THE FERTILISERS AND CHEMICALS TRAVANCORE LTD
(A Government of India Enterprise)
PD Administration Building,
Udyogamandal – 683 501, Kochi, Kerala.
Phone: 0484-256 8635/2568204
Fax: 0484-254 5196

NOTICE INVITING TENDER

Tender No.MM/152/22098 dated 18-09-2020

Quotations are invited for **Printing and Supply of Printed Stationery** to FACT Head Office, Udyogamandal as per the enquiry terms and conditions. The bidders may also refer the Special Terms and Conditions (Annexure-II) and standard Terms and Conditions (Annexure -IX) applicable for the proposed tender.

Please submit your quotation in SINGLE PART in a sealed envelope SUPERSCRIBING our Enquiry No. and due date may be addressed to **The Asst. Officer (Administration), Central Bid Registration Cell, FACT PD Administrative Building, Udyogamandal - PIN 683 501**, Kerala as per Annexure VIII- . The bids shall be subject to acceptance of all the Special Terms & Conditions of Contract attached as Annexure-II.

1. Items description and Quantity : As specified in the Price Bid Annexure –V

2. Delivery of items : Administration Department, FACT Head Office, Udyogamandal, Kochi - 683501.

3. Earnest Money Deposit (EMD) : Rs. 74,000/- shall be submitted as detailed in the instructions to bidders (Cl 2 of ITB Annexure-VIII)

4. Security Deposit (SD) : 5% order value shall be paid only on the placement of Purchase Order (Clause 3 of STC Annexure - IX).

5. Last date and time of submission of bids : **10.11.2020 at 2:00 PM.**

6. Date and time of opening of bids : **10.11.2020 at 2:30 PM.**

BID System: Bids shall be submitted on a Single Part basis, as detailed in the instructions to bidders attached with the tender documents (clause 10.4 of ITB)

For the Fertilisers And Chemicals Travancore Limited

Senior Manager (Materials)

List of Enclosures:

1. Pre-qualification Criteria	:	Annexure - I
2. Special terms and Conditions	:	Annexure – II
3. Information About Bidders	:	Annexure – III
4. Details of Remittance of EMD	:	Annexure – IV
5 Price Bid	:	Annexure – V
6. Checklist	:	Annexure - VI
7. Proforma of Bank Guarantee for security deposit	:	Annexure - VII
8. Instructions to Bidders (ITB)	:	Annexure – VIII
9. Standard Terms and Conditions of Purchase	:	Annexure – IX

Notes:

1. Bids shall be submitted in hard copy only to the address given above.

2. If the date of opening of bids happens to be a holiday then the bids will be opened on the next working day at the same time

3. For corresponding on all matters regarding this enquiry, please indicate the above **Enquiry No: MM/152/22098 dated 18-09-2020.**

Annexure I

PRE-QUALIFICATION CRITERIA FOR PRINTING AND SUPPLY OF PRINTED STATIONERY

S No.	PQ Criteria	Documents required to prove the criteria	Particulars of Documents Submitted (to be Filled by the Bidder)
1	The bidder shall have the in-house capability to provide the printing work.	Self-declaration on company's letter head duly signed by authorized personnel should be attached as a documentary proof for the same.	
2	The bidder should have successfully executed orders for printing during the last 05 years ending date of publishing of NIT i) One order with value not less than Rs. 15 Lakh. OR ii) Two orders with value not less than Rs. 09 Lakh each. OR iii). Three orders with value not less than Rs. 06 Lakh each.	Proof shall be in the form of copies of orders along with respective completion certificate, dispatch documents or final invoice etc. to prove successful completion of the order.	
3	Average Annual financial turnover during the last 3 years, ending 31st March of 2019, should be at least 30 lakh, and minimum turn over for each year during the above period shall be 9 lakhs.	Copies of audited/CA certified Profit & Loss Statements for the past three financial years 2016-17, 2017-18, and 2018-19.	
Notes:			
1) FACT shall have the liberty to verify the reference submitted by the bidders with the user.			
2) Bidders not fulfilling 1, 2 & 3 above will not be considered for technical evaluation.			
3) Pre-qualified bids will only be considered for technical evaluation.			
4) Bids submitted without EMD of Rs.74,000/- will not be considered. Waiver shall be as per clause 1.2 of Instructions to bidders (ITB) Annexure - VIII. Copy of relevant certificate shall be attached			
5) In the case of FACT work order/purchase order, bidders need to mention only the order number. Submission of documents is not necessary in such cases.			

Annexure II

SPECIAL TERMS AND CONDITIONS FOR PRINTING AND SUPPLY OF PRINTED STATIONERY

01. a) Bidders are requested to verify the samples specified in the tendered items shall be available at the following mentioned address during weekdays from 9:00 AM to 4:30 PM and 9:00 AM to 12:00 PM on Saturdays.

Address:
The Senior Manager (Purchase), The Fertilisers And Chemicals Travancore Limited, PD-Administrative Building, Udyogamandal P.O, Kochi - 683501, Kerala.
Phone: 0484-2568635 and 0484-2568204,
E.Mail:manideep@factltd.com; rishab@factltd.com.

b) Sample approval is required before initiation of bulk supply.

02. PRE – QUALIFICATION CRITERIA

Pre - Qualification Conditions of Printing and Supply of Printed Stationery is as per Annexure - I.

03. TERMS OF PAYMENT:

Payment: 100% Payment will be made within 30 days after receipt and acceptance of the items. Payment will be made through NEFT/RTGS.

04. DELIVERY: All items shall be supplied at Administration Department, FACT Head Office, Udyogamandal.

05. LIQUIDATED DAMAGES

Liquidated Damage will be recovered if delivery is delayed beyond the delivery period stipulated in the order @ 0.5% of the value of times delayed per week of delay or part thereof, limited to a maximum of 7.5% of the total basic order value. (As per clause 9 of Standard Terms and Conditions of Purchase).

06. INSTRUCTIONS FOR QUOTING PRICE BID:

Bidder has to fill all the columns of price bid (Annexure – V) format and all pages should be duly signed. And same shall be submitted along with the quotation.

07. The purchase orders under this tender will be issued by Dy. General Manager (Materials)-ESS or an authorized officer of Corporate Materials of FACT at Udyogamandal. The contracts will be operated/ administered by the Administration Department of FACT or an officer authorised for the purpose by FACT.

08. SECURITY DEPOSIT:
The Bidder shall, within 15 days of receipt of order, furnish towards security for faithful performance of ORDER a cash deposit or a Bank Guarantee for a value equal to 5% of the ORDER Value in the Proforma attached.

09. ORDER OF PRECEDENCE
In the event of any conflict between this Special Terms & Conditions and the Terms and Conditions mentioned elsewhere in the enquiry document, the former shall prevail to the extent applicable.

Annexure - III

PRINTING AND SUPPLY OF PRINTED STATIONERY

INFORMATION ABOUT BIDDER (Vendor Data Sheet)

1. Name of the Bidder :

2. Constitution of the Vendor/Firm : Proprietary/ Partnership
(If partnership copy of deed showing validity to be enclosed)

3. Contact Details:

i. Address of Office with telephone No.:

ii. Contact Person :

iii. Telephone No. - Office/factory :

iv. Telephone No. - Residence :

v. Whether own Office or rented :

vi. If rented copy of the agreement }
Showing validity to be enclosed}

vii. Address of Factory :

viii. Telephone No. of Factory

3. Name and Address of your Bankers :

4. Details of previous experience in}
Supplies & Quantity supplied :

i. Name of the clients :

ii. Purchase Order No. & date :

iii. Period of Contract :

6. The following documents to be enclosed :

i. Documents as proof of meeting the PQ criteria :

ii. Photocopy of PAN Card

DECLARATION

I / We hereby declare that the particulars furnished above are true to the best of/our knowledge and belief. I/We hereby agree that FACT shall have the right to visit my/our Office/factory to verify about the particulars furnished above. I/We also agree to furnish any additional information/documents that may be required by FACT. I/We understand that suppression of any fact/furnishing false information shall render us liable for disqualification.

Name of the Bidder : Signature of Authorised Signatory:

(SEAL)

Annexure IV

DETAILS OF EMD REMITTANCE

(TO BE FILLED AND SIGNED BY THE VENDOR)

EMD shall be remitted through NEFT. UTR No. / Copy of the Payment receipt shall be submitted along with the bid.

UTR No.	
Remitted Amount	Rs.
Name of Remitted	
Date of remittance	

BIDS NOT ACCOMPANIED WITH REQUISITE EMD ARE LIABLE TO BE REJECTED AT THE SOLE DISCRETION OF FACT.

EMD WILL BE EXEMPTED FOR GOVT. DEPTS. / FIRMS/PUBLIC SECTOR UNITS/MSME UNITS / FIRMS REGISTERED UNDER NSIC/KHADI BOARD, ETC., AS PER APPLICABLE GOVT. DIRECTIONS, ON SUBMISSION OF VALID DOCUMENTS.

Signature:

Seal:

Date:

PRICE BID

Please fill in your lowest Rates in this Price Bid format

From

To

SENIOR MANAGER [PURCHASE],

MATERIALS DEPARTMENT,

PD ADMINISTRATION BUILDING,

FACT LTD .,

UDYOGAMANDAL 683 501

I/We, the bidder mentioned below, hereby quote our rates for the Procurement of Printing and Supply of Printed Stationery items to FACT-Head Office, Udyogamandal**.**

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
1	ENVELOPE PLAIN BIG, SIZE : 11x5in WITH DOUBLE COLOUR PRINTING AS PER SPECIMEN ENCLOSED[BILINGUAL], PACKING : BUNDLES OF 100 NOS	25000	No	10300001			
2	ENVELOPE WINDOW BIG, SIZE : 11x5in WITH, DOUBLE COLOUR PRINTING LOGO IN BLUE AND BLACK AS PER SPECIMEN ENCLOSED(BILINGUAL), 80GSM, 2 1.3Kg DOUBLE DEMY MAPLITHO PAPER, PACKING : BUNDLES OF 100 NOS	30000	No	10300002			
3	LEAVE APPLICATION PADS IN WHITE PAPER, BILINGUAL, SINGLE SHEET ONE SIDE PRINTING ON 8Kg	500	No	10300003			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	DEMY WHITE PRINTING PAPER, SIZE 21x16cm, THE FRONT COVER SHOULD BE IN QUALITY BROWN PAPER, 1 NO : 1 PAD OF 100 SHEETS						
4	MEDICAL REIMBURSEMENT FORM, ORIGINAL IN ORDINARY WHITE PAPER DUPLICATE IN YELLOW MANIFOLD, 1NO : 1 PAD OF 100 SETS, BILINGUAL	200	No	10300004			
5	RULED REGISTER - 100 PAGES Size : 210x335mm (1/2 FC) Paper : 8Kg White Colour Maplitho Paper. Numbering : Each page should be serial ly numbered. Binding : Calico bound with label affixed on the cover (Bilingual). Ruling : Each page should be ruled & margi	2000	No	10300021			
6	RULED REGISTER Size : 210x335mm (1/2 FC) Paper : 8Kg White Colour Maplitho Paper. Pages : 200 Pages. Numbering : Each page should be serially numbered. Binding : Calico bound with label affixed on the cover (Bilingual). Ruling : Each page should be rul	2000	No	10300022			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
7	CLOTH LINED ENVELOPE (LARGE) Size : 380x280 mm. Paper:48 Kgs. Brown Colour.Thick Kraft. Inside Lining:Cloth Lined. Printing:Bilingual in Hindi <(>&<)> English and with double colour Company Logo in Blue <(>&<)> Black on left hand corner of the envelope. Packing : Bundles of 50 Nos	2000	No	10300024			
8	RULED NOTE BOOK-200 PAGES, SIZE 19.5x16cm, QUALITY PAPER, THICK BOUND COVER WITH COMPANY NAME AND LOGO TO BE PRINTED ON THE COVER, B ILINGUAL	1000	No	10300036			
9	FLAT FILE(OFFICE FILE)WITH GOOD QUALITY METAL CLIP ON THICK CARD PAPER(647 GSM)WITH COMPANY'S ADDRESS, EMBLEM, ETC, BILINGUAL, SIZE : 26x35cm, PACKING : 50 NOS IN EACH PACKET IN NILGIRI BLUE/LIGHT GREEN/YELLOW COLOUR	7500	No	10300037			
10	CONTINUATION SHEETS THICK IN 70 GSM PAPER, SIZE-210x290mm, PACKING : 100 SHEETS IN A PACKET AS PER SPECIMEN ENCLOSED, BILINGUAL	1000	No	10300038			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
11	ENVELOPES ON 16Kg DEMY MAPLITHO PAPER PRINTED WITH COMPANY'S EMBLEM AND ADDRESS IN DOUBLE COLOUR, LOGO IN BLUE AND BLACK, BILINGUAL, SIZE : 16x9cm, PACKING : 500 NOS IN EACH PACKET(25x20)	2500	No	10300039			
12	LETTER HEAD (BIG) WITH FACT LOGO IN BLUE COLOUR ON 75 GSM EXECUTIVE BOND PAPER PRINTED IN BILINGUAL<(>,<)> HINDI FIRST AND THEN ENGLISH AS PER SPECIMEN SIZE : A4 (210X297MM) 25 SHEETS IN A PACKET (1 NO. = 1 PKT)	1000	No	10300041			
13	REQUEST FOR MEDICAL SERVICE FORMS, SIZE : A4, PRINTING : BILINGUALLY IN HINDI AND, MALAYALAM ON ONE SIDE, AND ENGLISH VERSION, OVERL EAF, 100 SHEETS IN A PAD, 1NO : 1 PAD	100	No	10300042			
14	FILE COVER, SIZE : 410x300mm, PAPER : 48Kg, BROWN COLOUR, THICK KRAFT, PRINTING : BILINGUAL IN HINDI & ENGLISH AND WITH DOUBLE COLOU R COMPANY LOGO IN BLUE & BLACK ON LEFT HAND	1000	No	10300052			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	CORNER OF THE ENVELOPE, PACKING : BUNDLES OF 50 NOS						
15	Employees Gate Pass # In Duplicate # Original On 8 Kg Demy White Printing Paper Duplicate On 6 Kg Pink Coloured Wove Paper. # Size: 14x11 Cms. 100 Sets In Each Book. Sets To Be Seriallly Numbered and Books to be numbered 001 onwards. Single colour printing.# B	150	No	10300054			
16	MASIKA ENVELOPE (MEDIUM) Size : 330mm x 260mm Paper : 48Kg, Brown Thick Kraft Printing : Bilingual in Hindi <(>&<)> English and with Double Colour Company Logo in Blue <(>&<)> Black in the Left Corner Packing : 50 Nos. per Bundle	2000	No	10300059			
17	Attendance Register with label. On 8 kg.Demy White Printing Paper. Bilingual with double colour printing with company emblem and lo go. Size:29x23 Cms. 50 Folios In Each Book. Folio To Be Serially Numbered	250	No	10300061			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	From 1 To 50. Rexine Bound cover. Label size : 10						
18	Stationery Request In Duplicate Printed In Hindi And English. Original On 8Kg.Demy White Printing Paper And Duplicate On 6 Kg.Pink Coloured Wove Paper. Triplicate On 8Kg.Demy White Printing Paper Size:22x14 Cms.50 Sets In Each Book. Sets To Be Serially N	25	No	10300065			
19	FOLDER ON 300GSM(17.2Kg), LIGHT GREEN, CENTURY CARD WITH METAL CLIP, COMPANY EMBLEM AND LOGO IN DOUBLE COLOUR ON THE TOP, COMPANY NA ME AND ADDRESS AT THE BOTTOM(BILINGUAL), SIZE : A4, PACKING : 50 NOS IN EACH BUNDLE	7000	No	10300066			
20	Imprest Statement Book (In Duplicate.) Size : 330 x 210 Cms. Paper : Original on 8 Kg.D/Cap White Printing Duplicate on 3.8 Kg.Pink Colour Wove Printing : Bilingual in Hindi <(>&<)> English with Ruling Book : 100 Sets per Book. Numbering : Sets to be Serially Numbered Perforation : Originals to be	10	No	10300067			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	perforated						
21	CHEMICAL CONTROL AMOFOS PRODUCT ANALYSIS ON 8Kg.DEMY MAPLITHO PAPER.SIZE : 37.5x25cm.100 SHEET, IN EACH PAD	8	No	606031106			
22	Log Sheet for Blower No.1 and 2 of Boiler Section of DCDA Sulphuric Acid Plant Size : 670mm x 430mm Paper : 10Kg. White Maplitho Printing : Single Side in Single Colour Pad : 100 Sheets per Pad As per Sample	3	PAD	606051201			
23	Log Sheet for D.M.Water Treatment of Acid Plant Size : 570mm x 360mm Paper : 10Kg. White Maplitho Printing : Single Side in Single Colour Pad : 100 Sheets per Pad As per Sample.	3	PAD	606051203			
24	Log Sheet for Control Room of DCDA Sulphuric Acid Plant Size : 900mm x 430mm Paper : 10Kg. White Maplitho Printing : Single Side in Single Colour Pad : 100 Sheets per Pad As per Sample.	3	No	606051204			
25	Log Sheet for Acid and Oleum Storages of Sulphuric Acid/SO2 Plant	3	PAD	606051205			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	Size : 570mm x 370mm Paper : 10Kg. White Maplitho Printing : Single Side in Single Colour Pad : 100 Sheets per Pad As per Sample.						
26	Log Sheet for Blower of Boiler Section of Sulphuric Acid/SO2 Plant Size : 810mm x 460mm Paper : 10Kg. White Maplitho Printing : Single Side in Single Colour Pad : 100 Sheets per Pad As per Sample.	3	No	606051209			
27	Log Sheet for Sulphur Melting and Filteration Section of Sulphuric Acid Plant Size : 570mm x 350mm Paper : 10Kg. White Maplitho Printing : Single Side in Single Colour Pad : 100 Sheets per Pad As per Sample.	3	PAD	606051210			
28	Log Sheet for Water Treatment Deaerator Instrument Air Compressor of Sulphuric Acid/SO2 Plant Size : 900mm x 410mm Paper : 10Kg. White Maplitho Printing : Single Side in Single Colour Pad : 100 Sheets per Pad As per Sample.	3	PAD	606051211			
29	Log Sheet No.I for Control Room of Sulphuric Acid/SO2 Plant	3	No	606051212			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	Size : 620mm x 420mm Paper : 10Kg. White Maplitho Printing : Single Side in Single Colour Pad : 100 Sheets per Pad As per Sample						
30	Log Sheet No.II for Control Room of Sulphuric Acid/SO2 Plant Size : 600mm x 420mm Paper : 10Kg. White Maplitho Printing : Single Side in Single Colour Pad : 100 Sheets per Pad As per Sample	3	PAD	606051213			
31	Log Sheet for Oleum Cooling Tower of DCDA Acid Plant Size : 500mm x 380mm Paper : 10Kg. White Maplitho Printing : Single Side in Single Colour Pad : 100 Sheets per Pad As per Sample.	3	PAD	606051214			
32	Log Sheet for Air Circulation Section of Sulphuric Acid/SO2 Plant Size : 570mm x 400mm Paper : 10Kg. White Maplitho Printing : Single Side in Single Colour Pad : 100 Sheets per Pad As per Sample	3	No	606051216			
33	Log Sheet for Howden SO2 Blower of Sulphuric Acid/SO2 Plant Size : 420mm x 320mm	3	PAD	606051217			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	Paper : 10Kg. White Maplitho Printing : Single Side in Single Colour Pad : 100 Sheets per Pad As per Sample.						
34	AMOFOS PLANT BAGGING SECTION LOG ON 8Kg.DEMY MAPLITHO PAPER.SIZE : FOOL SCAP(21.5x34cm), 200 SHEETS IN EACHPAD	3	No	606071201			
35	AMOFOS PLANT WET SECTION LOG, 8Kg.DEMY MAPLITHOPAPER.SIZE : 64x38cm.100 SHEETS IN EACH PAD	3	No	606071204			
36	AMOFOS PLANT DRY SECTION LOG, 8Kg.D/DEMY MAPLITHO PAPER.SIZE : 43x34cm.100 SHEETS IN EACH PAD	3	No	606071205			
37	PHOSPHATE PLANT DRY SECTION LOG ON 8 Kg DEMY MAPLITHO PAPER, SIZE : 49x37cm, 100 SHEETS IN EACH PAD	3	No	606071209			
38	PHOSPHATE PLANT 150 TPD WET SECTION LOG ON 8 Kg DEMY MAPLITHO PAPER, SIZE : 57x40cm, 100 SHEETS IN EACH PAD	3	No	606071210			
39	AMOFOS PLANT(300 TPD-SRUBBING SYSTEM)LOG ON 8 Kg, DEMY MAPLITHO PAPER, SIZE : 43x29 CMS, 100 SHEETS IN EACH PAD	3	No	606071211			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
40	PHOSPHATE PLANT ACID RECEIVING SECTION LOG ON 8 KgDEMY MAPLITHO PAPER.SIZE : 48x36cm.100 SHEETS IN EACH PAD	3	No	606071213			
41	AMOFOS PLANT(150 TPD-SRUBBING SYSTEM)LOG ON 8 Kg, DEMY MAPLITHO PAPER, SIZE : 43x29 CMS, 100 SHEETS IN EACH PAD	3	No	606071214			
42	Checklist for filling Sulphuric Acid Tanker Lorries on 8 kg white printing paper on both side printing. Size : A4 (297x210mm). 100 sheets in each pad.	50	No	606071220			
43	TOOL ISSUE CARD	250	No	606081501			
44	TRAVELLING ALLOWANCE BILL, FOR TOUR CISF, 8Kg.DEMY WHITE PRINTING PAPER ON BOTH SIDE PRINTING.SIZE : 45x29cm, 250 SHEETS IN EACH PAC KET	10	No	606181204			
45	TRAVELLING ALLOWANCE BILL, FOR TRANSFER-CISF, 8Kg.DEMY WHITE PRINTING PAPER, WITH RULING AND PRINTING ON BOTH SIDE.SIZE : 45x29cm, 1 NO.PACKET, 250 SHEETS	500	No	606181205			
46	LEAVE TRAVEL CONCESSION BILL ON 8 Kg.DEMY WHITE PRINTING	500	No	606181206			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	PAPER, WITH BOTH SIDE RULING AND PRINTING.SIZE : 29x21cm.250 SHEETS IN EACH PACKET.(250x4 PKTS)						
47	CISF BEAT BOOK, ON 8Kg.DEMY WHITE PRINTING PAPER, WITH RULING AND PRINTING.SIZE : 21x17cm.50 FOLIOS IN EACH BOOK.FOLIO TO BE SERIALL Y NUMBERED FROM 1 TO 50.REXINE BOUND, WITH LABEL ON THE COVER	300	No	606181301			
48	MATERIAL PASS REGISTER ON 10 Kg, D/CAP LEDGER PAPER SIZE : 43x33cm, 300 FOLIO IN EACH BOOK.FOLIO TO BE SERIALLY NUMBERED NUMBERED FR OM 001 TO 300, CALICO BOUND WITH LABEL ON THE COVER	25	No	606181313			
49	VISITORS PASS REGISTER, 8Kg, D/CAP WHITE PRINTING PAPER, SIZE : 43x33cm, 200 FOLIOS IN EACH BOOK, FOLIO TO BE SERIALLY NUMBERED FROM 1 TO 200, REXINE BOUND WITH LABEL ON THE COVER	10	No	606181324			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
50	DUTY REGISTER ON 8Kg, D/CAP WHITE PRINTING PAPER, SIZE : 43x34cm, 250 FOLIO IN EACH BOOK, FOLIO TO BE SERIALLY NUMBERED FROM 1 TO 25 0, REXINE BOUND WITH LABEL ON THE COVER	10	No	606181329			
51	Vehicle in and out slip for Bulk Gypsum Booklet with 100 pages original and duplicate Length : 20cm Width : 9.5cm Gsm : 60(original) 58(duplicate)	200	No	606181337			
52	Vehicle in and out slip for Factamfos Booklet with 100 pages original and duplicate Length : 20cm Width : 9.5cm Gsm : 60(original) 58(duplicate)	200	No	606181338			
53	SPECIAL ADMISSION PASS PAPER : 8.6Kg. WHITE CENTURY CARD SIZE : 140mm x 90mm PRINTING : Single Side, Single Colour Packing : 100 nos. each As per sample	20	No	606181404			
54	CISF GENERAL DIARY IN DUPLICATE ON 8Kg.WHITE PRINTING PAPER, WITH CISF EMBLEM AND ADRESS, ETC.SIZE :	65	No	606182302			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	43x29cm.100 SETS IN EACH BOOK.S ETS TO BE SERIALLY NUMBERED FROM 1 TO 200.ORIGINAL TO BE PERFORATED						
55	VISITORS PASS IN DUPLICATE Size : 145mm x 110mm Paper : Original : 10Kg White Printing . Duplicate : 6Kg Pink Colour Wove Printing : Single Side, Single Colour . Bilingual in Hindi and English Set : Original and Duplicate Book : 100 Sets Numbering : Each Book and Set should be serially . numbered as per instructions. Perforation : Originals to be perforated at the left end. As per Sample	70	No	606182303			
56	CONRACT WORKERS PHOTO PASS ISSUE REGISTER Size : 330mm x 210mm. Paper : 12.2 D/Cap Ledger. Printing : Black Colour. Pages : 400. Each page should be serially numbered. Binding : Rexine Bound with label affixed on the cover. (As per sample)	5	No	606204021			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
57	Log Book for Product Analysis in NPK Lab 300 sheets in each book. Size : 210mm x 320mm Paper : 11 Kg. Ledger paper Printing : Singe side in Black Colour. Binding : Calico bound with label affixed on the cover (As per sample)	5	No	606212058			
58	Log Book for Mole Ratio Analysis in NPK Lab 300 sheets in each book. Size : 210mm x 320mm Paper : 11 Kg. Ledger paper Printing : Singe side in Black Colour. Binding : Calico bound with label affixed on the cover (As per sample)	3	No	606212059			
59	Log Book for Sulphuric Acid Plant Analysis 300 sheets in each book. Size : 210mm x 320mm Paper : 11 Kg. Ledger paper Printing : Singe side in Black Colour. Binding : Calico bound with label affixed on the cover (As per sample)	5	No	606212060			
60	LOG BOOK FOR APM. 300 PAGES IN EACH BOOK. SIZE : 210 MM × 320 MM. PAPER : 11Kg. LEDGER PAPER.	50	No	606212064			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	PRINTING : SINGLE SIDE IN BLACK COLOR. BINDING : CALICO BOUND WITH LABEL AFIXED ON THE COVER AND PAGE NUMBER ON THE TOP.						
61	PRINTING AND SUPPLY OF DRIVER'S BATTA CLAIM FORM, 1x150 SET PADS.THICK WHITE, PAPER AS PER SAMPLE	10	No	606213024			
62	PRINTING AND SUPPLY OF, WORKSHOP WORK ORDER FORM, BILINGUAL, IN ORDINARY WHITE, PAPER, PERFORATED AT THE, BOTTOM PORTION, 100 SHEETS IN, A PAD AS PER SAMPLE	25	No	606223002			
63	PRINTING AND SUPPLY OF DAILY RECORD, OF OPERATION, BILINGUAL, PRINTED ON BOTH, SIDES ON THICK LEDGER PAPER AS PER SAMPLE	20	No	606223005			
64	SNACK COUPON in 6 kg coloured wove paper. Size: 7x5 cms. 50 serially coupons in each book. Books to be serially numbered and each coupon should bear the book number. Signature of the Asst. Manager (W) to be printed on it. 250 books in each packet.	2000	No	606391407			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
65	Night Tiffin Coupons on 6.7 kg rose coloured wove paper. Size: 8x4cms of 100 coupons in each book. Books and Coupons to be serially numbered. Coupons should bear the book number also. Coupons shall be perforated at one side. Books should be in bundles of 25 books each	2000	No	606391408			
66	AMMONIA IN/OUT REGISTER Size : 560mm x 410mm. Paper : 12.2 D/Cap Ledger. Printing: Single Colour - Black with ruling . and Bilingual in Hindi <(>&<)> English Folios : 200. Each should be serially numbered. Binding : Rexine bound with label affixed on the cover. As per sample.	10	No	606410201			
67	REGISTER FOR MATERIALS INCOMMING TO STORES Size : 560mm x 410mm. Paper : 12.2 D/Cap Ledger. Printing: Single Colour - Black with ruling . and Bilingual in Hindi <(>&<)> English Folios : 200. Each should be serially numbered. Binding : Rexine bound with label affixed on the cover. As per sample.	5	No	606410202			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
68	MATERIALS RETURNABLE REGISTER Size : 560mm x 410mm. Paper : 12.2 D/Cap Ledger. Printing: Single Colour - Black with ruling . and Bilingual in Hindi <(>&<)> English Folios : 200. Each should be serially numbered. Binding : Rexine bound with label affixed on the cover. As per sample.	5	No	606410203			
69	MATERIALS NON-RETURNABLE REGISTER Size : 560mm x 410mm. Paper : 12.2 D/Cap Ledger. Printing: Single Colour - Black with ruling . and Bilingual in Hindi <(>&<)> English Folios : 200. Each should be serially numbered. Binding : Rexine bound with label affixed on the cover. As per sample.	5	No	606410204			
70	GYPSUM AND FACTOMFOS ENTRY REGISTER Size : 560mm x 410mm. Paper : 12.2 D/Cap Ledger. Printing: Single Colour - Black with ruling . and Bilingual in Hindi <(>&<)> English Folios : 200. Each should be serially numbered. Binding : Rexine bound with label affixed on the cover.	20	No	606410205			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	As per sample.						
71	CISF DUTY DEPLOYMENT REGISTER Size : 215 x 340mm. Paper : 12.2 D/Cap Ledger. Printing : Single Colour - Black with ruling . and Bilingual in Hindi <(>&<)> English Pages : 300. Each should be serially numbered. Binding : Rexine bound with label affixed on the cover. As per sample.	10	No	606410210			
72	CASH BOOK Size : 215 x 340mm. Paper : 12.2 D/Cap Ledger. Printing: Single Colour - Black with ruling . and Bilingual in Hindi <(>&<)> English Pages : 300. Each should be serially numbered. Binding : Rexine bound with label affixed on the cover. As per sample.	5	No	606410211			
73	BEAT BOOK Size : 210mm x 170mm Paper : 12.2 Kg. D/Cap Ledger. Printing : Single colour-Black with ruling. Folios : 100. Each serially numbered. Binding : Calico bound with label affixed on the cover.	200	No	606410214			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	As per sample.						
74	CLOTH LINED ENVELOPE Size : 400 x 300mm Paper : 48 Kgs. Brown Colour Thick Kraft Inside Lining : Cloth Lined Printing : Bilingual (Hindi <(>&<)> English) and with double colour Company Logo in Blue <(>&<)> Black on left hand corner of the envelope Packing : Bundles of 50 Nos.	2000	No	606410609			
75	LOG SHEET, FOR AMMONIA HANDLING CONTROL ROOM OF POLLUTION CONTROL PLANT-PRP/F/1002, SIZE : 390x320mm, PAPER : 10Kg.WHITE COLOUR MAPLITHO, PRINTING : SINGLE SIDE WITH COMPANY LOGO & RULING, COLOUR : SINGLE(BLACK), PAD : 100 SHEETS/PAD	10	No	606411002			
76	LOG SHEET, FOR AMMONIA HANDLING-CONTROL ROOM AND, FIELD-PRP/F/1003 SIZE : 445X345mm, PAPER : 10KG.WHITE COLOUR MAPLITHO, PRINTING : SINGLE SIDE WITH COMPANY LOGO &	10	No	606411003			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	RULING.COLOUR : SINGLE(BLACK), PAD : 100 SHEETS/PAD						
77	FOR AMMONIA HANDLING COMPRESSORS, OF POLLUTION CONTROL-PRP/F/1004, SIZE : 450X365mm, (AS PER SAMPLE), (1 NO. : 1 PAD OF 100 SHEETS)	10	No	606411004			
78	LOG SHEET FOR WASTE WATER TREATMENT PLANT (SECTION 4500) - PRP/F/1005 Size :445 x 340mm Paper :10Kg. White colour Maplitho. Printing:Single colour on single side with Company Logo <(>&<)> ruling. Pad :100 Sheets/Pad.	10	PAD	606411005			
79	FOR AMMONIA HANDLING CONTROL ROOM-2, -PRP/F/1014, SIZE : 420X280mm, (AS PER SAMPLE), (1 NO. : 1 PAD OF 100 SHEETS)	10	No	606411014			
80	LOG SHEET FOR AMMONIA HANDLING FIELD-2 : PRP/F/1015 SIZE : 420 x 280mm Paper : 10Kg. White Maplitho Paper. Printing : Single side with Company Logo and ruling. Colour : Single - Black.	10	No	606411015			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	Pads : 100 Sheets per pad. (AS PER SAMPLE)						
81	ANALYSIS REPORT OF WATER FROM CPP COOLING TOWER TQA/F/1004 (In Duplicate) Size : 210x290mm Paper : Originals:10Kg White colour Mapli tho. Duplicates: 6 Kg. Pink Colour wove. Printing: Single side with Company Logo. Colour : Single. (Black) Pad : 100 Sets/	8	No	606811004			
82	ANALYSIS REPORT OF SECTION-5000 ANONE PLANT - TQA/F/1008 (4 Sheets in duplicate) Size : 340 x 210mm. Paper : Original : 10Kg. White Maplitho. Duplicate : 8Kg. Blue Wove. Printing: Single side with Company Logo <(>&<)> columns. Colour : Black. Pads : 100 sets per pad per each sheet. (Sheet No.1 to Sheet No.4) (as per sample) 4 Nos. = 1 pad each of Page Nos.1,2,3 <(>&<)> 4	3	No	606811008			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
83	ANALYSIS REPORT OF DM PLANT WATER SAMPLES TQA/F/1003 (In Duplicate) Size : 290 x 210mm Paper : Originals: 10Kg.White Colour Maplitho. Duplicates: 6Kg. Yellow Colour Wove. Printing: Single side with Company Logo. Colour : Single (Black) Pad : 100 Sets/pad.	3	No	606811010			
84	ANALYSIS REPORT OF WATER FROM MAIN COOLING TOWER TQA/F/1005 (In duplicate) Size : 210x290mm Paper : Originals:10Kg. White Colour Map litho. Duplicates: 6Kg. Yellow colour Wove. Printing: Single side with Company Logo. Colour : Single (Black) Pad : 100 Set	5	No	606811012			
85	ANALYSIS REPORT OF SECTION-1000 (HYAM PLANT) TQA/F/1007 (2 Sheets - In duplicate) Size : 340x210mm. Paper : Originals:10Kg White col our Maplitho. Duplicates: 6Kg. Pink colour Wove. Printing : Single side with Company Logo.	3	No	606811014			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	Colour : Single (Black) Pads : S						
86	ANALYSIS REPORT OF SECTION-7000 LACTAM PLANT - TQA/F/1009. (4 Sheets in duplicates.) Size : 345 x 210mm. Paper : Original : 10Kg. White Maplitho. Duplicate : 8Kg. White Manifold. Printing : Single side with Company Logo <(>&<)> columns. Colour : Balck. Pads : 100 Sets per pad per each sheet. (Sheet No.1 to Sheet No.4) (As per sample.) 4Nos. = 1 pad each of page Nos.1,2,3 <(>&<)> 4	3	No	606811019			
87	ANALYSIS REPORT OF WASTE WATERTREATMENT PLANT -TQA/F/1015 (In Duplicate) Size :297x210mm. Paper :Original :10Kg.White colour Maplith o. Duplicate:3.8Kg.Yellow colour Wove. Printing:Single side & single colour with Company Logo. Pad :100 Sets/Pad.	5	No	606811022			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	(1 no.						
88	GENERAL LOG SHEET - TQA/F/1020. (In duplicate) Size : 210x140mm. Paper : Original : 10Kg. White Maplitho. Duplicate : 6Kg. Blue Wove. Printing : Single side with Company Logo. Colour : Black Pads : 100 Sets per pad. (as per sample.) (1 No. = 1 Pad each	6	No	606811027			
89	CAPROLACTAM QUALITY CERTIFICATE - TQA/F/1032 (In Duplicate) Size :210x297mm Paper :Original :Exicutive Bond. Duplicate:6Kg.White colour Wove. Printing:Single side with Blue colour ISO Logo, double colour Company Logo in Blue & Black and double colour	3	No	606811032			
90	REFUND OF SECURITY DEPOSIT, ON 8Kg DEMY WHITE PRINTING PAPER, SIZE : 29x21cm, 100 SHEETS IN EACH PAD	12	No	606991128			
91	INWARD MAIL REGISTER ON 8Kg, WHITE PRINTING PAPER SIZE : 43x33cm, 200 FOLIOS	22	No	606991331			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	IN EACH BOOK FOLIO TO BE SERIALLY NUMBERED FROM 1 TO 200 REXINE BOUND WITH LABEL ON THE COVER						
92	OUTWARD MAIL REGISTER ON 8 Kg, DEMY WHITE PRINTING PAPER.SIZE : 43x34cm, 200 FOLIOS IN EACH BOOK.FOLIO TO BE SERIALLY NUMBERED FROM 1 TO 200, REXINE BOUND WITH LABEL ON THE COVER	10	No	606991332			
93	Approval File (Flat) with brass coated file clip (extra) and pins, extra 3 folding in front portion with a flap of 8.5cms on 34.4kg coloured (Blue, Pink, Green and Yellow) cardboard. Bilingual printing and Company's logo (in blue and black) on the front side. Size: 36x65cms.	7500	No	606991802			
94	DEPARTMENT ACCIDENT REPORT, IN DUPLICATE ON 10Kg.D/CAP LEDGER PAPER ON BOTH SIDE PRINTING.SIZE : 32x21.5cm.25 SETS IN EACH PAD.SETS TO BE SERIALYNUMBERED FROM 10001 AND BOOK NO.401 ONWARDS	12	No	606992115			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
95	Employees Gate Pass In Duplicate In Bilingual. Original On 8 Kg.Demy White Printing Paper And Duplicate On 5.7 Kg.Pink Coloured Wove Paper.Size: 14x11 Cms.100 Sets In Each Book.Sets To Be Serialy Numbered from D-0001 onwards and Books to be numbered 001 o	20	No	606992302			
96	DISPENSARY PASS IN DUPLICATE.ORIGINAL ON 8Kg.DEMYWHITE PRINTING PAPER AND DUPLICATE ON 6Kg.PINK COLOURED WOVE PAPER.SIZE : 14x11cm, 100 SETS IN EACH BOOK.SETS TO BE SERIALLY NUMBERED FROM 23601 & BOOK NO.237 ONWARDS, ORIGINAL TO BE PERFORATED	12	No	606992303			
97	MEMORANDUM FOR PAYMENT PAGE I IN DUPLICATE.ORIGINAL ON 8.2 Kg.D/CAP WHITE PRINTING PAPER & DUPLICATE ON 5.6 Kg.PINK COLOURED WOVE PA PER.SIZE : 33x21cm.100 SETS IN EACH BOOK.ORIGINAL TO BE PERFORATED	12	No	606992304			
98	MEMORANDUM FOR PAYMENT PAGE II IN DUPLICATE.ORIGINAL ON 8 Kg.WHITE PRINTING PAPER & DUPLICATE ON 6 Kg.PINK COLOURED WOVE	12	No	606992305			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	PAPER.SIZE : 33x21cm.100 SETS IN EACH PAD.ORIGINAL TO BE PERFORATED.BE PERFORATED						
99	Stationery Request In Duplicate Printed In Hindi And English.Original On 8Kg.Demy White Printing Paper And Duplicate On 5.6 Kg.Pink Coloured Wove Paper. Size:22x14 Cms.50 Sets In Each Book. Sets To Be Serially Numbered From 1 To 50 And BookNo.211 Onwards.	12	No	606992306			
100	INFORMAL MEMO IN DUPLICATE.ORIGINAL ON 8 Kg.DEMY WHITE PRINTING PAPER AND, DUPLICATE ON 6 Kg WHITE WOVE PAPER.SIZE : 22x14cm.50 SETS IN EACH BOOK, ORIGINAL TO BE PERFORATED	20	No	606992337			
101	REQUEST, FOR ISSUE OF TOKEN FOR CONTRACT WORKERS INTRIPLICATE.ORIGINAL ON 6Kg.DEMY WHITE WOVE PAPER AND OTHERS ARE ON 6Kg.COLOURED W OVE PAPER.SIZE : 22x18cm.100 SETS IN EACH PAD	12	No	606993101			
102	Statement Of Departmental Material In Triplicate. Original On 8 Kg.White Printing Paper	12	No	606993310			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	With Ruling And Printing And Others Are On 6 Kg.Pink & Yellow Coloured Wove Paper.Size:29x21 Cms.100 Sets In Each Book.Sets To Be Serially Numbered From 1 To 100 And B						
103	ABSTRACT, OF BILL PAGE I IN TRIPLICATE.ORIGINAL ON 8Kg.DEMY WHITE PRINTING PAPER AND OTHERS ARE ON 6Kg.PINK AND YELLOW COLOURED WOVE PAPER.100 SETS IN EACH PAD.SIZE : 29x21cm.ORIGINAL AND DUPLICATE ARE TO BE PERFORATED	12	No	606993312			
104	ABSTRACT, OF BILL PAGE II IN TRIPLICATE.ORIGINAL ON 8Kg.DEMY WHITE PRINTING PAPER AND OTHERS ARE ON 6Kg.PINK AND YELLOW COLOURED WOV E PAPER.100 SETS IN EACH BOOK.SIZE : 29x21cm.ORIGINAL AND DUPLICATEARE TO BE PERFORATED	12	No	606993313			
105	Site Measurement In Triplicate.Original On 8 Kg. Demy White Printing Paper With Ruling And Others Are On 3.8 Kg.Pink And Yellow Colo ured Manifold Paper.Size:29x21 Cms.100 Sets In Each Book.Sets	12	No	606993315			

S No	Item Description	Quantity	Unit	Item Code	Offered Qty.	Basic Rate per Unit in figures(Excluding GST)	% of GST applicable
	To Be Serially Numbered From 1 To 100 And Book No.731 Onwards						
106	Bill Book in Triplicate.Original on 8 Kg.White Printing Paper with ruling and printing and others are on 5.6 Kg.Pink And Yellow Colo ured wove Paper.Size:35x22 Cms.100 Sets in each Book.Sets are to be serially numbered from 1 to 100 and BookNo.401onwards.O	12	No	606993316			

No – Number

Notes:

1) P&F Charges, if any - To be entered by the Bidder (%):_____

2) Freight Charges, if any - To be entered by the Bidder (%):_____

3) Payment Terms: 100% within 30 days from date of receipt and acceptance of items.

4) Bidder has to complete all columns.

I/We agree to undertake the Printing and Supply of Printed Stationery as per rates shown above subject to the Special Terms and Conditions of the Enquiry.

Name & Address of the Bidder :

Telephone No.

Mobile NO.

Date: Seal Bidder's Signature with Name & Designation

Annexure - VI

Please upload/return this document duly filled in, along with your Bid

CHECKLIST FOR COMMERCIAL TERMS

All the columns shall be filled properly with say**, "confirmed"**, without leaving blanks. Abbreviations like "N.A." etc., shall not be used, instead, to be given in expanded form. Clauses against which specific confirmation is not furnished shall be considered as bidder accepting FACT terms of enquiry.

Sl. No.	Terms	Bidder Confirmation
1	**VALIDITY OF OFFER**: 90 Days from the date of bid opening (Part-A, in the case of 2-part bids)	
2	**Earnest Money Deposit:** Shall be submitted by RTGS/NEFT in favour of FACT Ltd., if applicable as per enquiry. (Exempted for Govt. firms/PSEs/MSE Units / Startups / firms registered under NSIC/Khadi Board etc. on submission of valid documentary evidence.)	
3	**Pre-Qualification Criteria:** All relevant documents shall be submitted, if applicable, as per enquiry	
4	**PRICE**: Firm till completion of supplies	
5	**PRICE BASIS**: FOR FACT Head Office as per enquiry. If not, please specify.	
6	**GST:** GSTIN Reg. No. & GSTIN State	
6.1	In case of unregistered supplier, whether declaration to that effect is uploaded	
6.2	Place of supply	
7	**INSURANCE:** Transit Insurance shall be arranged by FACT	
8	**SIZE:** Approximate weight and size of the consignment(s)	
9	**PAYMENT**: 100% within 30 days after receipt and acceptance of the items at FACT Head Office.	
10	**SECURITY DEPOSIT:** @ 5% of the basic order value [applicable for orders of value above ₹ 5,00,000/- (Rs Five Lakhs)]	
11	**GUARANTEE:** As sought in the Enquiry	
12	**PERFORMANCE BANK GUARANTEE:** @ 10% of the basic order value, if specified in the enquiry.	
13	**DELIVERY PERIOD/COMPLETION PERIOD:** Please specify the delivery / completion period offered, in number of	

	Weeks	
13.1	**DELAY IN DELIVERY:** For orders of basic price above ₹ 25,000/-, Liquidated Damages (LD) will be recovered if delivery is delayed beyond the delivery period stipulated in the order @0.5% of the value of items delayed per week of delay or part thereof, limited to a maximum of 7.5% of the total basic order value (As per Cl. 9 of Standard Terms and Conditions of Purchase)	
14	**JURISDICTION**: Any legal proceedings relating to the Order shall be limited to courts of law under the jurisdiction of the Kerala High Court at Ernakulam.	
15	**MICRO, SMALL OR MEDIUM ENTERPRISES**	
15.1	In case the supplier is registered as Micro, Small or Medium Enterprise under the 'Micro, Small and Medium Enterprises Development (MSMED) Act 2006', please indicate the relevant category and also specify whether the firm is owned by SC / ST / women entrepreneurs. Valid documentary evidence shall be uploaded.	
15.2	Declaration of UAM Number in the CPP Portal is required for availing MSME benefits under PP Policy for MSEs,for tenders invited through CPP Portal. Confirm whether UAM Number is declared in the CPP Portal.	
16	**MAKE IN INDIA**: For claiming benefits under Preference to Make in India order, please give following details:	
16.1	Whether the item(s) offered meets the minimum local content	
16.2	Location(s) at which the local value addition is made	
17	**Bidder's Offer Reference Number and Date:**	
18	**Contact Person Name, Mobile Number and Email ID:**	
19	**Address to which PO is to be placed:**	

CHECK LIST FOR TECHNICAL TERMS

[Please return this format duly filled, along with the offer]

S.No	Terms	Bidder Conformation
1	Items shall be delivered to Administration Department, FACT Head Office, Administration, Udyogamandal	
2	Sample approval is required before bulk supply.	

COMPLIANCE STATEMENT

Sl. No./ Cl. No. (as per Enquiry)	Deviation	Reason for Deviation
Technical		
Commercial		

We hereby confirm that our offer Ref. No: ..... dated ..... against FACT Enquiry No. MM/…… dated ……. is in full compliance with the technical specifications and other terms and conditions of the enquiry including all attachments thereto, except for the deviations mentioned above.

Place:

Date: Office Seal Signature, Name & Address of the authorized official

Notes:

1. Bidders are advised not to take deviations from the enquiry specifications. FACT reserves the right to reject the offers with deviations without further correspondence.
2. Offers will be evaluated with landed cost to the company including packing and forwarding, freight, taxes & duties and all other extra charges applicable.
3. For deviations in the quoted payment term with regard to the payment term specified in the enquiry, suitable loading with interest at the rate of 5.72% per annum for early payment shall be done, if the quoted term is acceptable to FACT. Please note that, **no advance payment will be given.**
4. For deviations in other terms and conditions, if such deviations are acceptable to FACT, the price quoted shall be loaded suitably, if specified in the enquiry, taking into account the deviations taken by the bidder.

Annexure - VII
(To be given on ` 200/- stamp paper)

PROFORMA OF BANK GUARANTEE IN LIEU OF SECURITY DEPOSIT

(To be obtained from a Nationalised/scheduled bank in India)

The Fertilisers and Chemicals Travancore Ltd.,
Udyogamandal, Cochin-683 501.

Whereas FACT , Udyogamandal P.O., Kerala (hereinafter called referred to as the Company) has placed a order no. ..... dated ..... with M/S.....(hereinafter called the Contractor) for the supply/work of .....and whereas it is one of the conditions of the said supply/work order that the Supplier/Contractor shall either remit a sum of Rs..... (Rupees.....only) or furnish a Bank Guarantee for Rs..... (Rupees.....only) as security deposit for the due fulfillment of the said order by the said Contractor.

In consideration of the Company having agreed to accept a Bank Guarantee from us towards such security deposit in lieu of the cash deposit in accordance with the terms and conditions of the above order, we..... the Bank (hereinafter referred to as the Bank) do hereby undertake to pay the Company merely on demand any sum or sums from time to time demanded by the Company up to a maximum of Rs..... (Rupees.....only) being the amount of the security deposit against any loss or damage caused to or suffered by or would be caused to or suffered by the Company by reason of any breach by the said Supplier/Contractor of any of the terms and conditions contained in the said order.

We, the said Bank, do hereby undertake to pay the amount so demanded by the Company without any demur merely on a demand from the Company stating that the amount claimed is due by way of loss or damage caused to or suffered or would be caused to or suffered by the Company by reason of breach by the said Suppllier/Contractor of any of the terms and conditions contained in 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.

We undertake to pay to the Company any money so demanded not withstanding any dispute or disputes raised by the said Supplier/Contractor in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment thereunder and the said Supplier/Contractor shall have no claim against us for making such payment.

We..... further agree that the guarantee herein contained shall remain in full force and effect during the period that would be take for the performance of the said contract and that it shall continue to be enforceable till all the dues of the Company under or by virtue of the said contract have been fully paid and its claim satisfied or discharged or till the Company certifies that the terms and conditions of the said contract have been fully and properly carried out by the said Supplier/contractor and accordingly discharges this guarantee.

We..... further agree with the said company that they 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 contract or to extend time of performance by the said Supplier/Contractor or to postpone for any time and from time to time any of the powers exercisable by it against the said Supplier/Contractor and either to enforce or forebear from enforcing any of the terms and conditions governing the said contract or securities available to the Company and the said Bank shall not be released from its liability under these presents by any exercise by the Company of the liberty with reference to the matters aforesaid or by reason of time being given to the said Supplier/Contractor or any other forbearance, act or omission on the part of the Company or any indulgence by the Company to the said Supplier/Contractor or any other matter of thing whatsoever which under the law relating to sureties, but for this provision, have the effect of so relieving us.

This guarantee shall not be affected by any change in the constitution of the Bank or the Company or the said Supplier/Contractor nor shall this guarantee be affected by any change in the constitution of the Company or the said Supplier/Contractor by absorption with any other body or corporation and this guarantee shall be available to or enforceable by such body or corporation.

Our guarantee shall remain in force until..... Unless a claim or demand is made within six months after the expiry of the above date, all the Company's rights under the guarantee shall be deemed as waived/forfeited and we shall be relieved and discharged from all liabilities there under. Notwithstanding anything contained hereinbefore, our liability under this guarantee shall be limited to an amount not exceeding Rs..... (Rupees..... only).

Any notice by way of request, demand or otherwise hereunder may be sent by post to the Bank addressed as aforesaid and if sent by post, it shall be deemed to have been given at the time when it would be delivered in due course of post and in proving such notice when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and certificate signed by an officer of the Company that the envelope was so posted shall be conclusive.

Disputes/differences, if any, relating to or arising out of this Bank Guarantee, shall be settled by courts having jurisdiction over Udyogamandal, in Kerala State, where the registered office of the company is situated and no other court shall have jurisdiction in the matter.

We, ..., Bank lastly undertakes not to revoke this guarantee during its currency except with the previous consent of the Company in writing.

Dated this ..... day of ..... Two Thousand.....

For (Name of Bank)

Authorised Official
Name:
Designation:
Place:

Full address of the Branch issuing this guarantee

INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

1.1. Bidders shall study carefully the complete enquiry documents viz. Notice Inviting Tenders, Technical Procurement Specifications, Pre-Qualification Criteria, Instructions to Bidders, Special Terms & Conditions of the enquiry, Standard Terms and Conditions, Price Bid format (BoQ), Bank Guarantee formats etc., as applicable to the Enquiry.

1.2. Eligibility for quoting shall be as per the provisions of the latest Revision of Public Procurement (Preference to Make in India) Order 2017, and amendments thereto.

1.3. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority (Registration Committee constituted by Deptt. for Promotion of Industry and Internal Trade (DPIIT), Govt of India (GoI). This applies to any sub-contractor engaged by the bidder also. The bidder shall enclose a certificate to this effect in their bid along with copy of such registration, if applicable.

1.4. The provision under 1.3 above will not apply to bidders from those countries (even if sharing land border with India) to which GoI has extended lines of credit or in which the GoI is engaged in development projects.

2. EARNEST MONEY DEPOSIT (EMD):

2.1 EMD, if specified in the Enquiry / NIT, shall be remitted through RTGS / NEFT. UTR No. / payment receipt shall be submitted along with the Part-A of the bid. Details of Bank A/c for remittance of EMD are given below:

Name of A/c Holder: Fertilisers And Chemicals Travancore Ltd.
Account Type : Cash Credit
Account No : 57017844467
IFS CODE : SBIN0070158
Name of Bank: State Bank of India
Branch : Udyogamandal
District : Ernakulam
State : Kerala.

2.2 Bids without EMD shall be rejected except in the following cases. EMD will be exempted for Govt. Depts./firms/public sector units / Startups recognised by Dept. of Industrial Policy & Promotion, GoI / MSE units registered under MSMED Act / firms registered under NSIC/Khadi Board etc. as per applicable govt. directives, on submission of valid documents in proof of the same.

2.3 If the bidder retracts from or without request of FACT revises his bid within the validity period of the bid, the EMD shall liable to be forfeited without prejudice to FACT's other rights to claim damages.

2.4 EMD of the bidder whose bid is accepted and order / contract is awarded will be adjusted against Security Deposit (SD) to be remitted or refunded after the remittance of SD as per the terms and conditions of the Contract.

2.5 In case the bidder whose bid is accepted, fails to deposit the prescribed Security Deposit or fails to execute the agreement or fails to commence the execution of the work within the specified time, the contract issued to him is liable to be cancelled and the Earnest Money already deposited by the contractor shall be forfeited without any further reference to the contractor and alternative arrangements made at the risk and cost of the Contractor without prejudice to FACT's other rights to claim damages

2.6 EMD of the unsuccessful bidders shall be refunded immediately after the contract is finalized.

2.7 No interest shall be paid on the EMD.

3. PRE-QUALIFICATION

3.1 The bidders shall meet the pre-qualification criteria prescribed, if any, for the tender. The bids of such bidders who meet the pre-qualification criteria will only be considered for evaluation and ordering.

3.2 Bidders shall submit self-attested copies of supporting documents as specified in the enquiry, failing which such bidders are liable to be considered not meeting pre-qualification criteria and their bids will not be considered further for evaluation and ordering.

3.3 Except in the cases of items / services related to public safety, health, critical security operations and equipment etc., FACT at its discretion may relax the conditions of prior turnover and prior experience for Startups recognised by Dept. of Industrial Policy & Promotion (DIPP), subject to meeting quality and technical specifications, on furnishing copies of relevant certificates / documents in proof of the such recognition by DIPP.

3.4 FACT may relax conditions of prior turnover and prior experience with respect of Micro and Small Enterprises – MSEs (Ref Cl. 14.2.1 & 14.2.2 below), if specified in the enquiry / pre-qualification criteria for bidders, subject to meeting of quality and technical specifications.

4. The vendor shall confirm their adherence to technical specifications and other terms and conditions of the enquiry documents forming part of this enquiry by furnishing duly filled in Compliance Statement. Deviations to the enquiry terms and conditions, if any, shall be specified therein.

5. Technical Brochures, if any, of all items quoted shall be attached along with the offer. Detailed instruction manuals should accompany supply of items.

6. The approximate weight and size of the offered items shall be indicated in the bid.

7. Transit insurance shall be in the scope of FACT, unless specified otherwise.

8. The payment term offered shall be as specified in the enquiry. Unless otherwise specified, the payment term shall be 100% after receipt and acceptance of the items at FACT Stores.

9. If the situation so warrants, the purchaser reserves the right to accept any part of the offer or portion of the quantity offered and the bidder shall supply the same at the rate quoted.

10. **SUBMISSION OF BIDS**

10.1 Bids shall be submitted in two parts or in single part as specified in the Enquiry**.**

10.2 Bids shall be neatly typewritten or printed in English language, without any over writings.

10.3 **TWO PART BIDDING**

Bids shall be submitted in two parts, if specified in the Enquiry, as follows:

10.3.1 **PART-A: PRE-QUALIFICATION cum TECHNO-COMMERCIAL BID.**

A sealed cover, superscribed "PART A - PRE-QUALIFICATION cum TECHNO-COMMERCIAL BID" with Enquiry No., Due Date and name and address of the bidder, which shall contain the following, as applicable, but **WITHOUT ANY MENTION OF THE PRICES:**

i. EMD Instrument / claim for exemption with supporting documents.

ii. Pre-qualification format duly filled in along with self-attested copies of supporting documents as specified in the enquiry or claim for exemption as per Cl. 3.3 above with supporting documents.

iii. Techno-Commercial Offer.

iv. Drawings, technical specifications, data sheets, catalogues/technical brochures etc. as per Enquiry, as applicable.

v. Technical Check-List duly filled in.

vi. Compliance Statement duly filled in.

vii. UN-PRICED PRICE BID duly filling all relevant columns for P&F, taxes, duties and any other charges, as applicable, as percentage of the basic price quoted, but without mentioning prices. Against each line item the bidder shall mention 'QUOTED' or 'NOT QUOTED' as the case may be.

10.3.2 **Part-B: PRICE BID**

A sealed cover superscribed "PART B – PRICE BID" with Enquiry No., Due Date and name and address of the bidder, which shall contain Price Bid with all relevant information such as basic price, P&F, taxes, freight etc. as called for each line item.

10.3.3 The price bid shall be submitted strictly in the format, if any, attached with the enquiry, failing which the offer is liable to be rejected.

10.3.4 Please fill-in all the relevant fields. Blank fields in the price bid format shall be taken as that particular tax / duty / charge is not applicable or as included in the basic price. No claim afterwards will be entertained.

10.3.5 Bidders shall quote the unit prices strictly in the order of serial numbers and units as per the Price Bid. The rates of all applicable taxes/duties shall be clearly indicated. The Price Basis shall be indicated in Part-A and the break-up of all expenses shall be furnished in Part-B to facilitate evaluation. The prices shall be firm without any escalation on any account till the order is completely executed.

10.3.6 **The prices shall be quoted only in Part B**

10.3.7 Part A and Part B with the appropriate markings as above shall be enclosed in an outer cover superscribed with Enquiry No., Due Date and name and address of the bidder.

10.4 **SINGLE PART BIDDING**

Bids shall be submitted with all the documents as specified in Part-A & Part B above in a single sealed envelope superscribed with Enquiry No., Due Date and name and address of the bidder.

10.5 The sealed envelope containing the bid shall be addressed to: **The Administrative Officer, PD Administrative Building, FACT Ltd., Udyogamandal P.O., Kochi, PIN 683501,**

Kerala, India. Phone: 0484 256 8330, 256 8630

10.6 Timely submission of offers along with all the relevant documents online is the responsibility of the bidders. The **bids received at the above address after due date and time are liable to be rejected.**

11. **GOODS & SERVICE TAX (GST)**

11.1 FACT's provisional Id in the state of Kerala is 32AAACT6204C1Z2. The bidder shall furnish the following details in the offer:

i. Place of supply

ii. Address of the supplier billing the item if it is different from (i) above.

iii. GST rates applicable for each item / service.

iv. HSN / SAC codes applicable for each item / service.

11.2 In the case of unregistered supplier, a declaration to that effect with reasons thereof shall be furnished.

11.3 In the event of an order, the seller shall

i. submit GST compliant tax invoice to FACT along with supply and ensure uploading the same as per statute in the prescribed time limit and

ii. file monthly returns in time enabling FACT to claim input tax credit.

11.4 GST charged by the supplier / contractor shall be released separately to the supplier / contractor only after filing of

i. the outward supply details & the monthly return on GSTN portal by the supplier / contractor and

ii. on matching the input tax credit to such invoice with the corresponding details of outward supply of the supplier / contractor.

11.5 In case FACT incurs any loss or liable for any interest, penalty etc. due to denial / reversal of such input tax credit in respect of the invoice submitted by the supplier / contractor, for the reasons attributable to the supplier / contractor, the same shall be recovered from the supplier / contractor.

11.6 Further in case FACT is deprived of the input tax credit due to any reason attributable to the supplier / contractor the same shall not be paid or recovered, if already paid to the supplier / contractor.

12. **OVERSEAS VENDORS**

Overseas vendors shall note the following while quoting:

12.1 Vendor shall quote CFR Cochin (Kochi), India basis.

12.2 Shipping terms referred to shall be governed by the definitions of latest INCOTERMS.

12.3 Please mention the Country of Origin, location of works, shipping point(s) / port of shipment and Banker's address in the offer.

12.4 Seller shall be responsible for all taxes, duties and levies chargeable to export of goods in the country of origin and / or upto Port of Shipment / Gateway Airport. All taxes and duties in India shall be borne by FACT, excluding those for free replacements due to short shipment / guarantee failure etc.

12.5 Agency commission, if any, shall be clearly indicated in the offer with full address of the Indian Agent. The rate of agency commission, included or payable extra is to be clearly indicated in the offer and shall be shown separately in the Invoice also. Agency commission shall be paid in Indian Rupees.

13. **BID OPENING**

13.1 The bids of all bidders (only Part-A in the case of two part bidding) who submit their Bid by the due date and time shall be opened at the office of the Central Bid Registration Cell (CBRC), PD Administrative Building on the specified bid opening date & time in the presence of the bidders who have submitted the bids against the enquiry or their authorised representatives present.

13.2 In the case of Two Part bidding, Part-B - Price Bids of bidders whose Part-A bid is found acceptable based on pre-qualification and techno-commercial evaluation only will be opened on a subsequent date. Price bid opening date & time shall be intimated to the qualified bidders.

14. **PURCHASE PREFERENCE**:

14.1 FACT reserves the right to allow Purchase Preference to Public Sector Enterprises or any other firms as admissible under the existing Government Policy/rules.

14.2 **MSE UNITS**

14.2.1 Firms registered under MSMED Act shall be extended benefits under public procurement policy for MSEs and such other provisions effected by GoI from time to time, as applicable, (hereinafter called 'the Policy') including special

benefits to MSE firms owned by SC/ST and women entrepreneurs, on furnishing relevant documents as proof.

14.2.2 When supply / service as per the tender is divisible in nature, MSEs quoting within the price band prescribed in the Policy shall be allowed to supply / execute a portion of the requirement as prescribed in the Policy, subject to conditions as mentioned in the Policy.

14.2.3 When supply / service as per the tender is non-divisible or non-splitable in nature, MSEs quoting within the price band prescribed in the Policy (in ascending order) may be awarded full / complete supply of total tendered value to such MSEs, subject to conditions as mentioned in the Policy.

14.3 **MAKE IN INDIA**

14.3.1 Purchase preference shall be applicable only to Class 1 local suppliers (suppliers or service providers whose goods, services or works offered for procurement has local content equal to or more than 50%) in the manner specified in the latest Revision of Public Procurement (Preference to Make in India) Order 2017, and amendments thereto, subject to orders issued by Deptt. of Fertilisers, Govt. of India.

14.3.2 For the purpose of extending purchase preference as in Cl. 14.3.1 above, margin of purchase preference shall be 20% or as defined in the above Orders, unless specified otherwise in the Enquiry.

14.3.3 When supply / service as per the tender is divisible in nature, Class 1 Local Suppliers quoting within the price band prescribed in 17.3.2 above shall be allowed to supply / execute a portion of the requirement as prescribed in the Make in India Order, subject to conditions as mentioned therein.

14.3.4 When supply / service as per the tender is non-divisible or non-splitable in nature, Class 1 Local Suppliers quoting within the price band prescribed in 17.3.2 above (in ascending order) may be awarded full as prescribed in the Make in India Order, subject to conditions as mentioned therein.

14.3.5 To claim benefits under Make in India Order, the bidder shall provide self-certification or such other certificate(s) as prescribed in the Order, as applicable, that the item offered meets the minimum local content and shall give details of the location(s) at which the local value addition is made

15. **DEVIATIONS:**

15.1 Bidders are requested not to deviate from enquiry terms & conditions as set out in the enquiry documents / enquiry, such as submission of security deposit, performance bank guarantee, delivery period and payment terms indicated in the enquiry. Offers with deviations in SD clause are liable to be rejected, unless specific exemption is available to any bidder by virtue of any valid govt. Notification / policy. Suitable price loadings shall be done as specified in the enquiry. No advance payment will be made.

16. **STANDARDS:**

16.1 All the Bids and correspondence, including but not limited to drawings, bill of materials, spare parts list, lubrication requirements, instruction booklets, etc, shall be in English language only.

16.2 Bidders shall quote/supply only acceptable makes of equipment/items as indicated in the enquiry, wherever applicable.

16.3 Where a brand name with the phrase 'Or Equal' has been used in the Enquiry, bidders may offer alternative equipment and materials, which have similar characteristics and provide performance and quality equal or superior to that of the specified brand. Supporting documentation shall be provided.

16.4 All weights and dimensions shall be in metric system only, unless otherwise specified in the enquiry documents.

17. **BANK GUARANTEES:**

17.1 All Bank guarantees shall be submitted as per the relevant formats attached and shall be issued/confirmed by a nationalized / scheduled bank in India.

18. **COMPLETION PERIOD:**

18.1 The bidder shall quote completion period for supply and commissioning of the equipment / system (if specified in the enquiry) within the delivery period as required as per the enquiry documents, reckoned from the date of placement of Letter of Intent / Order.

19. **CONFORMITY:**

19.1 Bids must conform in all respects with the applicable Specifications, Drawings, Data Sheets, and the Terms and Conditions of this enquiry. Bidders must certify in the form of Compliance Statement that his bid complies with all Enquiry documents and Technical Specifications.

19.2 Bidders may offer alternate proposal (viz. his standard design), but in doing so, he must state all deviations and/or exceptions to the enquiry specification and the reasons thereof. However, FACT reserves the right to reject such alternate offers, without assigning any reason whatsoever.

19.3 Normally no deviations are accepted by FACT. If at all the bidder requires any deviations, the same shall be listed out specifically and enclosed with the enquiry as per Compliance Statement. Except for such deviations specifically listed out in the bid, all other terms and conditions in the enquiry form, drawings and Annexures shall be deemed to have been accepted by the bidder.

20. **EVALUATION OF QUOTATION**

20.1 Unless otherwise specified, the items / quantity in this tender are divisible in nature. i.e. price evaluation and comparison will be done item-wise and orders may be placed on more than one vendor, subject to technical and commercial feasibility, considering economy, user requirement and / or statutory obligations such as purchase preference to MSEs, purchase preference as per Make in India order etc.

20.2 Landed cost of items to be supplied including mandatory spares, operational spares and accessories services, etc. as specified in the enquiry, are considered for determining the L1 bidder. (Landed cost inter - alia, includes taxes, duties, freight, P&F charges, inspection charges and any other additional charges to FACT's account)

20.3 All bids shall be compared in Indian Rupees. In case bids are in foreign currency (applicable to foreign bidders) the exchange rate as on the date of price bid opening will be considered for comparison.

20.4 Terms of payment: Interest charges shall be considered at the prevailing bank rate for payments not envisaged in the enquiry documents.

20.5 Other Deviations: Suitable loading will done for other deviations, if specified in the enquiry.

21. **PURCHASER'S RIGHT:**

21.1 FACT reserves the right to reject any or all bids without assigning any reason whatsoever. No claims shall lie against FACT on this account and FACT's decision in this regard shall be final and binding on the bidders.

22. **BID VALIDITY:**

22.1 The rates quoted by the bidder shall be valid for FACT's acceptance for a period of 90 days from the date of opening of Part-A bids.

23. **BLACK LISTED / VENDORS UNDER ENQUIRY HOLIDAY:**

23.1 Offers of vendors who are Black listed / put under Enquiry Holiday by FACT will not be considered.

24. FRAUD PREVENTION POLICY:

Bidders shall comply with Fraud Prevention Policy of FACT 2012 (FPPF 2012). The said policy is available in FACT Website www.fact.co.in.

25. CORRESPONDENCE

Unless otherwise mentioned specifically, all correspondences relating to this enquiry shall be made in English referring the enquiry number and date, to:

The Senior Manager (Materials),
Corporate Materials,
Petrochemical Division Administrative Building,
FACT Limited, Udyogamandal,
Kochi-683501, India

STC-PUR-R02;28-04-2020

STANDARD TERMS AND CONDITIONS OF PURCHASE

1. DEFINITIONS

1.1 The following expressions used in these Terms and Conditions/Purchase Ordershall have the meanings indicated against each of these, unless repugnant to the context and meaning thereof.

1.2 FACT/COMPANY/PURCHASER means The Fertilizers and Chemicals Travancore Limited; a company registered under Indian Companies Act with registered office at Eloor, Udyogamandal, Kerala State, India and the term includes its Divisions as applicable.

1.3 SELLER/SUPPLIER/VENDOR/CONTRACT OR/MANUFACTURER means the person or company, with whom ORDER is placed by FACT for supply of equipment, materials, stores and /or services.

1.4 ORDER means the Purchase ORDER or Work ORDER and all of its Annexures /Attachments (including this Attachment) and documents referred therein together with any subsequent modifications thereto.

1.5 ITEM (S) means the MATERIALS (S)/EQUIPMENT (S)/ SPARE PART (S)/ to be supplied by the SELLER as per the ORDER

2. ACCEPTANCE

Seller shall acknowledge receipt of ORDER within 15 days of the date of its issue by returning a copy of the ORDER duly signed by an authorized person in confirmation that Seller accepts the ORDER and is proceeding accordingly. If acknowledgement is not received within 15 days, it will be deemed that the ORDER is accepted in TOTO.

3. SECURITY DEPOSIT

The Seller shall, within 15 days of receipt of order, furnish towards security for faithful performance of ORDER a cash deposit or a Bank Guarantee for a value equal to 5% of the ORDER Value in the Proforma attached. Any delay in activities of FACT due to non-submission of the Acceptance copy of ORDER or Security Deposit by Seller, shall not constitute reasons for extension to Seller's Delivery Promise or waiver of liquidated damages for late delivery. Such Security Deposit shall not be required for ORDERs with price up to INR 5,00,000/- (Rupees Five Lakh only). Security Deposit shall be kept valid until Seller discharges all his/her obligations under ORDER except warranty obligations under the relevant clause of the order.

4. SCOPE OF ORDER

4.1 The items described in the ORDER are to be supplied according to the data sheets, tables, specifications and drawings attached thereto and /or enclosed with the ORDER itself and according to all conditions both general and specific, attached with the ORDER, unless any of them has been modified or cancelled in writing by FACT either as a whole or in part.

4.2 Any apparent omission or error in the specifications shall be met by the Seller if such omitted portion is nnecessary for the functioning of the item. The Seller, prior to proceeding with the work under ORDER, shall call to the attention of FACT, any such omission or error or ambiguity in the specifications requiring clarification.

5. PRICES

5.1 Unless otherwise agreed to specifically in ORDER, the Price shall remain firm throughout the period of order, including extended periods, if any, and shall not be subject to any escalation on any account.

5.2 In the case of overseas supplies, Shipping Terms referred to shall be governed by the definitions of latest INCOTERMS unless otherwise specified in the ORDER.

6. TAXES, DUTIES & LEVIES

6.1 All Central, State or Municipal taxes, duties and levies payable on the item/s are deemed to be included in the Price unless otherwise specified. In case the rates of these levies are increased by the Government or any new Tax/Duty/Levy becomes legally payable during the delivery period stipulated in the ORDER, the extra cost so incurred shall be paid by FACT. The benefit of any reduction in respect of these levies shall be passed on to FACT. If the delivery is delayed beyond the time stipulated in the ORDER and the above rates go up or new levies imposed, during this period of delay, the extra costs so incurred shall be borne by the Seller. Claim for variations in the levies shall be supported by documentary evidence and proof of payment.

6.2 In the case of overseas supplies, the Seller shall make payment of all taxes, duties and levies chargeable to the export of items in the country of origin and port of shipment/gateway airport.

7. BANK GUARANTEES

All Bank Guarantees required as per the ORDER shall be issued / confirmed by a nationalized/scheduled Indian bank. If the bank guarantee is issued by a bank outside India, a counter guarantee as per our format from an Indian nationalized/scheduled bank in India shall also be furnished.

8. DELIVERY

8.1 Equipment/item/s ordered shall be despatched completely assembled and shall require no assembly at FACT site, unless specified otherwise.

8.2 Delivery shall be deemed to be completed on the date shown on the lorry receipt, railway receipt, Bill of Lading or Airway Bill in case of delivery ex-works/FOR/FOB/FAS despatch station /

seaport / gateway airport.

ORthe date of arrival of consignment at destination or date of receipt of despatch-documents endorsed in favour of FACT, whichever is later, in case of delivery at destination

9. DELAY IN DELIVERY/LIQUIDATED DAMAGES

9.1 Time is the essence of this contract and the delivery period mentioned in this ORDER shall be strictly adhered to.

9.2 If SELLER fails to deliver the equipment and materials covered under ORDER within the delivery time stipulated therein, liquidated damages at the rate of half of one percent (0.5%) of the total Price of ORDER / value of the items which are delayed per week or part thereof subject to a maximum of seven and one half percent (7.5%) of the total price of the ORDER shall be payable by SELLER. Such liquidated damages shall be deducted from Seller's invoices and/or any other payments due to the SELLER. This is without prejudice to Art.11.0.0 below.

9.3 Even if supplies are made on time, but Installation & Commissioning gets delayed due to reasons attributable to vendor, then Liquidated Damages (as per relevant clauses of Terms and Conditions of Purchase and Terms and Conditions of Erection & Commissioning) will be applicable for the total order value shown in ORDERs. Also, if supplies get delayed but Erection & Commissioning activity is completed in time and within the total delivery schedule stipulated for supply and erection & commissioning, then Liquidated Damages shall not be applicable.

10. PERFORMANCE WARRANTY

10.1 The equipment /spare parts /materials supplied shall be brand new and the Seller shall guarantee that all items shall perform in accordance with the specifications and to be free of all defects in design, material and workmanship. Should any item not perform as intended or should the design, material or workmanship prove defective within a period of twelve (12) months from the date of putting the item into operation or eighteen (18) months from the date of dispatch, whichever is earlier, and the Seller shall be notified thereof, the Seller shall promptly, at his own expense, correct the deficiency so that the item performs in accordance with ORDER specifications. If the Seller fails to take proper corrective action to repair or replace the item within a reasonable time (as decided by FACT) of FACT's notice, FACT shall be free to take such corrective action at the Seller's risk and cost.

10.2 In the event of any rectification / replacement, the warranty shall be extended to cover a period of twelve months in operation from the date of such rectification / replacement.

10.3 Spare parts supplied shall be perfectly interchangeable with those originally installed in the equipment. Since the interchangeability can normally be checked by FACT only at the time when the spares are used, the Seller shall guarantee the interchangeability without time limit, provided that no modifications have been carried out to the equipment or the spare part without the Seller's prior written permission.

10.4 Even if relevant drawings are approved and/or the item(s) is/are cleared during pre-despatch inspection by FACT, the Seller is not absolved of his responsibility to ensure that the items supplied comply strictly with requirements of the ORDER and FACT shall be free to point out any defect till the warranty period is over.

11. DEFAULT

11.1 In the event of any default by Seller to comply with any of the provisions or requirements of the ORDER, FACT shall have the right to terminate / cancel the ORDER with or without notice and without prejudice to any other rights, options, or remedies FACT may have. In the event of such termination /cancellation of the ORDER, FACT shall be entitled to arrange for the procurement of items from alternative suppliers at the risk and cost of the Seller. The waiver of one default shall not be considered as an automatic waiver of any other default.

11.2 Any failure by FACT at any time or from time to time to enforce or require strict observance and performance of any of the terms of the ORDER or to exercise any rights herein shall not constitute a waiver of such terms and conditions or rights and shall not affect or impair same or the rights any time to avail of the same.

12. SUSPENSION AND TERMINATION

12.1 FACT reserves the right to suspend the ORDER in whole or in part by written notice to Seller at any time prior to despatch of item/s by Seller. On receipt of notice of suspension from FACT, Seller shall immediately stop all activities related to ORDER. On receipt of notice removing the suspension Seller shall re-commence the execution of the ORDER and complete it as per the terms of the ORDER, provided that the delivery period specified in ORDER shall be extended corresponding to the period of suspension including reasonable remobilisation period. If period of suspension exceeds six (6) months, ORDER shall be deemedto have been terminated under Clause 12.2 below unless otherwise agreed to.

12.2 Reasonable termination expenses in connection with termination of ORDER shall be as mutually agreed.

12.3 However, the above Clauses 12.1 and 12.2 shall not be applicable in case of termination by FACT due to default by Seller.

13. EXPEDITING

When deemed necessary by FACT, this ORDER shall be subject to physical expediting by representatives of FACT or of agents nominated for the purpose, who shall be granted access to any and all parts of Seller's or Seller's sub-suppliers; plants involved in manufacture of items covered by ORDER. Expediting performed

by such representative/agent shall in no way relieve the Seller of delivery obligations under the terms of ORDER.

14. OFFICIAL INSTITUTION TESTING

Seller shall ensure the prompt execution of all approval steps and/or tests made by official institutions, if required in connection with equipment and materials covered under ORDER and the installation thereof. Seller shall be held responsible for any delay in the approval or testing phase as well as for any delay in the submission of necessary certificates. Delay on the part of the above institution will not be considered a reason for extension of delivery period. All expenses related to such official testing shall be to Seller's account.

15. INSPECTION

15.1 Items supplied shall be subject to inspection and testing as per Codes, Standards and Procedures that are required to ensure quality of material / item/s as specified in the ORDER. Seller shall arrange such inspection in Seller's shop. Any and all expenses incurred in connection with test, with preparation of reports and with analysis issued by qualified laboratories shall be to Seller's account.

15.2 If pre-despatch inspection is specified in the ORDER, representative of FACT shall be granted access to any and all parts of Seller's / sub-supplier's plant(s). Seller shall notify FACT at least 15 working days in advance of the Scheduled date of inspection. Even if the item is cleared during pre-despatch inspection, the Seller is not absolved of his responsibility to ensure that the items supplied comply strictly with requirements of the ORDER.

15.3 Inspection waiver if granted shall not absolve the Seller of his responsibility to ensure that the items supplied comply strictly with requirements of the ORDER and shall not in any way impair FACT's right to reject non-conforming items or to avail of any remedies to which FACT is entitled.

15.4 Notwithstanding any inspection that may have been done at the Seller's site, final acceptance of items is subject to inspection at FACT site.

16. PATENT INDEMNITY

Seller hereby warrants that the use or sale of the items delivered under the ORDER does not infringe claims of any patent covering such items (to the extent the design for such items is not furnished by FACT) and the Seller agrees to be responsible for and to defend at its sole expense all suits and proceedings against FACT based on any such alleged patent infringement and to pay all costs, expenses on judgement and damages which FACT may have to pay or incur by reason of any such suit or proceedings and to secure the rights for FACT for the continued use of equipment.

17. INDEMNIFICATION

The Seller hereby indemnifies and hold FACT harmless from all claims, losses, demands, causes of action or suits arising out of the services, labour, equipment and materials furnished by Seller under ORDER.

18. FORCE MAJEURE

18.1 Neither the PURCHASER nor the SELLER hereto shall be held responsible for any delay or failure to perform any or all the obligations under ORDER caused by Force Majeure. In such a case the time for performance or such obligations and the obligations of the other party to the extent that they are affected by such occurrence will be extended by such period as is duly justified. Notification of a circumstance of Force Majeure shall be given by fax/e-mail addressed to the other party within five (5) working days of its occurrence. This notice of Force Majeureshall be confirmed by a Registeredletter despatched within one (1) week, along with appropriate documentary evidence confirming the existence of a situation of Force Majeure.

18.2 For the purposes of this clause, Force Majeure means

18.2.1 War or hostilities

18.2.2 Riot or civil commotion

18.2.3 Earthquake, flood, tempest, lightning or other natural calamities, epidemics

18.2.4 Accident, fire or explosion not caused by willful negligence of Seller

18.2.5 Labour strikes or lockout exceeding ten (10) days in duration not caused by any deliberate act or indiscretion by Seller.

18.2.6 Law and Order Proclamation

18.3 However, should such a delay, even if due to reason of Force Majeure be protracted for more than three (3) months, FACT shall have the right to cancel ORDER at no charge to FACT and FACT shall be entitled to the reimbursement of any amount already paid to the Seller.

19. **SUBLETTING /ASSIGNMENT**

SUB-LETTING or assignment of whole or part of the order shall not be permitted except with the prior approval of FACT obtained in writing.

20. APPLICABLE LAW AND SETTLEMENT OF DISPUTES

20.1 This ORDER shall be subject to and shall in all respects be governed by Indian Law.

20.2 Except in the cases referred to in the Clause 20.3 below, if any dispute arises out of or relating to or in connection with this contract, between the Contractor and the Owner / FACT, the same shall be amicably settled through mutual discussions, failing which, the unresolved dispute(s) shall be referred to arbitration in accordance with the provisions of the Arbitration and Conciliation Act,

1996, as amended from time to time and number of Arbitrator shall be one. The venue of the Arbitration shall be at Ernakulam and proceedings shall be in English.

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

20.4 Any legal proceedings relating to or in connection with this Contract shall be limited to the exclusive jurisdiction of the High Court of Kerala.

21. COMPLETE AGREEMENT

The terms and conditions of this ORDER shall constitute the entire agreement between the parties hereto. Changes will be binding only if the amendments are made in writing and signed by an authorized representative of FACT.

22. TRANSIT INSURANCE

Unless otherwise agreed, transit insurance shall be arranged by FACT under FACT's open cover policy.

23. ORDER OF PRECEDENCE

In case of any conflict between these STANDARD TERM AND CONDITIONS and the SPECIAL TERMS&CONDITIONS agreed to for a particular ORDER, the latter shall prevail to the extent applicable.