

# आईआरईएल (इंडिया) लिमिटेड IREL (India) Limited

(पूर्व इंडियन रेअर अर्थ्स लिमिटेड Formerly Indian Rare Earths Ltd.)

रेअर अर्थ्स प्रभाग Rare Earths Division,

उद्योगमंडल Udyogamandal, कोची Kochi-683501

(ISO 9001:2015, ISO 14001:2015 & OHSAS 18001:2007 certified Company)

Phones : +91 484 2545062 - 65 Fax : +91 484 2545269

email: purchase-red@irel.co.in/head-red@irel.co.in Website:www.irel.co.in

## क्रय पूछताछ Purchase Enquiry

OFFERS FROM VENDORS REGISTERED WITH IREL,  
R.E. DIVISION FOR THE TENDERED ITEMS WILL  
ONLY BE CONSIDERED FOR EVALUATION

पूछताछ सं. IRE/RED/P/ Me/16/74/2020  
Enquiry No.

ता. 05/01/2021 देय तारीख 28/01/2021  
Date Due Date

लिफाफे के ऊपर उपर्युक्त का उल्लेख करें  
Please quote the above details on envelope.

महोदय Dear Sir(s),

Kindly send us your quotation for the following, in sealed cover superscribing tender number & due date (please quote rate applicable to Govt. Concerns Only) along with necessary documents as stated in the enquiry.

| क्र. सं.<br>Sl. # | विषय विवरण<br>Item Description                                                                                                                                             | एकक<br>Unit | परिमाण<br>Quantity |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|
| 1.                | BOLT & NUT MS 1/2" X 1 1/2" TRIANGLE, TW, CIPL                                                                                                                             | Kgs.        | 50.00              |
| 2.                | BOLT & NUT MS 1/2" X 3" Make: TRIANGLE, TW, CIPL, VK, ASHOKA-                                                                                                              | Kgs.        | 150.00             |
| 3.                | BOLT & NUT MS 1/2" X 3 1/2" Make: TRIANGLE, TW, CIPL, VK, ASHOKA                                                                                                           | Kgs.        | 150.00             |
| 4.                | BOLT & NUT MS 3/8" X 1 1/2" TRIANGLE, TW, CIPL                                                                                                                             | Kgs.        | 50.00              |
| 5.                | BOLT & NUT MS 3/8" X 3" Make: TRIANGLE, TW, CIPL, VK, ASHOKA                                                                                                               | Kgs.        | 50.00              |
| 6.                | WASHER MS 3/8" Thickness 1.5- 2 mm                                                                                                                                         | Kgs.        | 50.00              |
| 7.                | WASHER MS 1/2" Thickness 1.5- 2mm                                                                                                                                          | Kgs.        | 150.00             |
| 8.                | COTTON WASTE COTTON YARN WASTE-Good quality without any foreign materials. Sample of 10 grams to be sent along with quotation. Offers with sample only will be considered. | Kgs.        | 200.00             |

Please see and comply the Instruction to Tenderers for submission of tenders and procedure for tender evaluation by IREL as per Annexure-I strictly.

Incomplete offers are liable to be rejected. Order will be placed either item-wise or combined for full/part quantities as deemed appropriate of the tender.

List of Annexures:

- I. Terms & Conditions
- II. Instructions to Tenders
- III. Checklist
- IV. Price bid format.

भवदीय Yours Truly  
कृते आईआरईएल (इंडिया) लिमिटेड  
For IREL (India) Limited

(दुसरी पृष्ठ में दिए गए नियम और शर्तें इस निविदा के लिए बाध्य कर रहे हैं)  
(Terms & Conditions as given overleaf are binding on this tender)

**TERMS AND CONDITIONS**

- 1) Last date and time of receipt of bids: 28/01/2021 at 10.30 A.M.
- 2) Date and time of opening of bids: 28/01/2021 at 11.00 A.M.
- 3) Place of opening of bids: IREL (India) Limited, Udyogamandal
- 4) **Delivery Schedule:** The material is required to be supplied within 30..... (Thirty) days of placement of order. Your offer shall clearly mention delivery schedule. Offer not mentioning delivery schedule or with delivery schedule beyond the stipulated time are liable to be rejected.
- 5) **Validity of offer:** Your offer shall be valid for 30..... (Thirty) days from the date of opening of tender.
- 6) **Terms of Payment**
  - a) The material shall be delivered at stores, IREL(India)Limited, Udyogamandal.
  - b) No part Supply shall be accepted unless otherwise mentioned in our order.
- 7) **Terms of Payment**
  - a) 100% payment shall be released within 30 days on completion of satisfactory inspection & acceptance by IREL (India) Limited, after receipt of material at our stores, IREL(India) Limited.Udyogamandal.
  - b) No advance payment shall be made.
- 8) **Liquidated Damages (LD)**  
Liquidated Damages (LD) shall be levied where reasons are attributable to supplier for delays in execution of purchase order. LD shall be levied @0.5% per week or part thereof on the value of unfinished supply/work order for each week of delay subject to a maximum of 5% of the total value of contract.
- 9) **Rejection of offers:** IREL (India) Limited. Reserves the right to reject offers without assigning any reason thereof.
- 10) **Arbitration:** The Chairman & Managing Director, IREL (India) Limited. or his authorized representative shall be the sole arbitrator in case of a dispute arising out of the contract. The contractor shall not raise any objection to the process of resolution of the dispute. However, in case of non-resolution of the dispute, the matter shall be dealt with under the provisions of the Conciliation and Arbitration Act, 1996 or any subsequent amendment thereto.
- 11) **Jurisdiction:** All legal matters arising out of the contract shall be under the jurisdiction of Ernakulum Court.
- 12) **CANCELLATION**  
IREL reserves the right to cancel the Purchase Order or any part thereof and shall be entitled to rescind the contract wholly or in part in a written notice to successful tenderer if;
  - Successful tenderer fails to comply with the terms of the order
    - Successful tenderer fails to convey written acceptance of the Order within 15 days of receipt at their end.
  - Successful tenderer fails to deliver goods on time and / or to replace the rejected goods promptly.
  - Successful tenderer becomes bankrupt or goes into liquidation.
  - Successful tenderer make a general assignment for the benefit of creditors and a receiver is appointed for any of the property owned by successful tenderer fails.

Upon receipt of the said cancellation notice the successful tenderer shall discontinue all work on the Purchase order and matters connected with it. IREL in that event will be entitled to procure the requirements in the open market and recover excess payment over Successful tenderer's agreed price, if any, from reserving to itself the right to forfeit the EMD and/or security deposit, if any, submitted by the successful tenderer against the contract.
- 13) **Method of black listing vendors**
  - 13.1 Any failure by the vendor to supply/execute the contract as per order may result in black listing of vendors by the authority competent to conclude the contract. The black listed vendor shall not be considered for a minimum period of one year from the date of black listing.
  - 13.2 Further the competent authority may blacklist the bidder, if the bidder changes bid either techno-commercial and/or price or withdraw his bid after receipt of the same and during the validity period of bid.
  - 13.3 Further, the vendor shall be banned from doing any business with IREL (India) Limited in case of
    - a. If security considerations including question of loyalty to the state so warrant.
    - b. If the proprietor of the firm, its partner or representative is convicted by a court of law following prosecution for offences relating to business dealings.
    - c. If there is strong justification for believing that the proprietor or employee or representative of the firm has been guilty of malpractice such as bribery, corruption, fraud, substitution of tenders, interpolation, misrepresentation, evasion or habitual default in payment of any tax levied by law, etc.
  - 13.4 An order for ban/ suspension passed for a certain specified period shall be deemed to have been automatically revoked on expiry of that specified period and it will not be necessary to issue a specific formal order of revocation, except that an order of suspension/ban passed on account of doubtful loyalty or security consideration shall continue to remain in force until it is specifically revoked.
  - 13.5 An order of ban on grounds of conviction by Court of Law may be revoked if, in respect of the same facts, the accused has been wholly acquitted by a court of law.
- 14) **PRICE PREFERENCE FOR MICRO AND SMALL ENTERPRISES**
  - 14.1) Micro and Small Enterprises quoting price within price band of L1+15 per cent shall be awarded 20 per cent of the quantity of works by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be awarded works up to 20 percent of total tendered value.
  - 14.2) In case of more than one such Micro and Small Enterprise, works shall be shared proportionately (to tendered quantity).
- 15) **EVALUATION OF BIDS / PLACEMENT OF ORDER**  
Contract will be awarded to technically and commercially qualified bidder with the lowest price (L1). The L1 is arrived by combining the cost of all the items as per the Price Schedule and by considering the benefits to IREL.

**IREL (India) Limited**  
**RARE EARTHS DIVISION - UDYOGAMANDAL – 683 501**

**Instruction to Tenderers for submission of tenders and procedure for tender evaluation by IREL**

1. This is a 2 cover system. (Technical Bid & Price Bid)
2. **Along with Technical Bid the following details / documents shall be attached in a separate cover provided and superscribed as “Technical Bid”.**
  - a. TDC & EMD (if applicable).
  - b. Specification & Quantity of material.
  - c. Delivery schedule.
  - d. Validity of offer.
  - e. Terms of delivery.
  - f. Terms of payment.
  - g. Those who are eligible for exemption shall provide details & request for exemption from EMD/TDC. Parties registered under MSME Act 2006 shall provide self attested copy of valid Registration certificate (please also indicate, whether MSME is owned by SC/ST Entrepreneur).
  - h. **Annexure – III, CHECK LIST**, duly filled and signed by the person authorised to sign.

**Tenders which do not include the above details in Technical Bid cover shall not be qualified / considered for further evaluation. No further clarification will be made in this regard.**

**Please do not write price of items anywhere in technical bid. Such bids with price of items written anywhere in technical bid will not be qualified / considered for further evaluation.**

3. A format for bidding price is attached, **“Price Bid Format” (Annexure –IV)**. Bidders shall quote the price strictly as per this format. **Price bid shall be submitted exclusively in a separate cover superscribed as “Price Bid”.**

Technical & Price bid should not be put together in one cover. **Tenders with Price bid and Technical bid (documents / details as per clause 2) submitted in single cover having rate / price of the item(s) in open condition will not be qualified / considered for further evaluation.**

Please do not write price of items anywhere in technical bid. Such bids with price of items written anywhere in technical bid will not be qualified / considered for further evaluation.

4. Both covers explained above shall be put in a 3<sup>rd</sup> cover superscribed with the Tender No. and due date **addressed to the G M & HEAD, IREL(India) Limited, RED, Udyogamandal – 683 501, Kerala**. Sealed tenders can also be deposited in the box kept at our Main Gate. Offers received after the due date and time will not be considered for evaluation. Offers through FAX/Email will not be considered.
5. Bidders have to fulfil all the tender conditions. **If any clarifications are required, please contact IREL officials before quoting.** No clarifications shall be obtained / entertained from bidders after opening Technical bid.
6. Only Technical Bids will be opened on the due date. Offers received after the due date and time will not be considered. If the bidders deviates / fail to meet the tender terms & conditions (which are specified overleaf of purchase enquiry), their offer shall be summarily rejected. **Price bids of technically acceptable tenders will be opened at a later date. Parties interested to be present at the time of opening of price bids may contact IREL within 3 days of opening of Technical bid.**
7. If tenders cannot be opened on due date due to any unforeseen reasons, it will be opened on the next working day at the same time without any prior notice.
8. Contract will be awarded to technically and commercially qualified bidder with the lowest price (L1). Cost net of tax benefits to IREL will be considered for evaluation of L<sub>1</sub>.
9. This is a ‘Limited Tender’. Tenders received from Vendors registered with IREL Udyogamandal will only be considered for evaluation.

CHECKLIST

*(To be verified by the bidder before submitting the offer and circle the applicable option.*

*The checklist duly filled & signed shall form part of the Technical Bid)*

| Sl. No. | Tender no. / date                                                                                                                       | IRE/RED/P/ | /  | / | / | dt. |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------|------------|----|---|---|-----|
| 1       | Whether agreeable to supply the materials as per specification and quantity of "IREL PURCHASE ENQUIRY".                                 | Yes        | No |   |   |     |
| 2.      | Whether agreeable to Delivery Schedule<br><i>Ref: clause No.4 Terms &amp; Conditions of Tender</i>                                      | Yes        | No |   |   |     |
| 3.      | Whether agreeable to Validity of offer<br><i>Ref: clause No.5 Terms &amp; Conditions of Tender</i>                                      | Yes        | No |   |   |     |
| 4       | Whether agreeable to Terms of Delivery<br><i>Ref: clause No.6 Terms &amp; Conditions of Tender.</i>                                     | Yes        | No |   |   |     |
| 5.      | Whether agreeable to Terms of Payment<br><i>Ref: clause No.7 Terms &amp; Conditions of Tender</i>                                       | Yes        | No |   |   |     |
| 6.      | Whether there is any correction or overwriting in the Price Bid.<br><i>(If yes, such correction should be properly countersigned)</i>   | Yes        | No |   |   |     |
| 7.      | Whether agrees to all other terms and conditions as given on the backside of Purchase Enquiry<br><i>(details of deviation citing ).</i> | Yes        | No |   |   |     |

**Offers from parties not agreeable to IREL Terms & Conditions shall not be considered for further evaluation.**

**Signature of the bidder**

**Date:**

**Office Seal of the bidder**

IREL ( India) Limited  
RARE EARTHS DIVISION  
UDYOGAMANDAL – 683 501

PRICE BID FORMAT

| Sl. No.                                              | DESCRIPTION OF ITEMS                                                                       | Unit | Quantity | Unit Rate (Rs) | AMOUNT (Rs) |
|------------------------------------------------------|--------------------------------------------------------------------------------------------|------|----------|----------------|-------------|
| A                                                    | Basic price<br><br>- Item No. 1 -----<br><br>- Item No. 2 -----<br><br>-<br><br>-<br><br>- |      |          |                |             |
| B                                                    | SUB TOTAL (Rs)                                                                             |      |          |                |             |
| C                                                    | Discount, if any (..... %)                                                                 |      |          |                |             |
| D                                                    | Packing & Forwarding charges (If applicable)                                               |      |          |                |             |
| E                                                    | Freight for door delivery at IREL Stores, Udyogamandal                                     |      |          |                |             |
| F                                                    | SGST as applicable (.....%)                                                                |      |          |                |             |
| G                                                    | CGST as applicable (..... %)                                                               |      |          |                |             |
| H                                                    | IGST as applicable (.....%)                                                                |      |          |                |             |
| I                                                    | Insurance (If applicable)                                                                  |      |          |                |             |
| J                                                    | Buy – Back price (If specified in Tender)                                                  |      |          |                |             |
| K                                                    | GRAND TOTAL (F.O.R. IREL Stores, Udyogamandal) (Rs)                                        |      |          |                |             |
| GRAND TOTAL (IN WORDS) : Rupees -----<br><br>- ----- |                                                                                            |      |          |                |             |

Contract will be awarded to technically and commercially qualified bidder with the lowest price (L1). Taxes will be paid at actual as applicable at time of supply. The rates quoted shall remain firm and no escalation/amendment of the rates during the currency of contract will be entertained.

In case of any discrepancy between the rate and amount, the rate will govern and between figures and words, words will prevail. The decision of the competent Authority in this regard shall be final and binding on all parties.

Signature of the bidder

Date:

Office Seal of the bidder

ETHICS IN TENDERING & OTHER BUSINESS DEALINGS

Dear Sir,

Indian Rare Earths Limited, a Government of India undertaking under the administrative control of Department of Atomic Energy is doing its business as per the rules and regulation of the Public Sector Undertaking and other statutory agencies. The business is done in an ethical, rational & impartial manner with good corporate governance.

In our endeavour to be more transparent in our dealings and to support our ideology all **Vendors, Customers and Business Partners** are requested not to provide any gift and / or inducement to any of our employees for securing / being granted favour in dealings with our Company. In assurance of your commitment to the aforesaid, it will be highly appreciated if you fill up, sign and abide by the attached undertakings.

Report of any gifts and / or inducements sought by any employee of the company should be immediately reported to any one of the following:

|                                                                                                                                                             |                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chairman & Managing Director<br>Indian Rare Earths Limited.,<br>1207, V.S. Marg, Prabhadevi<br>Mumbai 400 028.<br>Ph: 022-24225778<br>Email:cmd@irel.gov.in | Chief Vigilance Officer<br>Indian Rare Earths Limited.,<br>1207, V.S. Marg, Prabhadevi<br>Mumbai 400 028<br>Ph:022-24221068<br>Email:cvo@irel.gov.in |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|

We assure you that complaints if any made by you on the subject will be kept confidential and fair investigation will be conducted and appropriate action will be taken. Similarly, we except your commitment to the undertaking and its violation will have consequences as per prevailing rule of the Company.

Thanking you,

For IREL(India) Limited.

Sd/-

DGM (Purchase)

UNDERTAKING

Date:

To,

M/s. IREL(India)Limited,  
1207, V.S. Marg, Prabhadevi  
Mumbai 400 028.

I / We ..... am / are a Vendor / Customer of IREL(Indian)Limited (now onwards to be referred as Company).

I / We agree and undertake:

Not to provide any gift and / or inducement to any employee of the Company in connection with securing / being granted favour (s) in my / our dealings with the Corporate office of the company and / or its any field units namely MK, Chavara, OSCOM, RED & IRERC.

To immediately report any gift and / or inducement sought by any employee of the Company granting favour(s) to me / us in my / our dealings with the Company and / or its field units.

Signature.....

Name.....

Title.....

Name of the Company and Address (with Seal).....

Name of the Company & Address (With Seal): .....