcee Pony, Bell Pins or equivalent	100 pins per box
25	Pencil	Doms, Natraj or equivalent	-
26	Rubber Band	Good quality	500 grams
27	Stick notes (1/2")	Bee Fly or equivalent	0.75"X3"X4 (Four colour)
28	Pin Box	Good quality	Megnatic pin Box
29	Register (60Page)	Good quality	60 Ggm, 100 pages per Register
30	Stapler small	Kangaro HD-10	HD -10
31	Stapler Pin Small	Kangaro or equivalent	Size -No.10-1M, Staples Per Strip - 50, Staples per Box- 1000(20*50), CBM - 0.043cbm
32	File Tag	Any good quality	50 pages
33	Cello Tape (1/2")	Any good quality	Size - 1/2", Color- Tranparent, Roll length- 10Mtr
34	Cello Tape (2")	Any good quality	Size - 2", Color- Tranparent, Roll length- 10Mtr
35	Whitener Pen	Camlin/Luxor/Doms or equivalent	7ml
36	Highlighter	Luxar, Artline or equivalent	Multicolour
37	Cobra File	Good quality	Color- Yellow, Material- Cardboard and paper, Sheet Size- A4
38	Stapler Pin Big	Kangaro or equivalent	Size -No.24/6-1M, Staples Per Strip - 50, Staples per Box- 1000(20*50), CBM - 0.041cbm
39	Blue Marker Pen	Camlin/Luxor/Doms or equivalent	Ink Color - Blue
40	Stick Notes (2")	Bee Fly or equivalent	Size- 2", Sheet - 50
41	Stick note (4")	Bee Fly or equivalent	Size- 4", Sheet - 50
42	Permanent Ink Pad	Camel/equivalent	Good quality
43	Permanent Ink	Camlin or equivalent	Good quality

B. One Time Procurement of Stationery Items- SOR Part B

1	Calulator	Casio/Orpat or equivalent	12 Digit Large Display with Check and correct option dual power (solar and battery) 03 year warranty
2	Cello Pen (5X1)	Cello Faster Grip Blue Ball pen	Cello Faster Grip Blue Ball pen
3	Cello Pen (10X10)	Cello Butterflow blue Ball Pen	Cello Butterflow blue Ball Pen

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4	Eraser	Doms or equivalent	Eraser with Fragrance , Dust free in nature
5	Paper Cutter	Primier/equivalent	Good quality
6	Paper Weight	Good quality	Acrylic
7	Pen Stand	Good quality	Executive Class pen stand
8	Sharpener	Doms or equivalent	Sharp Blade
9	Punching Machine	Kangaro or equivalent	DP-480, 1.25 mm Punching Capacity
10	Scale (15cm)	Natraj or equivalent	621, 1-15 cm
11	Scale (30 cm)	Natraj or equivalent	621,1-30 cm
12	Stapler Big	Kangaro or equivalent	Kangaro HP-45
13	Punching Machine Big	Kangaro or equivalent	Kangaro HD series - DP-700
14	Register (120Page)	Good quality	120 pages per register
15	Register (200 Page)	Good quality	200 pages per regsiter
16	Paper Basket	Good quality	Plastic/Fiber
17	Conference notepad	Freemind or equivalent	60gsm 20 pages per notepad

3. Transportation: - The contractor shall arrange and to take full responsibility during transit and comply with all necessary transit insurance, safety, payment etc. shall be included in the offer price. No claim on account of this will be entertained.

4. Guarantee: - The bidder shall provide guarantee towards any manufacturing and metallurgical defects, workmanship and performance of the materials & system for a period of 01 year from the date of Supply.

5. Delivery Period: - The entire Supply activities is estimated to be completed within 06 Months for Sor Part-A and within 01 Month for SOR Part-B Stationery items from the date of receipt of Purchase order or as instructed by Enginner-in-Charge.

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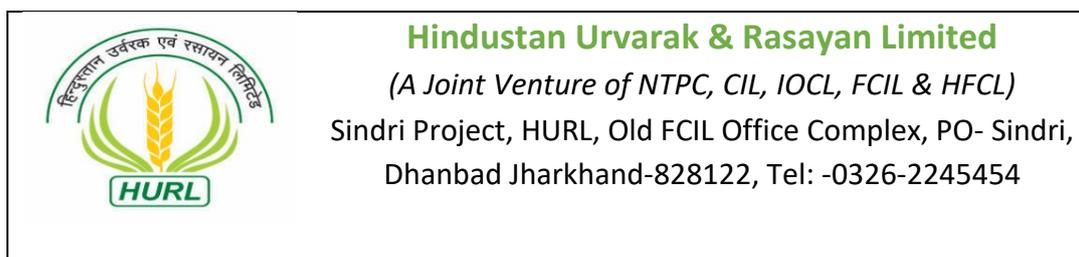
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Terms and Condition / Special Condition of Contract (SCC)

1. The Supply/work will be executed as per above mentioned Scope of Supply/Work.
2. The quantity of any item of above-mentioned work may vary to any extent for which no revision of rate will be applicable. However overall deviation limit shall be within 10% of contract value.
3. The personnel engaged by the Agency shall draw their remuneration from their Agency and will not claim any employment benefit from HURL at any time. The agency shall also be responsible for the statutory obligations of such personnel and shall indemnify HURL in the matter.
4. Engineer in Charge (EIC) or an Officer explicitly authorized by him will represent HURL Sindri project in all dealings with the Firm/ Agency for execution of Supply/work.
5. The contractor shall abide by all statutory rules and regulations of Local authority, State and Central Govt. as the case may be with regard to statutory benefits and non-statutory benefits prevailing at HURL-Sindri as applicable, at his own cost and hence the agency has to quote their rate accordingly by taking care of all these.
6. The Agency/ Firm shall be directly responsible for payment of minimum wages as per central government orders and circulars (including other benefits like E.P.F. & E.S.I) to his manpower engaged under this contract at his own cost. When the contract terminates there shall be no physical or moral pressure on HURL, on grounds of "person/ resources displace from job".
7. The contractor shall have to comply with the provision of payment of wages Act,1936 minimum wages Act, 1948, Employee liabilities 1938, Workers compensation Act,1923. Industrial dispute Act, 1947, contract labour (Regulation and abolition) Act,1970 with latest modification thereof or any other related law and rules made time to time. No extra claim shall be entertained by HURL on this account.
8. The price shall be firm, no variation shall be allowed on any account till execution of complete Supply/work.
9. The firm/Agency shall comply the regulatory clauses of all types of labour Act and shall not engage any minor under this contract.
10. **Delivery of Stores:**
 - a) The time and the date of delivery of stores stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the Manager (HR), HURL Sindri Project, within 30days from the date of issuance of purchase order.
 - b) The supply shall have to be made in 3-4 instalments within 06 months from the date of Purchase Order for SOR Part- A or as per given delivery schedule by Engineer-in-Charge.
 - c) The supply shall have to be made in one time within 01 month from the date of Purchase Order for SOR Part-B or as per given delivery schedule by Engineer-in-Charge.
11. **Packing of Stores:** Tenderer/Bidder/Dealer should supply the stores with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.

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- 12. Payment:** payment shall be made after receipt of complete stores mentioned in the purchase orders and due inspection by the nominated official of HURL Sindri Project within 30 days. No advance payment shall be made.
- 13. Penalty Clause & Risk Purchase :** The contractor will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default for the part of the supplier in deli-very of goods beyond scheduled delivery dates.
- a. **For Delay in Supply:** Penalty of 0.5% of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for the late supply shall not exceed 5% of total value of order/orders.
- b. **For Non Supply:** if the order is still not supplied, the supply order will be cancelled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills/security money deposit of the contractor. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 3 years.
- 14. Technical Specifications:** the specifications of stationery items offered by the tenderer must tally with the specifications mentioned in the SOR Part-A and SOR Part – B.
- 15. Inspection of supplies:** Supplies shall be accepted subject to the complete satisfaction of Manager (HR), HURL Sindri Project. Any defect found in the material/stores supplied will render the supplies open to rejection and decision of the Manager (HR), HURL Sindri shall be final and legally binding. The rejected stores shall have to take the same back at their own cost and risk, and the contractor shall replace such rejections with the items of standard specifications/ quality as acceptable to the HURL Sindri. Alternatively, the stores may, at the discretion of the authority, be purchased from others at the risks and costs of the tenderer.
- 16. Quantity Variation:** The individual items quantity can be varied to any extent. However, the upper ceiling of total quantum of variation of purchase shall be limited to 10% of the original purchase order value.
- 17. LOGO:** The below mentioned coloured LOGO will be printed on 1/8 ratio as compared to original size of each items like envelopes (11 x 5, A4 & A3), Register front cover, Cobra File, Box files, Notepad (small & Big size).



“AND”

Seller has a responsibility to provide advance sample after Award of Purchase Oder and before supply of Stationery items for LOGO sample for approval of Manager (HR),

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Sindri Project, HURL. The sample approved by Manager (HR) will be final for supply of items like envelopes (11 x 5, A4 & A3), Register front cover, Cobra File, Box files, Notepad (small & Big size).

18. All safety measures must be taken care of, in order to avoid any accident, fire and other safety hazards. Any type of loss of assets due to any such incident is the sole responsibility of the Firm/Agency. HURL shall in no way be liable for any such incident.
19. If there is any damage to HURL property or any other financial burden on HURL because of willful or negligent action by the Firm or its personnel, HURL shall be entitled to recover the same by means of compensation from the Firm/ Agency.
20. The payment shall be released as per Bill with all statutory deduction.
21. For proper execution of Supply & Commissioning enough tools & tackles are to be provided by the agency at their own cost, nothing shall be paid extra for this.
22. All boarding/ lodging/ Transportation/ Local conveyance of workman engaged shall be in the scope of contractor.
23. SAFETY CLAUSES: All safety requirements shall be fulfilled by contractor. Safety of all manpower, tools involve shall be under contractor scope. Safety in totality is complete responsibility of contractor. Proper safety arrangements / PPEs for carrying out the job is under contractor's scope and same has to be complied with as per the direction of EIC. For non-compliance of introductions for safety measures, suitable penalty will be imposed and the decision of EIC-HURL shall be final and binding to the contractor.
24. The equipment, materials and workmanship covered by the Purchase order shall be subject to inspection within a reasonable time after arrival at the place of delivery.
25. Vendors shipping documents and invoices must contain the data:
 - (i). Unit net weight
 - (ii). Unit gross weight (Packing included)
 - (iii). Dimensions of Packing
 - (iv). Dispatch Instruction
26. The goods shall be consigned in the name of Manager (HR), Sindri Project, HURL along with complete address.
27. PACKING AND MARKING- The materials shall be suitably packed for safe transportation till receipt at site and should be commensurate with best possible practices of packing, unless specifically stipulated in the Technical specifications, to avoid any damage during transit.
28. The supplier shall be liable for all damages or breakages to the Materials due to defective or insufficient packing as well as for packing list shall be fastened outside the box in waterproof envelope.
29. TRANSIT & OTHER RISK- Transit Risk & all risk insurance covered till transportation, supply, delivery & handing over to HURL shall be borne by the vendor.
30. There would be no extra payment against the said supply and installation.

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- 31. If material supplied are not of contract specification or otherwise not satisfactory for any reason the buyer shall be entitled to reject the supplies, cancel the order and buy the requirement from elsewhere. The buyer also deserves the right to forfeit the security deposit if any made by the seller for due performance of contract.
- 32. All the goods received will be inspected for being in good condition. Any damage in above said items during transportation or loading /unloading would be rejected and fresh material to be supplied by you without any extra cost.
- 33. Payment for items received but rejected during inspection would be withheld till replacement of same by a new identical item.
- 34. Materials rejected by the buyer will lie in the buyer's store at seller's risk and movement thereof will be the seller's sole responsibility. The buyer shall in no way be responsible for any deterioration of or damage to the material under circumstances whatsoever.
- 35. HURL reserve the right to terminate the contract at any time during the contract period in case performance is not found satisfactory and Supply/work not carried as per instruction of HURL Engineer-in-charge.
- 36. Submission of Invoice: All invoices to be raised in the name of Hindustan Urvarak & Rasayan Limited and will be submitted to Engineer In charge, HURL Sindri Dhanbad (Jharkhand).
- 37. Price reduction/LD/Penalty Clause: In the event of delay in completion beyond contract completion period, price reduction@0.5% per week of part there of subject to maximum 5% of total P.O. value shall be recovered from contractor's bill(s).
- 38. Any other deviation, exceptions, observations, if any of your offers and any subsequent corresponding which are contrary to the provision of the bidding document any amendments referred above. Shall stand with drawn without any extra financial implication to owner.
- 39. The quoted rates/Prices shall include all the cost of materials, labours, taxes duties/levies Including GST and other incidental expenses to complete the Supply/work as per the specification of Summary of Supply/ work.

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BOQ/SOR (Schedule of Rate) – Procurement of Office Stationery Items at HURL, Sindri Project.

Sl. No.	Name of Items	Qty. (#)	Unit	Rate	Amount (Rs)
<u>A. Recurring Stationery Items- SOR Part A</u>					
1	A4 Paper	60	packet	200.00	12,000.00
2	A3 Paper	2	packet	480.00	960.00
3	A1 Role	1	Role	575.00	575.00
4	Binder Clip 32mm	40	packet	120.00	4,800.00
5	Binder Clip 41 mm	40	packet	120.00	4,800.00
6	Binder Clip 51mm	40	packet	150.00	6,000.00
7	Box File	200	Nos	90.00	18,000.00
8	Brown Tape (1")	40	Nos	20.00	800.00
9	Brown Tape (2")	40	Nos	35.00	1,400.00
10	Cello Pen (60X1)	40	Nos	60.00	2,400.00
11	Envelope 11x 5	40	packet	100.00	4,000.00
12	Envelope A4	40	packet	250.00	10,000.00
13	Envelope A3	40	packet	500.00	20,000.00
14	Attedence Register	3	Nos	35.00	105.00
15	Jems Clip	40	packet	20.00	800.00
16	L Folder	200	Nos	15.00	3,000.00
17	Marker Pen	80	Nos	20.00	1,600.00
18	Permanent Marker	40	Nos	20.00	800.00
19	Board Marker	40	Nos	25.00	1,000.00
20	Note Pad Small	200	Nos	50.00	10,000.00
21	Note Pad Big	200	Nos	50.00	10,000.00
22	Ink Pad	40	Nos	35.00	1,400.00
23	Paper Clip	40	packet	35.00	1,400.00
24	Paper Pin	40	packet	35.00	1,400.00
25	Pencil	120	Nos	5.00	600.00
26	Rubber Band	0.5	KG	500.00	250.00
27	Stick notes (1/2")	80	packet	35.00	2,800.00
28	Pin Box	40	Nos	40.00	1,600.00
29	Register (60Page)	40	Nos	60.00	2,400.00
30	Stapler small	40	Nos	50.00	2,000.00
31	Stapler Pin Small	40	packet	8.00	320.00
32	File Tag	40	Nos	35.00	1,400.00
33	Cello Tape (1/2")	40	Nos	20.00	800.00
34	Cello Tape (2")	40	Nos	40.00	1,600.00
35	Whitener Pen	40	Nos	25.00	1,000.00
36	Highlighter	40	Nos	25.00	1,000.00
37	Cobra File	200	Nos	45.00	9,000.00

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38	Stapler Pin Big	80	Nos	15.00	1,200.00
39	Blue Marker Pen	40	Nos	15.00	600.00
40	Stick Notes (2")	40	packet	35.00	1,400.00
41	Stick note (4")	40	packet	45.00	1,800.00
42	Permanent Ink Pad	40	Nos	35.00	1,400.00
43	Permanent Ink	40	Nos	45.00	1,800.00
Tentative Monthly Expenditure of SOR Part-A (in Rs.)					1,50,210.00
Tentative Yearly Expenditure of SOR Part-A (in Rs.)					18,02,520.00
<u>B. One Time Procurement of Stationery Items- SOR Part B</u>					
1	Calculator	40	Nos	290.00	11,600.00
2	Cello Pen (5X1)	200	Nos	5.00	1,000.00
3	Cello Pen (10X10)	40	packet	100.00	4,000.00
4	Ereseat	80	packet	3.00	240.00
5	Paper Cutter	40	Nos	10.00	400.00
6	Paper Weight	80	Nos	45.00	3,600.00
7	Pen Stand	40	Nos	150.00	6,000.00
8	Sharpner	80	Nos	3.00	240.00
9	Punching Machine	40	Nos	90.00	3,600.00
10	Scale (15cm)	40	Nos	5.00	200.00
11	Scale (30 cm)	40	Nos	10.00	400.00
12	Stapler Big	40	Nos	245.00	9,800.00
13	Puching Machine Big	40	Nos	155.00	6,200.00
14	Register (120Page)	200	Nos	90.00	18,000.00
15	Register (200 Page)	200	Nos	100.00	20,000.00
16	Paper Basket	40	Nos	90.00	3,600.00
17	Conference notepad	200	Nos	6.00	1,200.00
Tentative Yearly Expenditure of SOR Part-B (in Rs.)					90,080.00
Yearly Expenditure of SOR Part-A + SOR Part-B (in Rs.)					18,92,600.00

(#)- Quantities indicated in the above table are tentative only. All the items may or may not be executed either partially or fully. There shall not be any compensation for non-execution of any item or multiple items either partially or fully.

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Format of Price Bid (BOQ)/ Financial Bid

Validate Print Help

Percentage BoQ

Tender Inviting Authority: General Manager, BUH

Name of Work: Procurement of Office Stationery Items at HURL, 3indri Project

Contract No: 9031000843 / 8414255204

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)						
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	Recurring Stationery Items- SOR Part A					
1.01	A4 Paper	720.000	packet	200.00	144000.00	INR One Lakh Forty Four Thousand Only
1.02	A3 Paper	24.000	packet	480.00	11620.00	INR Eleven Thousand Five Hundred & Twenty Only
1.03	A1 Role	12.000	Role	575.00	6900.00	INR Six Thousand Nine Hundred Only
1.04	32 mm Binder Clip	480.000	packet	120.00	67800.00	INR Fifty Seven Thousand Six Hundred Only
1.05	41 mm Binder Clip	480.000	packet	120.00	67800.00	INR Fifty Seven Thousand Six Hundred Only
1.06	51 mm Binder Clip	480.000	packet	150.00	72000.00	INR Seventy Two Thousand Only
1.07	Box File	2400.000	Nos	90.00	216000.00	INR Two Lakh Sixteen Thousand Only
1.08	1 inch Brown Tape	480.000	Nos	20.00	9600.00	INR Nine Thousand Six Hundred Only
1.09	2 inch Brown Tape	480.000	Nos	35.00	16800.00	INR Sixteen Thousand Eight Hundred Only
1.1	60 Riposes Cello Pen	480.000	Nos	60.00	28800.00	INR Twenty Eight Thousand Eight Hundred Only
1.11	11 x 5 size Envelope	480.000	packet	100.00	48000.00	INR Forty Eight Thousand Only
1.12	A4 Envelope	480.000	packet	250.00	120000.00	INR One Lakh Twenty Thousand Only
1.13	A3 Envelope	480.000	packet	500.00	240000.00	INR Two Lakh Forty Thousand Only
1.14	Attendance Register	36.000	Nos	35.00	1260.00	INR One Thousand Two Hundred & Sixty Only
1.15	Jeans Clip	480.000	packet	20.00	9600.00	INR Nine Thousand Six Hundred Only
1.16	L Folder	2400.000	Nos	15.00	36000.00	INR Thirty Six Thousand Only
1.17	Marker Pen	960.000	Nos	20.00	19200.00	INR Nineteen Thousand Two Hundred Only
1.18	Permanent Marker Pen	480.000	Nos	20.00	9600.00	INR Nine Thousand Six Hundred Only
1.19	Board Marker Pen	480.000	Nos	25.00	12000.00	INR Twelve Thousand Only
1.2	small Note Pad	2400.000	Nos	50.00	120000.00	INR One Lakh Twenty Thousand Only

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1.21	Big Note Pad	2400.000	Nos	50.00	120000.00	INR One Lakh Twenty Thousand Only
1.22	Ink Pad	480.000	Nos	35.00	16800.00	INR Sixteen Thousand Eight Hundred Only
1.23	Paper Clip	480.000	packet	35.00	16800.00	INR Sixteen Thousand Eight Hundred Only
1.24	Paper Pin	480.000	packet	35.00	16800.00	INR Sixteen Thousand Eight Hundred Only
1.25	Pencil	1440.000	Nos	5.00	7200.00	INR Seven Thousand Two Hundred Only
1.26	Rubber Band	6.000	kg	500.00	3000.00	INR Three Thousand Only
1.27	0.5 inch Stick notes	960.000	packet	35.00	33600.00	INR Thirty Three Thousand Six Hundred Only
1.28	Pin Box	480.000	Nos	40.00	19200.00	INR Nineteen Thousand Two Hundred Only
1.29	60 page Register	480.000	Nos	60.00	28800.00	INR Twenty Eight Thousand Eight Hundred Only
1.3	Small Stapler	480.000	Nos	50.00	24000.00	INR Twenty Four Thousand Only
1.31	Stapler Pin Small size	480.000	packet	8.00	3840.00	INR Three Thousand Eight Hundred & Forty Only
1.32	File Tag	480.000	Nos	35.00	16800.00	INR Sixteen Thousand Eight Hundred Only
1.33	0.5 inch Cello Tape	480.000	Nos	20.00	9600.00	INR Nine Thousand Six Hundred Only
1.34	2 inch Cello Tape	480.000	Nos	40.00	19200.00	INR Nineteen Thousand Two Hundred Only
1.35	Whitener Pen	480.000	Nos	25.00	12000.00	INR Twelve Thousand Only
1.36	Highlighter pen	480.000	Nos	25.00	12000.00	INR Twelve Thousand Only
1.37	Cotra File	2400.000	Nos	45.00	108000.00	INR One Lakh Eight Thousand Only
1.38	Big Stapler Pin	960.000	Nos	15.00	14400.00	INR Fourteen Thousand Four Hundred Only
1.39	Blue Marker Pen	480.000	Nos	15.00	7200.00	INR Seven Thousand Two Hundred Only
1.4	2 inch Stick Notes	480.000	packet	35.00	16800.00	INR Sixteen Thousand Eight Hundred Only
1.41	4 inch Stick note	480.000	packet	45.00	21600.00	INR Twenty One Thousand Six Hundred Only
1.42	Permanent Ink Pad	480.000	Nos	35.00	16800.00	INR Sixteen Thousand Eight Hundred Only
1.43	Permanent Ink	480.000	Nos	45.00	21600.00	INR Twenty One Thousand Six Hundred Only
2	One Time Procurement of Stationery Items- BOR Part B					
2.01	Calculator	40	Nos	290.00	11600.00	INR Eleven Thousand Six Hundred Only
2.02	5 rupee Cello Pen	200	Nos	5.00	1000.00	INR One Thousand Only
2.03	10 rupee Cello Pen	40	packet	100.00	4000.00	INR Four Thousand Only
2.04	pencil Eraser	80	packet	3.00	240.00	INR Two Hundred & Forty Only
2.05	Paper Cutter	40	Nos	10.00	400.00	INR Four Hundred Only
2.06	Paper Weight	80	Nos	45.00	3600.00	INR Three Thousand Six Hundred Only

`Sign & Stamp of Bidder

2.07	Pen Stand	40	Nos	150.00	8000.00	INR Six Thousand Only
2.08	pencil Sharpener	80	Nos	3.00	240.00	INR Two Hundred & Forty Only
2.09	small Punching Machine	40	Nos	90.00	3600.00	INR Three Thousand Six Hundred Only
2.1	15 cm Scale	40	Nos	5.00	200.00	INR Two Hundred Only
2.11	30 cm Scale	40	Nos	10.00	400.00	INR Four Hundred Only
2.12	Big Stapler	40	Nos	245.00	9800.00	INR Nine Thousand Eight Hundred Only
2.13	Big Punching Machine	40	Nos	155.00	6200.00	INR Six Thousand Two Hundred Only
2.14	120 pages Register	200	Nos	90.00	18000.00	INR Eighteen Thousand Only
2.15	200 pages Register	200	Nos	100.00	20000.00	INR Twenty Thousand Only
2.16	Paper Basket	40	Nos	90.00	3600.00	INR Three Thousand Six Hundred Only
2.17	small Conference notepad	200	Nos	6.00	1200.00	INR One Thousand Two Hundred Only
Total In Figures					1892600.00	INR Eighteen Lakh Ninety Two Thousand Six Hundred Only
Quoted Rate in Figures			Select		0.00	INR Zero Only
Quoted Rate in Words			INR Zero Only			

`Sign & Stamp of Bidder

Details of Items to be filled by bidder			
S. N.	Name of Items	Make & Model (*)	Specification (**)
<u>A. Recurring Stationery Items- SOR Part A</u>			
1	A4 Paper		
2	A3 Paper		
3	A1 Role		
4	Binder Clip 32mm		
5	Binder Clip 41 mm		
6	Binder Clip 51mm		
7	Box File		
8	Brown Tape (1")		
9	Brown Tape (2")		
10	Cello Pen (60X1)		
11	Envelope 11x 5		
12	Envelope A4		
13	Envelope A3		
14	Attendance Register		
15	Jems Clip		
16	L Folder		
17	Marker Pen		
18	Permanent Marker		
19	Board Marker		
20	Note Pad Small		
21	Note Pad Big		
22	Ink Pad		
23	Paper Clip		
24	Paper Pin		
25	Pencil		
26	Rubber Band		
27	Stick notes (1/2")		

`Sign & Stamp of Bidder

28	Pin Box		
29	Register (60Page)		
30	Stapler small		
31	Stapler Pin Small		
32	File Tag		
33	Cello Tape (1/2")		
34	Cello Tape (2")		
35	Whitener Pen		
36	Highlighter		
37	Cobra File		
38	Stapler Pin Big		
39	Blue Marker Pen		
40	Stick Notes (2")		
41	Stick note (4")		
42	Permanent Ink Pad		
43	Permanent Ink		

B. One Time Procurement of Stationery Items- SOR Part B

1	Calculator		
2	Cello Pen (5X1)		
3	Cello Pen (10X10)		
4	Eraser		
5	Paper Cutter		
6	Paper Weight		
7	Pen Stand		
8	Sharpener		
9	Punching Machine		

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10	Scale (15cm)		
11	Scale (30 cm)		
12	Stapler Big		
13	Punching Machine Big		
14	Register (120Page)		
15	Register (200 Page)		
16	Paper Basket		
17	Conference notepad		

(*) – The vendor shall have to quoted Make / Model.

()**- The bidder shall enclose product catalogue of individual item mentioning make / model and technical specification along with technical bid (if available).

Sign & Stamp of Bidder

Annexure-B

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 Procurement of Office Stationery Items at HURL, Sindri Project against Tender Notice Number **HURL/Sindri/C&M/20-21/1457 Dated 05.03.2021.**
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 Labor Laws/ Acts/ Rules like minimum wages, Provident Fund, ESI, Bonus, Gratuity, Contract Labor Act and other Labor 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.

Deponent

Verification

I, deponent, above named do hereby verify that contents of the above affidavit are true and correct to the best of my knowledge and belief.

Deponent

Sign & Stamp of Bidder

Annexure-C

TENDER ACCEPTANCE LETTER
(To be given on Company Letter
Head)

Date:

To,
Tender Committee,
Sindri Project, HURL

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: **HURL/Sindri/C&M/20-21//1457 Dated 05.03.2021.**

Name of Tender / Work: - Procurement of Office Stationery Items at HURL, Sindri Project.

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 abovementioned 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)

`Sign & Stamp of Bidder

NO DEVIATION CERTIFICATE

Bidder's Name & Address:	To, GM-BUH, HURL (Sindri Project) Old FCIL Office Complex, Sindri Project, HURL Sindri, Dhanbad, Jharkhand, 828122
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1. With reference to our Bid (Reference No. **HURL/Sindri/C&M/20-21//1457 Dated 05.03.2021** for Procurement of Office Stationery Items at HURL, Sindri Project, we hereby confirm that we comply with all terms, conditions and specifications of the Bidding Documents read in conjunction with Amendments(s) / Clarification(s) / Addenda / Errata (if any) issued by the Owner prior to opening of Techno – Commercial Bids and the same has been taken into consideration while making our Techno – Commercial Bid & Price Bid and we declare that we have not taken any deviation / exceptions in this regards.

2. We further confirm that any deviation variation or additional conditions etc or any mention, contrary to the Bidding Documents and its Amendments(s) / Clarification(s) / Addenda / Errata (if any) as mentioned at 1.0 above found anywhere in our Techno – Commercial Bid and / or price Bid, implicit or explicit, shall stand unconditionally withdrawn, without any cost implication whatsoever to the Owner, failing which the Bid Security shall be forfeited.

For and on behalf of:

Stamp & Signature:

Name :

Designation :

Date :

Sign & Stamp of Bidder

Annexure-E

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

Ref. :

Date:

To
GM-BUH, HURL Sindri Project,
Hindustan Urvarak & Rasayan Limited,
(A JV of CIL, NTPC, IOCL, FCIL & HFCL)
Old FCIL Office Complex, PO- Sindri
Dhanbad, Jharkhand PIN – 828122

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)

Sign & Stamp of Bidder

Annexure-F**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.	
l	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

Sign & Stamp of Bidder