

**THE MYSORE PAPER MILLS LIMITED,  
BHADRAVATI  
INDIA**

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**National Competitive Bidding**

**TENDER NUMBER- 1199-11/FMT/PLS Dt.30.12.2011**

**TENDER DOCUMENT FOR  
SUPPLY OF  
SODIUM SILICATE [NETURAL GRADE]**

**DUE AT 15.00 HRS ON 31.01.2012**

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# THE MYSORE PAPER MILLS LIMITED

MATERIALS DIVISION, PAPER TOWN,  
BHADRAVATHI – 577 302, KARNATAKA, INDIA

## TENDER FOR

**SUPPLY OF 686 MT of  
SODIUM SILICATE**

Company Name	<b>THE MYSORE PAPER MILLS LIMITED</b> Paper Town, Bhadravati-577302, Shimoga District, Karnataka State
Purpose of this Tender	As per "Karnataka Transparency in Public Procurement of Act 2000"
TENDER REFERENCE	1199-11/FMT/PLS Dt.30.12.2011
DATE OF COMMENCEMENT OF DOWNLOADING OF TENDER DOCUMENT	<b>30.12.2011</b>
LAST DATE AND TIME FOR UPLOADING OF TENDERS (Both Part-I & Part-II)	<b>31.01.2012 at 03.00 PM</b>
TIME & DATE OF OPENING OF TENDER (part-1)	<b>02.02.2012 at 03.30 PM</b>
OPENING OF PRICE BID (PART- II)	will be informed subsequently
Date and time for e-reverse auction, if conducted by MPM	Will be informed subsequently
PLACE OF OPENING OF TENDER	The Mysore Paper Mills Ltd Bhadravati-577 302
ADDRESS FOR COMMUNICATION	DGM (Projects & Materials) The Mysore Paper Mills Ltd., Bhadravati-577 302 Karnataka State

# THE MYSORE PAPER MILLS LIMITED

## **TENDER FOR** **THE SUPPLY OF FERRIC ALUM WITH MIN. 13.5%** **SECTION I. INVITATION FOR TENDERS (IFT)**

**DATE** : 30.12.2011  
**IFT NO** : 1199-11/FMT/PLS

1. The Mysore Paper Mills Ltd.,Bhadravati-577302, Karnataka State (Purchaser) invites tenders from eligible tenderers for the supply of the goods listed below:

### **SUPPLY OF 686 MT OF SODIUM SILICATE**

2. The tenderers may submit tenders for the goods given above. Tenderers are advised to note the qualification criteria specified in Section VII to qualify for award of the contract.
3. Tender documents (and additional copies) may be downloaded from e-procurement portal [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in) from **30.12.2011** to **31.01.2012 up to 03.00 PM**, for a non-refundable tender processing fee as per e-portal. Interested tenderers may obtain further information at the same address The Mysore Paper Mills Ltd., Bhadravati-577302, Karnataka State will not be held responsible for delay if any in submitting the offer with in the scheduled time.
4. Tenders must be accompanied by Bid security of the amount specified in the tender document, Earnest Money Deposit, of Rs., **1,00,000/-** will have to be in any one of the option specified in the e-portal such as Credit card, direct debit, NEFT and OTC challan and shall have to be valid for 45 days beyond the validity of the tender.

The supplier/contractor can pay the full amount of Earnest Money Deposit (EMD) in the e-Procurement portal using any of the following payment modes:

- Credit Card
- Direct Debit
- National Electronic Fund Transfer (NEFT)
- Over the Counter (OTC)

### OTC payment procedure

If a contractor/supplier chooses to make payment of EMD/tender processing fees Over The Counter (OTC) in any of the designated Axis Bank branches listed in the e-Procurement web-site ([www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in)), the contractor/supplier will need to log into e-Procurement system, access the tender for which bid is being created and then select the OTC option under the payment section and print the Challan shown in that section. The printed challan will have the unique bid reference number and the amount to be remitted. Along with the challan, contractor can choose to make the payment either in the form of cash or in the form of Demand Draft. Cheque payments will not be accepted. The contractor is requested to specifically inform the bank officer to input the unique bid reference number printed in the challan in the banking software. Upon successful receipt of the payment, the bank will provide a 16-digit reference number acknowledging the receipt of payment. This 16-digit reference number has to be entered by contractor in the payment section of its bid as payment confirmation before the bid is submitted (i.e.) as a pre-requisite for bid submission.

### NEFT payment procedure

If a contractor/supplier chooses to make payment of EMD/tender processing fees using Reserve Bank of India's (RBI) National Electronic Fund Transfer (NEFT) system, the contractor/supplier will need to log into e-Procurement system, access the tender for which bid is being created and then select the NEFT option under the payment section and print the Challan shown in that section. The printed challan will have the unique bid reference number, account details of Government of Karnataka and the amount to be remitted. The contractor has to submit the printed challan to its bank-branch (NEFT-enabled) and request for an account-to-account transfer, wherein the money will get transferred from the contractors' bank account to GoK's bank account. The contractor should ensure that NEFT transfer instructions are executed and the funds are wired to the Government of Karnataka's principal account before the last date for bid submission and preferably 24 hours before the last date for bid submission. If the contractor's bank transfers/wires the money after the last date for bid submission, the contractor's bid will be liable for rejection. Upon executing the transfer, the contractor's bank will provide a reference number generated by NEFT software as confirmation of transfer, which has to be entered by contractor in the payment section of its bid as payment confirmation before the bid is submitted (i.e.) as a pre-requisite for bid submission. Also, the account number from which the funds were transferred have to be entered in the e-Procurement system as part of its bid.

The tenderer who wish to make Earnest Money Deposit and Tender processing fee payment through Internet Banking facility may do so. The Department is in no way responsible in case the money is not deposited in the notified central pooling account held at Axis Bank, within the stipulated period. The name of the account and the account number and other details are displayed in the generated challan for the information of the tenderer.

The supplier/contractor's bid will be evaluated only on confirmation of receipt of the payment (EMD) in the Government of Karnataka central pooling a/c held at Axis Bank

NOTE:

EMD TO BE REFUNDED ON SATISFACTORY COMPLETION OF THE SUPPLIES TO THE SUCCESSFUL BIDDER AND WITHIN 30 DAYS OF TENDER FINALIZATION TO UNSUCCESSFUL BIDDER.

5. Tenders must be uploaded on or before 03.00 PM on **31.01.2012** and Part I – will be opened **on 02.02.2012** at 03.30 PM. The price part (Part- II of qualified tenders whose part – I is accepted will be informed to the tenderers and opened at a later date)
6. MPM reserves the right to call for e-reverse auction. If MPM desires e-reverse auction, MPM shall furnish the date and time of e-reverse auction to the tenderers whose Part-1 of the tender is accepted and such tenderers are requested to participate in the e-reverse auction. E-reverse auction is not compulsory.
7. The price bid of tenderers whose part-I is accepted will be opened on a scheduled date and time which will be informed to the tenderers subsequently. In case e-reverse auction is adopted, the price bid will be opened subsequent to e-reverse auction. MPM will select the supplier from among the lowest of Tenderer out of e-reverse auction and / or price bid, whose Part-I offer is accepted.
8. Other details can be seen in the tender documents.

# THE MYSORE PAPER MILLS LIMITED

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## **SECTION II: INSTRUCTION TO TENDERERS**

### **A. INTRODUCTION**

#### **1. ELIGIBLE TENDERERS**

- 1.1 Tenderers should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this invitation of Tenders.
- 1.2 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of Karnataka.

#### **2. Cost of Tendering:**

- 2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and The Mysore Paper Mills Ltd., Bhadravati hereinafter referred to as “ the Purchaser”, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

### **B. THE TENDER DOCUMENTS**

#### **3. Contents of Tender documents:**

- 3.1 The goods required, tendering procedures and contract terms are prescribed in the tender documents. In addition to the Invitation for Tenders, the tender documents include:
  - a) Instruction to Tenderers (ITT);
  - b) General Conditions of contract (GCC);
  - c) Special Conditions of Contract (SCC);
  - d) Schedule of Requirements;
  - e) Technical specifications;
  - f) Tender Form and Price Schedules;
  - g) Earnest Money Deposit Form;
  - h) Contract Form;
  - i) Performance Security Form;
  - j) Performance Statement Form;
  - k) Manufacturer’s Authorization Form; and
  - l) Equipment and Quality Control Form.
- 3.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the documents or submission of tender not substantially

responsive to the tender documents in every respect will be at the Tenderer's risk and may result in rejection of its tender.

#### **4. Clarification of Tender Documents:**

- 4.1 A prospective Tenderer requiring any clarification of the tender documents may notify the Purchaser in writing or by telex or cable or fax or e-mail at the Purchaser's mailing address indicated in the Invitation for Tenders. The Purchaser will respond in writing to any request for clarification of the tender documents which it receives not later than 15 days prior to the deadline for submission of tenders prescribed by the Purchaser. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenders who have received the tender documents.

#### **5. Amendment of Tender documents:**

- 5.1 At any time prior to the deadline for submission of tenders, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender documents by amendment.
- 5.2 All prospective tenders who have received the tender documents will be notified of the amendment in writing or by cable or by fax or e-mail, and will be binding on them.
- 5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders the Purchaser, at its discretion, may extend the deadline for the submission of tenders.

### **C. Preparation of Tenders**

#### **6. Language of Tender**

- 6.1 The tender prepared by the Tenderer, as well as all correspondence and documents relating to the tender exchanged by the Tenderer and the Purchaser, shall be written in English language. Supporting documents and printed literature furnished by the Tenderer may be another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purpose of interpretation of the tender, the transaction shall govern.

#### **7. Documents comprising the Tender**

- 7.1 The tender prepared by the Tenderer shall comprise the following components:

- a) a Tender Form and a Price Schedule completed in accordance with ITT Clauses 8,9 & 10;
- b) Documentary evidence established in accordance with ITT Clause II that the Tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted.
- c) Documentary evidence established in accordance with ITT Clause 12 that the goods and ancillary services to be supplied by the Tenderer are eligible goods and services and conform to the tender documents; and
- d) Earnest money deposit in accordance with ITT Clause 13.

## **8. Tender form**

8.1 The Tenderer shall complete the Tender form and the Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods their country of origin, quantity and prices.

## **9. Tender Prices:**

9.1 The Tenderer shall indicate on the Price Schedule the unit prices and total tender prices of the goods it proposes to supply under the Contract. To this end, the tenders are allowed the option to submit the tenders for any one or more schedules specified in the 'Schedule of Requirements and to offer discounts for combined schedules. However, tenders shall quote for the complete requirement of goods and services specified under each schedule on a single responsibility basis, failing which such tenders will not be taken into account for evaluation and will not be considered for award.

9.2 Prices indicated on the Price Schedule shall be entered separately in the Following manner:

- (i) the price of the goods, quoted (ex-works, ex-factory, ex-showroom, ex-warehouse, or off-the-shelf, as applicable), including all duties and sales and other taxes already paid or payable.
  - a. on components and raw material used in the manufacture or assembled goods quoted ex-works or ex-factory; or
  - b. on the previously imported goods of foreign origin quoted ex-Showroom, ex-warehouse or off-the-shelf.
- (ii) any Indian duties, sales and other taxes which will be payable on the goods if this Contract is awarded;
- (iii) the price for inland transportation, insurance and other local costs incidental to delivery of the goods to their final destination; and
- (iv) the price of other incidental services listed in Clause 4 of the special conditions of contract.

- 9.3 The Tenderer's separation of the price components in accordance with ITT Clause 9.2 above will be solely for the purpose of facilitating the comparison of tenders by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.
- 9.4 Prices quoted by the Tenderer shall be fixed during the Tenderer's performance of the Contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-respective and rejected, pursuant of ITT Clause 22.

## **10. Tender Currency**

10.1 Prices shall be quoted in Indian Rupees:

## **11. Documents Establishing Tenderer's Eligibility and Qualifications:**

- 11.1 Pursuant to ITT Clause 7, the Tenderer shall furnish, as part of its tender, documents establishing the Tenderer's eligibility to tender and its qualifications to perform the Contract if its tender is accepted.
- 11.2 The documentary evidence of the Tenderer's qualifications to perform the Contract if its tender is accepted, shall establish to the Purchaser's satisfaction.
- (a) that, in the case of a Tenderer offering to supply goods under the contract which the Tenderer did not manufacture or otherwise produce, the Tenderer has been duly authorized (as per authorization form in Section XIII) by the goods 'Manufacturer or producer to supply the goods in India.  
(The item or items for which Manufacturer's Authorization is required should be specified)  
(Note: Supplies for any particular item in each schedule of the tender should be from one manufacturer only. Tenders from agents offering supplies from different manufacturers for the same items of the schedule in the tender will be treated as non-responsive.)
- (b) that the Tenderer has the financial, technical, and production capability necessary to perform the Contract and meets the criteria outlined in the Qualification requirements specified in Section VII. To this end, all tenders submitted shall include the following information.
- (i) The legal status, place of registration and principal place of business of the company or firm or partnership, etc.;

- (ii) Details of experience and past performance of the tenderer on equipment offered and on those of similar nature within the past three/five and details of current contracts in hand and other commitments (suggested Proforma given in Section XII );

## **12. Documents Establishing Goods' Eligibility and Conformity to Tender documents.**

12.1 Pursuant to ITB clause 7, the Tenderer shall furnish, as part of its tender, documents establishing the eligibility and conformity to the tender documents of all goods and services which the tenderer proposes to supply under the contract

12.2 The documentary evidence of conformity of the goods and services to the tender documents may be in the form of literature, drawings and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristics of the goods:
- (b) a list giving full particulars, including available sources and current prices, of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two years, following commencement of the use of the goods by the Purchaser, and
- (c) an item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical specifications.

12.3 For purposes of the commentary to be furnished pursuant to ITT clause 12.2 (C) above, the Tenderer shall note that standards for workmanship, material and equipment and references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications are intended to be descriptive only and not restrictive the Tenderer may substitute alternative standards, brand names and / or catalogue numbers in its tender, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalent to these designated in the Technical Specifications.

## **13. Earnest Money Deposit:**

13.1 Pursuant to ITT Clause 7, the Tenderer shall furnish, as part of its tender, earnest money deposit in the amount as specified in Section-V-Schedule of Requirements.

13.2 The earnest money deposit is required to protect the Purchaser against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to ITT Clause 13.7.

13.3 The earnest money deposit shall be denominated in Indian Rupees and shall:

- (a) at the tenderer's option, be in the form of either a certified cheque, pay order, letter of credit, a demand draft, or a bank guarantee from a Nationalized / Scheduled Bank located in India or specified small savings instruments;
- (b) the bank guarantee be substantially in accordance with the form of earnest money deposit included in Section VIII or other form approved by the Purchaser prior to tender submission;
- (c) be payable promptly upon written demand by the Purchaser in case any of the conditions listed in ITT Clause 13.7 are invoked;
- (d) be submitted in its original form copies will not be accepted; and
- (e) remain valid for a period of 45 days beyond the original validity period of tenders, or beyond any period of extension subsequently requested under ITT Clause 14.2.

13.4 Any tender not secured in accordance with ITT Clauses 13.1 and 13.3 above will be rejected by the Purchaser as non-responsive, pursuant to ITT Clause 22.

13.5 Unsuccessful Tenderer's earnest money deposit will be discharged / returned as promptly as possible as but not later than 30 days after the expiration of the period of tender validity prescribed by the Purchaser, pursuant to ITT Clause 14.

13.6 The successful Tenderer's earnest money deposit will be discharged upon the tenderer signing the Contract pursuant to ITT Clause 30, and furnishing the performance Security Deposit, pursuant to ITB Clause 31.

13.7 The tender security may be forfeited:

- (a) if a Tenderer (i) withdraws its tender during the period of tender validity specified by the Tenderer on the Tender form; or (ii) does not accept the correction of errors pursuant to ITT Clause 22.2; or
- (b) in case of a successful Tenderer, if the Tenderer fails:
  - (i) to sign the Contract in accordance with ITT Clause 30; or
  - (ii) to furnish performance security in accordance with ITT Clause 31.

#### **14. Period of Validity of Tenders:**

- 14.1 Tenders shall remain valid for 90 days after the deadline for submission of tenders prescribed by the Purchaser, pursuant to ITT Clause 17. A tender valid for a shorter period shall be rejected by the Purchaser as non-responsive.
- 14.2 In exceptional circumstances, the Purchaser may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable or telex or fax or e-mail). The earnest money deposit provided under ITT Clause 13 shall also be suitably extended. A Tenderer may refuse the request without forfeiting its earnest money deposit. A Tenderer granting the request will not be required nor permitted to modify its tender.

#### **15. Format and Signing of Tender:**

- 15.1 The Tenderer shall prepare two copies of the tender, clearly marking each "Original Tender" and "Copy Tender", as appropriate. In the event of any discrepancy between them, the original shall govern.
- 15.2 The Original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the Tenderer or a person or persons duly authorized to bind the Tenderer to the Contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for un-amended printed literature shall be initiated by person or persons signing the tender.
- 15.3 Any interlineations, crossings or overwriting shall be valid only if they are initiated by the persons or persons signing the tender.
- 15.4 Tenderer shall furnish information as described in the Form of Tender on commissions or gratuities, if any paid or to be paid to agents relating to this Tender, and to contract execution if the Tenderer is awarded the contract.

### **D. SUBMISSION OF TENDERS**

#### **16. Sealing and Marking of Tenders.**

- 16.1 The Tenderers shall seal the original and each copy of the tender in separate inner envelopes, duly marking the envelopes as "Original" and "Copy". He shall then place all the inner envelopes in an outer envelope.
- 16.2 The inner and outer envelopes shall"

(a) be addressed to the Purchaser at the following address:

**DGM (Projects & Materials)  
The Mysore Paper Mills Ltd.,  
Paper Town, Bhadravati-577302.  
Karnataka State. India.**

(b) bear the Material Name, the Invitation for Tenders (IFT) title and number, and a statement "**Do not open before 03.30 PM on 02.02.2012.**"

16.3 The inner envelopes shall also indicate the name and address of the Tenderer to enable the tender to be returned unopened in case it is declared "late".

16.4 If the outer envelope is not sealed and marked as required by ITT Clause 16.2, the Purchaser will assume no responsibility for the tender's misplacement or premature opening.

16.5 Telex, cable, e-mail or facsimile tenders will be rejected.

**17. Deadline for submission of tenders:**

17.1 Tenders must be received by the Purchaser at the address specified under ITT Clause 16.2 (a) no later than the time and date specified in the Invitation for Tenders (Section I). In the event of the specified date for the submission of Tenders being declared a holiday for the Purchaser, the Tenders will be received up to the appointed time on the next working day.

17.2 The Purchaser may, at its discretion, extend this deadline for submission of tenders by amending the tender documents in accordance with ITT Clause 5, in which case all rights and obligations of the Purchaser and Tenderers previously subject to the deadline will thereafter be subject to the deadline as extended.

**18. Late Tenders:**

18.1 Any tender received by the Purchaser after the deadline for submission of tenders prescribed by the Purchaser, pursuant to ITT Clause 17, will be rejected and/ or returned unopened to the Tenderer.

**19. Modification and Withdrawal of Tenders:**

19.1 The Tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of tenders.

- 19.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of ITT Clause 16. A withdrawal notice may also be sent by telex or cable or fax or e-mail but followed by a signed confirmation copy, post marked not later than the deadline for submission of tenders.
- 19.3 No tender may be modified subsequent to the deadline for submission of tenders.
- 19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the Tenderer on the Tender Form. Withdrawal of tender during this interval may result the Tenderer's forfeiture of its earnest money deposit, pursuant to ITT Clause 13.7.

### **E.TENDER OPENING AND EVALUATION OF TENDERS**

#### **20. Opening of Tenders by the Purchaser**

- 20.1 The Purchaser will open all tenders, in the presence of Tenderers representatives who choose to attend at **03.30 PM on 02.02.2012** and in the following location

The Mysore Paper Mills Ltd.,  
Bhadravati-577 302,  
Karnataka State, India.

The Tenderers' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of tender opening being declared a holiday for the Purchaser, the tenders shall be opened at the appointed time and location on the next working day.

- 20.2 The Tenderers' names, tender modifications or withdrawals tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No tender shall be rejected at tender opening, except for late tenders. Which shall be returned unopened to the Tenderer pursuant to ITT Clause 18.
- 20.3 Tenders (and modifications sent pursuant to ITT Clause 19.2) that are not opened and read out at tender opening shall not be considered further for evaluation irrespective of the circumstances.

- 20.4 The Purchaser will prepare minutes of the tender opening.

## **21. Clarification of Tenders**

- 21.1 During evaluation of tenders the Purchaser may, at its discretion, ask the Tenderer for a clarification of its tender. The request for clarification and the response shall be in writing and no change in prices or substance of the tender shall be sought, offered or permitted.

## **22. Preliminary Examination.**

The Purchaser will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order. Tenders from Agents, without proper authorization from the manufacturer as per Section XIII, shall be treated as non-responsive.

- 22.1 Where the Tenderer has quoted for more than one schedule, if the tender security furnished is inadequate for all the schedules, the Purchaser shall take the price tender into account only to the extent the tender is secured. For this purpose, the extent to which the tender is secured shall be determined by evaluating the requirement of tender security to be furnished for the schedule included in the tender (offer) in the serial order of the Schedule of Requirements of the Tender document.
- 22.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the lowest of the two will prevail. If the supplier does not accept the correction of errors, its tender will be rejected and its tender security may be forfeited.
- 22.3 The Purchaser may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Tenderer.
- 22.4 Prior to the detailed evaluation, pursuant to ITT Clause 23, the Purchaser will determine the substantial responsiveness of each tender to the tender documents. For purposes of these Clauses, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning performance Security (GCC Clause 6) Warranty (GCC Clause 14), Force Majeure (GCC Clause 24), Limitation of liability (GCC Clause 28), Applicable law (GCC Clause 30), and Taxes & Duties (GCC Clause 32) will be deemed to be a material deviation. The Purchaser's determination of a tender's

responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

22.5 If a tender is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Tenderer by correction of the non-conformity.

### **23 Evaluation and Comparison of Tenders.**

23.1 The Purchaser will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to ITT Clause 22 for each schedule separately. No tender will be considered if the complete requirements covered in the schedule is not included in the tender. However, as stated in ITT Clause 9, Tenderers are allowed the option to tender for any one or more schedules and to offer discounts for combined schedules. These discounts will be taken into account in the evaluation of the tenders so as to determine the tender or combination of tenders offering the lowest evaluated cost or the Purchaser in deciding award(s) for each schedule.

23.2 The Purchaser's evaluation of a tender will exclude and not take into account.

(a) any allowance for price adjustment during the period of execution of the Contract, if provided in the tender.

23.3 The Purchaser's evaluation of a tender will take into account, in addition to the tender price (Ex-factory/ex-warehouse/off-the-shelf price of the goods offered from within India, such price to include all costs as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods, and Excise duty on the finished goods, if payable) and price of incidental services, the following factors, in the manner and to the extent indicated in ITT Clause 23.4 and in the Technical Specifications:

(a) Cost of inland transportation, insurance and other costs within India incidental to the delivery of the goods to their final destination;

(b) Delivery schedule offered in the tender;

(c) Deviations in payment schedule from that specified in the Special Conditions of Contract;

(d) The cost of components, mandatory spare parts and service.

(e) The availability in India of Spare parts and after-sales services for the goods equipment offered in the tender;

- (f) The projected operating and maintenance costs during the life the equipment; and
- (g) The performance and productivity of the equipment offered.

23.4 Pursuant to ITT Clause 23.3, one or more of the following evaluation methods will be applied:

a) Inland Transportation, Insurance and Incidentals:

- (i) Inland transportation insurance and other incidentals for delivery of goods to the final destination as stated in ITT Clause 9.2 (iii).

The above costs will be added to the tender price.

- (c) Delivery schedule: The Purchaser requires that the goods under the Invitation for Tenders shall be delivered at the time specified in the Schedule of Requirements. The estimated time of arrival of the goods at the project site should be calculated for each tender after allowing for reasonable transportation time. Treating the date as per schedule of requirements as the base, a delivery “adjustment” will be calculated

for other tenders at 2% of the ex-factory price including excise duty for each month of delay beyond the base and this will be added to the tender price for evaluation. No credit will be given to earlier deliveries and tenders offering delivery beyond...<sup>3</sup> months of stipulated delivery period will be treated as unresponsive.

- (d) Deviation in Payment Schedule:

The Special Conditions of Contract stipulate the payment schedule offered by the Purchaser. If a tender deviates from the schedule and if such deviation is considered acceptable to the Purchaser, the tender will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the tender as compared to those stipulated in this invitation, at a rate of 14 percent per annum.

- (e) Cost of Spare Parts:

- (i) Appendix...to the Technical Specifications lists the items and quantities of major assemblies, components and selected items of spare parts, likely to be required during the initial...year period of operation of the plant. The total cost of these items and quantities at the unit prices quoted in each bid will be added to the tender price.

**OR**

- (ii) The Purchaser will draw up a list of high usage and high value items of components and spare parts along with estimated quantities of usage in the initial year period of operation. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Tenderer and added to the tender price.

**OR**

- (iii) The Purchaser will estimate the cost of spare parts usage in the initial year period of operation, based on information furnished by each Tenderer as well as on past experience of the Purchaser or other Purchasers in similar situations. Such costs shall be added to the tender price for evaluation.

- (e) Spare Parts and After Sales Service Facilities in India:

The cost to the Purchaser of establishing the minimum service facilities and parts inventories, as outlined elsewhere in the tender document, if quoted separately, shall be added to the tender price.

- (f) Operating and Maintenance Costs:

Since the operating and maintenance costs of the equipment under procurement form a major part of the life cycle cost of the equipment, these costs will be evaluated as follows:

- (i) fuel costs shall be based on...kms/hours of operation per year for.....years at a fuel price of Rs.....
- (ii) spare parts costs shall be based on...kms/hours of operation based on the guaranteed figures provided by the Tenderer in response to....of the Technical Specifications or based on past actual figures for similar equipment already in use with the Purchaser; and
- (iii) all future costs will be discounted to present value at a discount factor of 10 percent.

- (g) Performance and Productivity of the Equipment.

- (i) Tenderers shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in performance or efficiency below the norm of 100, an adjustment of Rs.....will be added to the tender price, representing the capitalized cost of additional operating costs over the life of the plant using the methodology specified in the Technical Specifications; OR

- (ii) Goods offered shall have a minimum productivity specified under the relevant provisions in Technical Specifications to be considered

responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the bid and adjustment will be added to the tender price using the methodology specified in the Technical Specifications,

**24 Contacting the Purchaser:**

- 24.1 Subject to ITT Clause 21, no Tenderer shall contact the Purchaser on any matter relating to its tender, from the time of the tender opening to the time the Contract is awarded. If the tenderer wishes to bring additional information to the notice of the purchaser, it should do so in writing.
- 24.2 Any effort by a Tenderer to influence the Purchaser in its decisions on tender evaluation, tender comparison or contract award result in rejection of the Tenderer's tender.

**F - AWARD OF CONTRACT**

**25 Post qualification:**

- 25.1 In the absence of prequalification, the Purchaser will determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated responsive tender meets the criteria specified in ITT Clause 11.2(b) and is qualified to perform the contract satisfactorily.
- 25.2 The determination will take into account the Tenderer's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT Clause II, as well as such other information as the Purchaser deems necessary and appropriate.
- 25.3 An affirmative determination will be a prerequisite for award of the Contract to the Tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Purchaser will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform the contract satisfactorily.

**26 Award Criteria.**

- 26.1 Subject to ITT Clause 28, the Purchaser will award the contract to the successful Tenderer whose tender has been determined to be substantially responsive and has been determined as the lowest evaluated tender, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily.

**27 Purchaser's right to vary Quantities at Time of Award**

- 27.1 The Purchaser reserves the right at the time of contract award to increase or decrease by up to 25% of the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

**28 Purchaser's Right to Accept Any Tender and to Reject Any or All Tenders.**

28.1 The Purchaser reserves the right to accept or reject any tender, and to annual the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected Tenderer or Tenderers.

**29 Notification of Award**

29.1 Prior to the expiration of the period of tender validity, the Purchaser will notify the successful tenderer in writing by registered letter or by cable/telex or fax or e-mail to be confirmed in writing by registered letter, that its tender has been accepted.

29.2 The notification of award will constitute the formation of the Contract.

29.3 Upon the successful Tenderer's furnishing of performance security pursuant to ITT Clause 31, the Purchaser will promptly notify the name of the winning Tenderer to each unsuccessful Tenderer and will discharge its earnest money deposit, pursuant to ITT Clause 13.

29.4 If, after notification of award, a Tenderer wishes to ascertain the grounds on which it's tender was not selected, it should address it's request to the Purchaser. The Purchaser will promptly respond in writing to the unsuccessful Tenderer.

**30 Signing of Contract.**

30.1 At the same time as the Purchaser notifies the successful Tenderer that its tender has been accepted, the Purchaser will send the Tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.

30.2 Within 21 days of receipt of the Contract form, the successful Tenderer shall sign and date the Contract and return it to the Purchaser.

**31 Performance Security.**

31.1 Within 21 days of the receipt of notification of award from the Purchaser, the successful Tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security form provided in the tender documents or in another form acceptable to the Purchaser.

31.2 Failure of the successful Tenderer to comply with the requirement of ITT Clause 30.2 or ITT Clause 31.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the earnest money deposit, in

which event the Purchaser may make the award to the next lowest evaluated Tenderer or call for new tenders.

## **32 Corrupt or Fraudulent Practices**

32.1 The Government requires that Tenderers /Suppliers/Contractors observe the highest standard of ethics during the procurement and execution of Government financed contracts. In pursuance of this policy, the Government:

- (a) Defines, for the purposes of this provision, the terms set forth as follows:
  - (i) “corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government, and includes collusive practice among
  - (iii) Tenderers (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition;
- (b) Will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in completing for the contract in question.
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

32.2 Furthermore, Tenderers shall be aware of the provision stated in Sub-Clause 4.4 and Sub-Clause 23.1 of the General Conditions of contract.

## **BID DATA SHEET**

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to tenderers (ITT). Wherever there is a conflict, the provisions herein shall prevail over those in ITT.

<b>Introduction</b>	
<b>Clause</b>	<b>Listed Information</b>
ITT 1	Add new sub-clause as follows after sub-clause 1.2:  “1.3 As a matter of Policy, The Mysore Paper Mills Limited, shall not consider any tender from the tenderer, who has a dispute pending in any court of law or pending arbitration in which The Mysore paper Mills is also a party.”
ITT 3.1	Sub-Clause 3.1 a) shall be read as “Instruction To Tenderer (ITT) and Bid Data Sheet.” Delete : I) Equipment and Quality Control Form.
ITT 4.1	For the words : “Telex or cable or fax: Read as: “Telex or cable or fax or e-mail”
<b>C- Preparation of Tenders</b>	
ITT 5.2	Any amendment / corrigendum to the tender will be published in e-portal website.
ITT 9.1	Delete the sentence: “To this end, the tenders are allowed the option to submit the tenders for any one or more schedules specified in the ‘Schedule of Requirements and to offer discounts for combined schedules”.
ITT 9.2 (iii)	Final Destination shall mean The Mysore Paper Mills Ltd., Paper Town, Bhadravati – 577 302, Karnataka State.

ITT 9.2 (iv)	For the word "Clause 4 of the Special conditions of contract" Read as " "Clause 7 of the Special conditions of contract".
ITT 9.3	Deleted.
ITT 9.4	The first sentence under this clause shall get replaced by " The Prices quoted by Tenderer, other than taxes and duties, shall be fixed during the Tenderer's performance of the Contract and not subject to variation on any account other than statutory levies. Any variations in taxes and duties at the time of execution of the contract shall be to Purchaser's account. However, any variation in the taxes and duties due to change in turnover shall be to the account of Supplier."
ITT 11.2 a.	This clause applies for supply of item covered in this tender.
ITT 11.2 b. ii	For " Details of experience and past performance of the tenderer on equipment offered and on those of similar nature within the past three / five years and details of current contract in hand and other commitments (Suggested Proforma given in Section XII);" Read as: " Details of experience and past Performance of the tenderer on the material offered and on those of similar nature within the past five years and details of current contract in hand and other commitments (Suggested Proforma given in Section XII);"
ITT 12.2 b	Delete the paragraph
ITT 13.3	This clause shall get revised as follows: Earnest Money Deposit, will have to be paid through e- portal in any one of the option specified such as Credit card, direct debit, NEFT and OTC Challan.
ITT 15	Format and Signing of Tender: The tender will have to be uploaded and signed on e-procurement portal only.
<b>D- Submission of Tenders</b>	
ITT 16.1	Add the following at the end of this sub-clause: "The Tenderer shall submit his bid in two parts as below: Part-1 : Part-1 will contain the Bid Security, qualification requirement, General and Special conditions of contract, Schedule of Requirements, Technical specifications, Tender form, Earnest Money Deposit, Performance Statement for last 2 years, Contract form, Manufacturer's Authorization Form, Equipment and Quality

	<p>Control Form (without Price).  Part-II: Part-II will contain only the Price schedule.  The Part-I &amp; Part – II of the tender will be opened on the scheduled date and time.  <b>THE TENDER WILL HAVE TO BE UPLOADED AND SIGNED ON E-PROCUREMENT PORTAL ONLY.</b></p>
ITT 16.2 & 16.3	Deleted.
ITT 17.1	<p>Delete last sentence which reads as:  “In the event of the specified date for the submission of Tenders being declared a holiday for the Purchaser, the Tenders will be received up to the appointed time on the next working day.”</p>
ITT 19	<p>Modification and withdrawal:  Since this is e-tender through e-portal, the norms of e-portal is applicable for any modification and withdrawal of offers.</p>
ITT 20	<p>Opening of the tenders by the Purchaser:  Since this is e-tender, the tenderers may view required documents in e-portal once the offers are opened.</p>
ITT 22.4	<p>The clause shall be read as</p> <p>“Prior to the detailed evaluation, pursuant to ITT Clause 23, the Purchaser will determine the substantial responsiveness of each tender to the tender documents. For purposes of these Clauses, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning performance security (GCC Clause 6), Prices (GCC Clause 16), Liquidated damages (GCC Clause 22.1), Force Majeure (GCC Clause 24), Limitation of liability (GCC Clause 28), Applicable Law (GCC Clause 30) and Taxes and Duties (GCC Clause 32), and technical specifications (Clause 1 of section VI) and sample not conforming to the technical specifications will be deemed to be material deviation. The Purchaser’s determination of a tender’s responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.”</p>
ITT 23.1	<p>Delete the following:</p> <p>“No tenderer will be considered if the Minimum 50 % requirements covered in the schedule is not included in the tender.”</p> <p>Add in the beginning:</p> <p>“The Purchaser will evaluate the tenders with regard to the pre-qualification requirement indicated in the tender. The offers of tenderers who meet the pre-qualification requirement will be considered for further evaluation.”</p>

ITT 23.2	Deleted.
ITT 23.3	Delete Sub-clause 23.3.(b), 23.3(c), 23.3.(d),23.3.(e), 23.3.(f) and 23.3.(g) Add at the end of the clause: "For evaluation purposes, total price net of VAT if any, will be considered."
ITT 23.4	Delete the sub-clause 23.4 (b), 23.4(c), 23.4 (d) , 23.4 (e), 23.4 (f) and 23.4 (g).
<b>Award of Contract</b>	
ITT25.2	Add in the end: The tenderer shall ensure that the offer meets the conditions of contract and the technical specification as indicated in the tender document.
ITT 25.3	For: "An affirmative determination will be a prerequisite for award of the Contract to the Tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Purchaser will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform the contract satisfactorily."  Read as:  "An affirmative determination will be pre-requisite for award of the contract to the tenderer. A negative determination will result in rejection of the tenderers tender. The Purchaser will proceed with evaluation of offer of only the tenderers who meets the qualification criteria as per Section VII."
ITT 26.1	This clause gets revised as follows: "Subject to ITT clause 28, the Purchaser will award the Contract to the Lowest evaluated tenderer in e-tender and e-reverse auction, among the qualified tenderers. Purchaser, in view of this being a production oriented item requiring continuous flow of material, reserves the right to split the order & release order more than one Tenderer."

ITT 30.1	<p>For          "At the same time as the Purchaser notifies the successful Tenderer that its tender has been accepted, the Purchaser will send the Tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties."          Read as:</p> <p>This clause is revised as follows:</p> <p>"At the same time as the Purchaser notifies the successful Tenderer that its tender has been accepted, the Purchaser will send the Tenderer the Contract Form provided in the tender documents or a Purchase Order incorporating all agreements between the parties."</p>
30.2	<p>For:          "Within 21 days of receipt of the Contract form, the successful Tenderer shall sign and date the Contract and return it to the Purchaser."          Read as:</p> <p><b>"Within seven days of receipt of contract form / purchaser order, the successful tenderer shall forward the order acceptance".</b></p>

Dy. Gen. Manager (Projects & Materials)

# THE MYSORE PAPER MILLS LIMITED

## SECTION III:GENERAL CONDITIONS OF CONTRACT

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**SECTION III GENERAL CONDITIONS OF CONTRACT (GCC)**  
**General Conditions of contract**  
**TABLE OF CLAUSES**

**1. Definitions**

1.1 In this Contract, the following terms shall be interpreted as indicated:

- a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein:
- b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;
- c) "The Goods" means all the equipment, machinery, and /or other materials which the Supplier is required to supply to the Purchaser under the Contract.
- d) "Services" means ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the supplier covered under the contract.
- e) "GCC" means the General Conditions of Contract contained in this section.
- f) "SCC" means the Special conditions of contract.
- g) "The Purchaser" means the organization purchasing the Goods, as named in SCC.
- h) "The Purchaser's country" is the country named in SCC.
- i) "The Supplier" means the individual or firm supplying the goods and Services under this Contract.
- j) "The Government" means the Government of Karnataka State.
- k) "The Project Site", where applicable, means the place or place named in SCC.
- l) "Day" means calendar day.
- m) "Cable" shall include telegram and e-mail.

## **2. Application**

- 2.1 These General conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

## **3. Standards.**

- 3.1 The Goods supplied under the this Contract shall conform to the standards mentioned in the Technical Specifications 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.

## **4. Use of Contract Documents and Information; Inspection and Audit by the Government.**

- 4.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the contract, or any provision thereof, or any specifications, 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 supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extent only so far as may be necessary for purposes of such performance.
- 4.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information enumerated in GCC Clause 4.1 except for purposes performing the Contract.
- 4.3 Any document, other than the Contract itself, enumerated in GCC Clause 4.1 shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.
- 4.4 The supplier shall permit the Government to inspect the supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Government, if so required by the Government.

## **5. Patent Rights**

- 5.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

## **6. Performance Security**

- 6.1 Within **21** days of receipt of the notification of contract award, the Supplier shall furnish Performance Security to the Purchaser for an amount of 5% of the Contract Value, valid up to 60 days after the date of completion of

performance obligations including Warranty obligations. In the event of any correction of defects or replacement of defective material during the Warranty period, the Warranty for the corrected/replaced material shall be extended to a further period of 12 months and the performance Bank Guarantee for proportionate value shall be extended 60 days over and above the initial Warranty period.

- 6.2. The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the contract.
- 6.3 The Performance Security shall be denominated in Indian Rupees and shall be in one of the following forms:
- a) A Bank Guarantee or irrevocable Letter of Credit, issued by a Nationalized/ Scheduled bank in the form provided in the tender documents or another form acceptable to the Purchaser; or
  - b) A cashier's check or Banker's certified cheque or crossed demand draft or pay order drawn in favour of the Purchaser; or
  - c) Specified small savings instruments pledged to the Purchaser..
- 6.4 The Performance Security will be discharged by the Purchaser and returned to the Supplier not later than 60days following the date of completion of the Supplier's performance obligations, including any Warranty obligations, under the Contract.
- 6.5 In the event of any contract amendment, the Supplier shall within 20 days of receipt of such amendment, furnish the amendment to the performance security to the completion of the Supplier's performance obligations including Warranty obligations.

## **7. Inspection and Tests**

- 7.1 The Purchaser or its representative shall have the right to inspect and /or to test the Goods to conform their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the supplier in writing in a timely manner of the identity of any representatives retained for these purposes.
- 7.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontract(s), at point of delivery and / or at the goods final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance including access

- to drawings and production data shall be furnished to the inspectors at no charge to the Purchaser.
- 7.3 Should any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the goods and the supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.
- 7.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at Project Site shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.
- 7.5 Nothing in GCC Clause 7 shall in any way release the supplier from any warranty or other obligations under this Contract.
- 7.6 Manuals & Drawings:
- 7.6.1 Before the goods and equipment are taken over by the Purchaser, the Supplier shall supply operation and Maintenance Manuals together with drawings of the goods and equipment. These shall be in such detail as will enable the Purchaser to operate, maintain, adjust and repair all parts of the equipment as stated in the specifications.
- 7.6.2 The manuals and drawings shall be in the ruling language (English) and in such form and numbers as stated in the contract.
- 7.6.3 Unless and otherwise agreed, the goods and equipment shall not be considered to be completed for the purpose of taking over until such manuals and drawings have been supplied to the Purchaser.

## **8. Packing**

- 8.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transits.
- 8.2 The packing marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, if any, specified in SCC and in any subsequent instructions ordered by the Purchaser.

8.3 Packing Instructions: The Supplier will be required to make separate packages for each Consignee. Each Package will be marked on three sides with proper paint / indelible ink the following:

i) Material ii) Contract No. iii) Suppliers Name, and iv) Packing List Reference number.

## **9. Delivery and Documents**

9.1 Delivery of the Goods shall be made by the supplier in accordance with the terms specified by the Purchaser in the Notification of Award. The details of shipping and / or other documents to be furnished by the supplier are specified in SCC.

## **10. Insurance**

10.1 The goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. For delivery of goods at site, the insurance shall be obtained by the supplier in an amount equal to 110% of the value of the goods from “warehouse to warehouse”(final destination) on “All Risks” basis including War risks and Strikes.

## **11. Transportation**

11.1 Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within India defined as Project site, transport to such place of destination in India including insurance, as shall be specified in the contract, shall be arranged by the suppliers, and the related cost shall be included in the contract Price.

## **12. Incidental Services**

12.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) Performance or supervision of the on-site assembly and / or start-up of the supplied goods;
- (b) Furnishing of tools required for assembly and / or maintenance of the supplied goods;
- (c) Furnishing of detailed operations and maintenance manual for each appropriate unit of supplied goods;
- (d) 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 supplier of any warranty obligations under this contract; and

- (e) Training of the Purchaser's personnel, at the suppliers plant and / or on-site, in assembly, start-up, operation, maintenance and / or repair of the supplied goods.

### **13. Spare Parts**

- 13.1 As specified in the SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier;
  - (a) such spare parts as the Purchaser may select to purchase from the Supplier, providing that this selection shall not relieve the Supplier of any warranty obligations under the contract; and
  - (b) In the event of termination of production of the spare parts:
    - (i) advance notification to the Purchaser of the pending termination, insufficient time to permit the purchaser to procure needed requirement; and
    - (ii) following such termination, furnishing at no cost to the Purchaser, the blue prints, drawings and specifications of the spare parts, if requested.
- 13.2 The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the goods, such as gaskets, plugs, washers, belts, etc. Other spare parts and components shall be supplied as promptly as possible but in any case within three months of placement of order.

### **14. warranty**

- 14.1 The Supplier warrants that the goods supplied under this contract are new. Unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except when the design and / or material is required by the Purchaser's Specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 14.2 This warranty shall remain valid for .....5 hours of operation or 12 months after the Goods or any portion thereof as the case may be have been delivered to and accepted at the final destination indicated in the contract, or for 15 months after the date of shipment from the place of loading whichever period concludes earlier. The supplier shall, in addition, comply with the performance and / or consumption guarantees specified under the

contract. If for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall at its discretion either.

- a) make such changes, modifications, and / or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expenses and to carry out further performance tests in accordance with SCC clause 2; OR
- b) pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be as specified in the Technical specifications.

14.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising this warranty.

14.4 Upon receipt of such notice, the supplier shall, within the period of 30 days and with all reasonable speed, repair or replace the defective Goods or parts thereof, free of cost at the ultimate destination. The supplier shall take over the replaced parts / goods at the time of their replacement. No claim whatsoever shall lie on the Purchaser for the replaced parts/ goods thereafter. In the event of any correction of defects or replacement of defective material during the Warranty period, the Warranty for the corrected or replaced material shall be extended to a further period of 12 months.

14.5 If the supplier, having been notified, fails to remedy the defect(s) within 8 days, the Purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

## **15. Payment**

15.1 The method and conditions of payment to be made to the Supplier under this contract shall be specified in the SCC

15.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the goods delivered and the Services performed, and by documents, submitted pursuant to GCC clause 9 and upon fulfillment of other obligations stipulated in the contract.

15.3 Payments shall be made promptly by the Purchaser but in no case later than sixty (60) days after submission of the invoice or claim by the Supplier.

15.4 Payment shall be made in Indian Rupees.

## **16. Prices**

16.1 Prices payable to the supplier as stated in the contract (basic price, freight & insurance charges) shall be firm during the performance of the contract. No escalation wherever shall be applicable substantial reduction to the market price, shall be passed on this to the purchaser.

## **17. Change of orders**

17.1 The Purchaser may at any time, by written order given to the Supplier pursuant to GCC clause 31, make changes within the general scope of the Contract in any one or more of the following:

- a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- b) the method of shipping or packing;
- c) the place of delivery; and / or
- d) the Services to be provided by the supplier.

17.2 If any such change causes an increase or decrease in the cost of, or the time required for, the supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the contract Price or delivery schedule, or both and the contract shall accordingly be amended. Any claims by the supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the supplier's receipt of the Purchaser's change order.

## **18. Contract Amendments**

18.1 Subject to GCC Clause 17, no variation in or modifications of the terms of the Contract shall be made except by written amendment signed by the parties.

## **19. Assignment**

19.1 The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

## **20. Subcontracts**

20.1 The supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in his original tender or, later, shall not relieve the Supplier

from any liability or obligation under the contract. Sub-contracts shall be only for bought out items and sub-assemblies.

20.2 Subcontracts must comply with the provisions of GCC Clause 2.

## **21. Delays in the supplier's Performance**

21.1 Delivery of the Goods and performance of the Services shall be made by the supplier in accordance with the time schedule specified by the Purchaser in the Schedule of Requirements.

21.2 If at any time during performance of the Contract, the supplier or its sub-contractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the contract.

21.3 Except as provided under GCC Clause 24, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of liquidated damages.

## **22. Liquidated Damages**

22.1 Subject to GCC Clause 24, if the supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the Contract Price. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 23.

## **23. Termination for Default**

23.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract or within any extension thereof granted by the Purchaser pursuant to GCC Clause 21; or

- b) If the Supplier fails to perform any other obligation(s) under the Contract.
- c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

For the purpose of this Clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

- 23.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 23.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the supplier shall continue the performance of the Contract to the extent not terminated.

## **24. Force Majeure**

- 24.1 Notwithstanding the provisions of GCC Clauses 21,22,23, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 24.2 For purposes of this Clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 24.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall all reasonable alternative means for performance not prevented by the Force Majeure event.

## **25. Termination for Insolvency**

25.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or after any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

## **26. Termination for Convenience**

26.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the supplier under the Contract is terminated, and the date upon which such termination becomes effective

26.2 The Goods that are complete and ready for shipment within 30 days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining goods, the Purchaser may elect:

- a) To have any portion completed and delivered at the Contract terms and prices; and /or
- b) To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and for materials and parts previously procured by the Supplier.

## **27. Settlement of Disputes**

27.1 The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising thereunder or in connection with the Contract.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

27.2.1 Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

27.2.2 Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.3 Notwithstanding any reference to arbitration herein,

- a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- b) the Purchaser shall pay the Supplier any money due to the Supplier.

## **28. Limitation of Liability**

28.1 Except in case of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 5,

- a) The Supplier shall not be liable to the Purchaser, whether in contract, tort or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this execution shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and
- b) The aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. Governing Language**

29.1 The contract shall be written in English language. Subject to GCC Clause 30, English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in the same language.

## **30.0 Applicable Law**

30.1 The contract shall be interpreted in accordance with the laws of the Union of India.

## **31. Notices**

31.1 Any notice given by one party to the other party in writing or by cable, telex, e-mail or facsimile and confirmed in writing to the other Party's address specified in SCC.

## **32 Taxes and Duties**

- 32.1 Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits etc., incurred until delivery of the contracted Goods to the Purchaser.

# THE MYSORE PAPER MILLS LIMITED

## SECTION IV: SPECIAL CONDITIONS OF CONTRACT (SCC)

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## **SECTION IV : SPECIAL CONDITIONS CONTRACT**

### **SPECIAL CONDITION OF CONTRACT**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of contract. The corresponding clause number of the General conditions is indicated in parentheses.

#### **1. Definitions (GCC Clause 1)**

- a) The Purchaser is The Mysore Paper Mills Ltd.,-Bhadravati-577302, Karnataka.
- b) Purchasers country is India.
- c) The supplier is.....( Successful bidder on whom the order is released by the Purchaser)
- d) Project site or the destination of goods to be delivered shall be The Mysore Paper Mills Ltd., Paper Town, Bhadravati, Karnataka.

#### **2. Patent Rights (GCC Clause 5):**

Add at the end

5.2 In the event of any claim asserted by a third of infringement of copyright, patent, trademark or industrial design rights arising from the use of the Goods or any thereof in the Purchaser's country, the supplier shall act expeditiously to extinguish such claim. If the supplier fails to comply and the Purchaser is required to pay compensation to a third party resulting from such infringement, the supplier shall be responsible for the compensation including all expenses, court costs and lawyer fees. The Purchaser will give notice to the supplier of such claim, if it is made, without delay

#### **3. Performance Security (GCC clause 6)**

In clause 6.1,

For:

“Within 21 days of receipt of the notification of contract award, the Supplier shall furnish Performance Security to the Purchaser for an amount of 5% of the Contract Value, valid up to 60 days after the date of completion of performance obligations including Warranty obligations. In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected / replaced material shall be extended to a further period of 12 months and the performance Bank Guarantee for proportionate value shall be extended 60 days over and above the initial warranty period”

Read as:

“Within 30 days of receipt of the notification of contract award, the Supplier shall furnish Performance Security to the Purchaser for an amount of 5% of the Contract Value, valid up to 60 days after the date of completion of performance obligations. The performance security shall not attract any interest as long as the same is with Purchaser. Any dues to purchaser could be appropriated out of this performance security.”

The EMD amount will be retained as Security deposit in addition to 5% security deposit

Delete sub clause 6.3 (c)

In Article 6.5, Delete the words in the end of the para “including warranty obligations.

#### **4. Inspection and Tests (GCC Clause 7)**

The Supplier shall arrange to conduct necessary tests required for the material and in case of any certificates are required; the same will have to be furnished to the Purchaser.

The Purchaser shall inspect / test the material at its laboratory. The analysis results by the MPM Laboratory shall be final and binding on both the parties for calculation purpose.

If the material supplied does not conform to the ordered specifications or quality and any of the quality characteristics exceed the limit fixed for accepting the consignment, then the same will be rejected at supplier's risk and cost. The materials to be replaced as per ordered specifications immediately and arrange to take back the rejected material from MPM premises within 15 days, failing which, the material will be lying at the sole risk and cost of the Supplier.

Clause 7.6 – Manuals and Drawings stands deleted.

#### **5. Packing (GCC Clause 8)**

Delete sub clause 8.2 & 8.3.

#### **6. Delivery and Documents (GCC Clause 9 )**

Upon delivery of the goods, the supplier shall notify the purchaser and the insurance company by cable /telex/fax/e-mail the full details of the shipment including contract number, Railway/ Road Lorry receipt number and date, description of goods, quantity, name of the consignee etc. the

supplier shall mail the following documents to the purchaser with a copy to the insurance company.

- i) Copies of the supplier invoice showing Order number, goods description, quantity, unit price, total amount.
- ii) Railway / Road Paid receipt /acknowledgement of receipt of goods from the consignee(s);
- iii) Insurance Certificate;
- iv) Inspection Certificate issued by the nominated inspection agency, and the supplier's factory inspection report; if any.

The above documents in original and four copies shall be marked to MPM address for the following authorities.

1. AGM (Finance) - One set of Originals and copies marked to
2. DGM (Projects & Materials) - One set.
3. Supdt. (S&T) - One set
4. Manager (Stores-BMC) - One set.

**(Transporter Copy of Excise Invoice + one copy of Invoice)**

The above documents shall be received by the Purchaser before arrival of the Goods (except where the Goods have been delivered directly to the Consignee with all documents) and, if not received, the supplier will be responsible for any consequent expenses.

**7. Insurance (GCC Clause 10)**

Obtaining insurance shall be supplier's cost and responsibility. Purchaser will consider only the material received at his mills premises for the purpose of payment.

**8. Incidental Service (GCC Clause 12)**

- i) Loading of Material
- ii) Transportation of material to MPM, Bhadravathi.
- iii) Transit insurance of Material.

**9. Spare parts (GCC Clause 13)**

This clause stands deleted.

**10. Warranty (GCC clause 14)**

This clause stands deleted.

**11. Payment (GCC Clause 15)**

100% payment with in 30 days after receipt and acceptance of the material at site.

OR

**2% cash discount shall be allowed if the payment is made within 7 days from the date of receipt and acceptance of the material**

The weighment recorded at Purchaser's weighbridge shall be the basis for calculation and payment purposes..

12. **Prices (GCC Clause 16)**

Add at the end of the clause :

However, for any change in the Diesel price within the period of contract, the increase/decrease in transportation cost for change in Diesel price the following formula shall be applicable:

If the Diesel price increases/decreases beyond 5%, the freight rates will be revised as per the formula given below and the subsequent revisions in freight rate will be effected as and when the Diesel price revision (increase/decrease) occurs. (However in case the first increase/decrease from the present rate is below 5%, the freight will be revised whenever the cumulative increase/decrease reaches 5% from the present diesel price)

$$\frac{\text{Distance}}{4.0 \text{ KMs per Ltr (Mileage of Vehicle)}} \times \frac{(\text{Revised Rate} - \text{Present rate})}{16 \text{ MT}}$$

Distance : Distance between respective works/Despatch Station and MPM Mill site and back to Dispatch Station.

Revised Rate: Revised Rate of Diesel prevailing at Bhadravati, Karnataka

Present Rate: Present Rate of Diesel prevailing at Bhadravati, Karnataka on the date of tender opening

16 MT : Quantity loaded per trip

4 KM : The distance traveled by the truck consuming per litre of Diesel

**Reference base price will be the prevailing price of Diesel as on the date of Tender opening (Part-I) at Bhadravati.**

13. **Change Order (GCC Clause 17)**

Add the following at the end of sub-clause 17.1 (d),

“ e) The scope of supplies / services.”

14. **Liquidated Damages (GCC Clause 22)**

The sub-clause 22.1,

For:

“Subject to GCC Clause 24, if the supplier fails to delivery any or all of the Goods or to perform the Services within the period(s) specified in the

Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10% of the Contract Price. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 23.”

Read as:

“Subject to GCC Clause 24, if the supplier fails to delivery any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% of the undelivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 5% of the Contract Price.

and / or

Purchaser may get the material from alternative source and debit the difference in cost from Suppliers account. ”

Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 23.

**15. Termination for default (GCC Clause 23)**

Under Sub-clause 23.1. c),

For:

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.”

Read as:

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.”

**16. Termination for Convenience: (GCC clause 26):**

Under clause 26.2,

For:

“The Goods that are complete and ready for shipment within 30 days after the Supplier’s receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining goods, the Purchaser may elect:

- a) To have any portion completed and delivered at the Contract terms and prices; and /or
- b) To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and for materials and parts previously procured by the Supplier.”

Read as:

“The Goods that are complete and ready for shipment within 30 days after the Supplier’s receipt of notice of termination, which are in line with the schedule of supply, shall be accepted by the Purchaser at the Contract terms and prices.”

**17. Settlement of Disputes (clause 27)**

The dispute settlement mechanism to be applied pursuant to GCC Clause 27.2.2 shall be as follows:

- a) In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996, by a Sole Arbitrator. The sole Arbitrator shall be appointed by agreement between the parties; failing such agreement, by the appointing authority namely the Indian council of Arbitration / President of the Institution of Engineers (India) / the International Center for alternative dispute Resolution (India). A certified copy of the appointment Order shall be supplied to each of the Parties.
- b) Arbitration proceedings shall be held at Bangalore Karnataka, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- c) The decision of the arbitrators shall be final and binding upon both parties.
- d) The cost and expense of Arbitration proceedings will be paid as determined by the Arbitrator. However, the expenses incurred by

each party in connection with the preparation, presentation etc. of its proceedings shall be borne by each party itself.

18. **Notices (clause 31)**

For the purpose of all notices, the following shall be address of the Purchaser and supplier.

Purchaser:

**DGM (Projects & Materials)  
The Mysore Paper Mills Ltd.,  
Paper Town, P.O.  
Bhadravati-577302, Karnataka State.**

Supplier: (To be filled in at the time of contract Signature)

.....  
.....

19. **Taxes and duties (GCC Clause 32)**

In Sub-clause 32.1,

For:

“Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits etc., incurred until delivery of the contracted Goods to the Purchaser.”

Read as:

“Suppliers shall be entirely responsible for all taxes, duties, license fees, road permits etc., incurred until delivery of the contracted Goods to the Purchaser. Purchaser shall reimburse the supplier by the prevailing taxes and duties applicable at the time of execution of contract. Any variation in taxes and duties due to increase in turnover shall be to account of Purchaser.

20. **Progress of Supply:**

Supplier shall regularly intimate progress of supply, in writing, to the Purchaser as under

- Quantity accepted/rejected by inspecting agency and date;
- Quantity dispatched /delivered to consignees and date;
- Quantity where rectification/repair/replacement effected /completed on receipt of any communication from consignee/Purchaser with date;

- Date of completion of entire Contract including incidental service if any;  
and
- Date of receipt of entire payments under the Contract:

21. **Supplier Integrity:**

The supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract.

22. **Weighment:**

The weight recorded at Purchaser's weighbridge in the mills at Bhadravati shall be final and binding on the Supplier. However, the tolerance of +/- 1% on invoiced weight is allowed to take care of any variation in weight/analysis.

23. **Supplier's Obligations:**

The suppliers are obliged to work closely with the Purchaser's Staff, Act within its own authority and abide by directives issued by the Purchaser and implementation activities.

The Supplier will abide by the job safety measures prevalent in India and will free the Purchaser from all demands or responsibilities arising from accidents or loss of life the cause of which is the Supplier's negligence. The Supplier will pay all indemnities arising from such incidents and will not hold the Purchaser responsible or obligated.

The Supplier is responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanors.

The responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Purchaser.

24. **Jurisdiction:**

The courts at Bangalore shall have the jurisdiction to deal with and decide any matter arising out of the tender.

25. **Statutory & Safety requirements:**

- 24.1 Supplier shall arrange to take necessary precautions in arranging dispatch of the above materials as per the rules and regulations of Indian Explosive Act.

- 24.2 Supplier shall advise necessary safety measures required for keeping the ordered goods in Purchaser's premises to prevent any leakage for accident.
- 24.3 Supplier shall arrange to see that the Sodium Silicate Tankers are properly sealed as per the Safety Regulations.

26. **STATUTORY CONDITIONS AND TRANSPORTATION CLAUSES FOR SUPPLY OF EXPLOSIVE CHEMICALS.**

1. The supplier shall ensure the transportation of hazardous / Explosive chemicals, strictly as per provisions of the Motor Vehicles Rules 1989 under the Motor vehicle Act,1998.
2. The supplier should have valid Certificate /License issued by the Controller of Explosives of Government of Karnataka / Govt. of India in respect of Handling / Transport / supply of material coming under control of Explosives Act. A copy of the same to be enclosed to the document.
3. Regarding toxic materials, separate license issued by statutory Authorities should be enclosed along with the Tender Documents during submission of Tenders.
4. In case of supply of chemicals containers / barrels, the supplier should ensure that lid is placed firmly and sealed to avoid any leakage.
5. In case leakage of chemicals is observed from the container due to puncture or accident the precautionary measures to be followed in arresting leakage /discharge at safe place.
6. Supplier shall furnish Material Safety Data Sheet for all Explosive materials/chemicals and shall maintain procedures accordingly during the transportation period.
7. Supplier should ensure that the driver carrying Sulphur -Explosive chemicals / hazardous materials should carry TREM cards with all relevant details.
8. The supplier shall clearly indicate on the packing, the order number, equipment / item details, case number, gross and net weight, dimensions / volume, country or origin, markings such as " Fragile items " "This side up " , sling position etc., for easy and safe handling of materials.
9. The supplier shall ensure that the vehicles being used should have comprehensive Insurance.

10. In case of supply of materials, the supplier shall arrange Transit Insurance for the materials till the materials are delivered to Mills site where-ever MPM has covered under open insurance policy.
11. If the company receives any complaint from any authority pointing out any failure on the part of the supplier / Transporter, in complying with the statutory obligation, the company reserves the right to levy penalty or cancel the Order.
12. The supplier shall avoid overloading of the vehicles since it may lead to accidents. The vehicles if found overloaded shall not be permitted to weigh at the weigh Bridges.

**ENV – Clauses.**

13. Supplier shall ensure environmental regulatory compliance.
14. The supplier shall, as far as possible, prefer and use bio-degradable packing material.
15. Any spillages of materials/chemicals while supplying inside the mills shall be effectively removed. Using water to clean spillages/trucks inside the mills are not permitted and doing so would attract penalty.

**Safety Clauses**

16. Supplier shall furnish M S D S procedures once the order is received.
17. The supplier should ensure that the vehicles engaged should have the Fitness Certificate, Registration Certificate, Valid Insurance Certificate etc. and the driver should have the valid Driving License. Such documents should be produced whenever it is called for by the concerned authorities.
18. The Lorries engaged for transportation of highly inflammable material should be provided with spark arrester.
19. The supplier is responsible for injury to MPM personnel caused by his men / vehicles and pay for all the expenditures towards the treatment of such injured personnel.
20. The supplier must observe all safety measures while supplying the materials. Any safety appliances required as per the advice of the Safety Dept. should be provided by the supplier to their men at their cost. For any lapses on the part of supplier/Transporter to provide the required safety appliances, the supplier/Transporter shall be responsible for all consequences and MPM shall have right to cancel the Order for the failure or levy suitable penalty.

21. Care should be taken to see that the surrounding equipment, buildings etc. are not damaged. In case of damages, the cost should be borne by the supplier.
22. The supplier shall ensure that their labourers are confined to the working spot allotted to them and not to wander inside the mills unnecessarily.
23. Supplier shall provide required tools and tackles for their workmen at their cost.
24. The supplier should not engage the laborers of age below 18 years and above 60 years.
25. The Driver and Cleaner of the Vehicle should be properly trained to handle the emergency situation arises due to leaks / spillage's occurring out of the vehicle.

## **SECTION V: SCHEDULE OF REQUIREMENTS**

(To be inserted in the Tender Documents by the Purchaser, as applicable. The Schedule should cover, at a minimum, the required items, quantities, services, delivery period(s) and earnest money deposit (EMD).

### Part-I

Sl No.	Brief Description	Unit	Qty.	Delivery Schedule	EMD in Rs.
01	SODIUM SILICATE- (NEUTRAL GRADE)	MT	686	Staggered Delivery by evenly distributing the quantity during the contract period for 12 months from the date of issue of Letter of Intent / P.O. Purchaser shall have right to alter the same based on his needs. Any addition/ modification/ deletion on the delivery schedule indicated by Purchaser from time to time shall be taken note off and effected by Supplier immediately.	<b>100,000/-</b>

### PART-II (Incidental Services)

- A. Loading at Suppliers end.
- B. Transportation to Purchasers Mills site at Bhadravati, Karnataka state.
- C. Transit Insurance

### **Note:**

- a. The quantity indicated above is approximate only. Quantity depends on the production Programme change in production purposes etc., of Purchaser and Supplier shall not make any dispute as regards quantity is concerned.
- b. The total order quantity may be increased upto 25% with due consent of the supplier. However, MPM may reduce the ordered quantity at its absolute discretion with minimum advance notice of 15 days.
- c. The order quantity may be increased or decreased by 25% during the tenure of the order.
- d. Purchaser reserves the right to release more than one order for its requirements.
- e. Tenderer should offer minimum 50% of tendered quantity i.e. 343 MT, failing which the offer is liable for rejection.
- f. Offer should be for tanker load supply only.

## SECTION-VI TECHNICAL SPECIFICATION

SPECIFICATION DETAILS FOR SODIUM SILICATE  
(LIQUID NETURAL GRADE: TYPE – 2)

MATERIAL : SODIUM SILICATE (LIQUID NEUTRAL GRADE) Na<sub>2</sub> SiO<sub>3</sub>  
as per ISI 381 – 1972  
GRADE : NEUTRAL (LIQUID: TYPE – 2)

1. Appearance: The material shall be clear, free from dirt and other visible impurities, water-white or slightly grey in colour.
2. Total Soluble Silicates (TSS) % by mass: Min. 38.00 %, Max. 41.0 %.
3. Ratio of total Alkalinity (as Na<sub>2</sub>O): 1:3.2 ± 0.1 (1: 3.1 – 1: 3.3)  
to total Soluble Silica (as SiO<sub>2</sub>) Na<sub>2</sub>O: SiO<sub>2</sub>
4. Adhesive Property : Good
5. Iron (as Fe), % by weight : Max. 0.02

Penalty Clauses:

A) For total Soluble Silicates (TSS) % by mass:

Norm	Penalty
a) Up to 38 %	Nil
b) Between 37 to 37.99 % – 1 % on landed price	
c) Between 36 to 36.99 % – 3 % on landed price	
d) Between 35 to 35.99 % – 5 % on landed price	
<b>e) Below 35 %</b>	– Rejected

- f) Below 1 : 3.10 up to 1 : 3.00 – 1.5 % on landed price
- g) Below 1 : 3.00 up to 1 : 2.95 – 2.5 % on landed price
- h) Below 1 : 2.95 up to 1 : 2.90 – 3.5 % on landed price
- i) Below 1 : 2.90 up to 1 : 2.85 – 5.0 % on landed price
- j) Below 1 : 2.85 up to 1 : 2.80 – 8.0 % on landed price
- k) Below 1 : 2.80 – Rejected

Consignments with ratio up to 1 : 3.50 to be accepted without penalty. Ratio above 1: 3.50 is out right rejected. TSS above 41.0 % are to be out right rejected as above this value, there is possibility of un-reacted silica in TSS as sand is used in making Sodium Silicate.

**B) For Iron content % by weight:**

- a) Consignments will be rejected if iron (as Fe) exceeds 0.02 %.

Dy.General Manager (Projects & Materials)

## **SECTION VII : QUALIFICATION CRITERIA**

### **(Referred to in clause 11.2 (b) of ITT)**

- a) The tenderer should be a manufacturer who must have manufactured, tested and supplied the Material similar to the type specified in the 'Schedule of Requirements' up to at least 50% of the quantity required (i.e., **343** MT) in any two of the last 3 years.
- b) Tenders of tenderers quoting as authorized representative of a manufacturer, meeting with the above requirement in full, can also be considered provided:
- (i) the manufacturer furnishes authorization in the prescribed format assuring full guarantee and warranty obligations as per GCC and SCC and
  - (ii) the tenders, as authorized representative, has supplied, satisfactorily at least 50% of the quantity ( i.e., **343** MT) similar to the type specified in the Schedule of Requirements in any two of the last three years .
- c) The tenderer should have minimum average annual turn over of Rs.1 Crore (rounded off) in past Five years.

Tenderer shall furnish the information on all past supplies and satisfactory performance for both (a) and (b) above, in Proforma under Section XII.

Sl.No	Year	Turnover (Rs.)	Quantity supplied
1	2006-07		
2	2007-08		
3	2008-09		
4	2009-10		
5	2010-11		

### **A. INFORMATION ABOUT TENDERERS:**

- 1) Registered Business Name :
- 2) Registered Business Address :
- 3) Telephone No./Fax No. :
- 4) Name(s) and position(s) of Person(s) :  
who may be contacted for further information if required.

- 5) Nature of Firm- Proprietary/ Partnership/ Limited :  
Company
- 6) Name of the partners in case of Partnership :
- 7) Manufacturer or Trader (If a Trader, :  
Letter of Authorization to be furnished).
- 8) Company/ Firm Profile to be enclosed. :
- 9) Whether Business is Registered :  
(copy of Registration to be enclosed).
- 10) Date of commencement of Business :
- 11) Central & State Sales Tax Regn. Number :
- 12) Name of the Bankers :
- 13) Manufacturing Capacity :
- 14) Have you supplied to MPM earlier, :  
if yes, furnish the Purchase Order details
- 15) Quantity offered in this tender. :  
(Min. Qty. is **343** MT)

**B. CERTIFICATES / DOCUMENTS TO BE ENCLOSED :**

(Strike whichever is not applicable).

1	State / Central Sales Tax Reg. No. & Date	ENCLOSED / NOT ENCLOSED
2	Income Tax Clearance Certificate from the Income Tax Dept., for previous 2 Years.	ENCLOSED / NOT ENCLOSED
3	Audited Balance Sheet and Profit & Loss A/c.- 2 years in past 5 years meeting the PQ requirement.	ENCLOSED / NOT ENCLOSED
4	Authorization Letter from the Principals (in the case of a Trader).	ENCLOSED / NOT ENCLOSED
5	Details of similar supplies/ works done	ENCLOSED / NOT ENCLOSED
6	Satisfactory completion Certificates from buyers for having supplied similar items	ENCLOSED / NOT ENCLOSED
7	Reference List of supplies made	ENCLOSED / NOT ENCLOSED

## SECTION VIII : TENDER FORM

IFT NO1199-11/FMT/PLS

Dt.30.12.2011

To: The Mysore Paper Mills Ltd., Paper Town, Bhadravati-577 302.

Gentlemen and / or Ladies:

Having examined the Tender documents including Addenda Nos.....(insert numbers), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply Sodium Silicate in conformity with the said tender documents for the sum indicated in separately sealed Part –II of the tender (Price bid).

We undertake, if our tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to 5 percent of the contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this tender for the Tender validity period specified in Clause 14.1 of the ITT and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in completing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988"

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

We clarify/confirm that we comply with the eligibility requirements as per ITT clause 1 of the tender documents.

Date this.....day of.....2011

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(signature)

(in the capacity of)

Duly authorized to sign Tender for and on behalf of

# **PRICE SHEDULE**

## **PART-II**

**PART II: PRICE FORMAT**

**TENDER NO: 1199-11/FMT/PLS Dt.30.12.2011**

**Supply of SODIUM SILICATE**

Schedule No.	Item Description	Qty., & Unit(MT)	Rate Rs. Per MT
1.	Ex-factory/Ex-warehouse		
2.	Excise Duty* and Edu. Cess if any		
3.	Sub-total (1+2)		
4.	Sales & other taxes / VAT payable if contract awarded		
5.	sub-total (3+4)		
6.	Inland transportation & other local costs incidental to delivery		
7.	Service tax / any other statutory levy on Sl.No.6 above		
8.	Transit Insurance		
9.	Total 5+6+7+8)		
10.	Less   Net of VAT benefit if any		
11.	Total (9-10)		
12.	Total for scope of tender		

- Payable against presentation of Excise documents along with supplies
- **DISTANCE FOR CALCULATION OF FREIGHT VARIATION :**

	DISTANCE BETWEEN SUPPLIER WORKS / DESPATCH STATION TO MPM MILL SITE AND BACK TO DSPATCH STATION.	..... KMs

**NOTE : This will be considered for arriving at any increase/ decrease in freight charges due to changes in the Diesel Price.**

Note In case of discrepancy between unit price & total price, the unit price will prevail

Total tender price in Rs. .... (words).....

Signature of Tenderer  
Name & Address

**SECTION X : CONTRACT FORM**

THIS AGREEMENT made the.....day of.....20.....Between.....(Name of Purchaser)of.....Country of Purchaser) (hereinafter called "the Purchaser" )of the one part and..... (Name of Supplier) of.....(City and Country of Supplier) (hereinafter called "the Supplier" ) of the other part:

WHEREAS the Purchaser is desirous that certain goods and ancillary services viz.....(Brief Description of Goods and Services) and has accepted a tender by the Supplier for the supply of those goods and services in the sum of.....(Contract Price in Words and Figures) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of contract referred to.

The following documents shall be deemed to form and read and construed as part of this Agreement, viz.,

- a) the Tender Form and the Price Schedule submitted by the Tenderer;
- b) the Schedule of Requirements;
- c) the Technical Specifications;
- d) the General Conditions of Contract;
- e) the Special Conditions of Contract, and
- f) the Purchaser's Notification of Award.

In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract

Brief particulars of the goods and services which shall be supplied/provided by the Supplier are as under:

Sl.No	Brief Description of Goods	Quantity to	Unit	Total	Delivery	Terms

TOTAL VALUE

DELIVERY SCHEDULE

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the said..... ( For the Purchaser)

in the presence of.....

Signed, Sealed and Delivered by the

Said.....(For the Supplier)

in the presence of.....

**SECTION XI.PERFORMANCE SECURITY BANK GURANTEE FORM**

To \_\_\_\_\_(Name of Purchaser)

WHEREAS.....(Name of Supplier)

hereinafter called "the Supplier" has undertaken, in pursuance of Contract No.....dated.....20 to supply.....(Description of Goods and Services) hereinafter called "the contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of.....(Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limit of.....(Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of.....20.....

Signature and Seal of Guarantors

Date..... 20.....

Address:.....

**SECTION XII**

**(Please See Clause 11.2(b) of the Instructions to Tenders)**

**Proforma for Performance Statement for the last Five Years**

IFT No..... Date of Opening.....Time.....Hours

Name of the firm.....

Orders Placed by(Full-address of Purchaser)	Order No & Date	Description & Qty., of Goods Ordered	Value of Order	Qty. Supplied ( Year wise)	Date of completion of Delivery As per Contract /Actual	Remarks indicating reasons for late delivery if any	Has the goods/equipment been satisfactorily functioning. (Attach a Certificate from the Purchaser)
1	2	3	4	5	6	7	8
		Sodium Silicate		For 2006-07 in MT			
				For 2007-08 in MT			
				For 2008-09 in MT			
				For 2009-10 in MT			
				For 2010-11 in MT			

Signature and Seal of the Tenderer.....

**SECTION XIII:-MANUFACTURERS' AUTHORIZATION FORM\***

**(Please see Clause 11.2 (a) of Instructions to Tenderers)**

No\_\_\_\_\_dated

To

Dear Sir,

**IFT No: 1199-11/FMT/PLS**

We.....who are established and reputable manufacturers of.....(name and description of goods offered) having factories at.....(address of factory) do hereby authorize M/s.....(Name and address of Agent) to submit a tender, and sign the contract with you for the goods manufactured by us against the above IFT.

No company or firm or individual other than M/s.....are authorized to tender, and conclude the contract for the above goods manufactured by us, against this specific IFT. (This para should be deleted in simple items where manufacturers sell the product through different stockiest.)

We hereby extend our full guarantee and warranty as per Clause 14 of the General Conditions of Contract for the goods and services offered for supply by the above firm against this IFT.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It should be included by the Tender in its tender.

**SECTION XIV-PROFORMA FOR EQUIPMENT & QUALITY CONTROL  
EMPLOYED BY THE MANUFACTURER**

IFT NO: **1199-11/FMT/PLS**

DATE OF OPENING: 02.02.2012

NAME OF THE  
TENDERER.....

(Note: All details should relate to the manufacturer for the items offered for supply)

Name & Full Address of the Manufacturer

2. a) Telephone & Fax No Office/Factory/Works  
b) Telex No Office/Factory/Works  
c) Telegraphic address:

3. Location of the manufacturing factory.

Details of Industrial License, wherever required as per statutory regulations.

Details of important Plant & Machinery functioning in each dept.(Monographs & Description pamphlets be supplied if available)

Details of the process of manufacture in the factory.

Details & stocks of raw materials held.

Production capacity of item(s) quoted for, with the existing Plant & Machinery.

8.1 Normal

8.2 Maximum

Details of arrangement for quality control of products such as laboratory, testing equipment etc.

Details of staff:

10.1 Details of technical supervisory staff in charge of production & quality control

10.2 Skilled labour employed.

10.3 Unskilled labour employed.

10.4 Maximum No. of workers (skilled & unskilled) employed on any day during the 18 months preceding the date of Tender.

- 11 Whether Goods are tested to any standard specification? If so, copies of original test Certificates should be submitted in triplicate.
- 12 Is the Manufacturer registered with the Directorate General of supplies and Disposals, New Delhi-110 001, India ? If so, furnish full particulars of registration, period of currency etc., with a copy of the certificate of registration.

Signature and Seal of the Manufacturer`