



GREEN GAS LTD
(A Joint Venture of GAIL and IOCL)

CNG AND CITY GAS DISTRIBUTION PROJECT

BID DOCUMENT
FOR
TENDER FOR ISOLATION & APPLIANCE BALL VALVES

VOLUME – I OF II (COMMERCIAL)

(BID DOCUMENT NO: 110326/WGI/GGL/03 -R0)

LIMITED INTERNATIONAL COMPETITIVE BIDDING

ISSUED DATE: 01.11.2011



DELIVERS. EVOLVES.

WHOLE LIFE SOLUTIONS FOR PIPELINE AND SUBSEA SYSTEMS

ISSUED BY



DO NOT OPEN - THIS IS A QUOTATION
OUTER ENVELOPE

Client : GREEN GAS LIMITED
Project : CNG AND CITY GAS DISTRIBUTION PROJECT
BID DOCUMENT No. : 110326/WGI/GGL/03-R0
Item : TENDER FOR ISOLATION & APPLIANCE BALL VALVES
Due Date& Time : _____

From:

To:

	The Head (C&P) Wood Group Kenny India Pvt. Ltd 4th Level, 18 Incube Business Centre Nehru Place New Delhi – 110019, India Ph # 011 – 4160 8770 / 8384
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(To be pasted on the Outer envelope containing **TECHNO-COMMERCIAL UN-PRICE BID, PRICED BID, EMD**)

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(To be pasted on the envelope containing **TECHNO-COMMERCIAL UN-PRICE BID**) (PART-I)

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(To be pasted on the outer envelope containing **PRICE BID**) (PART II)



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(To be pasted on the physical envelope containing **Original BID SECURITY**) (PART III)



**CNG AND CITY GAS DISTRIBUTION PROJECT
TENDER FOR ISOLATION & APPLIANCE BALL VALVES
I N D E X**



S.No.	Section	Particulars	Pages Nos.
1.	Section – I	Invitation for Bid (IFB)	
2.	Section – II	Instructions to Bidders (ITB)	
3.	SECTION – III	General Condition of Contract – Goods - (GCC – Goods)	
4.	SECTION – IV	Special Condition Of Contract – Goods (SCC – Goods)	
5.	SECTION – V	Payment Terms	
6.	Attachment – I	Forms and Format	
7.	ATTACHMENT – II	Performance Evaluation	
8.	SOR	Schedule of rates / Price Schedule	
9.		Vol II of II Technical	



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TENDER FOR ISOLATION & APPLIANCE BALL VALVES
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**SECTION I
INVITATION FOR BID (IFB)**



**CNG AND CITY GAS DISTRIBUTION PROJECT
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INVITATION FOR BIDS (IFB)

M/s GREEN GAS Limited, Lucknow, invites bids on Limited International Competitive Bidding basis for Isolation & Appliance Ball Valves for CNG and City Gas Distribution Project from competent Bidders meeting the Bid Evaluation Criteria as detailed in Annexure – 1 to IFB.

1.0 BRIEF PROJECT DETAILS

- 1.1 M/s GREEN GAS Limited A Joint Venture of GAIL and IOCL is in the process supplying compressed natural Gas to Lucknow & Agra City. For this purpose steel pipe network is being laid in the above city along with CNG stations at selected locations of the city. The network also have metering facilities for supplying gas various commercial and domestic consumers for the above mentioned project M/s GREEN Gas Ltd. (GGL) has appointed M/s Wood Group Kenny India Pvt.Ltd. (WGI) as their consultant.

For the above pipeline system, it is proposed to procure Isolation & Appliance Ball Valves as per following details:

1.2 SALIENT FEATURES OF BID DOCUMENT:

1.2.1	Type of Enquiry	Limited International Competitive Bidding		
1.2.2	Bid Document No	110326/WGI/GGL/03-R0 (To be referred in all future correspondence)		
1.2.3	Delivery / Completion Schedule from the date of issue of Fax of Intent	Item No.	Delivery on FOT site basis from the Date of Issue of FOI	Delivery Period
		1 to 5	Indian Bidder	3 Months
		1 to 5	Foreign Bidder	2 Months
1.2.4	Bid Document on Website	01.11.2011		
1.2.5	Pre-Bid Meeting Date and Venue	15.11.2011 at 11.00 Hours (IST) at WGI's Office at New Delhi		
1.2.6	Last date and time for submission of bid	Upto 30.11.2011 at 14.00 Hours (IST)		
1.2.7	Date and time of opening of Un-priced Bids at WGI office, New Delhi	On 30.11.2011 at 14:30 Hrs		
1.2.8	Bid Document Fee (Non refundable)	NOT APPLICABLE		
1.2.9	Contact Person	Mr. Ramesh Chand, Head (C&P) Phone: 00 91 11 4160- 8770 / 8384 Fax No.: 00 91 11 4654-2419 E-mail: ramesh.chand@woodgroupindia.com		

(If the dates of pre bid meeting or/and unpriced bid opening identified as above happen to be a declared holiday in GGL / WGI, New Delhi, then the next working day shall be considered).



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Bids to be submitted in Wood Group Kenny India Pvt.Ltd. (WGI) Office before due date and time. We have enclosed Price Schedule Formats as an excel attachment in Bid Document. Bidders are requested to download the same and quote their prices strictly as per the format without altering the content of it.

2.0 PRE-BID MEETING

Pre-bid Meeting shall be held at Wood Group Kenny India Pvt. Ltd , 18 Incube Business Centre, Level – 4, Nehru Place, New Delhi – 110019. Bidders or their authorized representatives are requested to attend the Pre-Bid Meeting so that their queries, if any, related to the Bid Document and Scope of Supply / Work can be addressed during the meeting.

2.1 The bidders are requested to send clarifications, if any, by courier or by fax or by e-mail to reach WGI / GGL at least four (04) days before the pre-bid meeting. The clarifications shall be provided during the pre-bid meeting.

2.2 Non-attendance of the pre-bid meeting shall not be a cause of disqualification of the bidder.

3.0 SCOPE OF SUPPLY

ITEM NO. 1 TO 5

Sl No	Description	Lucknow	Agra	Total
1	Isolation Valves 1 1/2"	50	50	100
2	Isolation Valves 1"	50	50	100
3	Isolation Valves 3/4"	5000	10000	15000
4	Isolation Valves 1/2"	5000	10000	15000
5	Appliance Valves 1/2"	5000	10000	15000

Note: In case bidder quotes for more than one (1) item, the EMD (Bid Security) shall be submitted on cumulative basis, for the quoted items.

4.0 ZERO DEVIATION BIDS

4.1 This is a ZERO Deviation Bidding Process. Bidder is to ensure compliance of all provisions of the Bidding Document and submit their bid accordingly. Bids with any deviation to the bid conditions shall be liable for rejection.

5.0 GENERAL

5.1 Deleted

5.2 Bidder can download the Bid Document from WGI's website <http://www.woodgroupindia.com/greengas/tender.htm> or Green Gas's website <http://gglonline.net/Pages/tenders.htm>. However, bidders have to submit their bids only through physical form.



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Corrigenda / Addenda, if any, shall also be available on the referred web sites. **Further, bidder shall give an undertaking on their letterhead that the content of the bidding document have not been altered or modified.**

No extension in the bid due date / time shall be considered on account of delay in receipt of any document.

- 5.3 Deleted
- 5.4 GGL / WGI reserves the right to carry out capability assessment of the bidder including referral to in-house information.
- 5.5 GGL / WGI will not be responsible or liable for cost incurred in preparation & delivery of bids, regardless of the conduct or outcome of the bidding process.
- 5.6 Bids received after stipulated last date and time, due to any reasons what -so-ever, including postal delays, will not be considered.
- 5.7 GGL / WGI will follow purchase preference policies as per prevailing guidelines of Government of India.
- 5.8 Bidder should not be under liquidation, court receivership or similar proceedings.
- 5.9 Bidder should not be black listed with any PSU and should not be on holiday list of GGL.
- 5.10 Documents / Bids sent through Fax / E-mail / Computer floppy/CD/DVD shall not be accepted.
- 5.11 GGL / WGI reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- 5.12 This Invitation of Bids (IFB) is an integral and inseparable part of the Bid Document.

For & On Behalf of Green Gas Limited

Head (C & P)
Wood Group Kenny India Pvt.Ltd
18 Incube Business Centre, Level - 4
Nehru Place
New Delhi – 110019
Phone: 00- 91-11- 4160-8770 / 8384
Fax: 00 - 91-11-4654-2419



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ANNEXURE – 1

BIDDER QUALIFICATION CRITERIA:

1.0 BID EVALUATION CRITERIA

1.1 TECHNICAL

- 1.1.1 The bidder shall either be a manufacturer of Isolation & Appliance Valves used for natural gas service or a supplier (distributor) who has been authorised by an Isolation & Appliance Valves manufacturer for natural gas service to quote on their behalf.
- 1.1.2 In case, the manufacturer does not sell his products directly as a matter of their Corporate policy they may submit their bid through authorised supplier. In such case the authorised supplier may submit the offer as “ Bidder “ subject to fulfilling the following criteria;
- Bidder shall supply valves of the manufacturer who meets the criteria mentioned at clause 1.1.1
 - Manufacturer shall have the prime responsibility of providing unconditional technical guarantee/warranty and after sales support to the purchaser. A confirmation by the manufacturer to this effect shall be submitted along with the bid.
 - The bidder shall furnish an authority certificate from the manufacturer confirming the bidder’s status as their authorised supplier. The authority certificate shall be valid up to the completion of tenure of the order in accordance with the bid document.
 - The bidder shall furnish from manufacturer, a certificate indicating that the manufacturer as a corporate policy does not quote directly and their material are quoted through authorised supplier only.
 - One manufacturer can quote through one supplier and a supplier shall offer product of only one manufacturer.
 - The bid shall be liable for rejection in case of change of the proposed manufacturer after submission of offer
- 1.1.3 The bidder must have supplied at least 50% of the quoted item(s) in last seven years. In support of their credentials, bidder shall submit copies of purchase order along with inspection & dispatch documents to qualify them as per above mentioned criteria.
- 1.1.4 Bidder shall furnish necessary documentary evidence along with the bid, to justify meeting the stipulated qualification criteria. In absence of requisite documents, GGL/WGI reserves the right to reject the bid without making any reference to the bidder.

In absence of requisite documents, GREEN GAS reserves the right to reject the bid without making any reference to the bidder.



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2.0 EMD/ BID SECURITY:

Item No.	For Indian Bidders in INR	For Foreign Bidders in USD
1	820	18
2	630	14
3	70500	1567
4	51000	1133
5	43500	967

Note: In case bidder quotes for more than one (1) item, the EMD (Bid Security) shall be submitted on cumulative basis, for the quoted items.

- 3.1 GREEN GAS decision shall be final with respect to qualification criteria.
- 3.2 Bidder may quote for one or more items and his offer will be considered based on qualification criteria. However, bidder must quote full quantity against any individual item. Bidder quoting for partial quantities in an item shall not be considered for evaluation for that item.



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**SECTION II
INSTRUCTIONS TO BIDDERS (ITB)**



CNG AND CITY GAS DISTRIBUTION PROJECT
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INSTRUCTIONS TO BIDDERS (ITB)

GENERAL

1. SCOPE OF BID:

- 1.1. The Employer / Purchaser / Owner / GGL as defined in the General Conditions of Contract hereinafter “the Employer” wishes to receive bids as described in the Bidding Documents.
- 1.2. SCOPE OF BID: The scope of work shall be as defined in the bidding document.
- 1.3. The successful bidder will be expected to complete the Scope of Bid within the period stated in Special Conditions of Contract .
- 1.4. Throughout this bidding documents, the term “bid” and “tender” and their derivatives (“bidder / tenderer”, “Bid / tendered / tender”, “bidding/tendering”, etc.) are synonymous, and day means calendar day. Singular also means plural.

2. ELIGIBLE BIDDERS:

- 2.1 Documents Establishing Bidder’s Qualification.
 - 2.1.1 Bidder shall, as part of their bid, submit a written power of attorney authorizing the signatory of the bid to commit the bidder.
 - 2.1.2 Pursuant to qualification criteria specified in Invitation for Bids (IFB) the bidder shall furnish all necessary supporting documentary evidence to establish the bidder’s claim of meeting Bid Evaluation Criteria.
 - 2.1.3 The bidder shall furnish, as part of his bid, documents establishing the bidder’s eligibility to bid and his qualifications to perform the contract if his bid is accepted.
 - 2.1.4 The documentary evidence of the bidder’s qualifications to perform the contract if his bid is accepted, shall establish to the OWNER’S / CONSULTANT’S satisfaction that, the bidder has the financial, technical and productions capacity necessary to perform the contract.
- 2.2 The invitation of bid is open to any bidder.
- 2.3 A bidder shall not be affiliated with a firm or entity:
 - (i.) that has provided consulting services related to the work to the EMPLOYER during the preparatory stages of the works or of the project of which the works form a part, or
 - (ii.) that has been hired by the Employer as engineer / consultant for the contract.
- 2.4 The bidder shall not be under a declaration of ineligibility by EMPLOYER for corrupt or fraudulent practices as defined in ITB Clause no. 40.
- 2.5 The bidder is not put on holiday by GGL or All PMC of GGL or black listed by any Government Department / Public Sector on due date of submission of bid. If the documents were issued inadvertently / downloaded from website, offers submitted by such bidders shall not be considered for opening / evaluation / award.
- 2.6 The job executed by a bidder for its own plant / project cannot be considered as experience for the proposed of meeting requirement of BEC of the tender. However, jobs executed for subsidiary / fellow subsidiary / holding company will be considered as experience for the purpose of meeting BEC subject to submission of tax paid invoice (s) dually certified by statutory auditors of the bidders towards payments of statutory tax in support of the job executed for subsidiary (fellow subsidiary) / holding company. Such bidders to submit these documents in addition to the documents specified in the bidding documents to meet BEC.



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3. ONE BID PER BIDDER

- 3.1. A Bidder shall submit only one bid in the same bidding process. A Bidder who submits or participates in more than one bid will cause all the proposals in which the bidder has participated to be disqualified.
- 3.2. Alternative bids are not acceptable.

4. COST OF BIDDING

- 4.1. The bidder shall bear all costs associated with the preparation and submission of the bid, and EMPLOYER (GGL) / CONSULTANT (WGI) will in no case be responsible or liable for this cost, regardless of the conduct or outcome of the bidding process.

5. SITE VISIT (NOT APPLICABLE)

- 5.1. The bidder is advised to visit and examine the site or / locations of warehouse and its surroundings and obtain for itself, at its own responsibility, all the information that may be necessary for preparing the bid and entering into the Contract. The cost of visiting the site shall be at the bidder's own expense.
- 5.2. The bidder or any of its personnel or agents will be granted permission by the Employer to enter upon its premises and land for the purpose of such visits, but only upon the express condition that the bidder, its personnel, and agents will indemnify the Employer and its personnel and agents from and against all liabilities in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

BIDDING DOCUMENTS

6. CONTENT OF BIDDING DOCUMENT

- 6.1. The Bid Documents hosted on GGL and WGI Websites are as stated below and should be read in conjunction with any addenda issued / hosted in accordance with Clause 8 of ITB.

Volume I of II: Commercial
Volume II of II: Technical

- 6.2. The bidder is expected to examine IFB, all instructions, Forms / Formats, terms, specifications and drawings etc., enclosed in the bid documents. The invitation for bid (IFB) together with all its attachment thereto, shall be considered to be read, understood and accepted by the bidder. Failure to furnish all information required by the Bid Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at bidder's risk and may result in the rejection of the Bid.

7. CLARIFICATION ON BID DOCUMENTS

- 7.1. A prospective bidder requiring any information or clarification of the Bidding Documents, may notify the Employer/Consultant in writing by e-mail / fax / post at Consultant's mailing address indicated in the Bid Document (Wood Group Kenny India Pvt.Ltd., Level-4, 18-Incube Business Centre, Nehru Place, New Delhi - 110019, India. Fax No. + 91 11 4654-2419). All question / queries should be referred to Consultant at least 04 (four) days before scheduled date of pre-bid meeting.



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8. AMENDMENT OF BID DOCUMENTS

- 8.1. At any time prior to the deadline for submission of bids, the Employer / Consultant may, for any reason, whether on its own requirement or in response to a clarification requested by prospective bidders, modify the Bidding Documents by issuing addenda.
- 8.2. Any addendum thus issued shall be part of the Bidding Documents. The addendum will be hosted on the GGL websites <http://gglonline.net/Pages/tenders.htm> and WGI website <http://www.woodgroupindia.com/greengas/tender.htm>. All the prospective bidders who have shown interest vide attending Pre-tender / Pre Bid Meeting shall be informed by e-mail/Fax about the addendum for their reference. Bidders have to take into consideration of all the addendum(s) / corrigendum (s) / clarifications issued / web hosted, before submitting the bid.
- 8.3. The Employer / Consultant may, at its discretion, extend the date of submission of Bids in order to allow the bidders a reasonable time to furnish their most competitive bid taking into account the amendments issued.

PREPARATION OF BIDS

9. LANGUAGE OF BID

- 9.1. The Bid prepared by the bidder, all correspondence / drawings and documents relating to the bid exchanged by the bidder with the Employer / Consultant shall be in English Language alone provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation, in which case, for the purpose of interpretation of the bid, the English translation shall govern.
- 9.2. In the event of submission of any document/ certificate by the Bidder in a language other than English, the English translation of the same duly authenticated by Chamber of Commerce of Bidder's country shall be submitted by the Bidder. Metric measurement system shall be applied.

10. DOCUMENTS COMPRISING THE BID

- 10.1. The bid prepared by the bidder shall comprise the following and the below documents must be submitted before due date and time.
- 10.2. **Envelope- I: Techno-Commercial Un-price Bid (PART-I) in "Original" and 02 (two) copies**
- 10.2.1 Part – I: Techno-commercial/Un-price Bid shall contain the following documents duly signed on each page. .
- a. Covering letter bearing ref. No. & date.
 - b. Bidder's General Details / information as per format F-1.
 - c. Power of Attorney in original physical form in favour of person (s) signing the bid that such person (s) is / are authorised to sign the bid on behalf of the bidder and any consequence resulting due to such signing shall be binding on the bidder.
 - d. Bid Form as per format F-2.
 - e. List of enclosures as per Format F-3, Annual Turnover (F-3A), Financial Situation (F-3B).
- (Not applicable for this tender)**
- f. Price Schedule with prices blanked out mentioning "Quoted" against each item along with other details like rate of taxes and duties etc. considered.
 - g. Bid Security / EMD in accordance with Clause 13 of "ITB" shall be furnished in Original in physical form either in the form of Banker's Cheque/Bank Draft payable to "Green Gas Limited" payable at Lucknow or Bank Guarantee as per format F-4.



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- h. Letter of authority in original physical form in favour of any one of bidder's executive having authority to attend the un-priced and price bid opening on specified dates and venue as per format F - 5
- i. Confirmation of No Deviation as per Format F-6.
- j. Certificate as per Format F-7 for confirming the Government of India is not party of Agreement.
- k. Details of similar work done / Supplies made during past seven years as per Form F-8.
- l. All necessary documents to establish the qualification pursuant to Bid Evaluation criteria (Technical and Financial) mentioned in Annexure – 1 of IFB.
- m. Certificate of Non-Involvement of Agent as per Format F-10, if there is no Agent / Consultant / Retainer / Associate is involved.
- n. Checklist duly filled in as per Format F-12.
- o. Details regarding Small / Medium / Large scale industry as per Format – 13 (Indian bidders only)
- p. Declaration as per Format F – 14
- q. Any other information/ details required as per Bidding Documents.
- r. Filled integrity pact duly signed and stamped (Not Applicable for this tender).

Note: All pages of the bid are to be signed and sealed by authorised person of the bidder.

- 10.3. **Envelope II: "Price Bid – Not to Open with Techno – Commercial Un priced Bid"- (PART-II)**
 - 10.3.1. Part – II: Price Bid
 - 10.3.1.1. Part – II shall contain original Schedule of Prices duly filled in duly signed on each page.
- 10.4. **Envelope III: "Bid Security"- PART-III.**
 - 10.4.1. Part-III: Bid Security.
 - 10.4.1.1. Part-III shall contain one original and two (02) copies of Bid Security in separate sealed envelope.
- 11. **BID PRICES**
 - 11.1 The bidder shall indicate on the appropriate Schedule of Rates (SOR) attached as Attachment – II in the bid document, 'Unit Prices & Total Bid Prices' and the Country Of Origin of goods, offered to supply under the contract.
 - 11.2 **Indian Bidders**
 - 11.2.2 Prices shall be quoted, in the prescribed Schedule of Rates (SOR) / Price Schedule, by Indian bidder, separately for each item of scope, in the following manner:
 - 11.2.2.1 Ex-works price shall include packing and forwarding, taxes & duties on raw materials components, cost of imported raw materials/components, if any and Customs Duty, surcharge on Customs Duty, CVD & Special Addl. Duty as applicable thereon and Marine Insurance but excluding inland transportation to Owner's Project Site.
 - 11.2.2.2 Separate & clear break-up of Terminal Excise Duty & Central Sales Tax (Against Form C), indicating applicable rates on the finished goods.



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- 11.2.2.3 Separate and clear break-up of firm charges for inland transportation and other local cost incidental for delivery of goods to the designated site including transit insurance till hand over to the Owner.
- 11.2.2.4 Only statutory variation in Central Sales Tax (Against Form C) / VAT & Excise Duty (payable on the finished products), if any, and service tax within the contractual delivery period shall be borne by the OWNER. However, any increase in the rate of these taxes and duties beyond the contractual completion period shall be to bidder's account and any decrease shall be passed on to the Owner.
- 11.2.2.5 Any new taxes and duties if imposed by Govt. India after the date of bid submission but before the CDD (Contractual Delivery Date), shall be reimbursed to the contractor on submission of documentary evidence for proof of payment to government authorities and also asserting its applicability with respect to contract.
- 11.2.2.6 Form C will be provided by Green Gas Ltd.
- 11.3 **Foreign Bidders**
- 11.3.1 Foreign bidders are required to quote price in a similar manner and the quoted price shall be inclusive of all costs as applicable and as envisaged in the Bid Document and Schedule of Rates (SOR). Custom duty shall be paid by the bidder. The custom duty shall be reimbursed against documentary evidence. All liaisoning work with custom authorities for duty assessment, duty payment, port clearance and thereafter arrange inland transportation to site will be the responsibility of the bidder and the cost thereof shall be included in the quoted price.
- 11.3.2 Price of goods quoted as FOB Port of Shipment shall be inclusive of all taxes, duties and all other charges applicable in the country of origin up to FOB Port of Shipment. Marine Insurance & sea freight is also in bidder's scope and to be indicated in SOR.
- 11.3.3 Bids should be submitted directly by the bidder instead of through Indian Agent. Where appointment of Indian Agents become unavoidable, the circumstances thereof must be clearly explained and the Indian Agency Commission charges included in quoted prices (in terms of percentage of quoted FOB prices) be specified in relevant 'Schedule of Rates (SOR)'. The Indian Agency Commission, shall be payable in non-convertible Indian Rupees to such agent upon complete execution of order after receipt, installation and acceptance of goods.
- Bidders separation of the price components as aforesaid will be solely for the purpose of facilitating the comparison of bids and will not in any way limit the Owner's right to contract on any of the price basis/terms offered basis.
- 11.3.4 While quoting, bidder has to consider merit rate of custom duty. Bidder will pay the custom duty and reimburse towards custom duty shall be made by GGL after submission of document proof.
- 11.3.5 Prices quoted by the bidder shall be firm and fixed during the bidder's performance of the contract. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- 11.3.6 The terms shall be interpreted as per INCOTERMS 2000'
- (i) FOT - Free on Truck / Trailer
 - (ii) FOB – Free on Board
 - (iii) CFR – Cost & Freight



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(iv) CIF – Cost, Insurance & Freight

12. BID CURRENCY

12.1 For supply of goods, Indian Bidders shall submit bid in Indian Rupees only and foreign bidders shall submit bid in Euro or US dollar.

12.2 **Exchange rate variation**, if any, shall be to bidder's account.

12 PERIOD OF VALIDITY OF BIDS

12.1 The bid shall remain valid for acceptance for four (4) months from the bid due date. A bid valid for a shorter period shall be rejected being non-responsive.

12.2 In exceptional circumstances, prior to expiry of the original bid validity period, the Employer / Consultant may request that the bidder extend the period of validity for a specified additional period. The requests and the responses thereto shall be made in writing (by e-mail/fax/post). A bidder may refuse the request without forfeiture of its bid security. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of its bid security for the period of the extension and in accordance with ITB clause 13 in all respects.

13 BID SECURITY

13.1 The bidder shall furnish, as part of its Bid, a Bid Security in the amount specified in the IFB.

13.2 The bid security is required to protect the Employer against the risk of bidder's conduct which would warrant the bid security's forfeiture, pursuant to clause 13.7 of ITB.

13.3 The Bid Security in Indian Rupees shall be in the form of Demand Draft / Banker's Cheque in favour of "GREEN GAS Ltd", payable at Lucknow (issued by Indian Nationalised / Scheduled bank or first class international bank) or in the form of an irrevocable Bank Guarantee in favour of GREEN GAS Ltd. as per format enclosed at F-4.

GGL shall not be liable to pay any bank charges, commission or interest on the amount of bid security. In case, bid security is in the form of irrevocable Bank Guarantee the same shall be from any Indian scheduled Bank or a branch of an International bank situated in India and registered with the Reserve Bank of India as scheduled foreign bank in case of Indian Bidder and from any Reputed International Bank or Indian Scheduled Bank in case of foreign bidder. However, in case of Bank Guarantee from banks other than the Nationalized Indian bank, the bank must be a commercial bank having net worth in excess of Rs.100 Crores (equivalent in US\$) and a declaration to this effect should be made by such commercial bank either in the bank guarantee itself or separately on its letterhead.

The bid security shall be valid for two (02) months beyond the validity of the bid as specified in Clause 12 of ITB.

13.4 Any bid not secured in accordance with clause 13.1 and 13.3 shall be rejected by GGL as non-responsive.

13.5 Unsuccessful bidder's bid security will be discharged or returned, as promptly as possible but not later than 30 days after the expiration of period of bid validity prescribed by GGL pursuant to Clause 12.

13.6 The successful bidder's bid security will be discharged upon the bidder's accepting the order, pursuant to Clause 34 of ITB and furnishing the Contract Performance Guarantee pursuant to Clause 38 of ITB.



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- 13.7 The bid security may be forfeited:
- 13.7.1 If a bidder withdraws its bid during the period of Bid validity.
- 13.7.2 In case of a successful bidder, if the bidder fails:
- i) to accept the award in accordance with Clause 34 of ITB. OR
 - ii) to accept the arithmetic corrections pursuant to Clause 29 of ITB. AND/OR
 - iii) to furnish the performance guarantee in accordance with Clause 38 of ITB .
- 13.8 Bid security should be in favour of GREEN GAS Ltd, Lucknow and addressed to GREEN GAS Ltd. Bid security must indicate the bid document and the work for which the bidder is quoting. This is essential to have proper co-relation at a later date. The Bid Security shall be in the form provided at Attachment I.
- 13.9 For Indian Bidders: Central Public Sector Undertakings of Government of India and Small Scale Industries units registered with NSIC, under its single point registration scheme, shall be exempted from submission Bid Security, provided they are **registered for the items they intend to quote** and subject to their enclosing with their bid a copy of latest and current registration certificate.
- 14 PRE-BID MEETING**
- 15.1 The bidder (s) or his designated representative, who have downloaded the bid document and have confirmed their intention to bid are invited to attend a pre-bid meeting which will take place at Wood Group Kenny India Pvt.Ltd, 18 Incube Business Centre, Level – 4 , Nehru Place New Delhi – 110019, India.
- 14.1 The purpose of meeting will be to clarify issues and to answer queries on any matter that may be raised at that stage.
- 14.2 The bidder is requested, as far as possible, to submit any queries by courier or by fax to reach Employer / Consultant's office not later than 4 days before the meeting. It may not be practicable at the meeting to answer queries received late, but queries and responses/clarifications will be transmitted in accordance with the following sub-clause.
- 14.3 The text of the queries raised and the responses given, together with any responses prepared after the meeting will be transmitted without delay (without identifying the sources of the questions) to all the Bidders who have downloaded the bid document and have confirmed their intention to bid for the bidding documents .Any modifications of the bidding documents listed in clause 6.1 of ITB that may become necessary as a result of the pre-bid meeting shall be made by the Employer exclusively through the issue of an Addendum pursuant to 8 of ITB and not through the minutes of the pre-bid meeting
- 14.4 Non- attendance of the pre-bid meeting will not be a cause for disqualification of the bidder.
- 15 FORMAT AND SIGNING OF BID**
- 15.1 The person shall sign the bid or persons duly authorised to sign on behalf of the bidder. The name and position held by each person signing must be stated below the signature. All pages of the bid except any catalogues / literatures shall be signed and sealed by the person or persons signing the bid.
- 15.2 The bid shall contain no alterations, omissions or additions, unless such corrections are initialled by the person or persons signing the bid.



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16 ZERO DEVIATION:

- 16.1 Bidder to note that this is a **ZERO Deviation** Bidding Document. Employer / Consultant will appreciate submission of offer based on the terms and conditions in the enclosed GCC –Goods, SCC - Goods, ITB, Scope of Work / Supply, and Technical Specification etc. to avoid wastage of time and money in seeking clarifications on technical/ commercial aspect of the offer. Bidders may note that no technical and commercial clarifications will be sought for after the receipt of the bid.
- 16.2 Notwithstanding to the above, bids with the following deviation(s) to the bid conditions shall be liable for rejection without any post bid reference to the bidder:
- 16.2.1 Firm prices
 - 16.2.2 Earnest money deposit (EMD) / Bid Security
 - 16.2.3 Scope of work / Supply
 - 16.2.4 Specifications
 - 16.2.5 Price schedule
 - 16.2.6 Delivery / Completion Schedule.
 - 16.2.7 Period of validity of bid
 - 16.2.8 Price Reduction Schedule (PRS).
 - 16.2.9 Performance Bank Guarantee (PBG) / Security Deposit.
 - 16.2.10 Guarantee
 - 16.2.11 Arbitration / Resolution of dispute
 - 16.2.12 Force Majeure.
 - 16.2.13 Applicable laws
 - 16.2.14 Terms of payment
 - 16.2.15 EPF registration (Not applicable for this tender)
 - 16.2.16 Integrity pact (Not applicable for this tender)
 - 16.2.17 Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid.

17 E-PAYMENTS

- 18.1 GGL Limited has initiated payments to suppliers and contractors electronically and to facilitate the payments electronically, the bidder should have an account with HDFC Bank or ICICI Bank or State Bank of India so that the payment through e-banking be made to the bidder, in case work is awarded to him. Further, the bidder should give the details of his bank account in any one of the above banks to facilitate payment through e-banking in case of award of work on him.

18 DELETED

SUBMISSION OF BIDS

19 MARKING OF BIDS

- 19.1 Bid shall be submitted in the following manner as follows:
Part-I - Techno-commercial / un-priced bid
Part-II - Priced Bid
Part-III - Original Bid Security



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- 19.2 **Techno Commercial Un-priced Bid: (Part I)** Techno-commercial Un-priced Bid shall be submitted in for "Pipe Laying and Associated Works" for "CNG and City Gas Distribution Project" "**Original**" and "**(2) two Copies**".
- 19.3 **Price Bid: (Part II)** Price Bid shall be submitted for "Pipe Laying and Associated Works" for "CNG and City Gas Distribution Project". "Not to Open along with Techno Commercial Un-Priced Bid".
- 19.4 **Bid Security: (Part III):** Original bid security and two copies of the same shall be sealed in envelope "Bid Security for "Pipe Laying and Associated Works" for "CNG and City Gas Distribution Project" "Original" and "(2) two Copies".
- 20.6 All envelopes containing the documents in physical form required to be submitted by the bidder shall have bid Document number and shall be addressed to Head (C&P) at address mentioned in Cl.20.6 below.
- Head (C & P)**
Wood Group Kenny India Pvt.Ltd.
18 Incube Business Centre, Level - 4
Nehru Place
New Delhi – 110019
Phone: 00- 91-11- 4160-8770 / 8384
Fax: 00 - 91-11-4654-2419
- 20.7 Each envelope shall indicate name and address of the bidder to enable the bid to be returned unopened, if required.
- 20.8 If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the bid.
- 21 DEADLINE FOR SUBMISSION OF BID**
- 21.1 The Bid containing Part – I to Part – III must be received by the Employer at the address as specified in Clause 20 above no later than the time and date as specified in clause 1.2.6 of IFB.
- 21.2 The Employer / Consultant may, in exceptional circumstances and at its discretion, on giving reasonable notice by e-mail / fax or any written communication to all prospective bidders who have submitted tender fee / shown interest vide attending pre tender / pre – bid meeting extend the deadline for the submission of bids in which case all rights and obligations of the Employer / Consultant and bidders, previously subject to the original deadline will thereafter be subject to deadline as extended.
- 22 LATE BIDS / UNSOLICITED BIDS / BID SUBMISSION AT OTHER PLACE**
- 22.1 WGI / GGL shall close immediately receiving of bids after the deadline for submission of bid prescribed by the Consultant pursuant to Clause 21 of ITB.
- 22.2 Unsolicited bids or bids being submitted in CD/DVD/Email/FAX/Pen Drive form/to address other than one specifically stipulated in the bid document will not be considered for opening / evaluation / award and will be returned to such bidders.
- 23 MODIFICATION AND WITHDRAWAL OF BIDS**
- 23.1 The bidder may modify, re-submit or withdraw its bid after the bid submission, provided that written notice for modification / withdrawal is received, before the due date of submission of bid.
- 23.2 Modification shall be prepared, sealed and marked in accordance to the provision of clause 20 clearly marked by Modification / Clarification.
- 23.3 No bid shall be modified after the deadline for submission of bid.



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- 23.4 No bid shall be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval shall result in the bidder's forfeiture of its bid security, pursuant to Clause 13.7 of ITB.

BID OPENING AND EVALUATION

24 BID OPENING

- 24.1 Un-Priced Techno – Commercial bid opening:
- 24.2 The Employer / Consultant will open, in the presence of bidders' designated representatives, Envelopes Part-III after establishing the bidders' fulfilment as per Part – III only, the unpriced bid Part-I will be opened, at date, time & venue as stipulated in IFB. The bidder's representatives who are present shall sign bid-opening statement evidencing their attendance.
- 24.3 Bidder's names, the presence (or absence) and amount of bid security, and any other such details as the consultant may consider appropriate will be announced by the Consultant.

25 PROCESS TO BE CONFIDENTIAL

- 25.1 Information relating to the examination, clarifications, evaluation and comparison of bids, and recommendations for the award of a Contract, shall not be disclosed to bidders or any other person officially concerned with such process. Any effort by a bidder to influence the Employer / Consultant in any manner in respect of bid evaluation or award will result in the rejection of that bid.

26 CONTACTING THE EMPLOYER / CONSULTANT

- 26.1 From the time of the bid opening to the time of the Contract award, if any bidder wishes to contact the Employer for any matter relating to the bid it should do so in writing.
- 26.2 Any effort by a bidder to influence the Employer / Consultant in any manner in respect of bid evaluation or award will result in the rejection of that bid.

27 EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS

- 27.1 Techno-Commercial Bid Evaluation.
- 27.2 The Employer / Consultant will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 27.3 Prior to the detailed evaluation, the Employer / Consultant will determine whether each bid is of acceptable quality, is generally complete and is responsive to the Bidding Documents. For the purposes of this determination, a responsive bid is one that conforms to all the terms, conditions and specifications of the Bidding Documents without deviations, objections, conditionality or reservations.
- 27.4 No deviation, whatsoever, is permitted in the Bidding Documents and the price bids of those bidders, whose technical and commercial bids contain any exception to the conditions and stipulations of the Bidding Documents, shall not be opened and returned un-opened to such bidder(s).
- 27.5 The Employer / Consultant's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. If a bid is not responsive, it will be rejected by the Employer / Consultant, and may not subsequently be made responsive by the bidder by correction of the non-conformity.
- 27.6 The Employer / Consultant will carry out a detailed evaluation of the bids previously determined to be responsive in order to determine whether the technical aspects are in accordance with the



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requirements set forth in the Bidding Documents. In order to reach such a determination, the Employer / Consultant will examine and compare the technical aspects of the bids on the basis of the information supplied by the bidders, taking into account the following factors:

- (a) Overall completeness and compliance with the Technical Specifications; quality, function and operation of any process control concept included in the bid. The bid that does not meet minimum acceptable standard of completeness / specifications defined in the bid document, consistency and detail will be rejected as non-responsive.
- (b) Any other relevant factor, if any that the Employer / Consultant deems necessary or prudent to be taken into consideration.

- 27.7 Requisite forms contains all necessary information including those required for meeting qualifying criteria stipulated in IFB, etc.
- 27.8 Bidder is required to furnish the complete and correct information / documents required for evaluation of their bids. If the information / documents forming basis of evaluation is found to be false / forged, the same shall be considered adequate ground for rejection of the Bids and forfeiture of Earnest Money Deposit.
- 27.9 In case, the information / document furnished by the vendor/ contractor forming basis of evaluation of his bid is found to be false / forged after the award of the contract. GGL shall have full right to terminate the contract and get the remaining job executed at the risk & cost of such vendor / contractor without any prejudice to the other rights available to GGL under the contract such as forfeiture of CPBG/ Security Deposit, without holding of payment etc.
- 27.10 In case this issue of submission of false document comes to the notice after execution of work, GGL shall have full right to forfeit any amount due to the vendor / contractor along with forfeiture of CPBG/ Security Deposit furnished by the vendor / contractor.
- 27.11 Further, such bidder / vendor / contractor shall be put on Blacklist / Holiday List of GGL debarring them from future business with GREEN GAS

28 PRICE BID OPENING

- 28.1 The Employer / Consultant shall inform the time, date and venue for price bid opening to all such bidders who qualify pursuant to techno-commercial bid evaluation. Bidders may be required to attend price bid opening at a short notice of 24 hours.
- 28.2 The Employer / Consultant will open price bids of all bidders notified to attend price bid opening in presence of authorised bidders' representatives present at the time of priced bid opening. The bidder's representatives who are present shall sign bid-opening statement evidencing their attendance.
- 28.3 The bidder's name, prices, and such other details as the Employer / Consultant, at its discretion, may consider appropriate will be announced and recorded at the time of bid opening.

29 ARITHMETIC CORRECTIONS

- 29.1 The bids will be checked for any arithmetic errors as follows:
- 29.2 Where there is a discrepancy between the amount in figures and in words, the amount in words will govern; and
- 29.3 Where there is a discrepancy between the unit rate and the line item total resulting from multiplication or addition, the unit rate as quoted shall prevail and the total price shall be corrected.
- 29.4 If the bidder does not accept the correction of errors, its bid will be rejected and the bid security will be forfeited.



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30 CONVERSION TO SINGLE CURRENCY

30.1 To facilitate evaluation and comparison, the OWNER/ CONSULTANT will convert all bid prices expressed in the amounts in various currencies in which bid price is payable, to Indian Rupees at the BC Selling Rates as declared by State Bank of India a day prior to priced bid opening.

OWNER/ CONSULTANT evaluation and comparison of prices of previously determined substantially responsive bids shall take following in account:

31 EVALUATION AND COMPARISON OF BIDS

Evaluation will be on Item Wise basis

The lowest evaluated bid shall be considered for award on item wise basis. The evaluated prices shall be calculated as under:

31.1 Indian Bidders:

The evaluated price of Indian bidders shall include the following:

- i) FOT Dispatch Point price quoted by the bidder (including packing and forwarding)
- ii) Excise duty on the finished goods including cess.
- iii) CST / LST / VAT on the finished goods with concessional form.
- iv) Freight charges inclusive of transit insurance, service tax on freight, octroi and entry tax etc

31.2 Foreign Bidders:

The evaluated price of foreign bidders shall include the following:

- i) Total CIF price as quoted by the bidder including all taxes/duties, ocean freight, insurance etc.
- ii) Merit rate of Customs Duty / CVD / Addl. Duty Including port handling / clearance charges etc.
- iii) Total inland transportation charges from port to site inclusive of transit insurance, service tax on freight, octroi and entry tax etc.

31.3 The unit prices quoted in the "Schedule of Rates" shall be considered for evaluation and no cognizance will be given to the supplementary/supporting document attached to the price bid, break-up of prices, etc.

32 DOMESTIC PREFERENCE - Deleted

33. DEEMED EXPORT BENEFIT – DELETED

AWARD OF CONTRACT

34. AWARD OF WORK.

34.1 The employer / Consultant will award the contract to the successful bidder (s) whose bid has been determined to be substantially responsive, meets the technical & financial criteria and have been determined as a lowest bid and is determined to be qualified to satisfactorily perform the contract.

35. EMPLOYER / CONSULTANT'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY BID

35.1 The Employer / Consultant reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of the contract without thereby



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incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the ground for Employer / Consultant's action.

36. NOTIFICATION OF AWARD

- 36.1 Prior to the expiration of period of bid validity GGL will notify the successful bidder in writing by fax / e-mail to be confirmed in writing, that his bid has been accepted. The notification of award / Fax of Intent will constitute the formation of the Contract.
- 36.2 The Delivery / Completion period shall commence from the date of notification of award / Fax of Intent (FOI).
- 36.3 Award of Contractor / Order will be by issuing Fax of Intent (FOI) of your Bid. FOI will contain price, Delivery and others salient terms of your Bid and Bidding Documents.

Bidder will be required to confirm receipt of the same by returning "copy of the FOI duly signed and stamped by the Bidder as a token of acknowledgement to GGL and WGI. On receipt FOI acknowledgement without any deviation / condition, detail purchase order / contract will be issued in quadruplicate. Three copies of the same without any condition / deviation will be returned duly signed and stamped by the bidder as a token of acknowledgement to GGL and WGI.

37. PERFORMANCE GUARANTEE

- 37.1 Within 15 days of the receipt of the notification of award/ Fax of Intent from GGL, the successful bidder shall furnish the contract performance security in accordance with Article 24 of General Conditions of The Contract in the form provided in the bidding documents. The Contract Performance Security shall be in the form of Banker's Cheque / Demand Draft / Bank Guarantee and shall be in the currency of the Contract.
- 37.2 The contract performance security shall be for an amount equal to 10% of the value of the contract towards faithful performance of the contractual obligations and performance of equipment. This Bank Guarantee/ DD/ Banker's Cheque shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. This Bank Guarantee shall be valid for a period as stated in Article-24 of General Conditions of The Contract.
- 37.3 Failure of the successful bidder to comply with the requirements of this article shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event GGL may award the order to the next lowest evaluated bidder or call for new bids.
- 37.3 SSI units registered with the NSIC, under its single point Registration scheme shall be exempted from submission of Performance Guarantee to the monetary limit for which the unit is registered.

38. CORRUPT AND FRAUDULENT PRACTICES

- 38.1 The Employer requires that Bidders/Contractors observe the highest standard of ethics during the execution of Contract. In pursuance of this policy, the Employer defines, for the purposes of this provision, the terms set forth below as follows:
- i) "Corrupt Practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of public official in contract execution; and
 - ii) "Fraudulent Practice" means a misrepresentation of facts in order to influence the execution of a Contract to the detriment of the Employer, and includes collusive practise among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition.



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38.2 The Employer will reject a proposal for award if it determines that the bidder recommended for award has engaged corrupt or fraudulent practices in competing for the Contract in question:

38.3 The Employer will declare a firm ineligible for a period pursuant to Clause No. 28.1.3 of GCC-Goods.

38.4 The bidder(s) are required to execute the “**Integrity Pact**” attached in the Bid Document as Attachment-III. In case a bidder does not sign the Integrity Pact, his bid shall be liable for rejection.

39. WAIVER OR TRANSFER OF AGREEMENT

The successful bidder shall not waive the agreement or transfer it to third parties, whether in part or in whole, nor waive any interest that is included in the Agreement without prior written permission of the Employer.

40. ORDER OF PRECEDENCE

In case of an irreconcilable conflict between Indian or other applicable standards, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings or Schedule of Rates, the following shall prevail to the extent of such irreconcilable conflict in order of precedence:

- i) Purchase Order
- ii) Fax / Letter of Intent
- iii) Schedule of Rates as enclosures to Letter of Award
- iv) Job / Particular Specifications
- v) Drawings
- vi) Technical / Material Specifications
- vii) Instruction to Bidder
- viii) Special Conditions of Contract
- ix) General Conditions of Contract
- x) Indian Standards
- xi) Other applicable Standards

41. UNSOLICITED POST TENDER MODIFICATIONS

Bidders shall quote as per the terms and conditions of the bidding document and not to stipulate deviations/exceptions. Once quoted, the bidder shall not make any subsequent price changes, whether resulting or arising out of technical/ commercial clarifications sought on any deviations, exceptions or stipulations mentioned in the bid unless any amendment to bidding document is issued by GGL / WGI. Similarly, no revision in quoted price shall be allowed should the deviations stipulated by him are not accepted by GGL / WGI and required to be withdrawn by him in favour of stipulation of the bidding document. Any unsolicited proposed price change shall render the bid liable for rejection.

SECTION – III

**GENERAL CONDITIONS OF CONTRACT
(GCC - GOODS)**



GENERAL CONDITIONS OF CONTRACT (GCC - GOODS)

1 Definitions

In this document, General Conditions of Contract (GCC-Goods), the following terms shall have the following respective meanings:

- 1.0 BIDDER: Designates the individual or legal entity which has made a proposal, a tender or a bid with the aim of concluding a Contract with the PURCHASER.
- 1.1 CONSULTANT [if engaged] shall mean Wood Group Kenny India Pvt.Ltd, 18 Incube Business Centre, Level - 4 Nehru Place, New Delhi – 110019. The term consultant includes successors, assigns of M/s WGI.
- 1.2 CONTRACT shall mean Purchase Order/Contract and all attached exhibits and documents referred to therein and all terms and conditions thereof together with any subsequent modifications thereto.
- 1.3 CONTRACT PRICE shall mean the price payable to the Seller under the Contract for the full and proper performance of his contractual obligations.
- 1.4 COMPLETION DATE shall mean the date on which the goods are successfully commissioned by the Seller and handed over to the PURCHASER.
- 1.5 COMMERCIAL OPERATION shall mean the condition of the operation in which the complete equipment covered under the Contract is officially declared by the PURCHASER to be available for continuous operation at different loads upto and including rated capacity.
- 1.6 DELIVERY terms shall be interpreted as per INCO TERMS 2000 in case of Contract with a foreign Bidder and as the date of LR/GR in the case of a contract with an Indian Bidder.
- 1.7 DRAWINGS shall mean and include Engineering drawings, sketches showing plans, sections and elevations in relation to the Contract together with modifications and/or revisions thereto.
- 1.8 ENGINEER or Engineer-in-Charge of the Project SITE shall mean the person designated from time to time by PURCHASER/CONSULTANT at SITE and shall include those who are expressly authorized by him to act for and on his behalf for operation of this CONTRACT.
- 1.9 FINAL ACCEPTANCE shall mean the PURCHASER's written acceptance of the Works performed under the Contract after successful completion of performance and guarantee test.
- 1.10 GOODS shall mean articles, materials, equipment, design and drawings, data and other property to be supplied by Seller to complete the contract.
- 1.11 INSPECTOR shall mean any person or outside Agency



GENERAL CONDITIONS OF CONTRACT (GCC - GOODS)

nominated by PURCHASER/CONSULTANT through CONSULTANT to inspect equipment, stagewise as well as final, before dispatch, at SELLER's works and on receipt at SITE as per terms of the CONTRACT.

- 1.12 INITIAL OPERATION shall mean the first integral operation of the complete equipment covered under the Contract with sub-systems and supporting equipment in service or available for service.
- 1.13 PURCHASER shall mean Green Gas Limited (GGL) having its registered office at 4/257, Vivek Khand, Gomti Nagar, Lucknow – 226 010 (INDIA). The term PURCHASER includes successors, assigns of GGL.
- 1.14 PERFORMANCE AND GUARANTEE TESTS shall mean all operational checks and tests required to determine and demonstrate capacity, efficiency and operating characteristics as specified in the Contract documents.

PROJECT designates the aggregate of the Goods and/or Services to be provided by one or more Contractors.

Quantities – Bills of quantities

Bills of quantities

Designate the quantity calculations to be taken into account when these calculations are made from detailed or construction drawings, or from work actually performed, and presented according to a jointly agreed breakdown of the Goods and/or Services.

- 1.15 SELLER shall mean the person, firm or company with whom PURCHASE ORDER/CONTRACT is placed/entered into by PURCHASER for supply of equipment, materials and services. The term Seller includes its successors and assigns.
- 1.16 SERVICE shall mean erection, installation, testing, commissioning, provision of technical assistance, training and other such obligations of the Seller covered under the Contract.
- 1.17 SITE designates the land and/or any other premises on, under, in or across which the Goods and/or Services have to be supplied, erected, assembled, adjusted, arranged and/or commissioned.
- 1.18 SPECIFICATIONS shall mean and include schedules, details, description, statement of technical data, performance characteristics, standards (Indian as well as International) as applicable and specified in the Contract.
- 1.19 SUB-CONTRACT shall mean order placed by the Seller, for any portion of the contracted work, after necessary consent and approval of PURCHASER.
- 1.20 SUB-CONTRACTOR shall mean the person named in the



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CONTRACT for any part of the work or any person to whom any part of the CONTRACT has been sub-let by the SELLER with the consent in writing of the CONSULTANT/PURCHASER and will include the legal representatives, successors, and permitted assigns of such person.

- 1.21 START-UP shall mean the time period required to bring the equipments covered under the Contract from an inactive condition, when construction is essentially complete to the state of readiness for trial operation. The start-up period shall include preliminary inspection and check out of equipment and supporting subsystems, initial operation of the complete equipments covered under the Contract to obtain necessary pre-trial operation data, perform calibration and corrective action, shutdown inspection and adjustment prior to the trial operation period.
- 1.22 TESTS shall mean such process or processes to be carried out by the Seller as are prescribed in the Contract or considered necessary by PURCHASER or his representative in order to ascertain quality, workmanship, performance and efficiency of equipment or part thereof.
- 1.23 TESTS ON COMPLETION shall mean such tests as prescribed in the Contract to be performed by the Seller before the Works are taken over by the PURCHASER.
- 2 Seller To Inform** 2.1 The Seller shall be deemed to have carefully examined all contract documents to his entire satisfaction. Any lack of information shall not in any way relieve the Seller of his responsibility to fulfill his obligation under the Contract.
- 3 Application** 3.1 These General Conditions of Contract (GCC-Goods) shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
- 4 Country of Origin** 1.1 For purposes of this Clause "origin" means the place where the Goods were mined, grown or produced, or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 5 Scope of Contract** 5.1 Scope of the CONTRACT shall be as defined in the PURCHASE ORDER/CONTRACT specifications, drawings and Annexure thereto.
- 5.2 Completeness of the EQUIPMENT shall be the responsibility of the SELLER. Any equipment, fittings and accessories which may not be specifically mentioned in the specifications or drawings, but which are usual or necessary for the satisfactory functioning of the equipment (successful operation and functioning of the EQUIPMENT being SELLER's responsibility) shall be provided by SELLER without any extra cost.
- 5.3 The SELLER shall follow the best modern practices in the



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manufacture of high grade EQUIPMENT notwithstanding any omission in the specifications. The true intent and meaning of these documents is that SELLER shall in all respects, design, engineer, manufacture and supply the equipment in a thorough workmanlike manner and supply the same in prescribed time to the entire satisfaction of PURCHASER.

- 5.4 The SELLER shall furnish twelve (12) copies in English language of Technical documents, final drawings, preservation instructions, operation and maintenance manuals, test certificates, spare parts catalogues for all equipments to the PURCHASER.
- 5.5 The documents once submitted by the SELLER shall be firm and final and not subject to subsequent changes. The SELLER shall be responsible for any loss to the PURCHASER/CONSULTANT consequent to furnishing of incorrect data/drawings.
- 5.6 All dimensions and weight should be in metric system.
- 5.7 All equipment to be supplied and work to be carried out under the CONTRACT shall conform to and comply with the provisions of relevant regulations/Acts(State Government or Central Government) as may be applicable to the type of equipment/work carried out and necessary certificates shall be furnished.
- 5.8 The Seller shall provide cross sectional drawings, wherever applicable, to identify the spare part numbers and their location. The size of bearings, their make and number shall be furnished.
- 5.9 Specifications, design and drawings issued to the SELLER alongwith RFQ and CONTRACT are not sold or given but loaned. These remain property of PURCHASER/CONSULTANT or its assigns and are subject to recall by PURCHASER/CONSULTANT. The SELLER and his employees shall not make use of the drawings, specifications and technical information for any purpose at any time except for manufacture against the CONTRACT and shall not disclose the same to any person, firm or corporate body, without written permission of PURCHASER/CONSULTANT. All such details shall be kept confidential.
- 5.10 SELLER shall pack, protect, mark and arrange for despatch of EQUIPMENT as per instructions given in the CONTRACT.

6 Standards

- 6.1 The GOODS supplied under the CONTRACT shall conform to the standards mentioned in the Technical Specifications, or such other standards which ensure equal or higher quality, and when no applicable standard is mentioned, to the authoritative standard appropriate to the GOODS' country of origin and such standards shall be the latest issued by the concerned institution.



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| 7 | Instructions, Direction & Correspondence | 7.1 | <p>The materials described in the CONTRACT are to be supplied according to the standards, data sheets, tables, specifications and drawings attached thereto and/or enclosed with the CONTRACT, itself and according to all conditions, both general and specific enclosed with the contract, unless any or all of them have been modified or cancelled in writing as a whole or in part.</p> <ul style="list-style-type: none">a. All instructions and orders to SELLER shall, excepting what is herein provided, be given by PURCHASER/CONSULTANT.b. All the work shall be carried out under the direction of and to the satisfaction of PURCHASER/CONSULTANT.c. All communications including technical/commercial clarifications and/or comments shall be addressed to CONSULTANT in quintuplicate with a copy to PURCHASER and shall always bear reference to the CONTRACT.d. Invoices for payment against CONTRACT shall be addressed to PURCHASER.e. The CONTRACT number shall be shown on all invoices, communications, packing lists, containers and bills of lading, etc. |
| 8 | Contract Obligations | 8.1 | <p>If after award of the contract, the Seller does not acknowledge the receipt of award or fails to furnish the performance guarantee within the prescribed time limit, the PURCHASER reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this contract.</p> |
| | | 8.2 | <p>Once a contract is confirmed and signed, the terms and conditions contained therein shall take precedence over the Seller's bid and all previous correspondence.</p> |
| 9 | Modification In Contract | 9.1 | <p>All modifications leading to changes in the CONTRACT with respect to technical and/or commercial aspects including terms of delivery, shall be considered valid only when accepted in writing by PURCHASER/CONSULTANT by issuing amendment to the CONTRACT. Issuance of acceptance or otherwise in such cases shall not be any ground for extension of agreed delivery date and also shall not affect the performance of contract in any manner except to the extent mutually agreed through a modification of contract.</p> |
| | | 9.2 | <p>PURCHASER/CONSULTANT shall not be bound by any printed conditions or provisions in the SELLER's Bid Forms or acknowledgment of CONTRACT, invoices, packing list and other documents which purport to impose any conditions at variance with or supplemental to CONTRACT.</p> |
| 10 | Use of Contract Documents & Information | 10.1 | <p>The Seller shall not, without the PURCHASER's/CONSULTANT's prior written consent, disclose the CONTRACT or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the PURCHASER in connection therewith, to any person other than a person employed by the SELLER in the performance of the CONTRACT.</p> |



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Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purpose of such performance.

- 10.1 The SELLER shall not, without the PURCHASER's prior written consent, make use of any document or information enumerated in Article 10.1. except for purpose of performing the CONTRACT.
- 11 Patent Rights, Liability & Compliance of Regulations**
- 11.1 SELLER hereby warrants that the use or sale of the materials delivered hereunder will not infringe claims of any patent covering such material and SELLER agrees to be responsible for and to defend at his sole expense all suits and proceedings against PURCHASER based on any such alleged patent infringement and to pay all costs, expenses and damages which PURCHASER and/or CONSULTANT may have to pay or incur by reason of any such suit or proceedings.
- 11.2 The SELLER shall indemnify the PURCHASER against all third party claims of infringement of patent, trade mark or industrial design rights arising from use of the GOODS or any part thereof in the PURCHASER's country.
- 11.3 SELLER shall also protect and fully indemnify the PURCHASER from any claims from SELLER'S workmen/employees or their heirs, dependants, representatives, etc. or from any other person/persons or bodies/companies etc. for any acts of commissions or omission while executing the CONTRACT.
- 11.4 SELLER shall be responsible for compliance with all requirements under the laws and shall protect and indemnify completely the PURCHASER from any claims/penalties arising out of any infringements.
- 12 Performance Guarantee**
- 12.1 Within 15 days after the SELLER's receipt of notification of award of the CONTRACT, the SELLER shall furnish Performance Guarantee in the form of Bank Guarantee/irrevocable Letter of Credit to the PURCHASER, in the form provided in the Bidding Documents, for an amount equivalent to 10% of the total value of the CONTRACT.
- 12.2 The proceeds of Performance Guarantee shall be appropriated by the PURCHASER as compensation for any loss resulting from the SELLER's failure to complete his obligations under the CONTRACT without prejudice to any of the rights or remedies the PURCHASER may be entitled to as per terms and conditions of CONTRACT. The proceeds of this Performance Guarantee shall also govern the successful performance of Goods and Services during the entire period of Contractual Warrantee/Guarantee.
- 12.3 The performance guarantee shall be denominated in the currency of the CONTRACT.
- 12.4 The Performance Guarantee shall be valid for the duration of 90 days beyond the expiry of Warrantee/Guarantee period. The Bank Guarantee will be discharged by PURCHASER not later than 6 months from the date of expiration of the Seller's entire obligations, including any warrantee obligations, under the CONTRACT.
- 13 Inspection, Testing &**
- 13.1 The PURCHASER or its representative shall have the right



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Expediting

- to inspect and/or to test the GOODS to confirm their conformity to the CONTRACT specifications. The special conditions of CONTRACT and/or the Technical Specifications shall specify what inspections and tests the PURCHASER requires and where they are to be conducted. The PURCHASER shall notify the SELLER in writing the identity of any representative(s) retained for these purposes.
- 13.2 The inspections and tests may be conducted on the premises of the SELLER or his sub-contractor(s), at point of DELIVERY and/or at the GOODS' final destination, When conducted on the premises of the SELLER or his sub-contractor (s), all reasonable facilities and assistance including access to the drawings and production data shall be furnished to the inspectors at no charge to the PURCHASER.
- 13.3 Should any inspected or tested GOODS fail to conform to the specifications, the PURCHASER may reject them and the SELLER shall either replace the rejected GOODS or make all alterations necessary to meet Specifications' requirements, free of cost to the PURCHASER.
- 13.4 The PURCHASER's right to inspect, test and where necessary reject the GOODS after the GOODS' arrival in the PURCHASER's country shall in no way be limited or waived by reason of the GOODS having previously been inspected, tested and passed by the PURCHASER, or their representative prior to the GOODS shipment from the country of origin.
- 13.5 The INSPECTOR shall follow the progress of the manufacture of the GOODS under the CONTRACT to ensure that the requirements outlined in the CONTRACT are not being deviated with respect to schedule and quality.
- 13.6 SELLER shall allow the INSPECTOR to visit, during working hours, the workshops relevant for execution of the CONTRACT during the entire period of CONTRACT validity.
- 13.7 In order to enable PURCHASER's representatives to obtain entry visas in time, SELLER shall notify PURCHASER two months before assembly, testing and packing of main EQUIPMENT. If requested, SELLER shall assist PURCHASER's representatives in getting visas in the shortest possible time (applicable only in case of foreign order).
- 13.8 SELLER shall place at the disposal of the INSPECTOR, free of charge, all tools, instruments, and other apparatus necessary for the inspection and/or testing of the GOODS. The INSPECTOR is entitled to prohibit the use and dispatch of GOODS and/or materials which have failed to comply with the characteristics required for the GOODS during tests and inspections.
- 13.9 SELLER shall advise in writing of any delay in the inspection program at the earliest, describing in detail the reasons for delay and the proposed corrective action.
- 13.10 ALL TESTS and trials in general, including those to be carried out for materials not manufactured by SELLER shall be witnessed by the INSPECTOR. Therefore, SELLER shall confirm to PURCHASER by fax or e-mail about the exact date of inspection with at least 30 days notice. SELLER shall specify the GOODS and quantities ready for testing



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- and indicate whether a preliminary or final test is to be carried out.
- 13.11 If on receipt of this notice, PURCHASER should waive the right to witness the test, timely information will be given accordingly.
- 13.12 Any and all expenses incurred in connection with tests, preparation of reports and analysis made by qualified laboratories, necessary technical documents, testing documents and drawings shall be at SELLER's cost. The technical documents shall include the reference and numbers of the standards used in the construction and, wherever deemed practical by the INSPECTOR, copy of such standards.
- 13.13 Nothing in Article-13 shall in any way release the SELLER from any warrantee or other obligations under this CONTRACT.
- 13.14 Arrangements for all inspections required by Indian Statutory Authorities and as specified in technical specifications shall be made by SELLER.
- 13.15 **Inspection & Rejection of Materials by consignees**
When materials are rejected by the consignee, the supplier shall be intimated with the details of such rejected materials, as well as the reasons for their rejection, also giving location where such materials are lying at the risk and cost of the contractor/supplier. The supplier will be called upon either to remove the materials or to give instructions as to their disposal within 14 days and in the case of dangerous, infected and perishable materials within 48 hours, failing which the consignee will either return the materials to the contractor freight to pay or otherwise dispose them off at the contractor's risk and cost. The PURCHASER shall also be entitled to recover handling and storage charges for the period, during which the rejected materials are not removed @ 5% of the value of materials for each month or part of a month till the rejected materials are finally disposed off.
- 14 Time Schedule & Progress Reporting**
- 14.1 Time Schedule Network/Bar Chart
- 14.1.1 Together with the Contract confirmation, SELLER shall submit to PURCHASER, his time schedule regarding the documentation, manufacture, testing, supply, erection and commissioning of the GOODS.
- 14.1.2 The time schedule will be in the form of a network or a bar chart clearly indicating all main or key events regarding documentation, supply of raw materials, manufacturing, testing, delivery, erection and commissioning.
- 14.1.3 The original issue and subsequent revisions of SELLER's time schedule shall be sent to PURCHASER.
- 14.1.4 The time schedule network/bar chart shall be updated at least every second month.
- 14.2 Progress Trend Chart/Monthly Report
- 14.2.1 SELLER shall report monthly to PURCHASER, on the progress of the execution of CONTRACT and achievement of targets set out in time bar chart.
- 14.2.2 The progress will be expressed in percentages as



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- shown in the progress trend chart attached to the Time Schedule specification.
- 14.2.3 The first issue of the Progress Trend Chart will be forwarded together with the time bar chart along with CONTRACT confirmation.
- 14.3.1 PURCHASER's/CONSULTANT's representatives shall have the right to inspect SELLER's premises with a view to evaluating the actual progress of work on the basis of SELLER's time schedule documentation.
- 14.3.2 Irrespective of such inspection, SELLER shall advise CONSULTANT, with copy to PURCHASER, at the earliest possible date of any anticipated delay in the progress.
- 14.4 Notwithstanding the above, in case progress on the execution of contract at various stages is not as per phased time schedule and is not satisfactory in the opinion of the PURCHASER/CONSULTANT which shall be conclusive or SELLER shall neglect to execute the CONTRACT with due diligence and expedition or shall contravene the provisions of the CONTRACT, PURCHASER/CONSULTANT may give notice of the same in writing to the SELLER calling upon him to make good the failure, neglect or contravention complained of. Should SELLER fail to comply with such notice within the period considered reasonable by PURCHASER/CONSULTANT, the PURCHASER/CONSULTANT shall have the option and be at liberty to take the CONTRACT wholly or in part out of the SELLER's hand and make alternative arrangements to obtain the requirements and completion of CONTRACT at the SELLER's risk and cost and recover from the SELLER, all extra cost incurred by the PURCHASER on this account. In such event PURCHASER/CONSULTANT shall not be responsible for any loss that the SELLER may incur and SELLER shall not be entitled to any gain. PURCHASER/CONSULTANT shall, in addition, have the right to encash Performance Guarantee in full or part.

15 Delivery & Documents

15.1 Delivery of the GOODS shall be made by the SELLER in accordance with terms specified in the CONTRACT, and the goods shall remain at the risk of the SELLER until delivery has been completed.

15.2 Delivery shall be deemed to have been made :

- a) In the case of FOB, CFR & CIF Contracts, when the Goods have been put on board the ship, at the specified port of loading and a clean Bill of Lading is obtained. The date of Bill of Lading shall be considered as the delivery date.
- b) In case of FOT despatch point contract (For Indian bidder), on evidence that the goods have been loaded on the carrier and a negotiable copy of the GOODS receipt obtained. The date of LR/GR shall be considered as the date of delivery.
- c) In case of FOT site (for Indian bidders) on receipt of goods by PURCHASER/Consultant at the designated site(s).



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- 15.3 The delivery terms are binding and essential and consequently, no delay is allowed without the written approval of PURCHASER/CONSULTANT. Any request concerning delay will be void unless accepted by PURCHASER/CONSULTANT through a modification to the CONTRACT.
- 15.4 Delivery time shall include time for submission of drawings for approval, incorporation of comments, if any, and final approval of drawings by PURCHASER/CONSULTANT.
- 15.5 In the event of delay in delivery, Price Reduction Schedule as stipulated in Article – 26 shall apply.
- 15.6 The documentation, in English Language, shall be delivered in due time, in proper form and in the required number of copies as specified in the contract.
- 15.7 The additional copies of final drawings and instructions will be included in the package of goods, properly enveloped and protected.
- 15.8 The SELLER should comply with the Packing, Marking and Shipping Documentation Specifications enclosed.
- 16 Transit Risk Insurance**
- 16.1 All goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.
- 16.2 Where delivery is on FOB or CFR basis, marine insurance shall be the responsibility of the Purchaser.
Insurance Requirements :
- Indigenous Bidders : Transit risk insurance from F.O.T. despatch point onwards shall be arranged and borne by GGL.
- Foreign Bidders : Marine insurance as well as transit insurance in Purchaser's country shall be arranged and borne by GGL.
- The SELLER shall ensure that in effecting despatch of materials, the primary responsibility of the carriers for safe movement is always retained so that the PURCHASER's interests are fully safeguarded and are in no way jeopardised. The Seller shall furnish the cost of materials against each equipment.
- 16.2 **PURCHASER's Insurance Agent :**
[The name and address-as mentioned under SCC]
- 17 Transportation**
- 17.1 Where the SELLER is required under the CONTRACT to deliver the GOODS FOB, transport of the GOODS until delivery, that is, upto and including the point of putting the GOODS on board the export conveyance at the specified port of loading, shall be arranged and paid for by the SELLER and the cost thereof shall be included in the Contract price.
- 17.2 Where the SELLER is required under the CONTRACT to deliver the GOODS CFR or CIF, transport of the Goods to the port of discharge or such other point in the country of destination as shall be specified in the CONTRACT shall be



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arranged and paid for by the SELLER and the cost thereof shall be included in the Contract price.

18 Incidental Services

18.1 The Seller may be required to provide any or all of the following services:

18.1.1 Performance or supervision of onsite assembly and/or start-up of the supplied Goods:

18.1.2 Furnishing tools required for assembly and/or maintenance of the supplied Goods:

18.1.3 Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Seller of any warranty/guarantee obligations under the Contract.

18.1.4 Training of the Purchaser's personnel at the Seller's plant and/or at Site, in assembly, start-up operation, maintenance and/or repair of the supplied Goods at no extra cost. However, Purchaser will bear boarding, lodging & personal expenses of Trainees.

18.2 Prices charged by the Seller for the preceding incidental services, shall not exceed the prevailing rates charged to other parties by the Seller for similar services.

18.3 When required, Seller shall depute necessary personnel for supervision and/or erection of the Equipment at site for duration to be specified by Purchaser on mutually agreed terms. Seller's personnel shall be available at Site within seven days for emergency action and twenty-one days for medium and long-term assistance, from the date of notice given by Purchaser.

18.4 The cost of incidental services shall not be included in the quoted prices. The cost of applicable incidental services should be shown separately in the price schedules.

19 Spare Parts, Maintenance Tools, Lubricants

19.1 Seller may be required to provide any or all of the following materials and notification pertaining to spare parts manufactured or distributed by the Seller.

19.1.1 Such spare parts as the Purchaser may opt to purchase from the Seller, provided that his option shall not relieve the Seller of any warranty obligations under the Contract, and

19.1.2 In the event of termination of production of the spare parts:

- i) Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements, and
- ii) Following such termination, furnishing at no cost to the Purchaser, the blue prints, drawings and specifications of the spare parts, if any when requested.

19.2 Seller shall supply item wise list with value of each item of spare parts and maintenance tools requirements, along with full details of manufacturers/vendors for such spares/maintenance tools for :



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- 19.2.1 The construction, execution and commissioning.
- 19.2.2 2 years operation and maintenance.
- 19.3 Spare parts shall be new and of first class quality as per engineering standards/ codes, free of any defects (even concealed), deficiency in design, materials and workmanship and also shall be completely interchangeable with the corresponding parts.
- 19.4 Type and sizes of bearings shall be clearly indicated.
- 19.5 Spare parts shall be packed for long storage under tropical climatic conditions in suitable cases, clearly marked as to intended purpose.
- 19.6 A list of special tools and gauges required for normal maintenance and special handling and lifting appliances, if any, for the Goods shall be submitted to Purchaser.
- 19.7 Bidders should note that if they do not comply with Clause 19.2 above, their quotation may be rejected.
- 19.8 Lubricants
- 19.8.1 Whenever lubricants are required, Seller shall indicate the quantity of lubricants required for the first filling, the frequency of changing, the quantity of lubricants required for the one year's continuous operation and the types of recommended lubricants indicating the commercial name (trade-mark), quality and grade.
- 19.8.2 If Seller is unable to recommend specific oil, basic recommended characteristics of the lubricants shall be given.
- 19.8.3 Seller shall indicate various equivalent lubricants available in India.

20 Guarantee

- 20.1 All Goods or Materials shall be supplied strictly in accordance with the specifications, drawings, data sheets, other attachments and conditions stated in the Contract. No deviation from such specifications or alterations or of these conditions shall be made without PURCHASER'S /CONSULTANT'S agreement in writing which must be obtained before any work against the order is commenced. All materials supplied by the SELLER pursuant to the Contract (irrespective of whether engineering, design data or other information has been furnished, reviewed or approved by PURCHASER/CONSULTANT) are guaranteed to be of the best quality of their respective kinds (unless otherwise specifically authorised in writing by PURCHASER/CONSULTANT) and shall be free from faulty design, workmanship and materials, and to be of sufficient size and capacity and of proper materials so as to fulfil in all respects all operating conditions, if any, specified in the Contract.
- If any trouble or defect, originating with the design, material, workmanship or operating characteristics of any materials, arises at any time prior to twelve(12) months from the date of the first commercial operation of the Plant for which the materials supplied under the Contract form a part thereof,



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or twenty four (24) months from the date of last shipment whichever period shall first expire, and the SELLER is notified thereof, SELLER shall, at his own expense and as promptly as possible, make such alterations, repairs and replacements as may necessary to permit the materials to function in accordance with the specifications and to fulfil the foregoing guarantees.

PURCHASER/CONSULTANT may, at his option, remove such defective materials, at SELLER'S expense in which event SELLER shall, without cost to PURCHASER/CONSULTANT and as promptly as possible, furnish and install proper materials. Repaired or replaced materials shall be similarly guaranteed by the SELLER for a period of no less than twelve (12) months from the date of replacement/repair.

In the event that the materials supplied do not meet the specifications and/or not in accordance with the drawings data sheets or the terms of the Contract and rectification is required at site, PURCHASER/CONSULTANT shall notify the SELLER giving full details of differences. The SELLER shall attend the site within seven (7) days of receipt of such notice to meet and agree with representatives of PURCHASER/CONSULTANT, the action required to correct the deficiency. Should the SELLER fail to attend meeting at Site within the time specified above, PURCHASER/CONSULTANT shall immediately rectify the work/materials and SELLER shall reimburse PURCHASER all costs and expenses incurred in connection with such trouble or defect.

20.2 PERFORMANCE GUARANTEE OF EQUIPMENT

20.2.1 SELLER shall guarantee that the performance of the EQUIPMENT supplied under the CONTRACT shall be strictly in conformity with the specifications and shall perform the duties specified under the CONTRACT.

20.2.2 If the SELLER fails to prove the guaranteed performance of the EQUIPMENT set forth in the specification, the SELLER shall investigate the causes and carry out necessary rectifications /modifications to achieve the guaranteed performance. In case the SELLER fails to do so within a reasonable period, the SELLER shall replace the EQUIPMENT and prove guaranteed performance of the new equipment without any extra cost to PURCHASER.

20.2.3 If the SELLER fails to prove the guarantee within a reasonable period, PURCHASER/CONSULTANT shall have the option to take over the EQUIPMENT and rectify, if possible, the EQUIPMENT to fulfil the guarantees and/or to make necessary additions to make up the deficiency at Seller's risk and cost. All expenditure incurred by the PURCHASER/CONSULTANT in this regard shall be to SELLER's account.

21 Terms of Payment

21.1 The method of payment to be made to the SELLER under this CONTRACT shall be specified in the Special Conditions of Contract.

21.2 The type(s) of payment to be made to the SELLER under this CONTRACT shall be specified in the Special Conditions



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- of Contract.
- 21.3 The SELLER's request(s) for payment shall be made to the PURCHASER in writing accompanied by an invoice describing, as appropriate, the Goods delivered and services performed, and by shipping documents submitted, and upon fulfillment of other obligations stipulated in the Contract.
- 21.5 Payment will be made in the currency or currencies in which the Contract Price has been stated in the SELLER's bid, as well as in other currencies in which the SELLER had indicated in his bid that he intends to incur expenditure in the performance of the Contract and wishes to be paid. If the requirements are stated as a percentage of the bid price alongwith exchange rates used in such calculations these exchange rates shall be maintained.

General Notes:

1. All foreign currency payments to foreign bidder shall be released through an irrevocable Letter of Credit, which shall be opened through Government of India Nationalised Bank and hence shall not be confirmed. In case any bidder insists on confirmation, charges towards confirmation shall be borne by him. L/C shall be established within 30 days after receipt of unconditional acceptance of Letter /Fax of Intent together with Performance Guarantee for 10% of total order/Contract value.
2. For dispatches on FOT dispatch point (in India) basis, the payment shall be through PURCHASER's bank. Payment through Bank, wherever applicable, shall be released as per normal banking procedures.
3. Payment shall be released within 30 days after receipt of relevant documents complete in all respects.
4. All bank charges incurred in connection with payments shall be to Seller's account in case of Indian bidders and to respective accounts in case of Foreign bidder.
5. Unless otherwise specifically stated in bid document, all payments shall be made in the currency quoted.
6. No interest charges for delay in payments, if any, shall be payable by PURCHASER.
7. In case of Indian bidder, variation, if any, on account of customs duty on their built-in- import content, as per terms of bid document, shall be claimed separately by bidder after receipt of goods at site (s). However, any price benefits to the PURCHASER, on account of such variation as per terms specified in the bid document, shall be passed on to the PURCHASER alongwith invoicing itself.
8. Agency commission, if any, to Indian agent for Foreign bidders, indicated in prices, shall be paid to the agent in equivalent Indian Rupees on receipt and acceptance of material at site.

22 Prices

- 22.1 Prices charged by the SELLER for Goods delivered and services performed under the CONTRACT shall not, with



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the exception of any price adjustments authorized by the Contract vary from the prices quoted by the SELLER in his bid.

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| 23 Subletting & Assignment | 23.1 | The contractor shall not without previous consent in writing of the PURCHASER authority, sublet, transfer or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever. Provided, nevertheless, that any such consent shall not relieve the contractor from any obligation, duty or responsibility under the contract. |
| 24 Time As Essence of Contract | 24.1 | The time and date of delivery/completion of the GOODS/SERVICES as stipulated in the Contract shall be deemed to be the essence of the Contract. |
| 25 Delays In The Seller's Performance | 25.1 | <p>If the specified delivery schedule is not adhered to or the progress of manufacture or supply of the items is not satisfactory or is not in accordance with the progress schedule the PURCHASER has the right to:</p> <ul style="list-style-type: none"> i) hire for period of delay from elsewhere goods which in PURCHASER's opinion will meet the same purpose as the goods which are delayed and SELLER shall be liable without limitation for the hire charges; or ii) cancel the CONTRACT in whole or in part without liability for cancellation charges. In that event, PURCHASER may procure from elsewhere goods which PURCHASER's opinion would meet the same purpose as the goods for which CONTRACT is cancelled and SELLER shall be liable without limitations for the difference between the cost of such substitution and the price set forth in the CONTRACT for the goods involved; or iii) hire the substitute goods vide (i) above and if the ordered goods continue to remain undelivered thereafter, cancel the order in part or in full vide (ii) above. |
| | 25.1 | Any unexcusable delay by the SELLER or his sub-contractor shall render the SELLER liable, without prejudice to any other terms of the Contract, to any or all of the following sanctions: forfeiture of Contract performance guarantee, imposition of price reduction for delay in delivery and termination of the contract for default. |
| 26 Price Reduction Schedule For Delayed Delivery | 26.1 | Subject to Article -29, if the SELLER fails to deliver any or all of the GOODS or performance the services within the time period (s) specified in the CONTRACT, the PURCHASER shall, without prejudice to his other remedies under the CONTRACT, deduct from the CONTRACT PRICE, a sum calculated on the basis of the CONTRACT PRICE, including subsequent modifications. |
| | 26.1.1 | <p>Deductions shall apply as per following formula:</p> <p>In case of delay in delivery of equipment/materials or delay in completion, total contract price shall be reduced by ½ % (half percent) of the total contract price per complete week of delay or part thereof subject to a maximum of 5% (five percent) of the total contract price.</p> |
| | 26.2 | In case of delay in delivery on the part of Seller, the |



GENERAL CONDITIONS OF CONTRACT (GCC - GOODS)

- invoice/document value shall be reduced proportionately for the delay and payment shall be released accordingly.
- 26.3 In the event the invoice value is not reduced proportionately for the delay, the PURCHASER may deduct the amount so payable by SELLER, from any amount falling due to the SELLER or by recovery against the Performance Guarantee.
- Both seller and PURCHASER agree that the above percentages of price reduction are genuine pre estimates of the loss/damage which the PURCHASER would have suffered on account of delay/breach on the part of the SELLER and the said amount will be payable on demand without there being any proof of the actual loss/or damage caused by such breach/delay. A decision of the PURCHASER in the matter of applicability of price reduction shall be final and binding.
- 27 Rejections, Removal of Rejected Equipment & Replacement**
- 27.1 Preliminary inspection at SELLER's works by INSPECTOR shall not prejudice PURCHASER's/CONSULTANT's claim for rejection of the EQUIPMENT on final inspection at SITE or claims under warranty provisions.
- 27.2 If the EQUIPMENTS are not of specification or fail to perform specified duties or are otherwise not satisfactory the PURCHASER/CONSULTANT shall be entitled to reject the EQUIPMENT/MATERIAL or part thereof and ask free replacement within reasonable time failing which obtain his requirements from elsewhere at SELLER's cost and risk.
- 27.3 Nothing in this clause shall be deemed to deprive the PURCHASER AND/OR AFFECT ANY rights under the Contract which it may otherwise have in respect of such defects or deficiencies or in any way relieve the SELLER of his obligations under the Contract.
- 27.4 EQUIPMENT rejected by the PURCHASER/CONSULTANT shall be removed by the Seller at his cost within 14 days of notice after repaying the amounts received against the SUPPLY. The PURCHASER shall in no way be responsible for any deterioration or damage to the EQUIPMENT under any circumstances whatsoever.
- 27.5 In case of rejection of EQUIPMENT, PURCHASER shall have the right to recover the amounts, if any, from any of CONTRACTOR'S invoices pending with PURCHASER or by alternative method(s).
- 28 Termination of Contract**
- 28.1 Termination for Default
- 28.1.1 The PURCHASER may, without prejudice to any other remedy for breach of CONTRACT, by written notice of default sent to the SELLER, terminate the CONTRACT in whole or in part:
- A) If the SELLER fails to deliver any or all of the GOODS within the time period(s) specified in the CONTRACT; or
 - B) If the SELLER fails to perform any other obligation(s) under the CONTRACT, and
 - C) If the SELLER, in either of the above circumstances, does not cure his failure within a period of 30 days (or such longer period as the PURCHASER may authorize in writing) after receipt of the default notice from the PURCHASER.



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- 28.1.2 In the event the PURCHASER terminates the CONTRACT in whole or in part, pursuant to Article 28.1.1, the PURCHASER may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the SELLER shall be liable to the PURCHASER for any excess costs for such similar GOODS. However, the SELLER shall continue performance of the CONTRACT to the extent not terminated.
- 28.1.3 **In case of termination of CONTRACT herein set forth (under clause 28) except under conditions of Force Majeure and termination after expiry of contract, the VENDOR shall be put under holiday [i.e. neither any enquiry will be issued to the party by Green Gas Limited. Against any type of tender nor their offer will be considered by GGL against any ongoing tender (s) where contract between GGL and that particular VENDOR (as a bidder) has not been finalized] for three years from the date of termination by Green Gas Limited. to such VENDOR.**
- 28.2 Termination for Insolvency
The PURCHASER, may at any time, terminate the CONTRACT by giving written notice to the SELLER, without compensation to the SELLER, if the SELLER becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the PURCHASER.
- 28.3 Termination for Convenience
- 28.3.1 The PURCHASER may, by written notice sent to the SELLER, terminate the CONTRACT, in whole or part, at any time for his convenience. The notice of termination shall specify that termination is for the PURCHASER's convenience, the extent to which performance of work under the CONTRACT is terminated and the date upon which such termination becomes effective.
- 28.3.2 The GOODS that are complete and ready for shipment within 30 days after the SELLER's receipt of notice of termination shall be purchased by the PURCHASER at the CONTRACT terms and prices. For the remaining GOODS, the PURCHASER may opt:
- to have any portion completed and delivered at the CONTRACT terms and prices, and /or
 - to cancel the remainder and pay to the SELLER an agreed amount for partially completed GOODS and for materials and parts previously procured by the SELLER.
- 29 Force Majeure**
- 29.1 Shall mean and be limited to the following:
- War/hostilities
 - Riot or Civil commotion
 - Earthquake, flood, tempest, lightening or other natural physical disaster.
 - Restrictions imposed by the Government or other Statutory bodies which prevents or delays the execution of the Contract by the SELLER.
- The SELLER shall advise PURCHASER/CONSULTANT by



GENERAL CONDITIONS OF CONTRACT (GCC - GOODS)

a registered letter duly certified by the local Chamber of Commerce or statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over one month, if arising out of causes of Force Majeure, PURCHASER/CONSULTANT reserves the right to cancel the Contract and the provisions governing termination stated under Article 28.0 shall apply.

For delays arising out of Force Majeure, the SELLER shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither PURCHASER/CONSULTANT nor SELLER shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist.

SELLER shall categorically specify the extent of Force Majeure Conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any force majeure cause, the SELLER or the PURCHASER shall not be liable for delays in performing their obligations under this order and the delivery dates will be extended to the SELLER without being subject to price reduction for delayed deliveries, as stated elsewhere.

30 Resolution of Disputes/Arbitration

30.1 The PURCHASER and the SELLER shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

30.2 If, after thirty days from the commencement of such informal negotiations, the PURCHASER and the SELLER have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism as specified hereunder.

30.3 **Legal Construction**
The Contract shall be, in all respects be construed and operated as an Indian Contract and in accordance with Indian Laws as in force for the time being and is subject to and referred to the Court of Law situated within Union Territory of New Delhi.

30.4 **Arbitration**
All disputes, controversies, or claims between the parties (except in matters where the decision of the Engineer-in-Charge is deemed to be final and binding) which cannot be mutually resolved within a reasonable time shall be referred to Arbitration by a sole arbitrator.

The PURCHASER (Green Gas Limited) shall suggest a panel of three independent and distinguished persons to the Seller to select any one among them to act as the sole Arbitrator.

In the event of failure of the Seller to select the Sole Arbitrator within 30 days from the receipt of the communication suggesting the panel of arbitrators, the right of selection of Sole Arbitrator by the other party shall stand forfeited and the PURCHASER shall have discretion to proceed with the appointment of the Sole Arbitrator. The decision of the PURCHASER on the appointment of Sole



GENERAL CONDITIONS OF CONTRACT (GCC - GOODS)

Arbitrator shall be final and binding on the parties.

The award of the Sole Arbitrator shall be final and binding on the parties and unless directed/awarded otherwise by the Sole Arbitrator, the cost of arbitration proceedings shall be shared equally by the parties. The arbitration proceeding shall be in English language and the venue shall be at New Delhi, India.

Subject to the above, the provisions of (Indian) Arbitration & Conciliation Act, 1996 and the rules framed thereunder shall be applicable. All matters relating to this contract are subject to the exclusive jurisdiction of the Courts situated in the State of Delhi (India).

Seller may please note that the Arbitration & Conciliation Act 1996 was enacted by the Indian Parliament and is based on United nations Commission on International Trade Law (UNCITRAL model law), which were prepared after extensive consultation with Arbitral Institutions and centers of International Commercial Arbitration. The United Nations General Assembly vide resolution 31/98 adopted the UNCITRAL Arbitration rules on 15 December 1996.

The WORK under the CONTRACT shall, however, continue during the Arbitration proceedings and no payment due or payable to the Seller shall be withheld on account of such proceedings.

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|-----------|---------------------------|-------------|--|
| 31 | Governing Language | 31.1 | The Contract shall be written in English language as specified by the PURCHASER/CONSULTANT in the Instruction to Bidders. All literature, correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in English language. Printed literature in other language shall only be considered, if it is accompanied by an English translation. For the purposes of interpretation, English translation shall govern and be binding on all parties. |
| 32 | Notices | 32.1 | Any notice given by one party to the other pursuant to the Contract shall be sent in writing or by telegram or fax, telex/cable confirmed in writing. |
| | | 32.2 | A notice shall be effective when delivered or on the notice's effective date, whichever is later. |
| 33 | Taxes & Duties | 33.1 | A foreign Seller shall be entirely responsible for all taxes, stamp duties, licence fees, and other such levies imposed outside the PURCHASER's country. |
| | | 33.2 | A domestic Seller shall be entirely responsible for all taxes, duties, licence fees etc. incurred until the delivery of the contracted goods to the PURCHASER. However, Sales Tax and Excise duty on finished products shall be reimbursed by PURCHASER. |
| | | 33.3 | Customs duty payable in India for imported goods ordered by PURCHASER on foreign Seller shall be borne and paid by PURCHASER. |
| | | 33.4 | Any income tax payable in respect of supervisory services rendered by foreign Seller under the Contract shall be as per the Indian Income Tax Act and shall be borne by SELLER. It is upto the bidder/seller to ascertain the amount |



GENERAL CONDITIONS OF CONTRACT (GCC - GOODS)

of these taxes and to include them in his bid price.

- 34 Books & Records**
- 34.1 SELLER shall maintain adequate books and records in connection with Contract and shall make them available for inspection and audit by PURCHASER/CONSULTANT or their authorized agents or representatives during the terms of Contract until expiry of the performance guarantee. Fixed price (lumpsum or unit price) Contract will not be subject to audit as to cost except for cost reimbursable items, such as escalation and termination claims, transportation and comparable requirements.
- 35 Permits & Certificates**
- 35.1 SELLER shall procure, at his expense, all necessary permits, certificates and licences required by virtue of all applicable laws, regulations, ordinances and other rules in effect at the place where any of the work is to be performed, and SELLER further agrees to hold PURCHASER and/or CONSULTANT harmless from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules. PURCHASER will provide necessary permits for SELLER's personnel to undertake any work in India in connection with Contract.
- 36 General**
- 36.1 In the event that terms and conditions stipulated in the General Conditions of Contract should deviate from terms and conditions stipulated in the Contract, the latter shall prevail.
- 36.2 Losses due to non-compliance of Instructions
Losses or damages occurring to the PURCHASER owing to the SELLER's failure to adhere to any of the instructions given by the PURCHASER/CONSULTANT in connection with the contract execution shall be recoverable from the SELLER.
- 36.3 Recovery of sums due
All costs, damages or expenses which the PURCHASER/CONSULTANT may have paid, for which under the CONTRACT SELLER is liable, may be recovered by the PURCHASER (he is hereby irrevocably authorized to do so) from any money due to or becoming due to the SELLER under this Contract or other Contracts and/or may be recovered by action at law or otherwise. If the same due to the SELLER be not sufficient to recover the recoverable amount, the SELLER shall pay to the PURCHASER, on demand, the balance amount.
- 36.4 Payments, etc. not to affect rights of the PURCHASER
No sum paid on account by the PURCHASER nor any extension of the date for completion granted by the PURCHASER/CONSULTANT shall affect or prejudice the rights of the PURCHASER against the SELLER or relieve the SELLER of his obligation for the due fulfillment of the CONTRACT.
- 36.5 Cut-off Dates
No claims or correspondence on this Contract shall be entertained by the PURCHASER/Consultant after 90 days after expiry of the performance guarantee (from the date of final extension, if any)



GENERAL CONDITIONS OF CONTRACT (GCC - GOODS)

- 36.6 Paragraph heading
The paragraph heading in these conditions shall not affect the construction thereof.
- 37 Import Licence** 37.1 No import licence is required for the imports covered under this document.
- 38 FALL CLAUSE**
- 38.1 The price charged for the materials supplied under the order by the supplier shall in no event exceed the lowest price at which the supplier or his agent/principal/dealer, as the case may be, sells the materials of identical description to any persons/organizations including the Purchaser or any department of the Central Govt. or any Deptt. Of a State Govt. or any Statutory Undertaking of the Central or State Govt. as the case may be, during the currency of the order.
- 38.2 If at any time during the said period, the supplier or his agent/principal/dealer, as the case may be, reduces the sale price, sells or offers to sell such materials to any persons/organizations including the Purchaser or any Deptt. Of Central Govt. or State Govt. as the case may be, at a price lower than the price chargeable under the order, he shall forthwith notify such reduction or sale or offer of sale to the Purchase Authority who has issued this order and the price payable under the order for the materials supplied after the date of coming into force of such reduction or sale or offer of sale shall stand correspondingly reduced.
The above stipulation will, however, not apply to:
- a) Exports by the Contractor/Supplier or
 - b) Sale of goods as original equipment at prices lower than the prices charged for normal replacement
 - c) sale of goods such as drugs which have expiry dates.
- 38.3 The supplier shall furnish the following certificate to the concerned Paying Authority alongwith each bill for payment for supplies made against this order:-
- “I/We certify that there has been no reduction in sale price of the items/goods/materials of description identical to those supplied to the GGL under the order herein and such items/goods/materials have not been offered/sold by me/us to any person/organizations including the Purchaser or any Deptt. Of Central Govt. or any Deptt. Of State Govt. or any Statutory Undertaking of the Central or State Govt. as the case may be upto the date of bill/during the currency of the order whichever is later, at a price lower than the price charged to the GGL under the order.
- Such a certificate shall be obtained, except for quantity of items/goods/materials categories under sub-clause (a),(b) & (c) of sub-para 38.2 above, of which details shall be furnished by the supplier.
- 39 Publicity & Advertising** 39.1 Seller shall not without the written permission of



GENERAL CONDITIONS OF CONTRACT (GCC - GOODS)

PURCHASER/Consultant make a reference to PURCHASER/Consultant or any Company affiliated with PURCHASER/Consultant or to the destination or the description of goods or services supplied under the contract in any publication, publicity or advertising media.

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|--|------|--|
| 40 Repeat Order | 40.1 | PURCHASER reserves the right, within 6 months of order to place repeat order upto 50% of the total order value without any change in unit price or other terms and conditions. |
| 41 Limitation of Liability | 41.1 | Notwithstanding anything contrary contained herein, the aggregate total liability of Seller under the Agreement or otherwise shall be limited to 100% of Agreement / Order price. However, neither party shall be liable to the other party for any indirect and consequential damages, loss of profits or loss of production. |
| 42 Unloading of material at site & site inspection by EIC | 42.1 | Notwithstanding anything contrary contained herein, the total liability for un-loading of material at site shall be of bidder. |
| | 42.2 | The material shall be inspected by EIC/Client/consultant at site on receipt of material. The material shall be finally accepted only after the inspection of material at site. |

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SECTION – IV

SPECIAL CONDITIONS OF CONTRACT – GOODS (SCC - GOODS)

SPECIAL CONDITIONS OF CONTRACT

1.0 GENERAL

- a. The Special Conditions of Contract shall be read in Conjunction with the General conditions of Contract, specification of work, Drawings and any other documents forming part of this CONTRACT wherever the context so requires.
- b. Notwithstanding the sub-division of the documents into these separate sections and volumes, every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the CONTRACT so far as it may be practicable to do so.
- c. Where any portion of the General Condition of Contract is repugnant to or at variance with any provisions of the Special Conditions of Contract, unless a different intention appears, the provisions of the special Conditions of Contract shall be deemed to over-ride the provisions of the General Conditions of Contract and shall to the extent of such repugnancy, or variations, prevail.

2.0 DEFINITIONS

For definitions refer to General Conditions of Contract (GCC).

3.0 SCOPE OF WORK

The Scope of Work shall be as set out in Volume II (Technical) of the tender document.

4.0 FIRM PRICES

- 4.1 Without prejudice to stipulation in General Conditions of Contract, the bidders should quote firm prices inclusive of all taxes, duties and other levies and cess.
- 4.2 The quoted prices shall not be subject to price escalation during the contract period, for whatever reason except for the statutory variation stipulated in ITB.

5.0 DELIVERY SCHEDULE

- 5.1 The material under the scope of supply shall be delivered to Owner's site / warehouse as specified in IFB / Volume II of II.
- 5.2 Failing to meet the delivery schedule will be subject to Price Reduction Schedule (PRS) and / or other remedies available under this contract.
- 5.3 Delivery of Goods shall be based on FOT Project Site basis. The date of receipt and acceptance of materials at GGL Storages House shall be considered as the date of delivery.

6.0 PRICE REDUCTION SCHEDULE (PRS)

- 6.1 The price reduction will be applicable on the total order amount as per Article 26.0 of GCC

7.0 PACKING, MARKING AND SHIPMENT

- 7.1 Packing / Marking and Shipping shall be as per Attachment IV.

8.0 FALL CLAUSE

Article 38.0 of GCC is not applicable for this tender.



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**SECTION – V
PAYMENT TERMS**



**CNG AND CITY GAS DISTRIBUTION PROJECT
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1. TERMS OF PAYMENT

- 1.1 90% of Order value will be paid against receipt at site of ordered Items by Purchaser against submission of invoice & after adjustment of PRS (If applicable) in triplicate (1 Original + 2 Copies) along with:
- a. Inspection release note by Purchaser / Consultant (Indian / Foreign Bidder).
 - b. GR / LR. (Indian / Foreign Bidder)
 - c. Packing List (Indian / Foreign Bidder)
 - d. Receipt at Store(Indian / Foreign Bidder)
 - e. Dispatch Clearance by Owner / Consultant. (Indian / Foreign Bidder)
 - f. Documents as specified in the Technical Specifications. (Indian / Foreign Bidder)
 - g. Clean Bill of Lading. (Foreign Bidder)
 - h. Country of origin certificate (Foreign Bidder)
 - i. Proof of customs clearance including payment of customs duty for reimbursement of custom duty (Foreign Bidder)
 - j. Documents pertaining to ocean freight (Foreign Bidder)
- 1.2 10% (balance) amount of total order value shall be paid after submission of all final drawings and documents as per MR/ Bid Document.

2.0 MODE OF PAYMENT

2.1 Foreign Bidder:

Through Irrevocable Letter of Credit. All Foreign Bank charges towards advising negotiation/cable charges and confirmation of Letter of Credit will be borne by the Seller. Irrevocable Letter of Credit shall be opened after receipt of unconditional acceptance of Fax of Intent (FOI) and submission of 10% Performance Bank Guarantee as per format given in tender.

2.2 Domestic Bidder:

Payment will be released through normal banking channels within 30 days of receipt of relevant documents along with correct invoice, complete in all respects.

3.0 PAYING AUTHORITY:

Incharge- Finance
Fortuna Tower, 2nd Floor
10 Rana Pratap Marg
Lucknow-226 001
FAX NO.: 0522-4088529



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**SECTION VI
AGREED TERMS AND CONDITION**



**CNG AND CITY GAS DISTRIBUTION PROJECT
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**(BID DOCUMENT No. -110326/WGI/GGL/03-R0)
AGREED TERMS & CONDITIONS
(FOR INDIAN BIDDER)**

Vendor Name: M/s _____
 BID DOCUMENT No.: _____
Vendor's Offer Ref No. _____
 Tel. No. _____ Fax No. _____
 Contact Person: _____ E-mail _____

1. All correspondence must be in **ENGLISH** language only.
2. Duly signed & stamped copies of this "questionnaire", with all the clauses duly confirmed/ Precisely replied to by the vendor, shall be enclosed.
3. All commercial terms are given / confirmed in the questionnaire itself and not elsewhere in the quotation. In case of contradiction, the same given herein shall prevail, confirm.
4. Failure on the part of vendor in not returning this duly filled-up "questionnaire un priced quotation and/or submitting incomplete replies may lead to rejection of vendors quotation".
5. **ZERO DEVIATION:** your offer shall be in total compliance with bidding document containing commercial and technical specifications including general / technical notes and scope of supply including documentation as per material requisition (MR) and subsequent technical/commercial amendment and technical/commercial corrigendum, if any, without any deviation otherwise offer shall be liable for rejection.

SL. NO.	DESCRIPTION	VENDOR'S CONFIRMATION
1. i)	Quoted prices are on FOT despatch point basis inclusive of Packing & Forwarding.	Confirmed
ii)	Specify Despatch Point	Refer Annexure-1
iii) a)	Confirm that firm freight charges, for transportation by road upto the Project site excluding CENVATable service tax quoted in price bid.	Confirmed
b)	In case service tax is non CENVATable, same shall be included in the quoted freight charges.	Confirmed
c)	Confirm that the CENVATable Service tax payable extra on freight quoted in price bid.	Confirmed
d)	Bidder shall be paid service tax only against CENVATable invoices issued in accordance with the service tax rule.	Confirmed
iv).	TRANSIT RISK INSURANCE shall be covered by the Owner against their MCE (Marine cum Erection) Policy and the same has not been included in the quoted prices.	Confirmed
2.	EXCISE DUTY PAYABLE EXTRA: a. Tarrif sub heading no. b. Present rate of Excise Duty payable extra on finished products (including spares). c. Any variations in ED at the time of supplies for any reasons including variation due to turn-over shall be borne by the seller. Only statutory variations shall be borne by Purchaser. d. In case (c) above is not acceptable, indicate max. rate applicable.	Refer Annexure-1 Confirm quoted in Price Schedule. Confirmed



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2.1	Please indicate following break-up a) CENVATable Excise Duty	100%
	b) Non CENVATable Excise Duty	NIL
2.2a)	The payment against CENVATable portion shall be made at actual subject to maximum given at 2. 1 (a) above. Confirm acceptance.	Confirmed
b)	Material supplied will be eligible for CENVAT Credit and vendor shall furnish all documents as required to avail the same.	Confirmed
2.3	The CENVATable portion of Excise Duty shall be released on receipt of CENVATABLE documents. Confirm acceptance.	Confirmed
2.4a.	Clarify whether Excise Duty will be applicable on freight charges also.	Not Applicable
b.	In case Excise Duty is not applicable on freight charges presently, and if it becomes applicable at the time of delivery due to any reasons other than statutory, the same will be borne by the Vendor. Confirm acceptance.	Confirmed
c.	Only statutory variations, if any, in the present rate of excise duty, upto the contractual delivery period shall be to Owners account subject to documentary evidence to be furnished by the vendor.	Confirmed
3.a.	SALES TAX: Specify CST/ LST / VAT payable extra.	Refer Annexure-1
b.	Indicate present rate: (For CST, LST or VAT, with and with concessional form shall be provided)	Confirmed. Quoted in Price Schedule
c.	Clarify whether Sales Tax will be applicable on freight charges also.	Not Applicable
d.	In case Sales Tax is not applicable on freight charges presently, and if it becomes applicable at the time of delivery due to any reasons other than statutory, the same will be borne by the Vendor. Confirm acceptance.	Confirmed
e.	Only statutory variations, if any, in the present rate of CST/LST/VAT, upto contractual delivery period shall be to Owners account subject to documentary evidence to be furnished by the vendor.	Confirmed
f.	If CST/LST / VAT is not applicable at present due to any reason, the same shall be borne by vendor if it becomes applicable later.	Confirmed
4.	Any new or additional taxes/ duties and any increase in the existing taxes/duties imposed after contractual delivery shall be to Vendor's account whereas any corresponding decrease shall be passed on to the Owner.	Confirmed
5.	SITE WORK: If Material Requisition/ enquiry documents call for Site Work, please confirm the following:	
a.	Confirm that quoted prices include Works Contract Tax.	Confirmed
b.	Owner shall not pay any variation including statutory variation. Any extra implication due to wrong assessment and/ or selection of mode of ordering shall be borne by you. Confirm acceptance.	Confirmed
c.	WCT at source will be deducted as per statutory provisions and TDS certificate will be issued for the same by Owner. Confirm acceptance.	Confirmed



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6.	SPARES PARTS	
(a)	Confirm item wise unit price (FOT Despatch Point) of following spare parts if required in Material Requisition (MR) have been quoted indicating itemized quantity. i) Special tools and tackles, as specified in MR, are included in the quoted prices. ii) Confirm you have quoted Mandatory spares as required in the SOR iii) Recommended spare parts for two years operation & maintenance are quoted separately. Also quote freight charges upto site for the spares.	Confirmed Confirmed Confirmed Confirmed
(b)	Confirm commissioning spares wherever required have been included in the quoted price and list of commissioning spares is also furnished.	Confirmed
7.	Confirm documentation charges as per MR are inclusive in your quoted prices.	Confirmed
8.	Confirm customer references list for the item/model quoted by you, is given in offer.	Confirmed
9.	PRICE REDUCTION ON DELAY IN DELIVERY: a) Confirm acceptance of price reduction schedule for delay in deliveries specified in GCC (Goods) and SCC (Goods) enclosed in Bidding Document. Liquidated damages or penalty are not acceptable. b) In case of delay, vendor will reduce the invoice amount by applicable reduction	Confirmed Confirmed
10.	DELIVERY PERIOD: a. Please confirm shortest delivery period conforming to BID DOCUMENT requirement on FOT Site basis from the date of Fax of Acceptance only. b. Delivery period will be counted from date of release of Fax of Acceptance. Date of receipt and acceptance of materials at Site/Storage Yard will be considered as delivery date. Please confirm.	Refer Annexure-1 Confirmed
11.	PAYMENT TERM: Confirm acceptance of payment terms as per "Payment Terms and Mode of Payment" enclosed in Bidding Document.	Confirmed
12.	PART ORDER: a. Confirmed acceptance to Part Order. b. Any charges quoted extra as lump sum shall be applicable prorata on value basis in the event of part order.	Confirmed Confirmed
13.	Repeat Order: Confirm acceptance of repeat order within 6 (six) months as per GCC (Goods).	Confirmed
14.	PERFORMANCE BANK GUARANTEE: Submission of Performance Bank Guarantee for 10% of total order value as asked in General Conditions of Contract (Goods) and Instructions to Bidders (ITB) for full guarantee period plus 90 (ninety) days. a) i) The Performance Bank Guarantee shall be strictly as per enclosed proforma and shall be from any Indian Scheduled Bank or branch of an International Bank situated in India and registered with Reserve Bank of India as scheduled foreign Bank. b) ii) However, if Performance Bank Guarantee are furnished other than the Nationalized Indian Bank, the banks where BGs are furnished, must be Commercial Bank having net worth in excess of Rs. 100 crores and any declaration to this effect will be furnished by such Commercial Bank either in the bank guarantee itself or separately on a letter head.	Confirmed Confirmed Confirmed
15.	FIRMNESS OF PRICES: Confirm quoted prices shall remain firm and fixed till complete execution of order.	Firm & Fixed



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	Price Variation shall not be considered on any account.	
16.	TESTING AND INSPECTION CHARGES:	
a.	Goods and services are subject to stage-wise and final inspection by Owner/WGI Travel, Living and Personnel expenses of Owner / WGI's inspectors shall be borne by Owner / WGI. All Built in Import material shall be subject to inspection by LRIS/BV/DNV/ABS for which charges are included in the quoted prices and no additional charges will be paid by Owner / WGI.	Confirmed Included
b.	Quoted prices are: i) Inclusive of all testing and inspection charges as per MR.	Confirmed
	ii) inclusive of all IBR / IGC/NACE charges (if applicable) as required in the Material Requisition.	Confirmed
c.	Is your shop approved by IBR/CCE authority, if yes, indicate validity. i. IBR ii. CCE	Approved
17.	IMPORT CONTENT: If your offer is based on certain imported raw materials required for equipments/materials offered, please specify the following:	
a.	Confirm that quoted prices are based on Merit rate of Customs duty, CVD, Educational Cess and SAD as applicable.	Confirmed
b.	Indicate Merit rate of customs duty considered and included in the quoted prices.	Furnished in price schedule Refer Annexure-1
c.	Indicate brief description/ specification with itemized CIF value and county of origin of imported material. (To enable GAIL GAS/WGI to operate part order).	Furnished in price schedule
d.	Indicate classification with tariff no. under which Vendor intends to import.	Refer Annexure-1
e.	Confirm prices shall be firm on account of variation in foreign exchange rate.	Confirmed
f.	Owner shall not provide any import license.	Noted
g.	Quoted prices are after considering the benefit of CENVAT on CVD & Cess on it.	Confirmed
h.	Any upward variation due to change in Customs Duty classifications shall be absorbed by the vendor. However, any reduction in customs duty due to change in classification shall be passed on to Owner.	Confirmed
i.	Statutory variations, if any, in the rate of customs duty upto a maximum period of the contractual delivery period shall be to Owner's account.	Confirmed
j.	Any increase in price due to increase in the rate of Customs Duty, due to any reasons, whatsoever, beyond the contractual delivery period, shall be to vendors account. However, any decrease in custom duty rate at the time of actual clearance of imported materials shall be passed on to Owner.	Confirmed
k.	The CIF Value(s) indicated by the vendor shall be deemed to be the maximum value(s) for the purpose of payment of variation in custom duty and/or other statutory variations, if any, thereon.	Confirmed



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I.	Variation in price due to Customs duty rate will be dealt with separately after receipt of equipment at site, against documentary evidence.	Confirmed
18.	VALIDITY:	
a)	Confirm that the offer shall be valid upto 4 months from the bid due date/extended due date.	Confirmed
b)	Confirm validity of recommended spares for 2 years operation and maintenance will be 6 months over and above the validity of offer.	Confirmed
19.	ZERO DEVIATION:	
a)	Confirm your offer is in total compliance with Bidding Document containing technical specifications including General I Technical notes and scope of supply including documentation is as per Material Requisition (MR) and subsequent Technical amendment and Technical corrigendum, if any, without any deviation.	Confirmed
b)	Confirm your offer is in total compliance with Bidding documentation containing commercial terms and conditions as per the following documents, without any deviation:	Confirmed
	i) General Conditions of Contract (Goods) / Works	Confirmed
	ii) Invitation for Bid (IFB)	Confirmed
	iii) Instructions to Bidders (ITB)	Confirmed
	iv) Special Conditions of Contract. (Goods) (SCC Goods) / Works	Confirmed
	v) Payment Terms and Mode of Payment.	Confirmed
	vi) Packing, Marking & Shipping Instructions, Special Packing Requirements & Integrity pact etc.	Confirmed
	vii) Terms & conditions for Supervision of Erection, Testing & Commissioning (if applicable).	Confirmed
	viii) Terms & conditions for Installation/Site Work, (if applicable).	Confirmed
c)	Deviation to Terms & Conditions shall lead to rejection of offer.	Confirmed
20.	Whether any of the Directors of Vendor is a relative of any Director of Owner / WGI or the vendor is a firm in which any Director of Owner / WGI or his relative is a Partner or the vendor is a private company in which any director of Owner/WGI is a member or Director.	Confirmed No relation
21.	Please confirm you have not been banned or de-listed by any Government or Quasi Government agencies or PSU's. If you have been banned, then this fact must be clearly stated. This does not necessarily be cause for disqualification. However, if this declaration is not furnished the bid shall be rejected as non-responsive.	Not Banned
22. 22.1	Please confirm your offer contains the following: UNPRICED OFFER Deviation sheet, if any.	No Deviation



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22.2	PRICED OFFER	Confirmed
a.	Price Schedule.	
b.	Statement that all specification and terms & conditions are as per unpriced copy of offer.	Confirmed
23.	Any claim arising out of order shall be sent to Owner in writing with a copy to WGI within 3 months from the date of last despatch. In case the claim is received after 3 months, the same shall not be entertained by Consultant / Owner.	Confirmed
24.	Printed terms and conditions, if any, appearing in quotation, shall not be applicable in the event of order. In case of contradiction between the confirmations given above and terms & conditions mentioned elsewhere in the offer, the confirmation given/confirmed herein above shall prevail.	Confirmed

VENDOR'S NAME:
SIGNATURE & SEAL:



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**(BID DOCUMENT NO. - 110326/WGI/GGL/03-R0)
AGREED TERMS & CONDITIONS
(FOR INDIAN BIDDER)
ANNEXURE-1**

Vendor Name: M/s _____
BID DOCUMENT No: _____
Vendor's Offer Ref. No. _____
The Salient features of the offers are as below:

Sl. No.	ATC CLAUSE Sl. No.	DESCRIPTION	VENDOR'S CONFIRMATION
1.	1 (ii)	Specify Despatch points.	
2.	2(a)	Tarrif sub heading No.	
3.	3(a)	Specify CST / LST / VAT % with Concessional form	_____ %
4.	10(a)	Delivery Period on FOT Site Basis	Accepted as per BID DOCUMENT.
5.	17(b)&(c)	Import Content details Specify rate of Customs Duty	Classification: _____ _____

Bidder's Signature with Stamp/Seal



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**(BID DOCUMENT No. -110326/WGI/GGL/03-R0)
AGREED TERMS & CONDITIONS (ATC)
(FOREIGN BIDDERS)**

Vendor Name: M/s _____

BID DOCUMENT No.: _____

Vendor's Offer Ref No.: _____

Tel. No. _____ Fax No. _____

Contact Person: _____ E-mail: _____

1. All Correspondence Must Be In **ENGLISH** language only.
2. Duly signed & stamped copies of this "questionnaire", with all the clauses duly confirmed / precisely replied to by the vendor, shall be enclosed.
3. All commercial terms are given / confirmed in the questionnaire itself and not elsewhere in the quotation. In case of contradiction, the same given herein shall prevail, confirm.
4. Failure on the part of vendor in not returning this duly filled-up "questionnaire with un priced quotation and/or submitting incomplete replies may lead to rejection of vendor's quotation".
5. **ZERO DEVIATION:** Your Offer Shall Be In Total Compliance With Bidding Document Containing Commercial And Technical Specifications Including General / Technical Notes And Scope Of Supply Including Documentation As Per Material Requisition (MR) And Subsequent Technical/Commercial Amendment And Corrigendum, If Any, Without Any Deviation Otherwise Offer Shall Be Liable For Rejection.

SL. NO.	DESCRIPTION	VENDOR'S CONFIRMATION WITH DETAILS
1.	a) Confirm that the offer contains firm unit and total prices SEPARATELY on FOB. International Port of Exit. b) Indicate international Seaport of Exit. c) Confirm that firm CFR charges up to port of entry in India (Mumbai) have been quoted in price bid. d) Owner reserves the option to place order on FOB or on CFR basis.	Confirmed Refer Annexure-1 Confirmed Confirmed
2.	Delivery Period: a) Quote earliest firm Delivery period conforming to BID DOCUMENT requirement on FOB International Port of Exit basis. b) Confirm delivery period shall be reckoned from the date of Fax of Acceptance c) Confirm date of clean Bill of Lading shall be considered as date of delivery.	Refer Annexure-1 Confirmed Confirmed
3.	Transit Insurance: Prices quoted must exclude transit insurance charges from FOB International Port of Exit as the same shall be arranged by the Purchaser.	Confirmed



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	However, all transit insurance charges for inland transit upto FOB International Port of Exit must be included by you in your prices.	
4.	<p>Taxes & Duties: a) All taxes, duties and levies of any kind payable upto FOB International Port of Exit shall be borne by you.</p> <p>b) Export permit/license if required shall be vendor's responsibility & any expenditure towards same will be borne by you.</p>	<p>Confirmed</p> <p>Confirmed</p>
5.	<p>VALIDITY: a) Confirm that the offer shall be valid upto 4 months from the bid due date/extended due date.</p> <p>b) Confirm validity of recommended spares for 2 years operation and maintenance will be 6 months over and above the validity of offer.</p> <p>c) Confirm quoted CFR price shall be valid for additional 45 days from the date of Order.</p>	<p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p>
6.	Manufacturer's name and address	Refer Annexure-1
7.	<p>Inspection Charges: a) Third Party Inspection agency for Foreign bidders shall be LRIS/BV/DNV/ABS. Confirm that you have included third party inspection charges in your quoted prices. (Including inspector's fee) for IBR & non IBR items. No extra charges shall be payable by purchaser for the same.</p> <p>b) In the event of inspection by WGI or Owner, confirm no extra charges payable by Owner/WGI</p>	<p>Confirmed</p> <p>Confirmed</p>
8.	<p>Country of Origin: Country of origin from where the goods have been offered.</p>	Refer Annexure-1
9.	<p>Currency of Quote: Furnish the currency of quote. Change in currency once quoted will not be allowed.</p>	Refer Annexure-1
10.	<p>Spares Parts: (a) Confirm item wise unit price (FOB) of following spare parts if required in Material Requisition (MR) have been quoted indicating itemized quantity.</p> <p>i) Special tools and tackles, as specified in MR, are included in the quoted prices.</p> <p>ii) Confirm you have quoted Mandatory spares as required in the SOR</p> <p>iii) Recommended spare parts for two years operation & maintenance are quoted separately. Also quote freight charges upto site for the spares.</p> <p>(b) Confirm commissioning spares wherever required have been included in the quoted price and list of commissioning spares is also furnished.</p>	<p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p>
11.	Confirm documentation charges as per MR are inclusive in your quoted prices.	Confirmed



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12.	Confirm customer references list for the item/model quoted by you, is given in offer.	Confirmed
13.	Indicate shipping weight (net and gross) and volume of the consignment.	Refer Annexure-1
14.	<p>Performance Bank Guarantee:</p> <p>(a) Confirm goods to be supplied by you shall be guaranteed for performance as per the General Conditions of Contract (Goods) & Instructions to Bidders (ITB) and valid till full guarantee period plus 90 (ninety) days.</p> <p>(b) i) The Performance Bank Guarantee shall be strictly as per enclosed proforma and shall be from any Indian Scheduled Bank or branch of an International Bank situated in India and registered with Reserve Bank of India as scheduled foreign Bank.</p> <p>ii) However, if Performance Bank Guarantee are furnished other than the Nationalised Indian Bank, the banks where BGs are furnished, must be Commercial Bank having net worth in excess of Rs. 100 crores and any declaration to this effect will be furnished by such Commercial Bank either in the bank guarantee itself or separately on a letter head.</p>	Confirmed Confirmed Confirmed
15.	<p>Firmness of prices:</p> <p>Confirm quoted prices shall remain firm and fixed till complete execution of order. Price Variation shall not be considered on any account.</p>	Firm & Fixed
16.	<p>Part Order:</p> <p>a) Confirm acceptance to part order.</p> <p>b) In case of part order confirm all lump sum charges quoted extra if any viz. Documentation, testing, third party, packing, crating, handling, FOB, IBR etc., can be considered on prorata value basis.</p>	Confirmed Confirmed
17.	<p>Repeat Order:</p> <p>Confirm acceptance of repeat order within 6 (six) months as per GCC (Goods).</p>	Confirmed
18.	<p>Price Reduction on delay in delivery:</p> <p>a) Confirm acceptance of price reduction schedule for delay in deliveries specified in GCC (Goods) and SCC (Goods) enclosed in Bidding Document. Liquidated damages or penalty are not acceptable.</p> <p>b) In case of delay, vendor will reduce the invoice amount by applicable reduction.</p>	Confirmed Confirmed
19.	<p>Payment Term:</p> <p>Confirm acceptance of payment terms as per "Payment Terms and Mode of Payment" enclosed in Bidding Document.</p>	Confirmed
20.	<p>a) Letter of Credit shall be opened after receipt of unconditional order acknowledgement along with 10% performance bank guarantee valid till expiry of Material / Equipment Guarantee period as per GCC (Goods) and ITB plus 90 (ninety) days claim period.</p>	Confirmed



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	<p>b) Letter of Credit shall be opened through a Govt. of India Nationalised/ Scheduled Bank and hence need not be confirmed.</p> <p>OR</p> <p>c) However, if you still insist for confirmed L/C, confirmation charges shall be borne by you, confirm.</p>	<p>Confirmed L/C not required</p> <p>Not Applicable</p>
21.	All Banks charges and stamp duties payable outside India in connection with payments to be made under this Purchase Order, if placed, shall be borne by you. All banks charges and stamps duties payable in India shall be borne by the purchaser.	Confirmed
22.	Please indicate name and address of your Bankers for L/C opening, telephone/E-mail address.	Refer Annexure-1
23.	<p>ZERO DEVIATION:</p> <p>a) Confirm your offer is in total compliance with Bidding Document containing technical specifications including General / Technical notes and scope of supply including documentation is as per Material Requisition (MR) and subsequent Technical corrigendum and Technical corrigendum, if any, without any deviation.</p> <p>b) Confirm your offer is in total compliance with Bidding Confirmed documentation containing commercial terms and conditions as per the following documents, without any deviation:</p> <p>i) General Conditions of Contract (Goods) / Works</p> <p>ii) Invitation for Bid (IFB)</p> <p>iii) Instructions to Bidders (ITB)</p> <p>iv) Special Conditions of Contract. (Goods) (SCC- Goods) / Works</p> <p>v) Payment Terms and Mode of Payment.</p> <p>vi) Packing, Marking & Shipping Instructions, Special Packing Requirements & Integrity Pact etc.</p> <p>vii) Terms & conditions for Supervision of Erection, Testing & Commissioning (if applicable).</p> <p>viii) Terms & conditions for Installation/Site Work, (if applicable).</p> <p>c) Deviation to Terms & Conditions shall lead to rejection of offer.</p>	<p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p> <p>Confirmed</p>
24.	Direct offer without the intermediary of an Indian Agent will only be considered.	Confirmed



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25.	<p>a) In case vendor envisages that participation of Indian Agent is must, no correspondence with Indian Agent will be entertained. However, if Indian Agent is involved, the bidder shall provide reason/justification. Further it should be ensured by bidder that the agents get themselves registered with Reserve Bank of India (RBI). Payments to Indian Agent shall only be remitted after getting proof of registration with RBI, New Delhi. The payments to overseas suppliers (i.e. the principals) shall be released through L/C after deducting the Indian agent's commission, if any, from the quoted prices.</p> <p>b) Indicate the name of the Indian Agent, with his full address and percentage of commission included in your offer.</p> <p>c) Indian Agent Commission will be paid directly by Owner to Indian Agent in equivalent Indian Rupees (on conversion rate as applicable on the date of payment to Vendor) after satisfactory completion of the order. A valid registration certificate should also exist at the time of agency commission being paid directly by GAIL GAS. Confirm acceptance.</p>	<p>Not Applicable</p> <p>Not Applicable</p> <p>Not Applicable</p>
26.	<p>Please confirm you have not been banned or delisted by any Government or Quasi Government agencies or PSUs. If you have been banned, then this fact must be clearly stated. This does not necessarily be cause for disqualification. However if this declaration is not furnished the bid shall be rejected as non- responsive.</p>	<p>Not Banned</p>
27. 27.1 27.2	<p>Please confirm your offer contains the following:</p> <p><u>UNPRICED OFFER</u> Deviation sheet, if any.</p> <p><u>PRICED OFFER</u> a. Price Schedule. b. Statement that all specification and terms & conditions are as per unpriced copy of offer.</p>	<p>No Deviation</p> <p>Confirmed</p>
28.	<p>Any claim arising out of order shall be sent to Owner in writing with a copy to WGI within 3 months from the date of last despatch. In case the claim is received after 3 months, the same shall not be entertained by WGI / Owner.</p>	<p>Confirmed</p>
29.	<p>Printed terms and conditions, if any, appearing in quotation, shall not be applicable in the event of order. In case of contradiction between the confirmations given above and terms & conditions mentioned elsewhere in the offer, the confirmation given/confirmed herein above shall prevail.</p>	<p>Confirmed</p>

VENDOR'S NAME:

SIGNATURE & SEAL:



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**(BID DOCUMENT NO. -110326/WGI/GGL/03-R0)
AGREED TERMS & CONDITIONS
(FOREIGN BIDDERS)
ANNEXURE-1**

Vendor Name: M/s _____

BID DOCUMENT No.: _____

Vendor's Offer Ref. No. _____

The Salient features of the offers are as below:

Sr. No.	ATC Clause Sr. No.	Description	Vendor's Confirmation
1.	1 (b)	Indicate International Seaport of Exit.	
2.	2 (a)	Delivery period on FOB Port	Accepted as per BID DOCUMENT.
3.	6	Manufacturer's Name & Address	
4.	8	Country of Origin	
5.	9	Currency Considered	
6.	13	Shipping details	Net Weight: Gross Weight: Volume: REFER ATTACHED Annexure-2 (Only For Foreign Bidder)
7.	22	Banker's details for L/C opening.	

Bidder's Signature with Stamp/Seal



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**Annexure - 2 to ATC
(ONLY FOR FOREIGN BIDDER)**

Note: Evaluation and ordering of Bid is item wise as per Price Schedule. Please furnish following details on item wise basis.

Srl No.	Description	Details to be furnished by Bidder
1.0	Weight of each equipment in Metric Ton	
1.1	Weight of each item in Metric Ton (the items are Srl Nos of Price schedule format attached with quantity indicated against them)	
2.0	Dimension (Length x Breadth x Height) of each equipment in mm	
2.1	Volume of each item in cubic meters (the items are Srl Nos of Price schedule format attached with quantity indicated against them)	
3.0	Number / Type of container required for shipment of entire cargo of each item (item is srl Nos of price schedule format attached)	
3.1	Quantity (Numbers of equipments per container) of each item	
4.0	Whether cargo is to be shipped in one lot	
5.0	Whether cargo is stackable or Non Stackable	

Bidder's Signature with Stamp/Seal



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**ATTACHMENT – I
FORMS AND FORMATS**



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F-1
BIDDER'S GENERAL INFORMATION

To
M/s Green Gas Limited
A Joint Venture of GAIL and IOCL
Fortuna Tower, 2nd Floor
10 Rana Pratap Marg
Lucknow-226 001
Fax No.: 0522-4088529

1-1 Bidder Name: _____

1-2 Number of Years in Operation: _____

1-3 Address of Registered Office: _____

City _____ District _____

State _____ PIN/ZIP _____

1-4 Operation Address
if different from above: _____

City _____ District _____

State _____ PIN/ZIP _____

1-5 Telephone Number: _____

(Country Code) (Area Code) (Telephone Number)

1-6 E-mail address: _____

1-7 Website: _____

1-8 Fax Number: _____

(Country Code) (Area Code) (Telephone Number)

1-9 ISO Certification, if any {If yes, please furnish details}

1-10 Bid Currency _____

1-11 Port of shipment / Dispatch Point _____

1-12 Whether Supplier / Manufacturer
Dealer/Trader/Contractor _____

1-13 Type of Material Supplies : _____

1-14 Banker's Name : _____



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1-15 Branch : _____

1-16 Branch Code : _____

1-17 Bank account number : _____

ONLY FOR INDIAN BIDDERS

1-18 Excise Registration number : _____

1-19 Excise Range : _____

1-20 Excise Division : _____

1-21 Excise Collectorate : _____

1-22 Local ST No. : _____

1-23 CST No. : _____

1-24 PAN No. : _____

1-25 Whether SSI Registrant Or not : _____

(SIGNATURE OF BIDDER WITH SEAL)



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**F-2
BID FORM**

To

M/s Green Gas Limited
A Joint Venture of GAIL and IOCL
Fortuna Tower, 2nd Floor
10 Rana Pratap Marg
Lucknow-226 001
Fax No.: 0522-4088529

Dear Sir,

After examining/reviewing the Bidding Documents for Domestic and Commercial meter, including technical specifications, drawings, General and Special Conditions of Contract and Price schedule etc. the receipt of which is hereby duly acknowledged, we, the undersigned, are pleased to bid to execute the whole of the Job for the item in conformity with, the said Bidding Documents, including Corrigendum / Addenda Nos. _____.

We confirm that this bid is valid for a period of four (4) months from the date of opening of Techno-Commercial Bid, and it shall remain binding upon us and may be accepted by any time before the expiration of that period.

If our bid is accepted, we will provide the performance guarantee equal to 10% (ten per cent) of the Contract Price, for the due performance with in fifteen days of such award.

Until a final Contract is prepared and executed, the bid together with your written acceptance thereof in your notification of award shall constitute a binding Contract between us.

We understand that Bidding Document is not exhaustive and any action and activity not mentioned in Bidding Documents but may be inferred to be included to meet the intend of the Bid Documents shall be deemed to be mentioned in Bidding Documents unless otherwise specifically excluded and we confirm to perform for fulfilment of Agreement and completeness of the Work in all respects within the time frame and agreed price.

We understand that you are not bound to accept the lowest priced or any bid that you may receive.

SEAL AND SIGNATURE

DATE:

Duly authorized to sign bid for and on behalf of _____

(SIGNATURE OF WITNESS)

WITNESS NAME:

ADDRESS:



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**F-3
LIST OF ENCLOSURES**

M/s Green Gas Limited
A Joint Venture of GAIL and IOCL
Fortuna Tower, 2nd Floor
10 Rana Pratap Marg
Lucknow-226 001
Fax No.: 0522-4088529

Dear Sir,

A. We are enclosing the following documents:

1. Unpriced Bid
2. EMD / Bid Security
3. Power of Attorney
4. Letter of Authority as per Format F 5

B. We are enclosing the following documents as part of the bid:

1. Documentary evidence required for meeting the Bid Evaluation criteria as per bidding document.
2. Methodology of execution of work
3. Execution schedule with interlinking of various activities in form of bar chart meeting the progressive delivery / completion schedule.
4. All documents as per Clause 10 of ITB i.e. documents comprising the bid, Copy of Bidding Documents along with Addendum / Corrigendum no..... duly signed and sealed on each page, in token of confirmation that Bid Documents are considered in full while preparing the bid and in case of award, work will be executed in accordance with the provisions detailed in Bidding Documents.

SEAL AND SIGNATURE OF BIDDER



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F-3A

**ANNUAL TURNOVER
(NOT APPLICABLE FOR THIS TENDER)**

EACH BIDDER MUST FILL IN THIS FORM

Annual Turnover data for the last 3 years:

Year	Currency	Amount
Year 1: FY 2009- 10 / CY 2009		
Year 2: FY 2008-09 / CY 2008		
Year 3: FY 2007-08 / CY 2007		

1. The information supplied should be the Annual Turnover of the bidder
2. A brief note should be appended describing thereby details of turnover as per audited results.

SEAL AND SIGNATURE OF THE BIDDER



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F-3B

**FINANCIAL SITUATION
(NOT APPLICABLE FOR THIS TENDER)**

EACH BIDDER MUST FILL THIS FORM

FINANCIAL DATA FOR LAST AUDITED FINANCIAL YEAR

Description	Year: FY 2009- 10 / CY 2009
	Amount (Currency)
1. Current assets	
2. Current Liabilities	
3. Working Capital (Current Assets-Current liabilities)	
4. Net Worth (NW) Owners funds (Paid up share capital and Free Reserves & Surplus)	

1. Attached are copies of the audited balance sheets in physical form including all related notes and income statement for the last Audited Financial year, as indicated above, complying with the following conditions.
 - 1.1 All such documents reflect the financial situation of the bidder
 - 1.2 Historic financial statements must be audited by a certified chartered accountant.
 - 1.3 Historic financial statements must be complete, including all notes to the financial statements.
 - 1.4 Historic financial statements must correspond to accounting periods already completed and audited (no statement for partial periods shall be requested or accepted)

SEAL AND SIGNATURE OF BIDDER



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PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT/ BID SECURITY

(To be stamped in accordance with the Stamp Act)

Ref.....

Bank Guarantee No.....

Date.....

To
M/s Green Gas Limited
A Joint Venture of GAIL and IOCL
Fortuna Tower, 2nd Floor
10 Rana Pratap Marg
Lucknow-226 001
Fax No.: 0522-4088529

Dear Sir(s),

In accordance with Invitation for Bid under your reference No _____ M/s. _____ having their Registered / Head Office at _____ (hereinafter called the Tenderer) wish to participate in the said bidding for _____

As an irrevocable Bank Guarantee against Earnest Money for the amount of _____ is required to be submitted by the Bidder as a condition precedent for participation in the said bidding which amount is liable to be forfeited on the happening of any contingencies mentioned in the Bidding Document.

We, the _____ Bank at _____ having our Head Office _____ (Local Address) guarantee and undertake to pay immediately on demand without any recourse to the bidder by GGL Ltd., the amount _____ without any reservation, protest, demur and recourse. Any such demand made by GGL, shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.

This guarantee shall be irrevocable and shall remain valid upto _____ [this date should be 6 months after the date finally set out for closing of bidding]. If any further extension of this guarantee is required, the same shall be extended to _____ such _____ required _____ period _____ on _____ receiving _____ instructions _____ from M/s. _____ whose behalf this guarantee is issued.

In witness whereof the Bank, through its authorised officer, has set its hand and stamp on this _____ day of _____ 200__ at _____.

WITNESS:

(SIGNATURE)
(NAME)

(SIGNATURE)
(NAME)
Designation with Bank Stamp

(OFFICIAL ADDRESS)

Attorney as per
Power of Attorney No. _____
Date: _____



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INSTRUCTIONS FOR FURNISHING BANK GUARANTEE FOR EMD/BID SECURITY

1. The Bank Guarantee by bidders will be given on non-judicial stamp paper as per stamp duty applicable. The non-judicial stamp paper should be in the name of the issuing bank. In case of foreign bank, the said banks guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper.
2. The expiry date as mentioned in bid document should be arrived at by adding 2 months to the date of expiry of the bid validity unless otherwise specified in the Bidding Documents.
3. The bank guarantee by bidders will be given from bank as specified in ITB
4. A letter from the issuing bank of the requisite Bank Guarantee confirming that said bank guarantee /all future communication relating to the Bank Guarantee shall be forwarded to the Employer at its address as mentioned at ITB under intimation to Consultant.
5. Bidders must indicate the full postal address of the bank along with the bank's e-mail/ Fax no. From where the earnest money bond has been issued.
6. If a bank guarantee is issued by a commercial bank, then a letter to Employer confirming its net worth is more than Rs. 1,000,000,000/- (Rupees one hundred crore) or equivalent along with documentary evidence under intimation to Consultant.



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**F-5
LETTER OF AUTHORITY
PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING AND SUBSEQUENT
NEGOTIATIONS / CONFERENCES**

No.

Date:

M/s Green Gas Limited
A Joint Venture of GAIL and IOCL
Fortuna Tower, 2nd Floor
10 Rana Pratap Marg
Lucknow-226 001
Fax No.: 0522-4088529

Dear Sir,

We _____ hereby authorize following representative(s) to attend Pre Bid Meeting / un-priced bid opening and price bid opening and for any other correspondence and communication against above Bidding Document:

Name & Designation _____ Signature _____

Name & Designation _____ Signature _____

We confirm that we shall be bound by all commitments made by aforementioned authorised representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.

Not more than two persons are permitted to attend techno –commercial un-priced and price bid opening.



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F – 6
NO DEVIATION CONFIRMATION

M/s Green Gas Limited
A Joint Venture of GAIL and IOCL
Fortuna Tower, 2nd Floor
10 Rana Pratap Marg
Lucknow-226 001
Fax No.: 0522-4088529

Dear Sir,

We understand that any deviation / exception in any form may result in rejection of bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the bid and we agree that if any deviation / exception is mentioned or noticed, our bid may be rejected.

(SEAL AND SIGNATURE OF BIDDER)



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**F - 7
CERTIFICATE**

M/s Green Gas Limited
A Joint Venture of GAIL and IOCL
Fortuna Tower, 2nd Floor
10 Rana Pratap Marg
Lucknow-226 001
Fax No.: 0522-4088529

Dear Sir,

If we become a successful bidder and pursuant to the provisions of the Bidding Documents, Fax of Intent is issued to us for supply of quoted items following certificate shall be automatically enforceable:

"We agree and acknowledge that the Employer is entering into the Agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood and agreed that the Government of India is not a party to the Agreement and has no liabilities, obligations or rights there under. It is expressly understood and agreed that the Employer is authorised to enter into Agreement, solely on its own behalf under the applicable laws of India. We expressly agree, acknowledge and understand that the Employer is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the Agreement. Accordingly, we hereby expressly waive, release and forego any and all actions or claims, including cross claims, VIP claims or counter claims against the Government of India arising out of the Agreement and covenants not to sue to Government of India as to any manner, claim, cause of action or things whatsoever arising of or under the Agreement."

Seal and Signature of Bidder



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DETAILS OF SIMILAR WORK DONE DURING PAST SEVEN YEARS

Sr. No.	Description of the work	Location of the work	Full Postal Address and phone nos. of Client & Name of Officer-in-Charge	Value of Contract	Date of Commencement of Work	Scheduled Completion Time (Months)	Date of Actual Completion	Reasons for delay in project completion, if any

Note: Copies of Letter of awards and completion certificate for the above works to be enclosed.
The Work completed earlier than seven years need not be indicated here
The list of work, not of similar nature need not be indicated here
Failing to comply aforementioned instructions may lead to rejection of bid.

SEAL AND SIGNATURE OF BIDDER



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F-9
PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE (UNCONDITIONAL)
(ON NON-JUDICIAL PAPER OF APPROPRIATE VALUE)

M/s Green Gas Limited
A Joint Venture of GAIL and IOCL
Fortuna Tower, 2nd Floor
10 Rana Pratap Marg
Lucknow-226 001
Fax No.: 0522-4088529

Dear Sirs,

M/s. _____ having registered office at _____
(hereinafter called the "CONTRACTOR" which expression shall wherever the context so require include its successors and assignees) have been awarded the work of _____ for Green Gas Ltd. Lucknow.

The Contract conditions provide that the CONTRACTOR shall pay a sum of Rs. _____ (Rupees _____ only) as Initial/full Contract Performance Guarantee in the form therein mentioned. The form of payment of Contract

Performance Guarantee includes guarantee executed by Nationalised Bank, undertaking full responsibility to indemnify GGL Ltd. (hereinafter called "OWNER" which expression shall wherever the context so require, include its successors and assignees) in case of default.

The said _____ has approached the BANK (hereinafter called "BANK", which expression shall wherever the context so require include its successors and assignees) and at their request and in consideration of the premises, we, having our office at _____ have agreed to give such guarantee as hereinafter mentioned.

1. We _____ hereby undertake to give the irrevocable and unconditional guarantee with you that if default shall be made by M/s. _____ in performing any of the terms and conditions of the Contract or in payment of any money payable to GGL Ltd. We shall on first demand without demur, reservation, contest, recourse or protest and/or without reference to the CONTRACTOR pay to OWNER in such manner as OWNER may direct the said amount of Rupees _____ only or such portion thereof not exceeding the said sum as OWNER may from time to time require.
2. OWNER will have the full liberty without reference to us and without affecting this guarantee to postpone for any time or from time to time the exercise of any of the powers and rights conferred on OWNER under the contract with the said CONTRACTOR and to enforce or to forbear from enforcing any powers or rights or by reason of time being given to the said CONTRACTOR and such postponement or forbearance would not have the effect of releasing the BANK from its obligation under this DEBT.
3. Your right to recover the said sum of Rs. _____ (Rupees _____ only) from BANK in manner aforesaid will not be affected or suspended by reason of the fact that any



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- dispute or disputes have been raised by the said M/s _____ and/or that any dispute or disputes are pending before any officer, tribunal or court and any demand made by OWNER in the BANK shall be conclusive and binding. The BANK shall not be released of its obligations under these presents by any exercise by OWNER of its liberty with reference to matters aforesaid or any of their or by reason or any other acts of omission or commission on the part of OWNER or any other indulgence shown by OWNER or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of releasing the BANK.
4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of the CONTRACTOR but shall in all respects and for all purposes be binding and operative until payment of all money due to OWNER in respect of such liabilities is paid.
 5. This guarantee shall be irrevocable and shall remain valid upto _____ (This date should be 90 (Ninety) days after the expiry of defect liability period) in accordance with the terms of contract which period is deemed to complete on _____. The BANK undertakes not to revoke this guarantee during its currency without previous consent of OWNER and further agrees that the Guarantee contained shall continue to be enforceable till the OWNER discharges this guarantee. However, if for any reason, the CONTRACTOR is unable to complete the work within the period stipulated in the contract and in case of extension of the date of completion resulting in extension of defect liability period or the CONTRACTOR fails to perform the work fully, the BANK hereby agrees to further extend this guarantee at the instance of the CONTRACTOR till such time as may be determined by the OWNER. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from M/s _____ on whose behalf this guarantee is issued.
 6. The BANK also agrees that OWNER at its option shall be entitled to enforce this guarantee against the surety, as a principal debtor in the first instance without proceeding against CONTRACTOR and not withstanding any security or other guarantee that OWNER may have in relation to the CONTRACTOR's liabilities.
 7. The Bank Guarantee's payment of an amount is payable on demand and in any case within 24 hours of the presentation of the letter of invocation of Bank Guarantee. Should the banker fail to release payment on demand, a penal interest of 24% per annum shall become payable immediately and any dispute arising out of or in relation to the said Bank Guarantees shall be subject to the jurisdiction of Delhi Courts.
 8. Therefore, we hereby affirm that we are guarantors and responsible to you on behalf of the Contractor up to a total amount of (amount of guarantees in words and figures) and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the contract and without caveat or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein. This guarantee is valid until the _____ day of _____ 20_____.
 9. We have power to issue this guarantee in your favour under memorandum and Article of Association and the undersigned has full powers to do so under the Power of Attorney / Resolution of the Board of Directors dated _____ accorded to him by the bank.

Yours faithfully,



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(Signature of a person duly authorised to sign on behalf of the Bank)

Place:

WITNESS:

1..... (Signature)

..... (Printed Name)

2. (Designation)

..... (Common Seal)



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INSTRUCTIONS FOR FURNISHING CONTRACT PERFORMANCE GUARANTEE

1. The Bank Guarantee (BG) by successful bidder(s) will be given on non-judicial stamp paper as per stamp duty applicable. The non-judicial stamp paper should be in name of the issuing bank. BG shall be through branches of Indian Public Sector Banks (Nationalised). In case of foreign bank, the said bank guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper and place of bid to be considered as Owner address.
2. A letter from the issuing bank of the requisite Bank Guarantee confirming that said bank guarantee and all future communication relating to the Bank Guarantee shall be forwarded to Owner.
3. The Performance Guarantee shall be valid for the duration of 90 days beyond the expiry of Warrantee / Guarantee period.
4. If a bank guarantee is issued by a commercial bank, then a letter to Owner and copy to Consultant confirming its net worth is more than Rs. 1,000,000,000/- (Rupees one hundred Crores). or its equivalent in foreign currency along with a documentary evidence.



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CERTIFICATE OF NON-INVOLVEMENT OF AGENT

M/s Green Gas Limited
A Joint Venture of GAIL and IOCL
Fortuna Tower, 2nd Floor
10 Rana Pratap Marg
Lucknow-226 001
Fax No.: 0522-4088529
Dear Sir,

This is to certify that we have not engaged involve any Agent / Consultant / Retainer / Associate who is not an employee of _____ (name of your company) for payment of any remuneration thereof in India or abroad. Therefore, no Agent's / Representative's / consultant's commission is payable in India or abroad against this Contract.

SIGNATURE AND SEAL OF BIDDER

Notes:

1. This certificate should be issued in the Letter Head of the Bidder.
2. This certificate is to be issued only if there is no Agent /Consultant/Retainer/Associate is involved.



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**F-11
CHECK LIST**

Bidders are requested to duly fill in the checklist. This checklist gives only certain important items to facilitate the bidder to make sure that the necessary data / information as called for in the bid document has been submitted by them along with their offer. This, however, does not relieve the bidder of his responsibilities to make sure that his offer is otherwise complete in all respects.

Please ensure compliance and tick (√) against following points:

S. NO.	DESCRIPTION	STATUS
1.0	Signing and stamping each sheet of offer, original bid document including drawings, addendum (if any)	<input type="checkbox"/>
2.0	Confirm that the following details have been submitted in the Un-priced part of bid:	
a)	Covering Letter, Letter of Submission	<input type="checkbox"/>
b)	Letter of Authority (Format F – 5) in physical form.	<input type="checkbox"/>
c)	Signed and stamped original copy of bid document along with drawings and addendum (if any)	<input type="checkbox"/>
d)	Power of Attorney in the name of person signing the bid in Physical form	<input type="checkbox"/>
e)	Detailed activity schedule proposed to be adopted for execution of work and completion in the form of Bar Chart	<input type="checkbox"/>
f)	Filled integrity pact duly signed and stamped.	<input type="checkbox"/>
3.0	Confirm that all forms are enclosed with the bid duly signed by authorised person(s)	<input type="checkbox"/>
4.0	Confirm that the price part of bid has been duly filled in for each item, signed and stamped on each page separately	<input type="checkbox"/>
5.0	Confirm that proper page nos. have been given in sequential way in all the documents submitted along with your offer with Index.	<input type="checkbox"/>
6.0	Confirm that any correction in the Un-priced part of bid has been initialled and stamped by the authorized person.	<input type="checkbox"/>
7.0	Confirm that any correction in the “Price Part” part has been signed in full and stamped by the authorized person.	<input type="checkbox"/>
8.0	Confirmation that no deviations are taken against commercial and technical specifications of the bid document.	<input type="checkbox"/>



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S. NO.	DESCRIPTION	STATUS
10.0	Confirm that annual reports for last three financial years & duly filled in Form 3A & 3B are enclosed in the offer for financial assessment.	<input type="checkbox"/>
11.0	Confirm that copies of Purchase Order / Work Order, Inspection release note, Completion Certificate etc, are enclosed confirming the experience of manufacturing the quoted items.	<input type="checkbox"/>

SEAL AND SIGNATURE OF BIDDER



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FORM 12
ENTERPRISE'S INFORMATION WITH RESPECT TO THE MICRO, SMALL AND MEDIUM ENTERPRISES
DEVELOPMENT ACT, 2006
(FOR INDIAN BIDDERS)

Bidder may be aware that a new Act "Micro, Small and Medium Enterprises Development Act 2006" ('MSMED') has come into force from 2 October 2006, which has repeated the provisions of the old Act regarding Small Scale Industrial undertakings.

As per the MSMED Act, enterprises engaged in the manufacture/production of goods or rendering/providing of services are to be classified into Micro, Small and Medium enterprises based on the investment in plant and machinery/equipment.

The term enterprises stated in the above paragraph includes Proprietorship, Hindu undivided family, Association of persons, Cooperative Society, Partnership firms, undertaking or any other legal entity.

For the ready reference the definition of Micro, Small and Medium enterprises is given below:

Classification of enterprises engaged in:

- a) **Manufacture or production of goods pertaining to any industry specified in the First Schedule to the Industries (Development and Regulation) Act 1951 as**

Nature of enterprise	Investment in plant & machinery (#)
Micro	Does not exceed INR 25 Lac
Small	More than INR 25 Lac but does not exceed INR 5 Crores
Medium	More than INR 5 Crore but does not exceed INR 10 Crores

- b) **providing or rendering services**

Nature of Enterprise	Investment in equipment
Micro	Does not exceed INR 10 Lac
Small	More than INR 10 Lac but does not exceed INR 2 Crores
Medium	More than INR 2 Crore but does not exceed INR 5 Crores

(#) *In calculating the investment in plant & machinery, the cost of pollution control, research and development, industrial safety devices and such other items as may be specified will be excluded*

- (I) Based on the investment criterion mentioned above, Bidder to confirm whether their enterprise is a Micro/Small/Medium enterprise as follows:

"We (Bidder) confirm that we are a micro /small / medium enterprise under the MSMED Act 2006." *(Please strike off whichever status is not applicable)*

Please note that if Bidder do not provide the above confirmation in Bid Document then it will be presumed that they do not qualify as a micro or small enterprise under the MSMED Act 2006.

- (II) Further, with respect to micro and small enterprises, the MSMED Act defines the term 'supplier' as an enterprise which has filed a memorandum with the authority specified by the respective State Government.

If the Bidder is a micro / small enterprise and has **filed** a memorandum with the specified authority, then Bidder to confirm the following:



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"We (Bidder) are a supplier within the definition of section 2(n) of the MSMED Act _____ (Yes/No)."

If the response to the above is "Yes", Bidder to provide Purchaser a copy of the **Entrepreneurs Memorandum (EM)** filed with the authority specified by the respective State Government.

If the confirmation is not furnished in Bid Document, it will be presumed that the Bidder is not a supplier under the MSMED Act. Further if Bidder do not provide the evidence in terms of the EM, Bidder will not be considered as a supplier.



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DECLARATION

We confirm that we are not under any liquidation, court receiver ship or similar proceedings.

We also confirm that we have not been banned or de listed by any Government or Quasi Government agencies of PSU.

SEAL AND SIGNATURE OF BIDDER



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**ATTACHMENT II
PERFORMANCE EVALUATION**



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Purpose of Attachment II

**PROCEDURE FOR EVALUATION OF PERFORMANCE OF
VENDORS / CONTRACTORS / CONSULTANTS**

1.0 GENERAL

A system for evaluation of vendors / contractors and their performance is a key process and important to support an effective purchasing & contracting function of an organization.

Performance of all participating Vendors / Contractors / Consultants need to be closely monitored to ensure timely receipt of supplies from a Vendor, completion of an assignment by a Consultant or complete execution of order by a contractor within scheduled completion period. For timely execution of projects and meeting the operation & maintenance requirement of operating plants, it is necessary to monitor the execution of order or contracts from the award stage to completion stage and take corrective measures in time

2.0 OBJECTIVE:

The objective of Evaluation of Performance aims to recognize, and develop reliable Vendors / Contractors / Consultants so that they consistently meet or exceed expectations and requirements.

The purpose of this procedure is to put in place a system to monitor performance of Vendors / Contractors / Consultants associated with GGL in Projects and in O&M so as to ensure timely completion of various projects, timely receipt of supplies including completion of works & services for operation and maintenance of operating plants and quality standards in all respects.

3.0 METHODOLOGY:

(i) Preparation of Performance Rating Data sheet

Performance Rating Data Sheet for each and every Vendor / Contractor or Consultant for all orders / Contracts with a value of Rs.1Lakh and above is recommended to be drawn up. These data sheets are to be separately prepared for orders/contracts related to Projects and O&M. Format, Parameters, Process, responsibility for preparation of Performance Rating Data Sheet are separately mentioned.

(ii) Measurement of performance

Based on the parameters defined in Data Sheet, Performance of concerned Vendor, Contractor or Consultant would be computed and graded accordingly. The measurement of the performance of the Party would be its ability to achieve the minimum scoring of 60% points in the given parameters individually and collectively. Any Party failing to secure less than the minimum score in any of the parameters shall not be considered to remain in business with GGL.

(iii) Initiation of Measures

Depending upon the Grading of Performance, corrective measures would be initiated by taking up the matter with concerned Vendor /Contractor / Consultant. Response of Vendor/Contractor/Consultant would be considered before deciding further course of action.

(iv) Implementation of Corrective Measures:

Based on the response of Vendor/Contractor/Consultant, concerned Engineer -In Charge for the Projects and/or OIC in case of O&M would recommend for continuation or discontinuation of such party from the business of GGL. These recommendations would be submitted to the Competent Authority who would pass a reasoned order for putting the party on Holiday / blacklisting.



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- (v) Orders/contracts placed on propitiatory / OEM basis for O&M will be evaluated and, if required, corrective action will be taken for improvement in future.

4.0 EXCLUSIONS:

The following would be excluded from the scope of evaluation of performance of Vendors / Contractors / Consultants.

- (i) Orders / Contracts below the value of Rs. 1 Lakh
- (ii) One time vendor / Contractor / Consultant.
- (iii) Orders for Misc ./ Administrative items / Non stock Non valued items. However, concerned Engineer-In-charge / OICs will continue to monitor such cases so as to minimize the impact on Projects / O&M plants due to non performance of Vendors / Contractors / Consultants in all such cases,

5.0 PROCESS OF EVALUATION OF PERFORMANCE OF VENDORS/ CONTRACTORS/ CONSULTANT

5.1 FOR PROJECTS

- (i) Evaluation of performance of Vendors/ Contractors/ Consultants in case of PROJECTS shall be done immediately with commissioning of any Project.
- (ii) On commissioning of any Project, EIC (Engineer in Charge) / Project in-charge shall prepare a Performance Rating Data Sheet (Format at Annexure—1) for all Orders and Contracts excluding cases under para 4.0
- (iii) Depending upon the Performance Rating, following action need to be initiated by Engineer-in-charge / Project-in-charge

Sl. No.	Performance Rating	Action
1	Poor	Seek explanation for poor performance
2.	Fair	Seek explanation for fair performance
3.	Good	Letter to the concerned for improving performance in future.
4.	Very Good	No further action.

- (iv) Reply from concerned Vendor / Contractor / Consultant shall be examined, In case of satisfactory reply, Performance Rating data Sheet to be closed with a letter to the concerned for improving performance in future.
- (v) When no reply is received or reasons indicated are unsatisfactory, the following actions need to be taken:
 - (A) Where performance rating is “Poor”:
 - (i) Recommend such defaulting Vendor/ Contractor / Consultant for putting on HOLIDAY for a period of 1 year.
 - (ii) When his performance has affected overall completion schedule of the project, recommend such defaulting Vendor / Contractor / Consultant for putting on HOLIDAY for a period of 2/3 years,
 - B. Where Performance Rating is “FAIR”

Recommend for issuance of warning to such defaulting Vendors / Contractors / Consultants to improve their performance.



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- (vi) Irrespective of Performance rating, where Vendor / Contractor / Consultant submit forged documents in respect of experience, turnover and any other condition forming the basis for tie pre-qualifying / eligibility criterion, such Vendor / Contractor / Consultant should be recommended for BLACKLISTING.
- (vii) On receipt of consolidated recommendations of Engineering-in-Charge of a Project, the Project Manager will constitute a Committee of Head of Projects, C&P and Finance to examine the recommendations forwarded by the Engineer-in charge.
- (viii) In case committee recommends putting a party on holiday or for blacklisting, the Project Manager will put up the recommendation on of committee to the concerned Director through Corporate C&P Deptt. along with a draft show cause notice providing a opportunity to defend his case. The draft show cause notice should be vetted by Legal Deptt.
- (ix) After obtaining approval from the concerned Director, Corporate C&P department will issue the show cause notice to the concerned party.
- (x) On receipt of reply in response to show cause notice, Corporate C&P Deptt. will forward the same to Project Manager who after taking legal opinion will prepare a proposal for keeping the party on Holiday / for blacklisting and forward the same to Corporate C&P Deptt. for obtaining the approval of the concerned Director.
- (xi) After obtaining approval from the concerned Director, Corporate C&P Deptt. will issue a letter to the party conveying the decision of putting him on holiday for the specific period or blacklisting the party.
- (xii) A list of all parties put on holiday or blacklisted will be communicated to all concerned and will also be maintained at GGL Intranet.
- (xiii) However, Holiday restrictions shall not apply on Vendors for procurement of spares from them on proprietary basis.

5.2 FOR CONSULTANCY JOBS

Monitoring and Evaluation of consultancy jobs will be carried out in the same way as described in para 5.1 for Projects except the functions of Project Manager will be performed by concerned In-charges of user Deptts. such as Project Development, Business Development, E&P, HR, Finance, HSE etc. The provision of para 5.1 (xiii) will not be applicable for consultancy jobs.

5.3 FOR OPERATION & MAINTENANCE

- (i) Evaluation of performance of Vendors / Contractors/ Consultant in case of Operation and Maintenance shall be done immediately after execution of order / contract.
- (ii) After execution of order a Performance Rating Data Sheet (Format at Annexure2) shall be prepared for all Orders by Site C&P and for all Contracts/Services by respective Engineer-In-Charge excluding cases under para 4.0
- (iii) Depending upon Performance Rating, following action need to he initiated by Site C&P:

Sl. No.	Performance Rating	Action
1	Poor	Seek explanation for poor performance
2.	Fair	Seek explanation for fair performance
3.	Good	Letter to the concerned for improving performance in future.
4.	Very Good	No further action.



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- (iv) Reply from concerned Vendor/Contractor/Consultant shall be examined. In case of satisfactory reply, Performance Rating data Sheet to be closed with a letter to the concerned for improving performance in future.
- (v) When no reply is received or reasons indicated are unsatisfactory, the following actions need to be taken:
 - (A) Where performance rating is "POOR"
 - (i) Recommend such defaulting Vendor/ Contractor/Consultant for putting on HOLIDAY for a period of 1 year.
 - (ii) When his performance has seriously affected the operation & maintenance of plant, recommend such defaulting Vendor/ Contractor/Consultant for putting on HOLIDAY for a period of 2/3 years.
 - (B) Where performance rating is "FAIR"
 - Recommend for issuance of warning to such defaulting Vendors/Contractors/Consultants to improve their performance.
- (vi) Irrespective of Performance rating, where Vendor/ contractor / Consultant submit forged documents such Vendor/Contractor/Consultant should be recommended for BLACKLISTING.
- (vii) A quarterly meeting of HOD (C&P), HOD (F&A) and HOD of respective departments shall be held at Site to review and examine all cases requiring putting the. Vendors / contractors / consultants on holiday for final decision.
- (viii) On receipt of recommendation of committee for putting a party on Holiday or for blacklisting, OIC will put up the recommendation of Committee to the concerned Director through Corporate C&P Deptt. along with a draft. show cause notice providing a final opportunity to party to defend his case. The show cause notice will be legally vetted.
- (ix) After obtaining approval from the concerned Director, Corporate C&P department will Issue the show cause notice to the concerned party.
- (x) On receipt of reply in response to show cause notice, Corporate C&P Dept. will forward the same to OIC who after taking legal opinion will prepare a proposal for keeping the party on Holiday / for blacklisting and forward the same to Corporate C&P Dept. for obtaining the approval of the concerned Director
- (xi) After obtaining approval from the concerned Director, Corporate C&P Dept. will issue a letter to the party conveying the decision of putting him on holiday for the specific period or blacklisting the party.
- (xii) A list of all parties put on holiday or blacklisted will be communicated to all concerned and will also be maintained at GGL Intranet.
- (xiii) However, Holiday restrictions shall not apply on Vendors for procurement of spares from them on proprietary basis.

6.0 REVIEW & RESTORATION OF PARTIES PUT ON HOLIDAY/BLACKLISTED



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- 6.1 After expiry of Holiday period, the vendors/contractors/consultants will have been put on Holiday due to delay in completion schedule be automatically restored to participate in business with GGL. parties who have been put on Holiday due to quality problems will be restored only after a review by the committee which had earlier recommended the party to be put on Holiday.
 - 6.2 The period of Holiday will be from one year to three years depending upon the seriousness of failure. It can be three years extreme cases and may be one year or two years depending upon the nature of failure in performance.



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ANNEXURE – 1

**PERFORMANCE RATING DATA SHEET
(FOR PROJECTS/CONSULTANCY JOBS)**

- i) Project / Work Centre :
- ii) Order / Contract No. & Date :
- iii) Brief description of Items Works / Assignment :
- iv) Order / Contract Value (Rs.) :
- v) Name of Vendor/Contractor/Consultant :
- vi) Contracted delivery / Completion Schedule :
- vii) Actual Delivery / Completion Date :

Performance Parameter	Delivery /Completion Performance	Quality Performance	Reliability Performance	Total
Maximum Marks	40	40	20	100
Marks Allocated (*)				

Remarks (if any) :

PERFORMANCE RATING ():**

Note :

(*) Allocation of marks would be as per enclosed instructions

(**) performance rating shall be classified as under :

Sl. No.	Range (Marks)	Rating
1.	60 & below	POOR
2.	61-75	FAIR
3.	76-90	GOOD
4.	More than 90	VERY GOOD

Signature of Authorized Signatory :

Name:

Designation :

1.1 INSTRUCTIONS FOR ALLOCATION OF MARKS

1.1.1 Marks are to be allocated as under :

1.1.2 Delivery/Completion Performance 40 marks

<u>Delivery Period / Completion Schedule</u>	1.2 Delay in Weeks	1.3 Marks
A) Up to 3 months	Before CDD	40

<u>Delivery Period / Completion Schedule</u>	1.2 Delay in Weeks	1.3 Marks
	Delay upto 4 weeks	35
	Delay upto 8 weeks	30
	Delay upto 10 weeks	25
	Delay upto 12 weeks	20
	Delay upto 16 weeks	15
	More than 16 weeks	0
b) Above 3 months	Before CDD	40
	Delay upto 4 weeks	35
	Delay upto 8 weeks	30
	Delay upto 10 weeks	25
	Delay upto 16 weeks	20
	Delay upto 20 weeks	15
	Delay upto 24 weeks	10
	More than 24 weeks	0

1.2 QUALITY PERFORMANCE 40 MARKS

For Normal Cases : No Defects/No Deviation/No Failure 40 Marks

i)	Rejection/Defects	Marks to be allocated on pro-rata basis for acceptable quantity as compared to total quantity for normal cases	10 Marks
ii)	Wrong quality to create endanger system integration and safety of the system.	Failure of severe nature - Moderate nature - Low severe nature	0 marks 5 Marks 10-25 Marks
iii)	Number of deviations	1. No deviation 2. No. of deviations <2 3. No. of deviations >2	5 Marks 2 Marks 0 Marks

1.3 RELIABILITY PERFORMANCE 20 MARKS

A. FOR WORKS / CONTRACTS

i)	Submission of order acceptance, agreement, PBG, Drawings and other documents within time	4 marks
ii)	Mobilization of resources as per Contact and in time	4 marks
iii)	Liquidation of Check-list points	4 marks
iv)	Compliance to statutory and HS & E requirements Or Reliability of Estimates/Design/Drawing etc. in case of Consultancy jobs	4 marks
v)	Timely submission of estimates and other documents for Extra, Substituted & AHR items	4 marks

B. FOR SUPPLIES

i)	Submission of order acceptance, agreement, PBG, Drawings and other documents within time	5 marks
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ii)	Attending complaints and requests for after sales service / warranty repairs and / or query / advice (upto the evaluation period)	5 marks
iii)	Response to various correspondence and conformance to standard like ISO	5 marks
iv)	Submission of all required documents including test certificates at the time of supply.	5 marks

ANNEXURE – 2

PERFORMANCE RATING DATA SHEET (FOR O & M)

- (i) Location :
- (ii) Order / Contract No. & Date :
- (iii) Brief Description of items :
Work / Assignment
- (iv) Order / Contract Value :
- (v) Name of the vendor / contractor :
/ consultant
- (vi) Contracted delivery / :
Completion Schedule
- (vii) Actual delivery / :
Completion date

Performance Parameter	Delivery Performance	Quality Performance	Reliability Performance	Total
Maximum Marks				
Marks Allocated (*)				

Remarks (If any)



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PERFORMANCE RATING (**)

Note: (*) Allocation of Marks to be as per enclosed instructions
(**) Performance rating shall be classified as under:

Sl. No	Range (Marks)	Rating
1	60 & Below	POOR
2	61-75	FAIR
3	76-90	GOOD
4	More than 90	VERY GOOD

Instruction for allocation of marks (O&M)

1. Marks are to be allocated as under:

1.1 DELIVERY / COMPLETION PERFORMANCE

40 Marks

<u>Delivery Period / Completion Schedule</u>		Delay in Weeks	Marks
A)	Up to 3 months	Before CDD	40
		Delay upto 4 weeks	35
		Delay upto 8 weeks	30
		Delay upto 10 weeks	25
		Delay upto 12 weeks	20
		Delay upto 16 weeks	15
		More than 16 weeks	0
B)		Above 3 months	Before CDD
	Delay upto 4 weeks		35
	Delay upto 8 weeks		30
	Delay upto 10 weeks		25
	Delay upto 16 weeks		20
	Delay upto 20 weeks		15
	Delay upto 24 weeks		10
	More than 24 weeks		0

1.2 QUALITY PERFORMANCE

40 Marks

For Normal Cases: No Defects / No Deviation / No Failure:

40 Marks

i) Rejection Defects	Marks to be allocated on prorata basis for acceptable quantity as compared to total quantity for normal cases	10 marks
ii) When quality failure endanger system integration and safety of the system	Failure of severe nature - Moderate nature - Low severe nature	0 Marks 5 Marks 10-25 Marks
iii) Number of deviations	1. No deviation 2. No. of Deviations ≤ 2 3. No. of Deviation > 2	5 Marks 2 Marks 0 Marks

1.3 RELIABILITY PERFORMANCE

20 Marks

A. FOR WORKS / CONTRACTS

i	Submission of order acceptance agreement, PBG, Drawing and Other documents within time.	4 Marks
ii	Mobilization of resources as per contract and in time	4 Marks
iii	Liquidation of check list points	4 Marks
iv	Compliance to statutory and HS & E requirement Or Reliability of estimates / Design / Drawing etc. in case of consultancy jobs.	4 Marks
v	Timely submission of estimates and other documents for extra, substituted & AHR items.	4 Marks

B. FOR SUPPLIES

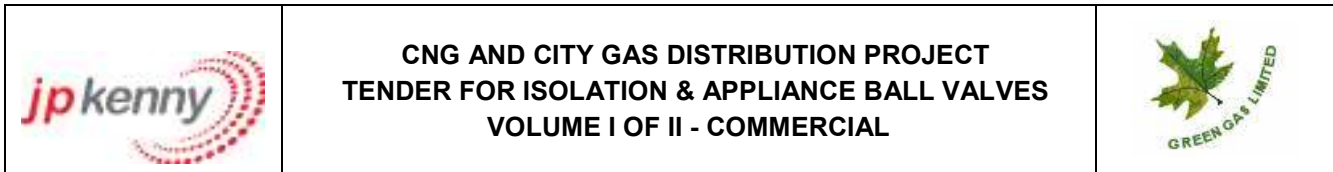
i	Submission of order acceptance agreement, PBG, Drawing and Other documents with in time.	5 Marks
ii	Attending complaints and requests for after sales service / warranty repairs and / or query / advice (up to the evaluation period)	5 Marks
iii	Response to various correspondence and conformance to standards like ISO	5 Marks
iv	Submission of all required documents including Test Certificates at the time of supply.	4 Marks



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**ATTACHMENT IV
PACKING AND MARKING & SHIPPING**



**PACKING, MARKING, SHIPPING AND DOCUMENTATION
SPECIFICATIONS FOR INDIGENOUS MATERIALS (WGI/GGL/1)**

1.0 GENERAL

- 1.1 This specification forms an integral part of the relevant PURCHASE ORDER, in addition to the specifications, drawings and instructions explicitly listed in the PURCHASE ORDER.
- 1.2 Seller shall strictly comply with all applicable prescriptions in the specifications. Lack of relevant information and/or documents shall not absolve the SELLER of his responsibilities and any loss arising out of non-compliance shall be to supplier's account.

2.0 PROJECT

Name of OWNER, Project location and some other relevant information are as per Bid document / Annexure.

3.0 PACKING

- 3.1 The packing specifications incorporated herein are supplementary to the internal and external packing methods and standards as per current rules of IRCA goods tariff Part-I. All packing shall be done in such a manner so as to reduce volume as much as possible. Fragile articles should be packed with special packing materials depending on the type of materials.
- 3.2 Items shipped in bundles must be securely tied with steel wire or strapping. Steel reinforcing rods, bars, pipes, structural materials, etc. shall be bundled in uniform lengths and the weight shall be within the breaking strength of the securing wire or strapping.
- 3.3 All delicate surfaces on equipment/materials should be carefully protected and painted with protective paint/compound and wrapped to prevent rusting and damage.
- 3.4 All mechanical and electrical equipment and other heavy articles shall be securely fastened to the case bottom and shall be blocked and braced to avoid any displacement/shifting during transit.
- 3.5 Attachments and spare parts of equipment and all small pieces shall be packed separately in wooden cases with adequate protection inside the case and wherever possible should be sent along with main equipment. Each item shall be suitably tagged with identification of main equipment, item denomination and reference number of respective assembly drawing. Each item of steel structure and equipments shall be identified with two erection markings with minimum lettering height of 15 mm. Such marking will be followed by connection numbers in indelible ink/paint. A copy of the packing list shall accompany the material in each package.
- 3.6 All protrusions shall be suitably protected by providing a cover comprising of tightly bolted wooden discs on the flanges.
- 3.7 Wherever required, equipments/materials/instruments shall be enveloped in polyethylene bags containing silica gel or similar dehydrating compound.
- 3.8 Detailed packing list in waterproof envelope shall be inserted in the package together with equipment/material. One copy of the detailed packing list shall be fastened outside the package in waterproof envelope and covered by metal cover.

- 3.9 The Seller shall be held liable for all damages or breakages to the goods due to the defective or insufficient packing as well as for corrosion due to insufficient protection.
- 3.10 Packaged equipment or material showing damage, defects or shortages resulting from improper packaging material or packing procedures or having concealed damage or shortages, at the time of unpacking shall be to the seller's account.

4.0 MARKING

- 4.1 Each package shall be marked on three sides with proper paints/indelible waterproof ink as follows:

OWNER

PROJECT

DESTINATION

Purchase Order No.....

Net Wt..... Kgs Gross Wt..... Kgs.

Dimensions.....X.....X.....CM.

Package No. (Sl. No. of total packages).....

Seller's Name.....



- 4.2 Additional marking such as 'HANDLE WITH CARE', 'THIS SIDE UP', 'FRAGILE' or any other additional indications for protection and safe handling shall be added depending on the type of material.
- 4.3 Specific marking with paint for 'SLINGING and 'CENTRE OF GRAVITY' should be provided for all heavy lifts weighing 5 Tons and above.
- 4.4 In case of bundles/bags or other packages, wherever marking cannot be stenciled, the same shall be embossed on metal or similar tag and wired securely at two convenient points.

5.0 SHIPMENT

- 5.1 Despatch of materials shall be made in accordance with the relevant terms of the Purchase Order. Any change in mode of transport shall be resorted to only after prior approval in writing. Seller shall ensure despatch of equipments/materials immediately after they are inspected and released. All consignments shall be booked in the name of OWNER and not under self-basis.

5.2 Despatch By Road

- (a) The Seller shall be responsible for despatch of materials on DOOR-DELIVERY basis through a reliable Bank-Approved transport company unless otherwise the transport company is named by OWNER/CONSULTANT.
- (b) The SELLER shall ensure with Transport Company the delivery of materials within a reasonable transit period. SELLER shall also obtain from transporter, particulars of Lorry Number, Transporter's Challan Number, destination of lorry (if transshipment is involved), Transporter's Agent at destination, if any, etc. and intimate same to Resident Construction Manager at WGI, (respective Project Site).

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5.2.1 As “SMALLS”

When the materials that are ready do not make up a wagonload by weight/volume or for minimum freight payable for a wagon the despatch should be affected as “smalls”.

SELLER should obtain from the Railway, the particulars of wagon in which the “Smalls” have been loaded, station at which sealed, train Number and date/time of movement and transmit the same to the Resident / Visiting Inspector, RCM (concerned Site) and Project Manager, , WGI-New Delhi, for monitoring their movement.

5.2.2 As Wagon Loads

Consignments, though of lesser weight, but otherwise constituting a “wagon load” by volume should be dispatched as “wagon load” paying the freight applicable to a minimum wagon load or at the smalls rate, whichever is advantageous, as per Rule-164 of IRCA Goods Tariff Part-I (Vol.I)

When consignments call for full wagon(s), indents should be placed with the Railway Station concerned after predetermining accurately the type and number of wagons required. In case of covered wagons, it should be ensured that the same are watertight. If a particular type of wagon is in short supply, request should be made to the Railway Authorities to supply the next suitable type of wagon. Suitable packing in the wagon shall be done, wherever necessary, to ensure maximum safety of the material in transit.

When ODC packages are involved, the SELLER shall apply to the Railway Authorities with loading sketches showing overall dimensions and the wagon proposed to be utilized sufficiently in advance for obtaining movement sanction and to establish firm transportability. Copies of all such correspondence together with loading sketches should be sent to Project Manager - WGI, New Delhi. ODC packages shall be loaded, packed and lashed strictly in accordance with the Railway Regulations. Should there be any delay/difficulty in obtaining the required wagon(s), the SELLER shall inform Resident Inspector and Project Manager- WGI, New Delhi immediately giving details of the required number of wagons, type, carrying capacity, etc. and indent number so that the matter may be taken up with the Railway Authorities concerned.



After despatch, SELLER shall obtain from the Railway Authorities, particulars of the wagon/train number, date of movement and destination junction for the particular train and furnish the same to the Project Manager - WGI, New Delhi for follow-up action on movement, as may be necessary.

After despatch of the equipment from dispatching station, if movement of the wagon is held-up due to improper/loose lashing resulting in shifting of the load and consignment is required to be readjusted / refixed the vendor shall be responsible to arrange for the same as per Railway requirements. Similarly, in case some infringement in dimensions of the loaded consignment is detected by Railway Authorities after its movement from dispatching station and if it is required to be corrected either by adjustment of the load or by cutting a few protrusions the same shall be arranged by vendor at their cost.

5.3 Destination

The consignments should be dispatched as indicated in bid document/Purchase Order.

5.4 Advance Information

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Immediately after a shipment is made, SELLER shall send advance information as to the particulars of materials, value, Purchase Order Number, date of despatch, railway receipt number, wagon number/goods consignment note number, truck number, name of transport company and their destination office/associate's address etc./Airway Bill Number and flight details by way of Fax / E-Mail to Resident / Visiting Inspector, Project Manager-, WGI, New Delhi, Resident Construction Manager - WGI, (respective Project Site) and OWNER.

5.5 Transmission of Despatch Documents

Seller shall, within 48 hours of the despatch of the material depending upon the payment terms of the Purchase Order, either negotiate through OWNER's Bankers or forward direct by Registered Post, the railway receipt/consignment note/Airway Bill to the OWNER at project site accompanied by the original invoices, packing lists and challans.

The SELLER shall be responsible for any delay in clearance of the consignment at destination and consequent wharfage / demurrage, if any, due to delay in transmittal of the Railway Receipt, Consignment Note / Air Way Bill. Copies of such despatch advise together with 2 copies of invoices and packing lists shall be simultaneously distributed to OWNER's (HO & Site), Consultants (HO & Site) etc.

6.0 TRANSIT RISK INSURANCE

All equipments / materials will be insured for transit risk by SELLER unless otherwise specified. The Insurance cover will be provided from warehouse - to - warehouse.



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**PACKING, MARKING, SHIPPING AND DOCUMENTATION SPECIFICATIONS
FOR IMPORTED MATERIAL (WGI/GGL /2)**

1. PACKING

- 1.1. Packing shall be strong and sturdy such that it can withstand loading / unloading, pushing and crane lifting etc. All packaging shall be done in such a manner as to reduce volume and weight as much as possible without jeopardizing the safety of the material. All packing materials shall be new and unless otherwise specified, shall be of packer's standard for export shipments.
- 1.2. Fragile articles should have special packing materials depending on type of materials.
- 1.3. All soft and delicate surfaces on equipment/material should be carefully protected / painted with suitable coating and wrapped to prevent rusting and damage.
- 1.4. All mechanical and electrical equipment and other heavy articles should be securely fastened to the bottom of the case, to avoid damage.
- 1.5. All packages requiring handling by crane should have sufficient space at appropriate place to put sling of suitable dia (strength). Irons / steels angle should be provided at the place where sling markings are made to avoid damage to package/equipments while lifting.
- 1.6. All threaded fittings and pipes should be greased and provided with plastic caps.
- 1.7. Attachments and spare parts of equipments and all small pieces shall be packed separately in wooden cases with adequate protection inside the case and sent along with main equipment. Each item shall be tagged so as to identify it with the main equipment and part number and reference number shall be indicated.
- 1.8. All protrusions shall be suitably protected and openings shall be blocked by wooden/steel covers as may be required.
- 1.9. Wherever required equipments/materials shall be packed in polythene bags and silica gel or similar dehydrating compound shall be put inside the bags to protect them.
- 1.10. Detailed case wise packing list in water proof envelope shall be inserted in each package together with equipment / material. One copy of 'Detailed Packing List' shall be fastened outside of the package in waterproof envelope and covered by metal cover. In case of bigger dia pipes and large equipments, documents contained in the envelope shall be fastened inside a shell connection with an identifying arrow sign 'Documents' applied with indelible paint.

2. MARKING

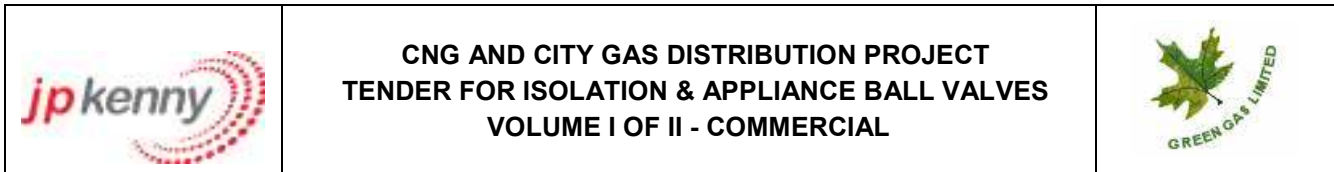
- 2.1. Each package shall be marked on three sides with proper paints/indelible waterproof ink as follows:

Owner: GGL

Destination: Kanpur, Lucknow and Agra

Purchase Order No.....
 Net Wt.Kgs.Gross Wt. Kgs
 DimensionsXXCM
 Package No. (S. No. of total packages)
 Seller's Name

- 2.2. Letters, figures, marks etc., used for marking shall be stencil printed. Handwriting should be avoided as far as possible. Size of letters shall be optimum for each package dimension.
- 2.3. In case of bundles or other packages wherever marking can not be stencilled the same shall be embossed on metal or similar tag and wired securely at minimum two convenient points and both ends shall be suitably



protected/covered. In case of loose pipes sticker of above markings should be pasted on inner wall corner of each pipe on both sides.

3. SHIPMENT BY SEA

3.1. FOR FOB / CFR / CIF CONTRACTS

3.2. All shipment of materials shall be made by First class direct vessels. All shipments shall be under deck unless carriage on deck is unavoidable.

3.3. BY AIR

Wherever the shipments are to be effected by Air, the same shall be dispatched through first class airline.

4. SHIPPING DOCUMENTATION

4.1. All documents shall be in English Language.

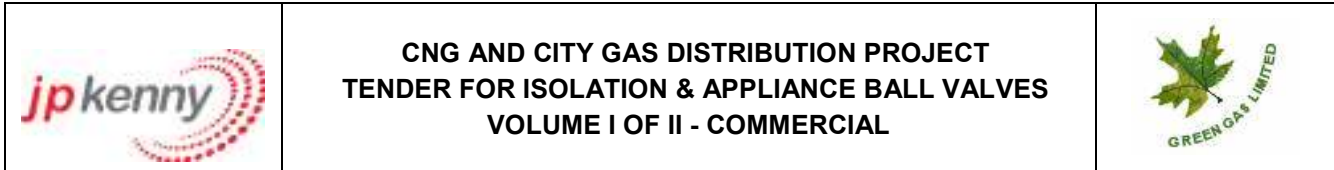
5. SHIPPING ADVICE

5.1. Within 48 hours after shipment, the supplier shall send shipping advice by way of Cable/ Fax to Project Division of Consultant at clause 6 under a copy each to Engineer-in-Charge at respective project sites and Owner at the address given below in clause 6.0, giving particulars of the shipment, vessel's name/Airlines, Flight No. & Date on which materials actually left (and not tentative flight No. and Date), Port of Shipment, Bill of Lading No. & Date, contents in brief, Purchase Order Number, total FOB and Freight Values, number of Packages and total gross weight, ETD & ETA of vessel. In case of Air shipment through consolidation services, information must contain both Master Air Way no. & House Airway Bill no.

5.2. In case of free replacement/supply of components/parts, the supplier shall advise by Cable/Fax above dispatch particulars along with specific statement 'Free Supply' 'Value for customs purposes only'.

6. SHORT SHIPMENTS

6.1. Seller should thoroughly check all items in the packing before effecting shipment. If any item(s) are found short packed in sound boxes on examination at project site, Seller shall be responsible to supply short packed items free of charge on receipt of advice from Owner / Consultant. Seller shall also be responsible to bear the import duty levied by Indian Customs on such short packed items.



SPECIAL PACKAGING REQUIREMENTS

All raw/solid wood packaging material used for packaging shall be appropriately treated and marked as per ISPM-15 (International Standards of Phyto-sanitary measures 15) OR shall be accompanied by a Phytosanitary Certificate with the treatment endorsed.

The treatment of raw/solid wood packaging material prior to export shall include either Methyl Bromide (MB) @ 48 g/m³ for 16 hrs at 21° C and above or any equivalent thereof or heat treatment (HT) at 56° C for 30 min (core temperature of wood) or Kiln Drying (KD) or Chemical Pressure Impregnation (CPI) or any other treatments provided that these meet the HT specifications of the ISPM-15.

However, the above conditions shall not be applicable to wood packaging material wholly made of processed wood products such as ply wood, particle board, oriental strand board or veneer that have been created using glue, heat and pressure or combination thereof. The above conditions shall also not be applicable to wood packaging material such as veneer peeler cores, wood wool & shavings and thin wood pieces (less than 6mm thickness) unless they are found to be harboring any pests.