



## 1. निविदा निर्धारण घोषणा के साथ / Tender specifications including declaration



### Design, Development, Installation & Commissioning of IT Management Software Application

आईआरईएल(इंडिया)लिमिटेड/ IREL (India) Limited  
(Formerly Indian Rare Earths Limited)  
(भारत सरकार का उपक्रम/A Government of India Undertaking)  
चवरा, कोल्लम, केरल /CHAVARA, KOLLAM, KERALA 691 583  
CIN: U15100MH1950GOI008187  
GSTIN: 32AAACI2799F1ZN

**नोट /Note:**Page No. 4 (containing 'Undertaking' and 'Declaration') and Page No. 13 (containing 'Bank/Remittance Details' and 'Registration Details') shall be filled in, signed, seal-affixed and submitted along with the bid.



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### 3. निविदा एवं अन्य व्यवसाय व्यवहार में एथिक्स / ETHICS IN TENDERING & OTHER BUSINESS DEALINGS

प्रिय महोदय / Dear Sir,

IREL (India) Limited, a Government of India Undertaking under the administrative control of Department of Atomic Energy, is doing its business as per the rules and regulations of Public Sector Undertakings 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 undertaking.

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

<p>अध्यक्ष एवं प्रबंधक निदेशक/Chairman &amp; Managing Director आईआरईएल (इंडिया) लिमिटेड / IREL (India) Limited 1207, वी एस मार्ग, प्रभादेवी/1207, V.S. Marg, Prabhadevi मुंबई / Mumbai - 400 028 Ph: 022-24225778 Email: <a href="mailto:cmd@irel.co.in">cmd@irel.co.in</a></p>	<p>मुख्य सतर्कता अधिकारी/ Chief Vigilance Officer आईआरईएल (इंडिया) लिमिटेड / IREL (India) Limited 1207, वी एस मार्ग, प्रभादेवी/1207, V.S. Marg, Prabhadevi मुंबई / Mumbai - 400 028 Ph: 022-24221068 Email: <a href="mailto:cvo@irel.co.in">cvo@irel.co.in</a></p>
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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 expect your commitment to the undertaking and its violation will have consequences as per prevailing rules of the company.

सधन्यवाद / Thanking you,

कृते आईआरईएल(इंडिया) लिमिटेड  
For IREL (India) Limited

उ म प्र(वाणिज्य)/  
DGM(Commercial)

तारीख / Date:



#### 4. वचन / UNDERTAKING

तारीख/Date:

को/To

M/s. IREL (India) Limited,  
CHAVARA

I/we ..... am/are a Vendor/Customer of IREL (India) Limited (Now onwards to be referred as Company)

I/We agree and undertake:

1. 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 Company and its field Unit at Chavara, Kerala.
2. To immediately report any gift and / or inducement sought by any employee of the Company in exchange of the Company and/or its field units granting favour(s) to me/us in my/our dealings with the Company and/or its field unit.

हस्ताक्षर/Signature: .....

नाम/ Name: .....

नाम/Title: .....

कंपनी का नाम, पता एवं संपर्क विवरण

Name of the Company, Address and Contact details: .....

कार्यालय मोहर

Official Seal

#### 5. घोषणापत्र / DECLARATION

I/ We have remitted:

Rs. .... (.....) towards ~~Tender Document Cost~~ vide  
BG / DD No. .... dt. ....

Rs. .... (.....) towards ~~Earnest Money Deposit~~ vide  
BG / DD No. .... dt. ....

~~Proof of the same is/are enclosed in a separate cover / uploaded on MSTC website.~~

~~I/ We have read and understood and completely satisfied myself/ourselves of all Terms and Conditions of the tender and hereby accept full responsibility to carry out the supply at the rates indicated in the Price Schedule.~~

Signature of the tenderer:

Full address: .....

Place:

Date:



## 6. अनुबंध की सामान्य शर्तें / GENERAL CONDITIONS OF CONTRACT

### 6.1 Definition of Terms:

In the contract (as hereinafter defined) the following words, definitions and expressions shall have the meanings hereby assigned to them. Except where the context otherwise requires

#### 6.1.1 Purchaser/Company/Contractee/IREL(India)Limited

The 'Purchaser/Company/Contractee/IREL' shall mean IREL (India) Limited, Chavara Unit incorporated under the companies act, 1913 and having its registered office at Plot No. 1207, Opp. Siddhi Vinayak Temple, Veer Savarkar Marg, Prabhadevi, Mumbai-400028.

#### 6.1.2 Contractor/Supplier/Tenderer/Bidder

The 'Contractor/Supplier/Tenderer/Bidder' shall mean the person or company whose tender is accepted by the Purchaser and shall be deemed to include the Contractor's successors, legal heirs, executors, administrators, representatives and permitted assignees.

### 6.1.3 Sub-contractor

The 'Sub-contractor' shall mean the person or company named in the contract for any part of the work or any person to whom any part of the contract has been sub-let by the Contractor with the consent in writing of the Purchaser and shall include his legal heirs, executors, administrators, representatives and assignees approved by the Purchaser

### 6.1.4 Contract

Contract shall mean and include the Invitation to Tender, Instructions to Tenderers, General Conditions of Contract, Special Conditions of Contract, drawing specifications, Scope of Work, tender submitted by the Tenderer, including his price offer, Performance Guarantee Bond and other Bonds, Letter of Acceptance, Work/purchase/service/consultancy Order and the Contract and any communication having the effect of amendment of the contract, and the contract agreement.

6.1.5 **Contract price** means the sum mentioned in the tender that has been accepted, subject to such additions thereto or deductions there from as may be made under the provisions of the contract.

6.1.6 **Duration of Contract** means the period stipulated in the contract or work order and includes any extended period thereof, if any made by a written communication.

### 6.1.7 Officer-in-Charge (OIC)/ Engineer-in-Charge (EIC)

The term "Officer-in-Charge (OIC)/ Engineer-in-Charge (EIC)" as used herein shall mean officer or engineer as designated by IREL.

6.1.8 **Representative of Officer-in-Charge (OIC)/ Engineer-in-Charge (EIC)** means any assistant of the officer /Engineer appointed from time to time by IREL to perform the duties of OIC/EIC.

6.1.9 **Terms &Conditions** means the Special Conditions of Contract and General Conditions of Contract herein mentioned and other stipulations incorporated in any part of Tender Document and /or Agreement.

### 6.1.10 Tender Specification

The term "Tender Specification" shall mean the design data, drawing schedules, broad equipment characteristics and other technical details furnished with the invitation to tender for the purpose of submitting the offer by the tenderer.

### 6.1.11 Contract Specification

The term "Contract Specification" shall mean the schedules, detailed designs, statements of technical data, performance characteristics and all such particulars mentioned as such in the contract

### 6.1.12 Letter of Intent (LOI)

The term "Letter of Intent (LOI)" shall mean intimation by a letter to successful tenderer that the tender has been accepted in accordance with the provisions contained in that letter.

### 6.1.13 Site

The term "Site" shall mean the place or places envisaged by IREL(India)Limited at which the plant and equipment supplied under the contract are to be erected and/or services/works/consultancy are to be performed under the contract.

## 6.2 प्रभारी अधिकारी / प्रभारी अभियंता /OFFICER-IN-CHARGE (OIC)/ENGINEER-IN-CHARGE (EIC):

The Officer/ Engineer-in-charge shall have authority

- For general supervision, follow up of supply and direction of the work.
- To direct stoppage of work whenever such stoppage may be necessary to ensure proper execution of the Contract.
- To reject all works and materials which do not conform to the contract.



The OIC/EIC shall have neither any authority to relieve the contractor of any of his duties / obligations under the contract nor ordering any work involving delay or any extra payment by IREL(India)Limited or making any variation of or in the work except otherwise expressly provided herein under or elsewhere in the contract.

### 6.3 दस्तावेज का विरोध एवं व्याख्य /**CONFLICT AND INTERPRETATION OF DOCUMENTS:**

- 6.3.1 Words imparting the singular only also include the plural and vice versa where the context requires; words imparting persons include firms or corporations and vice versa where the context requires.
- 6.3.2 Word imparting masculine gender includes the feminine gender and vice versa where the context so requires.
- 6.3.3 The several documents forming the contract are to be taken as mutually explanatory of one another. In case conflicting statements or directives should occur among the contract documents, it shall be the responsibility of the successful bidder to notify IREL(India)Limited, with a copy sent concurrently to the OIC/EIC, immediately in writing and obtain instructions from IREL(India)Limited to eliminate the conflict.
- 6.3.4 The successful bidder shall notify IREL(India)Limited, with a copy sent concurrently to the EIC/OIC, promptly of any discrepancies, omissions or doubts it may have, regarding drawings, specifications or other documents. Noted or calculated dimensions shall always be followed
- 6.3.5 In the event of conflict between various documents forming the contract, the relevant terms and conditions of the work/purchase/service/consultancy order shall prevail over those of all such other documents forming the contract and binding on the contractor and IREL(India)Limited.
- 6.3.6 In case of conflict between the General Conditions of contract and the Special Conditions of the contract, the Special Conditions of contract shall prevail.

### 6.4 मानक/ **Standards**

The Machinery, Material, works, Services, etc. supplied under this Contract shall conform to the standards mentioned in the Technical Specifications and, when no applicable standard is mentioned, the latest current edition or revision of the relevant Indian Standards and Codes shall be considered.

### 6.5 आदेश और निर्धारण स्कोप /**Scope of Order and Specifications**

Contractor shall supply the material or execute the work according to the specifications enclosed and in accordance with all conditions both general and specific enclosed with work/purchase/service/consultancy order, unless any or all of them have been modified or cancelled in writing either as a whole or in part by IREL(India)Limited.

### 6.6 साइट निरीक्षण / **Inspection of site**

The bidder or his representative shall be deemed to have inspected and examined the site and surroundings before submitting his tender and shall obtain the necessary information as to risks and other circumstances which may influence or affect his tender.

### 6.7 काम और सबलेटिंग/**Assignment and Subletting**

- 6.7.1 The contractor shall not assign, sublet or transfer the contract or any part thereof or any benefit or interest therein or there under without the written consent of IREL(India)Limited.
- 6.7.2 The contractor shall not sublet the whole or any part of the work without the written consent of IREL(India)Limited and such consent, if given, shall not establish any contractual relationship between the sub-contractor(s) and IREL(India)Limited and shall not relieve the contractor of any responsibility, liability, or obligations under the contract and the contractor shall be responsible for the acts, defaults or neglects of any sub-contractor or his agent or workmen.

### 6.8 मूल्य /**Prices**

Unless otherwise agreed to specifically in order, the price payable by IREL(India)Limited to the contractor under the order shall remain firm throughout the period of contract.

The Bidder shall include in his tender all items of equipment/system etc. as stated in the Technical specifications of the tender. The prices shall be itemized in accordance with the Price bid Schedule attached with the tender and the Bidder quoted for all items as per Price bid format will only be considered for opening the price bid.



The Contractor is responsible and liable for remitting all statutory dues collected / included in the Price schedule of the contract to the statutory authorities without fail. IREL(India)Limited is not responsible for remittance of such statutory liabilities of the contractor.

#### 6.9 कर एवं शुल्क /Taxes, duties & levies

Bidders must clearly mention their Tax Registrations, wherever applicable in their offers and invoices. Tax shall be clearly mentioned in the offer indicating the applicable rates, otherwise it shall be considered to be inclusive of tax, as applicable.

In order to enable IREL(India)Limited to avail tax benefits, the contractor shall ensure submission of Tax invoice as per the prescribed formats by the statutory authorities. In case the Supplier fails to submit the requisite documents, the amount on account of duties/ taxes, levies as indicated in his quotation/invoice / Work order/Contract shall not be paid.

#### 6.10 ई एम डी, अगर कोई खोने की संभावना हो तो /EMD, if any is liable to be forfeited if:

- The tenderer changes the terms and conditions or prices or withdraw his quotation subsequent to the date of opening.
- The tenderer fails to accept the order when placed or fails to commence supplies/works/services after accepting the order.
- The bidder submits false/fabricated documents.
- The bidder fails to submit SD as stipulated in the tender.

#### 6.11 The SD & retention money, if any shall stand forfeited in favour of IREL(India)Limited, without any further notice to the contractor in the following circumstances:

- In case of any failure whatsoever on the part of the contractor at any time during performance of his part of the contract including the extended periods of contract, where notice is given and time for rectification allowed.
- If the contractor indulges at any time in any subletting/ sub-contracting of any portion of the work without approval of IREL(India)Limited.

#### 6.12 परिसमापन क्षति /Liquidated Damages (LD)

##### 6.12.1 Liquidated Damages (LD) shall be levied where reasons are attributable to supplier / contractor for delays in execution of purchase order/ contract. LD shall be levied @0.5% per week or part thereof on the value of unfinished supply/work for each week of delay, subject to a maximum of 5% of the total value of contract.

##### 6.12.2 Wherever the supply/work is on turnkey basis or having a bearing on commissioning and performance of the system in total, LD is to be imposed on total value.

##### 6.12.3 If, at the time of issuing the order, separate period of completion is specified for certain item of work or group of items of work, LD can be levied on the total value of item of work or group of items of work which are completed beyond the agreed contract period.

#### 6.13 फोर्स मजूर /FORCE MAJEURE:

##### 6.13.1 Force majeure is an event beyond the control of supplier/contractor and not involving the supplier's/contractor's fault or negligence and which is not foreseeable. Such events may include, but are not restricted to acts of the purchaser/contractor either in its sovereign or contractual capacity, wars or revolution, hostility, acts of public enemy, civil commotion, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts and freight embargoes or any other event which IREL(India)Limited may deem fit to consider so. The decision about force majeure shall rest with IREL(India)Limited which shall be final and binding. Force Majeure clause has to be compulsorily embedded in the order.

##### 6.13.2 If there is delay in performance or other failures by the supplier/contractor to perform obligations under its contract due to event of a Force Majeure, the supplier/contractor shall not be held responsible for such delays/failures. \

##### 6.13.3 If a Force Majeure situation arises, the supplier/contractor shall promptly notify the purchaser in writing of such conditions and the cause thereof within fifteen days of occurrence of such event. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as reasonable/practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

##### 6.13.4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period of exceeding sixty days, IREL(India)Limited may at its option terminate the contract without any financial repercussion on either side.

#### 6.14 निष्पादनजांच/Performance test

The Contractor shall be responsible for carrying out performance tests on all equipment supplied by him and/or procured by the Purchaser as indicated in the Technical specifications covered in the Tender document, in the presence of the Purchaser's





representative. This responsibility shall rest with the Contractor regardless of whether the erection has been carried out by him or any other agency.

On the satisfactory completion of the performance test, the Purchaser will issue an Acceptance certificate on written request from the Supplier.

The date of the acceptance certificate shall be considered to be the date of satisfactory completion of the performance test.

#### 6.15 पत्राचार /Correspondence

All correspondence shall be in English and addressed to IREL(India)Limited drawn to the attention of the officer issuing the order, unless otherwise specifically authorized.

#### 6.16 कर्मकार को जोखिम/दुर्घटना /Accident or Injury to Workmen

The Contractor shall be solely liable for any accident or injury that may happen to any of his personnel engaged in the Contract. IREL(India)Limited shall not be liable for, or in respect of, any damage or compensation payable at law in respect of, or in consequence of, any accident or injury to any personnel in the employment of the Contractor and the Contractor shall indemnify and keep indemnified IREL(India)Limited against all such claims, damages, compensations and proceedings. The Contractor shall forthwith report to IREL(India)Limited all cases of accidents to any of his personnel and shall make every arrangement to render all possible assistance and aid to the victims of the accident.

#### 6.17 सांविधिक एवं आन्य नियमों का पालन/Compliance with Statutory and Other Regulations

The Contractor shall, in all matters arising in the performance of the Contract, conform at his own expense to the provisions of all Central or State statutes, ordinances or laws and the rules, regulations, or bye-laws of any local or other duly constituted authority and shall keep the Purchaser indemnified against all penalties and liabilities of every kind for breach of any such statute, ordinance, law, rule regulations or bye-law. The Contractor shall give all notices and pay all fees and taxes required to be given or paid under any Central or State statutes, ordinances or other laws or any regulations or bye-laws of any local or other duly constituted authority in relation to the contract.

#### 6.18 सुरक्षा नियम/Security regulations

The Contractor shall abide by all the security regulations at site promulgated by IREL(India)Limited from time to time. The Contractor shall provide identity badges for all his personnel, which must be properly displayed by them at site.

#### 6.19 विक्रेताओं को बैल्क लिस्टिंग की रीति /Method of black listing vendors

- 6.19.1 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.
- 6.19.2 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.
- 6.19.3 Further, the vendor shall be banned from doing any business with IREL(India)Limited if:
  - a. Security considerations including question of loyalty to the state so warrant.
  - b. Proprietor of the firm, its partner or representative is convicted by a court of law for offences relating to business dealings.
  - c. There is strong justification to believe 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.
- 6.19.4 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.
- 6.19.5 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.

#### 6.20 गोपनीय/Secrecy

The Contractor shall not at any time during the pendency of the contract or there after disclose any information furnished to them by IREL(India)Limited or any drawings, designs, reports and other documents and information prepared by the Contractor for this contract, without the prior written approval of IREL(India)Limited except in so far as such disclosure is necessary for the performance of the Contractor's work and service hereunder.





6.21 क्षतिपूर्ति /Indemnity

The contractor shall indemnify IREL(India)Limited and keep IREL(India)Limited indemnified to the extent of the value of free issue materials to be issued till such time the entire contract is executed and proper account for the free issue materials is rendered and the left over/surplus and scrap items are returned to IREL(India)Limited. The contractor shall not utilize IREL(India)Limited's free issue materials for any job other than the one contracted out in this case and also not indulge in any act, commission or negligence which will cause/result in any loss/damage to IREL(India)Limited and in which case, the Contractor shall be liable to IREL(India)Limited to pay compensation to the full extent of damage/loss and undertake to pay the same.

6.22 मृत्यु, दिवाला आदि /Death, Bankruptcy, etc.

If the Contractor dies or dissolve or go into bankruptcy, or being a corporation cause to be wound up except for reconstruction purposes or carry on its business under a receiver, the executors, successors or other representatives in law of the estate of the Contractor or any such receiver, liquidator, or any person in whom the contract may become vested, shall forthwith give notice thereof in writing to IREL(India)Limited and shall remain liable for the successful performance of the contract, and nothing aforesaid shall be deemed to relieve the Contractor or his successors of his or their obligations under the contract under any circumstances. IREL(India)Limited may terminate the Contract by notice in writing to the Contractor.

6.23 मध्यस्थता /Arbitration

All disputes and differences of any kind what so ever arising out of or in connection with the contract or carrying out of the works (whether during the course of works or after their completion and whether before or after determination, abandonment or breach of contract) shall be referred to and settled by the person authorized and notified in writing by IREL(India)Limited L who shall state his decision in writing. Such a decision may be in the form of a final certificate or otherwise, within a period of 30 days from the date of receipt of such reference to them.

If the Bidder is dissatisfied with the decision of such authorized person, then he may within 30 days of receipt of such decision send a written appeal to IREL(India)Limited L, represented by the Chairman and Managing Director at the registered office, Mumbai for Arbitration, in accordance with the provisions of the Arbitration and Conciliation Act and the Rules framed there under from time to time, and for the time being in force. Such written appeals should however specify only those matters in dispute, which have been referred to such authorized person but not satisfied with the decision and the reasons leading to his dissatisfaction.

If the period of 30 days has expired at any stage, stipulated in the preceding paras without any response from the Bidder before such expiry, the Bidder is deemed to have communicated his satisfaction to the decision of IREL(India)Limited at the relevant stage and all his rights of further appeal or as the case may be, adjudication are deemed to have been waived once and for all. The seat of arbitration will be at Mumbai and only the appropriate Court coming under High Court of Mumbai will have jurisdiction to entertain all matters of litigation to the exclusion of all other courts. The Bidder shall not in any way delay or default or cause to delay or default the carrying out of the works by reason of the fact that any matter has been agreed to be referred to and / or referred to Arbitration. For Global tender this clause may be modified by the competent authority on case to case basis.

6.24 जूरिस्डिक्शन /Jurisdiction: The courts within the local limits of whose jurisdiction the place from which the purchase order is issued is situated only shall, subject to Arbitration Clause, have jurisdiction to deal with and decide any matter arising out of this contract. In the event of disputes the same will be subject to exclusive jurisdiction of Court of Kollam, Kerala.

6.25 निविदा प्रस्तुतीकरण केलिए मुआवजा केलिए नदावा/NO CLAIM FOR COMPENSATION FOR SUBMISSION OF TENDER:

The tenderer whose tender is not accepted shall not be entitled to claim any costs, charges, expenses of and incidental to or incurred by him through or in connection with his submission of tender, even though IREL(India)Limited may elect to withdraw the invitation to tender.

6.26 जोखिम क्रय खेड/ RISK PURCHASE CLAUSE

After award of the contract, if the tenderer fails to execute the supply as per tender or at any time repudiates the order, IREL(India)Limited has the right to forfeit the EMD and invoke the security deposit and execute the order from other agencies at the risk and cost of the tenderer. The cost difference between the alternative arrangements and total contract value will be recovered from the tenderer along with other incidental charges. In case of execution of order through alternative sources and if price is lower, no benefit on this account will be passed on to the tenderer.



#### 6.27 संबंधित पार्टी /RELATED PARTY:

Bids submitted by related parties in which there seems to be collusion are liable to be rejected. Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and /or operating decision.

#### 6.28 पेटन्च इनफ्रिन्जमेन्ट एवं इन्टमेनटि / PATENT INFRINGEMENT AND INDEMNITY:

The Supplier shall protect, indemnify and save harmless to IREL(India)Limited, its successors, assigns, customers and users of its products, against all liability, including costs, expenses, claims, suits or proceedings at law, in equity or otherwise, growing out of, or in connection with, any actual or alleged patent infringement (including process patents, if any), or violation of any license with respect thereto, by reason of the manufacture and/or sale by, or on behalf of Supplier of the plant or any part thereof, or the purchase thereof by IREL(India)Limited or the use thereof in India for the purchase for which it is furnished, or the sale by IREL(India)Limited, its successors or assigns or products made, manufactured, fabricated, processed or produced with the said plant or any part thereof, and will defend or settle at Supplier's own expense, any such claims suits, or proceedings.

IREL(India)Limited will promptly notify the Supplier in writing of any such claim, suit, action or proceeding coming to its attention, giving authority and all available information and assistance for the Supplier's defense of the same. If at any time the installation of the plant or any part thereof, or the use thereof in India for the purpose for which it is furnished or the sale of products produced therewith, is prevented or enjoyed because of patent infringement or claimed infringement, the Supplier shall promptly at his own expense, either procure for IREL(India)Limited the rights to use and continue to use such plant or replace the same at his own expense with equally efficient non-infringing plant satisfactory under all requirements of the contract, so that the operation of IREL(India)Limited's plant will not be unduly delayed or interrupted. If shipment of the plant, or any part thereof is prevented by attachment, injunction or otherwise, or in the course of transit from the Suppliers factory or other point of origin to the site of IREL(India)Limited, as a result of any claim of patent infringement the Supplier shall, at his own cost and expense, promptly furnish and post the necessary bond or take such other steps as may be necessary to enable shipment to be made without delay. IREL(India)Limited will have the right to retain counsel of its own choice to collaborate in the defense of any such claim, suit action or proceeding.

6.29 मात्राएं /Quantities: The quantities indicated in the Tender are indicative and IREL(India)Limited is not obligated to place order for the full quantities. Bidders shall be willing to accept and execute order at their quoted rates / as agreed upon by IREL(India)Limited.

#### 6.30 रद्दीकरण/CANCELLATION:

IREL(India)Limited reserves the right to cancel the Purchase/work/service/consultancy 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 purchase/work/service/consultancy 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/work/service/consultancy order and matters connected with it. IREL(India)Limited 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.

#### 6.31 एम एस सी को लाभ/Benefits to Micro and Small Enterprise(MSE)s:

6.31.1 Micro & Small Enterprises (MSEs) registered with National Small Industries Corporation (NSIC) are eligible for the following benefits:

- (a) Issue of tender document free of cost
- (b) Exemption from payment of Earnest Money Deposit
- (c) Price preference up to 15%.
- (d) Relaxation of prior experience / prior turnover criteria, subject to meeting of quality and technical specifications.
- (e) In case MSE participates in the TReDS Platform, they stand to get benefits. Visit <https://www.rxil.in/Home/Index> for more info.

Note: Refer The Gazette of India: Extraordinary Part II, Section 3 (ii) for new definition of MSME status, which is effective 01.07.2020.



- 6.31.2 In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement after they bring down their price to L1 price, in a situation where L1 price is from someone other than a Micro and Small Enterprise. Such Micro and Small Enterprise shall be allowed to supply at least 25% of total tendered value or as per existing MSE rules in force.
- 6.31.3 In case of more than one MSE coming in the price band of L1+15%, the quantity allotted to MSEs shall be shared in equal proportion among such MSEs, provided all of them bring down their price to L1 price.
- 6.31.4 Out of 25% procurement from MSEs, 4% is earmarked for MSE units owned by ScheduledCaste / Scheduled Tribe (SC/ST) entrepreneurs and 3% for women-owned enterprises. Tenderers are required to state clearly if they are SC/ST entrepreneurs or women-owned enterprises.
- 6.31.5 MSEs are required to submit along with their offer, Udyog Aadhaar Memorandum or valid Registration Certificate issued by NSIC/DIC/KVIC/KVIB/Coir Board/ Directorate of Handicrafts and Handlooms or valid certificate issued by any other body specified by Ministry of MSME. Benefits available to MSEs will not be provided to those MSEs who submit such documents after opening of the bids. Any changes to the Public Procurement Policy of the Govt. of India as notified from time to time shall be applicable to this contract. MSEs claiming benefits available through registration with the above bodies have to clearly mention whether their offer is to be considered by IREL(India)Limited for grant of MSME benefits.
- 6.31.6 The above benefits available to MSE bidders shall be provided only to those MSE bidders who submit Udyog Aadhaar Memorandum or certificate issued by NSIC/DIC/KVIC/KVIB/Coir Board/ Directorate of Handicrafts and Handlooms or any other body specified by Ministry of MSME and upload the same in CPP (Central Public Procurement) Portal.
- 6.32 Should any conditions in the General Conditions of Contract be contrary to the Special Conditions of the Contract, such Special Conditions of Contract shall prevail.
- 6.33 In case of any discrepancy in the Tender terms and conditions, the **uploaded Tender** terms and conditions shall be final.
- 6.34 In case of exigencies, IREL(India)Limited reserves right to release the **repeat order** with the same terms and conditions and at the rate agreed upon(after discount if any) , after considering additional business. The party shall be ready to accept and execute such repeat order.



## 7. SCOC का अनुबंध -I/ Annexure-I of SCOC

### 7.1. सामान्य /GENERAL

- 7.1.1. For the purpose of this GENERAL SAFETY CODE, the term 'Contractor' shall include 'Supervisor' deputed by the contractor for site supervision as well as all personnel deputed by contractor to the site.
- 7.1.2. Contractor, Supervisor and personnel shall follow the safety regulations under all applicable Acts of Indian Parliament and Indian standards.
- 7.1.3. Contractor, Supervisor and all personnel shall wear Identity Cards on their persons. These Identity cards shall be issued by the contractor and shall bear name, signature and date of the Contractor.
- 7.1.4. Names of Supervisors and all personnel deputed by the Contractor complete with qualification, age and postal address shall be declared by the Contractor before engagement of such personnel.
- 7.1.5. All supervisors and personnel shall undergo a Safety Orientation Training (SOT) imparted by the Safety Department before being engaged in work. The Contractor and Supervisors shall write to Engineer –in-charge to ensure refresher training from Safety Department before the expiry of the date of validity of SOT. EIC shall ensure that a copy of "SAFETY GUIDE" for IREL(India)Limited Chavara is issued to the contractor before commencement of work.
- 7.1.6. The work area and the approach ways shall be cleaned before and after work every day for five minutes. The work areas shall be maintained in a neat and clean manner throughout the working hours. No cluttering shall be allowed which is a risk for any one walking in the area. A neat and clean area contributes largely to safety.
- 7.1.7. First aid kits as advised by IREL(India)Limited Medical Department shall be maintained at the work site by the Contractor/ Supervisor.
- 7.1.8. Contractor/ Supervisor shall take all measures at the work site to protect the public from accidents and shall be bound to bear the expenses of defense of every suit, action or other proceedings at law that may be brought by any persons for injury sustained owing to neglect of the above precautions and to be liable to pay such persons claims as per law.
- 7.1.9. All necessary personnel safety equipment such as safety helmets, safety shoes, double life line safety belts, gloves, safety goggles, face masks, etc. as considered adequate by Engineer-In-Charge (EIC) or safety officers of IREL(India)Limited shall be kept available for the use for persons employed at the site of work and maintained in a condition suitable for immediate use. The Contractor/ Supervisor shall take all steps to ensure proper use of equipment by the workers. The contractor shall provide safety shoes to all its employees deployed at site. In case of an accident resulting in any rest of disability to the workmen the same should be immediately reported to the safety officer/ 'Engineer-in-charge.
- 7.1.10. Before commencing field work the contractor shall submit a HIRA (Hazard Identification and Risk Analysis) for works requiring Class-1 or electrical safety permits, complete with Control Measures, to the EIC for his review and approval.

### 7.2. विद्युत इंजीनियरिंग पहलू /ELECTRICAL ENGINEERING ASPECTS

- 7.2.1. Adequate precautions shall be taken to prevent danger from electrical equipment.
- 7.2.2. Isolator shall be kept in OFF position when personnel are working on concerned circuits.
- 7.2.3. Fuses shall be removed when personnel are working on concerned circuits.
- 7.2.4. "MEN AT WORK" boards are put on the feeder when personnel are working on concerned circuits.
- 7.2.5. All portable tools are supplied through ELCB
- 7.2.6. Motors, gearing, transmission, electric wiring and other dangerous parts of hoisting appliances should be provided with efficient safeguards.
- 7.2.7. Hoisting appliances to be provided with means to reduce to the minimum the risk of any part of suspended load becoming accidentally displaced.
- 7.2.8. 8. "V- Belts shall not be used for any lifting purposes.
- 7.2.9. 9. When workers are employed on electrical installations which are already energized, insulating mats, wearing apparel, such as gloves, sleeves and boots as may be necessary shall be provided.
- 7.2.10. The workers shall not wear any rings, watches and carry keys or other materials which are good conductors of electricity.
- 7.2.11. No work shall be done on live electrical parts under rain or in wet clothes.

### 7.3. यांत्रिक इंजीनियरिंग पहलू /MECHANICAL ENGINEERING ASPECTS

- 7.3.1. Use of hoisting machines and tackle including their attachments, anchorage and support shall conform to the Indian Standards.
- 7.3.2. Hoisting machines and tackle including their attachments, anchorage and support shall be of good mechanical construction, sound material and adequate strength and free from visible defect and shall be kept in good repair and in good working order.
- 7.3.3. Every rope used in hoisting or lowering materials or as means of suspension shall be of durable quality and adequate strength and free from patent defects.
- 7.3.4. V-Belts shall not be used for any lifting purposes.
- 7.3.5. Every crane drive or hoisting appliance operator shall be properly qualified and no person under the age of 21 years shall be in charge of any hoisting including any scaffolding which or give signals to operator.
- 7.3.6. In case of every hoisting machine and of every chain ring hook, shackle shovel and pulley block used in hoisting or as means of suspension the safe working load shall be ascertained by adequate means. Every hoisting machine and all gear referred to above shall be plainly marked with the safe working load. In case of hoisting machine having a variable safe working load, each safe working load and the conditions under which it is applicable shall be clearly indicated. No part of any machine or any gear referred to above in this paragraph shall be loaded beyond the safe working load expect for the purpose of testing.
- 7.3.7. In case of departmental machines, the safe working load shall be notified by the company. As regards your machines, you shall notify the safe working load of the machine to the Company whenever you bring any machinery to site of work and get it verified by the company.
- 9.3.8 Hoisting appliances should be provided with such means as will reduce to the minimum the risk of any part of suspended load becoming accidentally displaced.



## 8. रोकड अंतरण केलिए बँक विवरण / IREL(India)Limited Bank Details for money transfer through RTGS/NEFT

1. Name of the Bank: State Bank of India, Chavara, Kollam.
2. Bank A/C No. 57013595003
3. IFSC Code: SBIN0070055

After remittance of the amount, the party has to intimate the following details to IREL(India)Limited.

- 1) UTR No.
- 2) Name of the party.
- 3) Date of remittance.
- 4) Amount remitted.
- 5) Order from IREL(India)Limited against which payment is made.

## 9. रजिस्ट्रेशन विवरण / REGISTRATION DETAILS

Name of the firm	
PF Regn. No.	
PAN	
Micro Small Medium Enterprise Type and Regn. No.	
Category to which the MSME belongs	SC/ST / Women / Others
GST Regn.No.	
Name of the Contact Person	
Phone Number(s) - Landline / Cell phone	
Email address(es)	

Refer The Gazette of India: Extraordinary Part II, Section 3 (ii) for new definition of MSME status, which is effective 01.07.2020.

In case MSE participates in the TReDS Platform, they stand to get benefits. Visit <https://www.rxil.in/Home/Index> for more info.

नोट /Note: The contractor shall furnish

1. Self-certified copy of PAN card.
2. Self-certified copy of GST registration certificate (if any) before the commencement of the work.
3. In case the supplier is not having GST registration certificate, supplier is required to declare the same.

### Note:

Page No. 4 (containing 'Undertaking' and 'Declaration') and Page No. 13 (containing 'Bank/Remittance Details' and 'Registration Details') shall be filled in, signed, seal-affixed and submitted along with the bid.





**10. दोबोले जमा के लिए बैंक गारंटी के लिए प्रोफार्म /PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT**

(To be issued by approved Scheduled Banks)

In accordance with Notice Inviting Tender (NIT) No. \_\_\_\_\_ Dated \_\_\_\_\_ for the work of \_\_\_\_\_ (herein after referred to as "the said Works") for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only), under \_\_\_\_\_ (MK unit/Chavara unit/OSCOM unit/RED unit/Corporate Office) of M/s Indian Rare Earths Limited, a company incorporated under Indian Companies Act, having its registered office at Plot No.1207, ECIL building, Opp. to Siddhi Vinayak Temple, Veer Savarkar Marg, Prabhadevi, Mumbai - 400028, India (herein after referred to as IREL(India)Limited), M/s \_\_\_\_\_ Address \_\_\_\_\_ [Herein after referred to as Contractor (s)] wish /wishes to participate in the said tender and a Bank Guarantee for the sum of Rs. \_\_\_\_\_ (in words) valid for a period of \_\_\_\_\_ days (in words) is required to be submitted by the Bidder towards the Bid Security.

We the \_\_\_\_\_ Bank (hereinafter called the said Bank) do hereby undertake to pay to IREL(India)Limited, the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) by reason of the said tenderer's failure to enter into an agreement of contract on intimation of acceptance of his tender and/or to commence the contract works and/or failure to deposit the security deposit within the stipulated period as per the terms and conditions relating to and/or governing the contract and/or specified in the Notice Inviting Tender (NIT). We also agree that any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. We also agree that notwithstanding any dispute or difference or any litigation in respect of or arising from the said contract and/or the acceptance of the tender of the tenderer afore stated by IREL(India)Limited including the question as to the tenability of the claim of the IREL(India)Limited for forfeiting the Earnest Money being the Bank Guarantee herein, we shall forthwith pay the said amount to IREL(India)Limited on demand being made as aforesaid.

We \_\_\_\_\_ Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for entering into an Agreement of contract and that it shall continue to be enforceable till all the dues of the IREL(India)Limited under the terms and conditions of the NIT for the work have been fully paid and its claims satisfied or discharged or till IREL(India)Limited certifies, that the terms and conditions of the NIT have been fully and properly carried out by the said tenderer and accordingly discharges the guarantee.

We \_\_\_\_\_ Bank further agree with the IREL(India)Limited that the IREL(India)Limited shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the NIT and/or terms and conditions governing the contract or to extend the time of validity of the offer from the said tenderer from time to time or to postpone for any time or from time to time any of the power exercisable by the IREL(India)Limited against the said tenderer and to forbear or enforce any of the terms and conditions of the NIT and we shall not be relieved from our liability hereunder by reason of any such variation, or extension being granted to the said tenderer or for any forbearance, act or omission on the part of the IREL(India)Limited or any indulgence by the IREL(India)Limited to the said tenderer or by any such matter or thing whatsoever which under the law relating to surety/guarantee would but for this provision have effect of so relieving us.

We \_\_\_\_\_ Bank do hereby further agree that any change in the Constitution of the said tenderer or the Bank will not affect the validity of this guarantee.

We \_\_\_\_\_ Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the IREL(India)Limited in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ Bank

(Signature with name in Block letters with designation, \_\_\_\_\_ Attorney as per power of Attorney No. \_\_\_\_\_ dt. \_\_\_\_\_)

Bank's Common seal



## 11. प्रतिभूति जमा केलिए बैंक गारंटी के लिए प्रोफार्म /PROFORMA FOR BANK GUARANTEE FOR SECURITY DEPOSIT

WHEREAS on or about the \_\_\_\_\_ day of \_\_\_\_\_ M/s \_\_\_\_\_ (Tenderer's name & address), having its registered office situated at \_\_\_\_\_ (Postal address) (herein after referred to as 'The Tenderer') entered into a contract bearing reference no. \_\_\_\_\_ dt. \_\_\_\_\_ with \_\_\_\_\_ (MK unit/Chavara unit/OSCOM unit/ RED unit/Corporate Office) of M/s IREL(India) Limited, a company incorporated under Indian Companies Act having its registered office at Plot No.1207, ECIL building, Opp. to Siddhi Vinayak Temple, Veer Savarkar Marg, Prabhadevi, Mumbai – 400 028, India (herein after referred to as IREL(India)Limited), for \_\_\_\_\_ (details of order) (herein after referred to as 'The Contract').

AND WHEREAS under the terms and conditions of the contract the tenderer is required to keep with IREL(India)Limited a security deposit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) or submit a Bank Guarantee in lieu of cash deposit for the fulfilment of the terms and conditions of the contract, and whereas the supplier has chosen to submit a Bank Guarantee.

We \_\_\_\_\_ Bank do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from IREL(India)Limited stating that the amount claimed is due by way of loss or damage caused to or that would be caused to or suffered by IREL(India)Limited by reason of breach of any of the terms and conditions of the said contract. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. The payment will be released within three working days from the date of demand for payment.

We undertake to pay to IREL(India)Limited any money so demanded notwithstanding any dispute or disputes raised by the tenderer in any suit or proceeding pending before any court or tribunal relating thereto, our liability under these present being absolute and unequivocal.

The payment so made by us under this guarantees shall be valid discharge of our liability for payment thereunder and the tenderer shall have no claim against us for making such payment.

We \_\_\_\_\_ Bank further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of IREL(India)Limited under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till IREL(India)Limited certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said tenderer and accordingly discharges this Guarantee. Our Guarantee shall remain in force until \_\_\_\_\_ and unless a demand or claim under this guarantee is made on us in writing within three months from the expiry of the Guarantee period, we shall be discharged from all liability under this Guarantee thereafter.

We \_\_\_\_\_ Bank, further agree that IREL(India)Limited shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extent time of performance by the said tenderer from time to time or to postpone for any time or from time to time any of the powers exercisable by IREL(India)Limited against the said tenderer and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contract or for any forbearance, act or omission on the part of IREL(India)Limited or any indulgence by IREL(India)Limited to the said tenderer or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant.

We \_\_\_\_\_ Bank lastly undertakes not to revoke this guarantee during its currency except with the previous consent of IREL(India)Limited in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20-- \_\_\_\_\_ Bank

(Signature with name in Block letters with designation,

Attorney as per power of Attorney No. \_\_\_\_\_ dt. \_\_\_\_\_)

Bank's Common seal





## 12. वाणिज्य शर्त /Commercial Conditions

### 12.1. एमएसटीसी लि को अंतरण शुल्क/TRANSACTION FEE to MSTC Ltd.

- 12.1.1. The transaction fee shall be 0.05% of estimate (excluding GST) indicated in the basic information sheet or as stipulated by M/s. MSTC for this tender.
- 12.1.2. Payment of Transaction fee shall be made by NEFT in favour of M/s. MSTC Ltd. (Ref. Cl. 6.4 of Important Instructions).
- 12.1.3. Transaction fee and related bank charges are to be paid by bidder. Transaction fee will be reimbursed by IREL(India)Limited on submission of request for reimbursement, along with proof of the payment.

### 12.2. Tender Document Cost (TDC) to IREL(India)Limited (Applicable for Public Tenders with estimate higher than Rs.5,00,000/-)

- 12.2.1. Tender Document Cost of Rs.560/- (Rupees Five Hundred and Sixty only) shall be paid to get Tender Document directly from IREL(India)Limited. No TDC is to be paid in case the document is downloaded from the website. Tender document shall be issued free of cost to Government Body/ PSU.
- 12.2.2. Payment of Tender Document Cost shall be by Demand Draft / Banker's Cheque in favour of IREL, Chavara (refer Clause 10 for details). Bank Charges are to be borne by bidder.
- 12.2.3. MSME bidders can claim exemption of Tender Document Cost as per Clause 8.30 of the tender. Note: Refer The Gazette of India: Extraordinary Part II, Section 3 (ii) for new definition of MSME status, which is effective 01.07.2020.
- 12.2.4. Offer submitted without proof of payment of TDC or valid certificate for exemption of TDC shall be summarily rejected.

### 12.3. Earnest Money Deposit (EMD) to IREL(India)Limited (Applicable for Public Tenders with estimate higher than Rs.2,00,000/-)

- 12.3.1 Earnest Money Deposit of Rs.19,025/- (Rupees Nineteen Thousand and Twenty Five only) shall be made by Demand Draft / Banker's Cheque / BG (from Scheduled Bank as per format given) in favour of IREL(India)Limited, Chavara and proof of same shall be submitted along with offer. Bank charges are to be borne by the bidder.

Bidders eligible for exemption of EMD shall submit, along with the offer, valid MSME certificate or Udhog Aadhaar Memorandum (UAM) document and proof of uploading of details in CPP (Central Public Procurement) Portal. Government Bodies/Public Sector Undertakings are exempted from payment of EMD. Note: Refer The Gazette of India: Extraordinary Part II, Section 3 (ii) for new definition of MSME status, which is effective 01.07.2020.

### 12.3.2 Offers not complying with Cl. 15.3.1 or Cl. 15.3.2 above shall be summarily rejected.

### 12.3.3 No interest shall be paid on EMD. EMD shall be dealt with as follows:

- a) EMD shall be returned to unsuccessful bidder after finalisation of order, but not later than 30 days of finalisation of order.
- b) In case of successful bidder it shall be adjusted as a part of Security Deposit (SD).

### 12.3.4 The EMD shall be forfeited if:

- a) The bid is revoked during its validity period.
- b) The bidder changes the terms and conditions or prices or withdraws his quotation subsequent to the date of opening.
- c) The bidder fails to accept the order when placed or fails to commence work after accepting the order.
- d) The bidder submits false/fabricated documents.
- e) The bidder fails to submit SD as stipulated in the tender.

### 12.4 क़तिभूति जमा /SECURITY DEPOSIT (SD) to IREL(India)Limited (Applicable for Work Orders with total order value higher than Rs.50,000/-)

- 12.4.2 The successful tenderer shall furnish Security Deposit (SD) amounting to 3% of the total contract value (inclusive of EMD) in the same manner as specified for EMD, within 15 days of receipt of order.
- 12.4.3 The Security Deposit shall be for the due and faithful performance/execution of the contract and will be subject to the terms and conditions finally concluded between the supplier and IREL(India)Limited.
- 12.4.4 The SD will be refunded on the request of the supplier after satisfactory completion of the entire contract and after he has discharged off all his obligations under the contract and on production of "No Objection certificate" form the Engineer-in-Charge.



- 12.4.5 If the extent or object of the contract is altered during the execution of the contract in such a way that the contract price changes by more than 10%, then the SD shall be increased or decreased accordingly. However this does not apply to variation in contract amount due to diesel escalation clauses if provided in the tender and change in statutory duties & levies.
- 12.4.6 In the event of SD getting reduced by any deductions etc., the supplier shall, within 15 days thereof, make good for equal amount any sum/sums which may have been deducted from his SD.
- 12.4.7 In case bidder fails to submit SD within 30 days of receipt of order, the EMD is liable to be forfeited.
- 12.4.8 In case of failure on the part of the contractor to perform his part of the contract, the SD will be forfeited without any further notice.

## 12.5 भुगतान शर्त /PAYMENT TERMS

12.5.1 For payments the following documents are to be submitted by the contractor to the EIC.

- a.Bill
- b.Labour License(as applicable)
- c.Wage register.
- d.Workmen Compensation Policy
- e.ESIC (if employees are covered under Workmen Compensation Policy they need not be covered under ESIC and vice versa.)
- f. PF-Challan/ECR copy

Payment shall be released within 30 days after completion of the work , submission of invoice, verified and certified by Engineer In-Charge.

All payments will be subject to deduction of income tax at source at the prevailing rates of tax as provided in the Income Tax Act.

Payments will be made through e-payment. For facilitating e-payment you have to provide

- a.Beneficiary name
- b.Account number
- c.Name of the bank
- d.IFSC
- e.Nature of account (Saving/ Current/ CC/ OD)
- f. Branch code

## 12.6 बीजक प्रस्तुतीकरण /SUBMISSION OF INVOICES

Bidders shall ensure submission of GST Invoice as per the formats prescribed by the statutory authorities indicating GST Reg. No. of both bidder as well as IREL (32AAAC12799F1ZN) to enable IREL(India)Limited to avail Input Tax Credit.

12.7 निविदा

## 12.8 बिड मान्यता /VALIDITY OF BID

Tender validity period shall be **120 days** from the date of opening. In the event of Bidder withdrawing his Bid before the expiry of validity period, the EMD, if any, shall be forfeited.

## 12.9 निविदा स्वीकृति /ACCEPTANCE OF TENDER

IREL (India) Limited reserves the right to accept or reject all or any tender without assigning any reasons and does not bind themselves to accept the lowest offer.

## 12.10 संशोधन /AMENDMENTS

बिड्डर का हस्ताक्षर एवं मोहरें

Signature & Seal of the Bidder  
<http://bit.ly/irevendregu>

Design, Development&installation of Software application  
<http://bit.ly/mstcireli>

IREL/Chavara/20-21/T.No122  
<http://bit.ly/ireliltend>

पृ सं  
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<http://bit.ly/cpppireli1>



- 12.10.1 At any time prior to the last date for submission of bids, **IREL(India) Limited reserves the right to amend and modify the tender document** and the same may be intimated accordingly.
- 12.10.2 The amendment so carried out shall form part of the main tender and shall be binding upon the Tenderers. IREL (India) Limited may at their discretion, extend the last date for submission of bids, to enable bidders to have reasonable time to submit their bid after taking into consideration such amendments.



### 13 निविदा अनुसूची/ SCHEDULE OF TENDER (SOT)

Sl. No.	Particulars	
13.1	Name of the work	Design, development, installation & Commissioning of IT Management Software Application at the existing server in IREL(India)Limited, Chavara
13.2	Type of Tender	Public Tender (Single part)
13.3	Estimated Contract Value	Rs.1,82,900/- (including GST)
13.4	Tender No.	IREL/CH/20-21/T.No.122
13.5	Bid Submission	Offers shall reach IREL (India) Ltd., Chavara - before the due date and time of bid opening - in one large sealed envelope superscribed with the <u>Name of work</u> , <u>Tender number</u> , <u>Due date of opening of bids</u> and <u>Name of the bidder</u> on the envelope.
13.6	Start Bid Date and Time	03.12.2020, 18.30 Hrs.
13.7	Close Bid Date and Time	23.12.2020, 14.30 Hrs.
13.8	View Tender Date and Time	03.12.2020, 18.00 Hrs.
13.9	Date and time of opening tender	23.12.2020, 15.00 Hrs.
13.10	Qualification criteria of bidders	Bidder should have successfully completed at least 2 Similar Works* in last 3 years ending November 2020 with at least 1 work completed for Central/State Public Sector Undertakings.  *Similar works-Design, development, Installation & Commissioning Web application/ERP Software.  <b><u>Documents to be submitted</u></b> Work order with completion Certificates/intimation.
13.11	Tender Document Cost (TDC) to IREL (INDIA) LIMITED	Nil
13.12	Earnest Money Deposit (EMD) to IREL (INDIA) LIMITED	Nil
13.13	Security Deposit	As per Clause 12.4
13.14	Period of Contract	As per Clause 17
13.15	Schedule of Payment	As per Clause 12.5 & 21
13.16	Liquidated Damages	As per Clause 7.12
13.17	Address for Correspondence	The party shall provide valid E-mail ID and Cell phone Nos. for communication, along with Full Name and Address.

कृते आईआरईएल(इंडिया) लिमिटेड /For IREL (India) Limited

उ म प्र (वाणिज्य) /DGM (Commercial)



#### 14. **संविदा की विशेष शर्त / SPECIAL CONDITIONS OF CONTRACT**

##### 14.1 **आपूर्ति का स्कोप /Scope of Work:** Design, development, installation & Commissioning of IT Management Software Application at the existing server in IREL (India) Limited, Chavara.

In order to drive continuous improvement and promote automation in IT Department, it is proposed to implement web based IT Management software solution.

##### 14.2 **Salient features** – The software shall comply the below requirements.

14.2.1 The software user language – English

14.2.2 Number of usage – 100 -150

14.2.3 Application type – Web Based, to be installed at the server in our premises and accessible from any computer on the network with standard browser.

##### 14.2.4 **Operational Scope – MIS/IT Department deals with maintenance and inventory management of IT equipments**

###### 14.2.4.1 **Masters**

###### 14.2.4.1.1 **Equipment Master**

14.2.4.1.1.1 Budget Type – Capital / Revenue

14.2.4.1.1.2 Name of the item

14.2.4.1.1.3 Code ( Auto)

14.2.4.1.1.4 Annual Depreciation Rate (If Capital)

14.2.4.1.1.5 Save / Add New

###### 14.2.4.1.2 **Brand Master**

14.2.4.1.2.1 Name of Equipment (Select)

14.2.4.1.2.2 Name of Brand

14.2.4.1.2.3 New Brand

###### 14.2.4.1.3 **Vendor Master (Supplier)**

14.2.4.1.3.1 Name

14.2.4.1.3.2 Address

14.2.4.1.3.3 City

14.2.4.1.3.4 District

14.2.4.1.3.5 State

14.2.4.1.3.6 Phone

14.2.4.1.3.7 Fax

14.2.4.1.3.8 Email

14.2.4.1.3.9 Contract Person

14.2.4.1.3.10 Add New

###### 14.2.4.1.4 **Department Master**

14.2.4.1.4.1 Department Name

14.2.4.1.4.2 Department Code

14.2.4.1.4.3 Type (Plant/ Administration)

###### 14.2.4.1.5 **User Master**

14.2.4.1.5.1 User Name

14.2.4.1.5.2 Designation

14.2.4.1.5.3 Card No

14.2.4.1.5.4 Department (Select)



14.2.4.1.6 **Maintenance Type Master**

14.2.4.1.6.1 Type – AMC/ Warranty / In – House

14.2.4.1.7 **Complaint Description Master**

14.2.4.1.7.1 Add New

14.2.4.1.7.2 Complaint Code (Auto)

14.2.4.1.7.3 Description

14.2.4.1.8 **Time Management Master (For calculation of downtime)**

14.2.4.1.8.1 Financial Years

14.2.4.1.8.2 Holidays – Add New

14.2.4.1.8.3 Sundays (Auto)

14.2.4.1.9 **State Master**

14.2.4.1.10 Country Master

14.2.4.1.11 Revenue Master (Spares / Consumables)

14.2.4.1.12 Warranty Master (Standard Carry- In / Standard On – Site/ Comprehensive Carry – In / Comprehensive On – Site)

14.2.4.1.13 Set Financial Year

14.2.4.1.14 Complaint Template Master

14.2.4.2 **Maintenance Management – AMC, Warranty & In House**

**14.2.4.2.1**

**Maintenance Contract Registration**

14.2.4.2.1.1 Add New Contract

14.2.4.2.1.2 Maintenance Type (Select)

14.2.4.2.1.3 Name of Service Provider

14.2.4.2.1.4 Valid Form

14.2.4.2.1.5 Valid To

14.2.4.2.1.6 WO No

14.2.4.2.1.7 Date

14.2.4.2.1.8 Tag Equipment ( Add from List)

14.2.4.2.1.9 Rate / Month

14.2.4.2.1.10 PM Schedule

14.2.4.2.1.11 Contract ID (Auto)

14.2.4.2.1.12 Save/Edit Contract

14.2.4.2.2 **Complaint Registration and Closure**

14.2.4.2.2.1 **Direct Login > Select User**

14.2.4.2.2.1.1 Login Date & Time

14.2.4.2.2.1.2 Select Equipment

14.2.4.2.2.1.3 Details of Complaint (Select)

14.2.4.2.2.1.4 Job Id (Auto)

14.2.4.2.2.1.5 Sent Info / List Jobs

14.2.4.2.2.2 **Complaint Registration**

14.2.4.2.2.2.1 Date

14.2.4.2.2.2.2 Select equipment (of assigned user)



- 14.2.4.2.2.3 Name of Equipment / Equipment ID  
14.2.4.2.2.4 Date & Time of Breakdown  
14.2.4.2.2.5 Details of Complaint (Select)  
14.2.4.2.2.6 Complaint Registration No (of Service Provider) in EDIT MODE  
14.2.4.2.2.7 Print Breakdown Report (Date Time, Name of Equipment, Name of user, Department, Type of Maintenance, Contract ID, Contractor details, details of Complaint)  
14.2.4.2.2.8 Job ID (Auto Generate) – 120001 (Fin Year +4 digit Sr. No)
- 14.2.4.2.2.3 Complaint Closure  
14.2.4.2.2.3.1 Date  
14.2.4.2.2.3.2 Contract ID  
14.2.4.2.2.3.3 Select Pending Job ID's  
14.2.4.2.2.3.4 Show Name of Equipment  
14.2.4.2.2.3.5 Date & Time of Up  
14.2.4.2.2.3.6 Details of Work Done  
14.2.4.2.2.3.7 Name of SE  
14.2.4.2.2.3.8 Print Closure Report ( Job ID, CR Date Time, Closure Date Time, Down Time, Name of Equipment, Name of User, Department, Contract Details, Name of SE, Details of work Done)
- 14.2.4.2.3 Spares Outbound Issues (for repair)  
14.2.4.2.3.1 Contract ID, Job ID, Item Description. Item S/N, Date, Issued by, Received By, Complaint, Remarks, Outbound Serial No (Auto), Print Spares Out ward Slip  
14.2.4.2.4 Spares Inbound (repaired)  
14.2.4.2.4.1 Contract ID, Select Outbound Pending (List), If Replaced by another (non-repairable), Received Date, Received by, Returned by, Remarks, Print Spares inward Slip  
14.2.4.2.5. Preventive Maintenance  
14.2.4.1.5.1 Contract ID, PM Schedule, Pending PM, PM completed
- 14.2.4.3 **MIS Inventory Management**  
14.2.4.3.1 **Stores Receipts** - This includes the details of equipments received in MIS Department. It includes Capital items (Computers, Printers, Software Licenses, Scanners, and Photocopiers etc) and Revenue Items (Spares like mother board, RAM etc & consumable like Inkjet Cartridges, Laser Toners etc). Barcode generator and Scanner to be integrated with the web application for each SKU.  
14.2.4.3.1.1 Date of Receipt  
14.2.4.3.1.2 Budget Type – Select (Capital/Revenue)  
14.2.4.3.1.3 Name of the Item (Select from List)  
14.2.4.3.1.4 Brand (Select from List)  
14.2.4.3.1.5 Model Name  
14.2.4.3.1.6 Description  
14.2.4.3.1.7 Serial No/ license No  
14.2.4.3.1.8 Date of Purchase  
14.2.4.3.1.9 IREL PO No  
14.2.4.3.1.10 IREL PO Date  
14.2.4.3.1.11 Vendor Name (Select from vendor list)  
14.2.4.3.1.12 Vendor invoice No  
14.2.4.3.1.13 Vendor invoice Date  
14.2.4.3.1.14 Price per unit (Excl Taxes)  
14.2.4.3.1.15 Accessories  
14.2.4.3.1.16 Warranty (Years)/ Perpetual  
14.2.4.3.1.17 Maintenance Tag (Select from contract ID)





- 14.2.4.3.1.18 Item Code (Auto)
- 14.2.4.3.1.19 Item No (Auto)
- 14.2.4.3.1.20 Remarks
- 14.2.4.3.1.21 Installation Status ( Update after installation)
- 14.2.4.3.1.22 Printer ID No. If consumables
- 14.2.4.3.1.23 Print Receipt Voucher
  
- 14.2.4.3.2 **New Equipment Installation ( Capital)**
  - 14.2.4.3.2.1 Date of Installation
  - 14.2.4.3.2.2 Select Pending Items (Capital Receipts and not Installed)
  - 14.2.4.3.2.3 Show (Name of the Item, Brand, Model Name, Sr No, Vendor Name, Inv No, Inv Date, Warranty, Warranty Expiry, Price)
  - 14.2.4.3.2.4 Name of User (Select from list)
  - 14.2.4.3.2.5 Designation of User
  - 14.2.4.3.2.6 Name of HOD
  - 14.2.4.3.2.7 Designation of HOD
  - 14.2.4.3.2.8 Name of Department
  - 14.2.4.3.2.9 Purpose (Office Use / Plant Operation)
  - 14.2.4.3.2.10 Operating Hours (From: HRS-To HRS)
  - 14.2.4.3.2.11 Accessories Issued
  - 14.2.4.3.2.12 Installed by
  - 14.2.4.3.2.13 Updated By
  - 14.2.4.3.2.14 Asset ID ( Auto Generate) – Add Department Code + User Code to Item No
  - 14.2.4.3.2.15 Finance Asset Ref (in Edit Mode)
  - 14.2.4.3.2.16 Print Installation Certificate
  - 14.2.4.3.2.17 Print Equipment Label
  
- 14.2.4.3.3 **Spares / Consumables Issues (Revenue)**
  - 14.2.4.3.3.1 Date of Issue
  - 14.2.4.3.3.2 Select Revenue (Spares / Consumables)
  - 14.2.4.3.3.3 Select Item
  - 14.2.4.3.3.4 Show Stock ( Brand & Model No), Price,
  - 14.2.4.3.3.5 Quantity Issued ( Select & Issue)
  - 14.2.4.3.3.6 Name of User (Select User)
  - 14.2.4.3.3.7 Generate Issue No (Txn No)
  - 14.2.4.3.3.8 Print Issue voucher (Date, Issue No, Item, Brand, Model No, Price, Last issued in 6 months, Printer details if consumable, Issued by)
  
- 14.2.4.3.4 **Salvage Master (For Write-Off Assets)**
  - 14.2.4.3.4.1 Date
  - 14.2.4.3.4.2 Item
  - 14.2.4.3.4.3 Asset ID
  - 14.2.4.3.4.4 Salvage Reference No
  - 14.2.4.3.4.5 Salvage Reference Date
  - 14.2.4.3.4.6 Remarks
  - 14.2.4.3.4.7 Update Salvage Status in item Master
  
- 14.2.4.3.5 **New Equipment Details (For Desktop Computers, Laptop Computers & Printers)**
  - 14.2.4.3.5.1 Computer (Desktop & Laptop) – Select Equipment, Type (Desktop/ Laptop), Monitor, Processor, HDD, RAM, Motherboard, SMPS,OS OEM License No.



- 14.2.4.3.5.2 Printer Master – Toner / Cartridge Type
- 14.2.4.4 **Reports**
- 14.2.4.4.1 IT Asset Register (For Capital Items minus salvaged items)(Asset ID, Date of Installation, Name, Brand, Model, User, Department, Price, Book Value)
  - 14.2.4.4.2 Daily Pending complaints
  - 14.2.4.4.3 Valid Contractor ID Wise>> Job ID, Complaint Description, Date & Time of Break Down, No of days
  - 14.2.4.4.4 Service Provider – wise pending complaints in email format
  - 14.2.4.4.5 Department wise consumption pattern (From Date: To Date)
  - 14.2.4.4.6 User wise consumption pattern
  - 14.2.4.4.7 Contract History (From : To)
  - 14.2.4.4.8 Uptime,
  - 14.2.4.4.9 Equipment Maintenance History
  - 14.2.4.4.10 Bill Payments
  - 14.2.4.4.11 Stock report
  - 14.2.4.4.12 Capital Items – Computers / Printers / Network
  - 14.2.4.4.13 Revenue Items – Spares / Consumables
  - 14.2.4.4.14 Issue Voucher
  - 14.2.4.4.15 Maintenance Contract History
  - 14.2.4.4.16 Contract wise Pending List of Outbound Spares
  - 14.2.4.4.17 (Item Code, Classification, Description, S/N, Date Out, Issued By Received By)

#### 15 Technical Specification –

15.1	Operating System	Linux
15.2	Front end development	PHP 5.2+
15.3	Back end development	MySQL & Node.js
15.4	Framework	Codeignitor 3

#### 16 Bidder's Scope of Work -

S.no	Actions
16.1	Project Plan preparation
16.2	Business Requirement Analysis, System study and SRS preparation
16.3	Detailed timeline for development, testing and release plan
16.4	System Design
16.5	Visual Prototype Screens development
16.6	Design and development
16.7	Testing and implementation
16.8	User Acceptance testing
16.9	2 End User training not exceeding 3 hour per batch
16.10	Go live
16.11	1 Year software support post go live including the following <ul style="list-style-type: none"> <li>16.11.1 Bug fixes, if any</li> <li>16.11.2 Release of patches for bugs</li> <li>16.11.3 Maintenance of masters.</li> <li>16.11.4 Configuration of access rights to IMS software</li> <li>16.11.5 Updating any new developments in ISO system</li> </ul>

**17.Period of contract – 1 year 3 months from the receipt of work order or as per recommendation of Engineer – in - charge**



**18. IREL (India) Limited Scope:** Providing timely necessary assistance to the bidder as per scope of work during the period of contract

**19. Other Terms & Conditions**

- 19.1 The time period of completion of section 16.10 (Bidder's scope of work) shall be a maximum of 45 days from the receipt of the work order.
- 19.2 The developer should have domain expertise on all IT Management System requirements for this application.
- 19.3 The developed web application shall have protection from all type of cyber threats.
- 19.4 The contractor shall ensure data security while developing, hosting, updating and modification of application.
- 19.5 The contractor shall ensure no advertisements in the web application.
- 19.6 The proposed software shall be a browser independent web application
- 19.7 The contractor should keep the confidentiality of all the data.
- 19.8 The Contractor shall execute the agreement for the secrecy of data and content of the web application.
- 19.9 Codification, installation, implementation, hosting and functioning of the Software shall be in line with IREL Security policies. If there is any type of security deviation, the contractor shall be responsible for rectifying the security issues.
- 19.10 The inventory management module shall be integrated with QR Scanner and QR Generator. QR code scanner and printer required for this shall be provided by IREL (India) Limited.
- 19.11 Bidder is to provide end user manual in English after go live.
- 19.12 Travel and accommodation, if needed for on-site functions to be provided by the Bidder.

**20. मात्रा /Quantity:** As per Price Schedule

**21. भुगतान की सूची /Schedule of Payment:**

Payment to the supplier shall be made within one month of completion of supply and submission of bills, after due inspection & acceptance of the supply by Engineer-In-Charge / Officer-In-Charge.

**21.1 Payment Terms:**

S.No.	Milestone/ Completion	% Payment of the total
1	Section 16.5	30
	Section 16.8	30
	Section 16.10	30
	Section 16.11 After 6 months of Software Support	5
	End of Contract Period	5

**22. मूल्यांकन /Evaluation:**

Evaluation will be done on overall L1 basis on the prices offered as per the Price Schedule.

**23. संविदा अवार्ड / Award of Contract:**

Order will be awarded to the party with technically and commercially qualified bid having lowest price.

**24. संपर्क व्यक्ति /Contact Persons (Indenting Dept.):**

Ashish Manchanda, AM (DS &SS)  
Phone No.: 0476-2680701. Email: marketing-ch@irel.co.in

कृते आईआरईएल(इंडिया) लिमिटेड /For IREL (India) Limited

उ म प्र (वाणिज्य) /DGM (Commercial)



## 25. मूल्य अनुसूची / PRICE SCHEDULE

SL.No.	Deliverables	SKU	Price**
1	Design, development, installation & Commissioning of IT Management Software Application at the existing server in IREL(India) Limited, Chavara	1	x
Total			x

\*\* Exclusive of the GST

**Selection of L1 bidder will be based on over all I1**

### घोषणा /DECLARATION:

1. I/We have fully read and understood and completely satisfied myself/ourselves of the conditions set forth under the tender and accept the responsibility to execute the order in full at the rates mentioned above.
2. I/We have studied the site requirements and held discussions with all concerned regarding requirements of the tender and the rate quoted above is after taking into consideration all aspects thereof.

स्थान/Place:

हस्ताक्षर /Signature

तारीख/Date:

नाम एवं पूरा पता

Name & Full Address :