



**ODISHA MINING CORPORATION LIMITED**  
**(A GOLD CATEGORY STATE PSU)**

**Empanelment of agencies for  
undertaking SAP development works.  
(through e-tendering)**

**Bid document No: OMC/e-Proc/CMC/82/2022 dated 08-Sep-2022**

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## E-procurement notice

**Bid document No.: OMC/e-Proc/CMC/82/2022 dated 08-Sep-2022**

1	Work name	Empanelment of agencies for undertaking SAP development works (through e-tendering)
2	Availability of tender documents on the e-tendering portal of Government of Odisha	Date: 09-Sep-2022 ;
3	Last date for sending queries to OMC	Date: 19-Sep-2022 ; Time: 11:00 AM; queries may be sent by email to <a href="mailto:cmc@odishamining.in">cmc@odishamining.in</a>
4	Pre-bid meeting	Date: 19-Sep-2022; Time: 03:30 PM; Venue: Through Online Mode
5	Issue of responses to pre-bid queries, addendum/ corrigendum, if required	Date: 26-Sep-2022
6	Bid Due Date	Date: 14-Oct-2022; Time: 04:00 PM
7	Opening of Techno-Commercial Bid	Date: 14-Oct-2022; Time: 05:00 PM
8	Tender Paper Fee (non-refundable) including GST	Amount: INR 5,900/- (Rupees Five Thousand Nine Hundred only) including GST @18% Payable online on the e-tender portal of Government of Odisha ( <a href="http://www.tendersodisha.gov.in">www.tendersodisha.gov.in</a> )
9	Earnest Money Deposit (EMD)	Bid Security Declaration to be submitted by the Bidders in lieu of EMD

All other details can be seen from the Tender Document available on the e-procurement portal of the Government of Odisha ([www.tendersodisha.gov.in](http://www.tendersodisha.gov.in)) and on the website of OMC ([www.omcltd.in](http://www.omcltd.in)). OMC reserves the right to reject any or all bids without assigning any reason thereof.

Sd/-

**Advisor (C&P)**

**Odisha Mining Corporation Ltd.**

(A Gold Category State PSU)

Registered Office: OMC House, Bhubaneswar-751001

Tel: 0674 2377509, 2377488

## 1. Schedule for the Tender

Sl. No.	Parameter	Name
1	Date of publication of NIT	Date: 09-Sep-2022
2	Availability of tender documents on the e-tendering portal of Government of Odisha	Date: 09-Sep-2022
3	Last date for sending queries to OMC	Date: 19-Sep-2022 ; Time: 11:00 AM; queries may be sent by email to <a href="mailto:cmc@odishamining.in">cmc@odishamining.in</a>
4	Pre-bid meeting	Date: 19-Sep-2022; Time: 03:30 PM; Venue: Through Online Mode
5	Issue of responses to pre-bid queries, addendum/ corrigendum, if required	Date: 26-Sep-2022
6	Bid Due Date	Date: 14-Oct-2022; Time: 04:00 PM
7	Opening of Techno-Commercial Bid	Date: 14-Oct-2022; Time: 05:00 PM

## 2. Data Sheet

Sl. No.	Parameter	Name
1	Name of tender	Empanelment of agencies for undertaking SAP development works
2	Type of tendering	Open tendering
3	Mode of tendering	e-tender
4	E-tender site	www.tendersodisha.gov.in
5	Tender Paper Fee (non-refundable) including GST	Amount: INR 5,900/- (Rupees Five Thousand Nine Hundred only) including GST @18%  Payable online on the e-tender portal of Government of Odisha (www.tendersodisha.gov.in)
6	Earnest Money Deposit (EMD)	Bid Security Declaration to be submitted by the Bidders in lieu of EMD
7	Amount of Performance Security	Following Performance Security shall be applicable: A. For Contract Value more than 5 Lakhs: 10% of the Contract value (excluding taxes). Amount shall be submitted in the shape of DD or Bank Guarantee in the format provided in Annexure 14 B. For Contract Value Less than 5 Lakhs: No Performance Security is required to be submitted.
8	Nodal Officer (Tender)	Name: Mr. AK Mishra Phone No.: 0674- 2377490 e-mail: akmishra@odishamining.in
9	Address of the OMC Limited	OMC House, P.O. Box No.34 Bhubaneswar - 751 001 Odisha, India
10	Bid document No.	OMC/e-Proc/CMC/82/2022 dated 08-Sep-2022

### 3. Disclaimer

- 3.1. This Bid document is neither an agreement nor an offer by OMC to the prospective Bidders or any third party. The purpose of this Bid document is to provide interested parties with information to facilitate the formulation of their Bid pursuant to this Bid document.
- 3.2. This Bid document includes statements, which reflect various assumptions and assessments arrived at by OMC. Such assumptions, assessments and statements do not purport to contain all the information that a Bidder may require. This Bid document may not be appropriate for all persons, and it is not possible for OMC to consider the particular needs of each party who reads or uses this Bid document. The assumptions, assessments, statements and information contained in the Bid document may not be complete, accurate, adequate or correct. Each Bidder must, therefore conduct its own due diligence and analysis and should verify the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Bid document and obtain independent advice from appropriate sources.
- 3.3. Information provided in this Bid document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information provided is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OMC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- 3.4. OMC, its employees and its consultants make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations, the law of contract, tort, principles of restitution or unjust enrichment or otherwise for any loss, damage, cost or expense which may arise from or be incurred or suffered in connection with this Bid document, or any matter deemed to form part of this Bid document, or arising in any way in relation to this Bidding Process.
- 3.5. Neither OMC nor its employees or its consultants make any representation or warranty as to the accuracy, reliability or completeness of the information in this Bid document. OMC also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this Bid document.
- 3.6. The Bidder should confirm that the Bid document downloaded by them is complete in all respects including all annexures and attachments. In the event the document or any part

thereof is mutilated or missing, the Bidder shall notify the Nodal Officer immediately in writing.

- 3.7. If no intimation is received within the last date for submission of Pre-Bid queries, it shall be considered that the Tender Documents received by the Bidder is complete in all respects and that the Bidder is fully satisfied with the Tender Documents.
- 3.8. No extension of time shall be granted to any Bidder for submission of its Bid on the ground that the Bidder did not obtain the complete set of Tender Documents.
- 3.9. This Bid document and the information contained herein are strictly confidential and privileged and are for the exclusive use of the Bidder to whom it is issued. This Bid document shall not be copied or distributed by the recipient to third parties (other than, to the extent required by Applicable Law or in confidence to the recipient's professional advisors, provided that such advisors are bound by confidentiality restrictions at least as strict as those contained in this Bid document). In the event after the issue of the Bid document, the recipient does not continue with its involvement in the Bidding Process for any reason whatsoever, this Bid document and the information contained herein shall be kept confidential by such party and its professional advisors at all times.
- 3.10. OMC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the statements, information, assessment or assumptions contained in this Bid document at any time during the Bidding Process. All such changes shall be uploaded on the e-procurement portal of the Government of Odisha and on the website of OMC. It is the duty of Bidders to visit the e-procurement portal and the website of OMC regularly and keep themselves updated on the Bidding Process and any communication made in relation to the Bidding Process.
- 3.11. The Bidders or any third party shall not object to such changes/modifications/additions/alterations as provided in Clause 3.10 above, explicitly or implicitly. Any such objection by the Bidder shall make the Bidder's Bid liable for rejection by OMC. Further objection by any third party shall be construed as infringement on confidentiality and privileged rights of OMC with respect to this Bid document.
- 3.12. The Bidder shall not make any public announcements with respect to the Bidding Process, this Bid document and/or the Bidding Documents. Any public announcements to be made with respect to the Bidding Process or this Bid document shall be made exclusively by OMC. Any breach by the Bidder of this Clause shall be deemed to be in non-compliance

with the terms and conditions of this Bid document and shall render the Bid liable for rejection. OMC's decision in this regard shall be final and binding on the Bidder.

3.13. By responding to the Bid document, the Bidder shall be deemed to have confirmed that it has fully satisfied and has understood the terms and conditions of the Bid document. The Bidder hereby expressly waives any and all claims in respect thereof.

3.14. The Bid is not transferable.



#### 4. Abbreviations

AMC	Annual Maintenance Contract
BG	Bank Guarantee
BOQ	Bill of Quantity
DSC	Digital Signature Certificate
EFT	Electronic Fund Transfer
EMD	Earnest Money Deposit
ESI	Employee's State Insurance
FoR	Freight on Road
FY	Financial Year
GCC	General Conditions of Contract
GST	Goods and Services Tax
GSTIN	GST Identification Number
GSTR	GST Returns
GTE	General Technical Evaluation
I/C	In-Charge
IFSC	Indian Financial System Code
INR	Indian Rupee / legal tender currency of India
ISI	Indian Standards Institute
ISO	International Organization for Standardization
IT	Income Tax
ITC	Input Tax Credit
LD	Liquidated Damages
LLP	Limited Liability Partnership
LoA	Letter of Award
MICR	Magnetic Ink Character Recognition
MSE	Micro & Small Enterprises
MSME	Micro, Small & Medium Enterprises
NEFT	National Electronic Funds Transfer
NIT	Notice Inviting Tender
OEM	Original Equipment Manufacturer
OMC	Odisha Mining Corporation
PAN	Permanent Account Number
PSU	Public Sector Undertaking
RfP	Request for Proposal
RTGS	Real Time Gross Settlement
SBI	State Bank of India
SCC	Special Conditions of Contract
SO	Service Order
TIA	Tender Inviting Authority

## 5. Definitions and Interpretations

The words and expressions beginning with capital letters and defined in this document shall, unless repugnant to the context, have the meaning ascribed thereto herein.

- 5.1. “Applicable Laws” means all laws, legislations, statutes, rules, directives, ordinances, notifications, exemptions, regulations, judgments/ orders of any court, tribunal, regulatory bodies and quasi-judicial bodies or any interpretation thereof enacted, issued, or promulgated by any authority and applicable to either OMC or to the Bidders;
- 5.2. “Authorized Signatory” shall have the meaning as set forth in Clause 8.5;
- 5.3. “Bid” means the documents submitted by a Bidder pursuant to this Bid document, including the Techno-Commercial Bid along with any additional information/clarifications required/ sought by OMC, and the Price Bid, submitted strictly in the formats provided by OMC. The Bid shall not be considered to be a Bid if it is not submitted as per the formats prescribed by OMC;
- 5.4. “Bidder” designates the legal entity which has made a proposal, a tender or a bid with the aim of concluding a Service Order / Agreement with OMC;
- 5.5. “Bidding Process” means the process governing the submission and evaluation of the Bids as set out in the Bid document itself;
- 5.6. “Bid Due Date” shall mean the last date for submission of bids, as given in the Schedule for the Tender. No bids shall be accepted in the e-procurement portal after the Bid Due Date;
- 5.7. “Bid Validity Period” shall have the meaning given to it in Clause 8.8;
- 5.8. “EMD” means the amount submitted by a Bidder to OMC for participating in the Bidding Process, in terms of Clause 8.7;
- 5.9. “Financial Criteria” shall have the meaning given to it in Clause 7.2;
- 5.10. “Financial Year” means the 12 months period from 1<sup>st</sup> April to 31<sup>st</sup> March corresponding to the audited annual accounts;
- 5.11. “Letter of Award (LoA)” means the written official intimation by OMC notifying the Selected Bidder that the work has been awarded in its favour as per the terms and conditions mentioned therein;
- 5.12. “Letter of Empanelment (LoE)” means the written official intimation by OMC notifying the Selected Bidder (s) that they have been qualified and shall be given opportunity to give their Price Bid for the “SAP related work” as and when required during the Period of Empanelment as per the terms and conditions mentioned therein;

- 5.13. "Net Worth" shall have the meaning ascribed to it in Section 2(57) of the Companies Act, 2013;
- 5.14. "Notice Inviting Tender" or "Bid document" or "RfP document" or "Tender Paper" or "Tender Documents" or "Tender" or "Bid Documents" means documents issued by OMC vide Bid document No. OMC/e-Proc/CMC/82/2022 dated 08-Sep-2022, for Empanelment of agencies for undertaking SAP development works and shall include any modifications, amendments, corrigenda/ addenda or alterations thereto. The documents are as follows:
- a) This Bid document;
  - b) Any corrigendum(a)/addendum(a) and clarification(s) to the Bid document issued by OMC subsequent to the issue of the Bid document will also be considered an integral part of the Bid document. Any reference to the Bid document in the Agreement shall include such corrigendum(a)/ addendum(a);
- 5.15. "OMC" means Odisha Mining Corporation Limited having its registered office at Bhubaneswar – 751 001, Odisha including its successor and assignees or its representatives;
- 5.16. "Pre-bid Meeting" means Pre-bid meeting to be held as per the schedule indicated in the Schedule for the Tender hereof;
- 5.17. "Price Bid" means the Price Bid submitted by the Bidder, in accordance with Clause 8.15.2;
- 5.18. "Related Party" shall have the meaning ascribed to it in Section 2(76) of the Companies Act, 2013;
- 5.19. "Service Provider" means the Empanelled Bidder who has been issued Service Order and same has been accepted by the Empanelled Bidder.
- 5.20. "Selected Bidder" shall have the meaning given to it in Clause 10.11;
- 5.21. "Successful Bidder" shall have the meaning given to it in Clause 10.12;
- 5.22. "Technical Criteria" shall have the meaning given to it in Clause 7.1;
- 5.23. "Technically Qualified Bidder" means a Bidder whose Techno-Commercial Bid is responsive` and meets the requirements to the satisfaction of OMC as per terms and condition of the Bid document and is qualified for submission of price bid against the enquiry by OMC with the scope of work during contract period ;
- 5.24. "Empaneled Vendor" means a Technically Qualified Bidder who has been selected based on rank as per Clause 8.20

- 5.25. “Techno-Commercial Bid” means proposal submitted by the Bidder in accordance with Clause 8.15.1;
- 5.26. “Tender Paper Fee” shall have the meaning as set forth in Clause 8.6;
- 5.27. “Turnover” shall have the meaning ascribed to it in Section 2(91) of the Companies Act, 2013.

All other capitalized words not defined herein shall have the same meaning as ascribed to them in the Bid document. Terms and expressions not defined anywhere in the Bid Documents shall have the same meaning as are assigned to them in Indian Contract Act, 1872 and/or in General Clauses Act, 1897.

## 6. Scope of Services

- 6.1. OMC plans to empanel agencies having experience in SAP implementation and development for a period of 5 years. During the period of the empanelment, OMC shall float limited tender with scope of work. All terms & conditions of this tender document shall be valid for Limited Tender too. For each job, the agency shall be chosen from amongst the empaneled agencies based on the lowest price offer.

The modules where SAP development work may come up with OMC are as follows:

1. ABAP
  2. Sales and distribution
  3. Materials management
  4. Production planning
  5. FICO
  6. HR
  7. ESS
  8. Payroll
  9. Project System
- 6.2. The detailed scope and specifications of the services, along with the contract period, payment terms, etc. are given in Special Conditions of Contract as enclosed in Annexure 2.
- 6.3. The “General Conditions of Contract-Services” as enclosed in the tender at Annexure 1 shall form an integral part of the Bid document and will also form a part of the Agreement placed against this tender.

## 7. Eligibility Criteria

The Bidders eligible to participate in this tender should fulfill the following Criteria:

#	Criteria	Required Documents
7.1	<p><b><u>Technical Criteria</u></b></p> <p>a) The Bidder must have experience of having successfully completed projects of SAP module implementation and/or support during the last 5 (Five) years from the date of publication of tender, which shall be either of the following:</p> <p>i) Three projects of annual value not less than INR 20 Lakhs each excluding taxes OR</p> <p>ii) Two projects of annual value not less than INR 25 Lakhs each excluding taxes OR</p> <p>iii) Single project of annual value not less than INR 40 Lakhs excluding taxes</p> <p>b) The bidder should have on its payroll at least 4 (four) SAP certified professionals, each one of whom should have at least 3 (three) years of experience in the relevant SAP module as mentioned in Clause 6.1, in which they hold the certification. All 4 (four) professionals should have certification in different modules. The 3 (three) years of experience shall be considered as on the date of tender publication.</p> <p><b>Note:</b> “Year” for technical criteria means continuous period of 365 days in last five years</p>	<p>Self-attested copies of</p> <p>a) Relevant contracts or work orders or agreements containing the scope of services, the value of the contract or work order or agreement; and</p> <p>b) Completion certificate from their clients/employers, regarding successful completion of the services</p> <p>c) In case value of the contract is not mentioned in the contract or work order or agreement, then the value must be mentioned in the completion certificate issued by the client/employers</p> <p>d) Summary of the project(s)/assignment(s) undertaken by the Bidder - as per Annexure 6</p> <p>e) The CVs of the professionals are to be submitted by the bidders (as per the format given in Annexure 7 ) along with copy of the SAP certification of the professionals. Also bidder need to provide Salary Certificate / PF statement to confirm the professional on being its own roll.</p>
7.2	<p><b><u>Financial Criteria</u></b></p> <p>i) The average turnover of the bidder from providing IT and IT enabled services in the last 3 (three) financial years should be at least Rs. 2,00,00,000/- (Rupees Two Crores only).</p> <p><b>Note:</b></p>	<p>a) Copies of audited financial statements</p> <p>b) In case the audited financial statement of the last financial year is not yet ready, the bidder shall submit a certificate from</p>

#	Criteria	Required Documents
	Applicable 3 (three) years - FY2019-2020, FY2020-2021 and FY2021-2022	the statutory auditor, certifying the annual turnover of the bidder from providing IT and IT enabled services for FY2019-2020, FY2020-2021 and FY2021-2022 as well as the net worth of the bidder in the last financial year (i.e. FY 2021-2022) under consideration.
7.3	Other Criteria	
7.3.1	The Bidder can be either i) a Company (Private or Public), or ii) a registered partnership firm, or iii) an LLP firm	Copies of a) Company (Private or Public) • Certificate of Incorporation • Memorandum of Association • Articles of Association b) Registered partnership firm • Registration certificate • Deed of Partnership c) LLP firm • Certificate of Incorporation • Deed of Partnership
7.3.2	The Bidder should have valid PAN and GSTIN registration	▪ Copy of PAN ▪ Copy of GST registration certificate – REG 06
7.3.3.	The Bidder should not have been banned/blacklisted by OMC or any government agency or any PSU as on the date of submission of Bid	Affidavit to this effect, as per the format given in Annexure 11
7.3.4	Tender Paper Fee, EMD amount and Power of Attorney	a) Proof of payment of Tender Paper Fee; Please refer to Clause 8.6 for further details b) Bid Security Declaration to be submitted by the Bidders in lieu of EMD; Please refer to Clause 8.7 for further details. c) Power of Attorney (as per the format given in Annexure 3) in favor of the Authorized Signatory of the Bidder who shall also be

#	Criteria	Required Documents
		the DSC holder. Please refer to Clause 8.5 for further details
7.3.5	The Bidder whose Contract/Agreement with OMC had been terminated /failed to perform will not be eligible to participate in the bidding.	Decision of OMC in this regard is final & binding on all such entities
7.3.6	The bidder must be an SAP partner and have a valid SAP partnership certificate/agreement with SAP.	Bidder need to provide Partnership Certificate or Master Agreement with SAP.

Note

- a. The value of the contracts or work orders or agreements to be considered shall be exclusive of all taxes and duties.
- b. The word delivered means that the Bidder ought to have completed the scope of services in the technical capacity above, even if the total contract or Work Order is not completed/ closed. However, Bidder ought to have completed the entire range of services as specified in the Bid document, even if the total Contract is not completed/closed. The Bidder shall also be required to submit a part completion certificate which should clearly indicate the value and the completed portion (physical progress) of the work (which should satisfy requirement of the Bid document). The part completion certificate shall also highlight if the part performance/ progress of the work of the Bidder with respect to the services under consideration, was satisfactory or not.
- c. The technical experience as a sub-contractor to a main agency in a project/Contract awarded by the Competent Authority of principal employer may be considered subject to the condition that the detailed Contract/Work Order covers the entire range of services as mentioned in the Bid document. Following documents shall be furnished by the sub-contractor
  1. Relevant contracts and Work Orders with the main agency containing the scope of services and the value of the contract or Work Order; and
  2. Completion certificate issued by the Competent Authority/ statutory auditor of the principal employer in favour of the main agency showing due completion of the package.
- d. Bidding in the form of a consortium is **NOT** allowed.



## 8. Instruction to Bidders for Empanelment of Tender

- 8.1. The Bidders intending to participate in this tender are required to register on the e-procurement portal of the Government of Odisha ([www.tendersodisha.gov.in](http://www.tendersodisha.gov.in).) This is a onetime activity for registering on the Government website. During registration, the Bidders will be required to attach a Digital Signature Certificate (DSC) to the Bidder's unique user ID. The DSC used should be of appropriate class (Class II or Class III) issued from a registered Certifying Authority. The registration of Bidders on the portal shall be free of cost. The registration shall be in the name of the Bidder, whereas the DSC holder shall be the duly Authorized Signatory of the Bidder.
- 8.2. The tender documents shall be available on the state e-procurement portal ([www.tendersodisha.gov.in](http://www.tendersodisha.gov.in)) and the website of OMC ([www.omcltd.in](http://www.omcltd.in)). There shall be no sale of hard copies of the tender documents. Tenders can be accessed by the prospective Bidders at the above websites and may be downloaded by them free of cost. However, the Tender Paper Fee shall have to be paid at the time of bid submission, unless exempted to be paid by the competent authority.
- 8.3. E-tendering process is mentioned in Chapter 11.
- 8.4. For the empanelment of Agency, the bids are to be submitted in one cover, consisting of **Techno-Commercial Bid (under Cover I)**. The Techno-Commercial Bid have to be submitted on the e-procurement portal of the Government of Odisha
- 8.5. The Authorized Signatory of the Bidder shall be duly authorized by a Power of Attorney authorizing him/her to perform all tasks related to tender submission, including but not limited to sign and submit the bid and to participate in the bidding process on behalf of the Bidder. The format for the Power of Attorney is given in Annexure 3 of this Bid document. Each page of all scanned documents submitted as part of the Techno-Commercial Bid shall be initialed with date by the Authorized Signatory of the Bidder at the lower left-hand corner of each page. During the contract period, if there is any change in Authorized Signatory, the Bidder shall submit the new Power of Attorney for submission of Price Bid.
- 8.6. Tender Paper Fee
  - 8.6.1. For the current tender for Empanelment of Agency, The Bidder shall pay to OMC a non-refundable amount ("Tender Paper Fee"), indicated in the Data Sheet, as part of its Techno-Commercial Bid. The mode of payment of the Tender Paper Fee is also indicated in the Data Sheet.

8.6.2. The Bidders, who are exempted to deposit Tender Paper Fee due to any exemption granted by the Government of Odisha, are required to attach scanned copy of relevant documents evidencing such exemption granted, along with the Techno-Commercial Bid document while submitting online. The Bidders, who does not submit Tender Paper Fee claiming exemption but does not submit relevant document, is ineligible for bidding and such bid shall be summarily rejected.

8.7. Earnest Money Deposit (EMD) / Bid Security Declaration in-lieu of EMD

8.7.1. Bidders as part of their Techno-Commercial Bid shall have to submit Bid Security Declaration in lieu of EMD as per Annexure 12. The Declaration shall be valid throughout the Empanelment Period.

8.7.2. Disqualification and Suspension: The Bidder shall submit, the Bid Declaration against EMD. Bidder may be disqualified or suspended for a period of 1 years under the following conditions:

- i) if any of the documents submitted by a Bidder as part of the bid is found to be not genuine or forged or any of the claims, confirmations, statements or declarations of the Bidder is found to be incorrect or inconsistent, or is a case of any material misrepresentation of facts at any point of time during the bid evaluation process;
- ii) if the Selected Bidder fails to acknowledge and return to OMC a signed copy of the LoE or LoA or Agreement within the timeframe allowed by OMC;
- iii) if the Selected Bidder fails to submit the Performance Security within the timeframe allowed by OMC;
- iv) if a Bidder withdraws its bid before completion of the bidding process during the bid validity period, except as provided in Clause 8.8;
- v) If the Bidder has otherwise committed any breach of the terms of this Bid document;
- vi) in case the Selected Bidder, does not comply with the requirements of the Price Bid;
- vii) in case the Techno-Commercial Bid of a Bidder contains any information on the price bid of the Bidder;

- 8.8. Bid validity period: The bid shall initially remain valid and binding on the Bidder for at least 180 (one hundred and eighty) days from the Bid Due Date, as given in the Schedule for the Tender. Any bid with a shorter validity period shall be rejected by OMC. Under exceptional circumstances, OMC may in writing request the Bidders to extend the bid validity period of their bids.
- 8.9. Issue of clarifications: Bidders may also send their queries by email to the Nodal officer; queries received after the last date for sending queries (as per the Schedule for the Tender) may not be considered by OMC. The responses to the queries received shall be published by OMC on its website and also on the e-procurement portal of the Government of Odisha and the same shall also be considered to be a part of the tender documents; however, the source of queries shall not be mentioned.
- 8.10. Issue of corrigendum / amendment: At any time prior to the Bid Due Date, OMC may at its own initiative or in response to a query or clarification requested by a prospective Bidder if found appropriate, issue a corrigendum/ amendment to the tender documents, which shall be available for download on its website and also on the e-procurement portal of the Government of Odisha and the same shall also be considered to be part of the tender documents. In order to give Bidders reasonable amounts of time to take into account such corrigendum / amendment, OMC may at its own discretion also extend the Bid Due Date.
- 8.11. Extension of Bid Due Date: OMC may, at its discretion, extend the Bid Due Date which shall be related as an act of amendment of this Bid document.
- 8.12. Acknowledgement by the Bidder: It shall be deemed that by submitting its bid, the Bidder has:
- i) made a complete and careful examination of the tender documents, including the proforma agreement;
  - ii) received all relevant information requested from OMC;
  - iii) accepted the risk of inadequacy, error or mistake in the information provided in the tender documents or furnished by or on behalf of OMC relating to any of the matters related to this tender or otherwise;
  - iv) satisfied itself about the scope of work and services to be delivered/rendered and the extant conditions and all matters, things and information necessary and required for submitting an informed bid and for providing the required services in accordance with the tender documents including the contract (to be signed with OMC) and performance of all of its obligations thereunder;

- v) acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information said to be in the bidding documents or ignorance of any of the matters shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from OMC;
- vi) agreed to be bound by the undertakings provided by it under and in terms; and

OMC shall not be liable for any omission or commission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the tender documents or the bidding process, including any error or mistake therein or in any information or data given by OMC.

- 8.13. Right to accept or reject any/ all bids: Notwithstanding anything contained in the Bid document, OMC reserves the right in its sole discretion, without any obligation or liability whatsoever, to accept or reject any or all of the Bids at any stage of the Bidding Process without assigning any reasons, thereof. Further OMC reserves the right to annul the Bidding Process and / or to reject any or all Bids at any stage prior to the signing of Agreement without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for OMC's action. Decision of OMC shall be final and binding in this regard. OMC reserves the right to reject any bid if at any time, a material misrepresentation is made or uncovered or if the bid received is conditional or qualified.
- 8.14. Language of the bid: The bid and all related correspondence and documents in relation to the bidding process shall be in the English language. Supporting documents and printed literature furnished by the Bidder with the bid may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Bidder. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the bid, the English language translation shall prevail. The English translation of the documents shall be carried out by professional translators and the translator shall certify that he is proficient in both languages in order to translate the document and that the translation is complete and accurate.
- 8.15. Bid to be submitted by Bidders: The bid to be submitted by Bidders shall consist of the Techno-Commercial Bid.
  - 8.15.1. Techno-Commercial Bid: Bidders shall have to submit their Techno-Commercial Bid on the e-procurement portal of the Government of Odisha. The Techno-Commercial Bid should consist of clear and legible scanned copies of all the required documents and should be submitted within the Bid Due Date, as indicated in the Schedule for the Tender. The

Techno-Commercial Bid shall contain no information on the Price Bid of the Bidder. The Techno-Commercial Bid shall consist of the following:

- i) Documents Supporting Eligibility Criteria (Refer Chapter 7)
- ii) Covering Letter as per Annexure 4
- iii) Summary of the project(s)/assignment(s) undertaken by the Bidder - as per Annexure 6 (All experience/ assignments/ projects/ work orders of the bidder for the purpose of meeting Eligibility Criteria and for getting score against Technical Marks mentioned in Clause 8.19.6 shall be accompanied by the format provided at Annexure 6)
- iv) A brief description of the Bidder's organization and an outline of recent experience of the Bidder, on assignments of a similar nature - As per format in Annexure 5
- v) Documents towards Technical Scoring (Please refer to Clause 8.19.6 for further details)
- vi) Techno-Commercial Bid checklist as per Annexure 9
- vii) Mandate Form for Bank payment through e-mode as per Annexure 10
- viii) Other Documents towards fulfillment of Technical Scoring criteria as per Clause 8.19.6

8.15.2. Price Bid: No Price Bids needs to be submitted during the the current tender process of empanelment of Bidder. rovided by OMC.

8.16. Material deviation

8.16.1. Bids shall be liable for rejection in case of material deviation, that shall include, inter alia, the following:

- i) The Techno-Commercial Bid or any accompanying document submitted by the Bidder is not in accordance with the formats given in this tender document.
- ii) The Techno-Commercial Bid is not accompanied by all the documents required to be submitted in terms of this tender document as per Clause 8.15.1

- iii) It does not contain all the information (complete in all respects) as requested in this tender document (in accordance with the formats provided in this tender document);
- iv) The Techno-Commercial Bid is not accompanied by documentary evidence of the credentials of the Bidder(s).
- v) The Techno-Commercial Bid submitted by the Bidder is conditional or qualified.
- vi) The bid submitted by the Bidder is not valid for the minimum bid validity period, as per Clause 8.8.
- vii) It is otherwise substantially/ materially in deviation of the terms and conditions of the tender document.

8.16.2. OMC may waive any nonconformity in the Bid that does not constitute a material deviation, reservation or omission. OMC may request that the Bidder submit information or documentation, within a reasonable period of time (Refer Clause 8.19.3), to rectify nonmaterial nonconformities in the Technical-Commercial Bid related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price bid. Failure of the Bidder to comply with the request of OMC by the date specified therein, may result in the rejection of its Bid. OMC, however, is not bound to waive such non-conformity under this Clause 8.16.2.

8.17. Bid preparation cost: The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by OMC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and OMC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

8.18. Opening of Techno-Commercial Bids: The Techno-Commercial Bids shall be opened as per the schedule indicated in Schedule for the Tender.

8.19. Evaluation of Techno-Commercial Bids:

8.19.1. The Techno-Commercial Bids shall first be evaluated to determine whether they are complete, whether the required documents have been submitted in the correct formats and whether the documents have been properly signed by the Authorized Signatory and whether the Techno-Commercial Bid is generally in order. It will be determined whether

the Techno-Commercial Bid is of acceptable quality, is generally complete and is substantially responsive to the tender documents. For purposes of this determination, a substantially responsive Techno-Commercial Bid is one that conforms to all the terms, conditions and specifications of the tender documents without any material deviations (as defined in Clause 8.16), objections, conditionalities or reservations.

8.19.2. A Techno-Commercial Bid which is not substantially responsive, may be rejected by OMC, and may not subsequently be made responsive by the Bidder by correction of the material deviations, as defined in Clause 8.16.

8.19.3. If required, OMC may ask Bidders to provide clarifications on the uploaded documents provided in the Techno-Commercial Bid, if necessary, with respect to any doubts or illegible documents. The Officer Inviting Tender may ask for any other documents of historical nature during Technical Evaluation of the tender. Non submission of legible documents may render the bid nonresponsive. The authority inviting bid reserves the right to accept any additional document. Such clarifications shall be submitted by the Bidder in the Upload Shortfall document section of the e-procurement portal or shall be submitted through email. The Bidders shall be allowed a maximum time period of 3 (three) working days for uploading on the e-procurement portal/ submitting the requisite shortfall documents through email. No modification of the bid or any form of communication with OMC or submission of any additional documents, not specifically asked for by OMC will be allowed and even if submitted, they may not be considered by OMC.

8.19.4. The responsive Techno-Commercial Bids shall then be evaluated in detail to determine whether they fulfill the eligibility criteria (as given in Chapter 7) and other requirements of the tender, such as submission of all the requisite documents as listed in Clause 8.15.1.

8.19.5. The Techno-Commercial Bids which fulfill the above criteria shall be evaluated further in accordance with the scoring criteria given in Clause 8.19.6 and a Technical Marks shall be assigned to each such Techno-Commercial Bid. Techno-Commercial Bids which do not fulfill the above criteria shall not be evaluated further and shall not be considered to be a technically qualified bid. Techno-Commercial Bids which fulfill the above criteria and which receive Technical Marks of 70 (seventy) or higher out of 100 shall be ranked. OMC shall declare technically qualified bidders.

8.19.6. The Technical Scoring criteria is specified below:

Sl. No.	Criteria	Maximum score	Marking scheme	Documents to be submitted in the Techno-Commercial Bid
<b>1</b>	<b>Experience of the firm</b>	<b>40</b>		
1A	Number of jobs successfully completed in the area of SAP development & implementation.  <b>Note:</b> The experience should be in last 5 (Five) years from the date of publication of Tender. "Year" for technical criteria means continuous period of 365 days.	30	5 marks for each job – maximum of 6 jobs	Relevant contract and completion certificate issued by the client
1B	Number of IT Professionals on their payroll	10	25 to 50 Nos. IT professionals: 5 marks  More than 50 Nos. IT professionals: 5 marks	Bidder has to submit PF statement of their employee
<b>2</b>	<b>No. of SAP certified professionals of the bidder</b>	<b>40</b>		
2A	No. of certified ABAP professionals	10	5 marks for each professional maximum of 2 profiles	1. CV as per the format given in Annexure 7 – should be signed by both the personnel. In case of agency, it should also be signed by the authorized signatory of the bidder. Along with CV in given format, bidder has to submit the PF slip of
2B	No. of certified SD professionals	10	5 marks for each professional maximum of 2 profiles	
2C	No. of certified FI/CO professional	10	5 marks for each professional	



Sl. No.	Criteria	Maximum score	Marking scheme	Documents to be submitted in the Techno-Commercial Bid
			maximum of 2 profiles	professionals on their payroll
2D	No. of certified MM/PP professional	10	5 marks for each professional maximum of 2 profiles	2. The proposed professionals should be on the payroll of the bidder 3. The proposed professionals should have at least 3 years of experience (as on the tender publication date) in the respective SAP module
<b>3</b>	<b>Financial Strength</b>	<b>20</b>		
	Average financial turnover of the Bidder during last 3 (three) financial years should be at least 2 Crores  <u>Note:</u> 1) Applicable 3 (Three) years - FY 2019-20, FY 2020-21 and FY 2021-22	<b>20</b>	1 Marks for 2 Crores Turnover,  1 marks for every additional 2 Crores.  (Maximum 20 Marks)	.
<b>Technical Marks</b>		<b>100</b>		

- 8.20. Based on the rank of “Technically Qualified Bidder”, OMC shall declare Empaneled Vendor. OMC at its own discretion shall decide the number of bidders to be empaneled.
- 8.21. Issue of notification of empanelment: Within 30 (thirty) days of opening of Techno-Commercial Bids, the Empaneled Vendors shall be issued a notification of empanelment, which they shall have to be acknowledge within a period of 7 (seven) days.

## 9. Additional Instructions to Bidders

### 9.1. Pre-bid meeting:

- 9.1.1. A pre-bid meeting shall be organized by OMC; the date and time of the pre-bid meeting is indicated in the Schedule for the Tender. Bidders wishing to attend the pre-bid meeting should inform OMC by email (Refer Data Sheet), along with the names and email ids of the officials/ representatives of the Bidder who would be attending the meeting, at least 1 (one) working days before the pre-bid meeting. OMC shall then send the invite for the pre-bid meeting to the email-ids that OMC would be receiving.
- 9.1.2. However, attendance of the Bidders at the pre-bid meeting is not mandatory. A maximum of two officials/ representatives from each Bidder may attend the pre-bid meeting. All costs of the Bidder related to attending the pre-bid meeting shall be borne by the Bidder.

## 10. Instruction to Empaneled Vendors for Participation in Limited Tenders

The following terms and conditions are applicable for the empaneled vendors while participating in limited tenders in addition to the terms and conditions mentioned in respective tender documents and amendments there on. In the event of any ambiguity or conflict between the terms and conditions, the chronological order of precedence shall be the order in which latest document shall prevail over all the previous documents.

- 10.1. The Empanelment qualifies a particular vendor for consideration for issue of tender notification in case of Limited Tenders for jobs related to SAP. However, this will not give any claim to the vendor for award of work / purchase order.
- 10.2. Vendors once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order and terms of OMC.
- 10.3. In case, if Empaneled Vendor is found in breach of any terms & condition(s) of OMC or Service Order, at any stage during the course of Limited Tendering Process or Contract Execution, the legal action, as per rules/laws, shall be initiated against the Empaneled Vendor and Performance Security if any, shall be forfeited by OMC, besides debarring and suspending the Empaneled Vendor concerned for at least one year for further dealings with OMC.
- 10.4. The Empaneled Vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment.
- 10.5. The Empaneled Vendor shall indemnify the OMC and user departments against all third party claims related to services or any part thereof being provided by Vendor. OMC / User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the Service Orders.
- 10.6. Empaneled Vendor shall be empaneled for a period of 5 years. During this period the Price bid may be sought from the Empaneled Vendor through separate enquiry / online bid based on the value of Contract as mentioned below:
  - A. For Contract Value less than 5 lakhs: OMC shall ask the Empaneled Vendor to submit the Price Bid through email or in hard copy through manual tendering.
  - B. For estimated value of more than 5 Lakhs: OMC shall ask the Empaneled Vendor to submit the Price Bid through Online Tendering platform. OMC shall provide specific Scope of Work for Price Bid Submission.

- 10.7. EMD for participation in Limited Tender: The empaneled vendors are relaxed from submission of Earnest Money Deposit (EMD) while submitting their bids in response to the limited tender. However, the Bid Security Declaration as submitted during the Empanelment Tender shall remain valid throughout Contract Period of Empanelment.
- 10.8. Tender Paper Fee: There shall be no tender fee for Limited tenders called for Price Bid from Empaneled Vendor
- 10.9. Price Bid: The Price Bid shall be submitted by Empaneled Agency on the e-tender portal of the Government of Odisha or through email / hardcopy as per the price bid format provided by OMC. Tentative Format for Price Bid is attached as Annexure 13
- 10.10. Opening and Evaluation of Price Bids

The date and time of opening of the Price Bids shall be communicated to the Empaneled Vendor in writing by e-mail or registered post/Speed Post; A comparative statement shall be prepared detailing each price component in the bid and including all components of the Price Bid.

- 10.11. Selected Bidder: The Bidder who submits the lowest Price Bid shall be the Selected Bidder. The Selected Bidder shall be issued the LoA. OMC reserves the right to negotiate the price with the Selected Bidder before issue of the LoA. The Selected Bidder shall have to acknowledge and accept the LoA by returning a signed copy of the LoA within a period of 15 (fifteen) days of issue thereof, along with submission of the Performance Security, failing which the issued LoA may be cancelled, and the Selected Bidder may be disqualified and suspended for a year.

10.11.1. Tie-Bidders:

In the event that 2 (two) or more empaneled Bidders (the "Tie Bidders") have submitted the lowest identical Price Bids. OMC shall hold an auction amongst such Tie Bidders. The auction shall be held at the offices of OMC and only the Tie Bidders shall be invited to attend the same, wherein they have to physically submit their revised Price Bids on their letterhead (with company rubber stamp) and in sealed covers. Hence the Authorized Signatory of the Tie Bidders are required to attend such auction. The revised Price Bid (the "Revised Price Bid") submitted by a Tie Bidder during the auction should be lower than Price Bid already submitted by it, else the revised Price Bid shall not be considered by OMC for further evaluation. The Tie Bidder who offers the lowest revised Price Bid in such auction shall be declared to be Preferred Bidder and the lowest revised Price Bid received by OMC during such auction shall be the L1 price. In the event that the Authorized Signatory of a Tie Bidder is not present during the auction or the Authorized Signatory of such Bidder does not or is unwilling to participate in such auction, the auction would be

held amongst the remaining Tie Bidders and if there be only one remaining Tie Bidder, the latter will be declared as the Preferred Bidder, provided that the revised Price Bid submitted by such Bidder is lower than that its earlier submitted Price Bid; in such as case the revised Price Bid submitted by such Bidder shall be considered to be the L1 price. In case of a second round of tie between the revised Price Bids submitted by the Tie Bidders, the Bidder with the higher average annual turnover (to be determined by OMC on the basis of the audited financial statements submitted by such Bidders as part of their Techno-Commercials Bids) in the last 3 (three) financial years shall be declared as the Preferred Bidder and the L1 price shall be the revised Price Bid submitted by such Bidder during the auction.

#### 10.12. Signing of Agreement / Issuance of Service Order

##### 10.12.1. In Case of Contract Value up to 5 (Five) Lakhs

For the contract value up to 5 Lakhs, Service Order shall be released without signing of Agreement. The Bidder has to provide his acceptance of Service Order within 2 (two) days, failing which the Bidder may be suspended for a year.

##### 10.12.2. In Case of Contract Value more than 5 (Five) Lakhs

Within 7 (seven) days of receipt of the signed copy of the LoA, along with the Performance Security, the Agreement shall be signed by the Selected Bidder, failing which the Bidder may be suspended for a year. Upon signing of the Agreement, the Selected Bidder shall be considered to be the "Successful Bidder". The pro-forma of the Agreement is provided in Annexure 2A hereof. Post signing of the Agreement, OMC shall issue Service Order(s) to the Successful Bidder.

#### 10.13. Performance Security: The formula for calculating the amount of the Performance Security is indicated in the Data Sheet. Following Performance Security shall be applicable:

- A. For Contract Value more than 5 Lakhs: 10% of the Contract value (excluding taxes). Amount shall be submitted in the shape of DD or Bank Guarantee in the format provided in Annexure 11
- B. For Contract Value Less than 5 Lakhs: No Performance Security is required to be submitted.

For Contract Value more than 5 (Five) Lakhs, the Empaneled Bidder shall submit the Performance Security at the Head Office, OMC upon issue of Letter of Award. Performance Security shall be in the form of a Bank Guarantee from any Nationalised/ Scheduled Bank invocable at their branch in Bhubaneswar as per the format given in Annexure 14 or in the form of demand draft from a scheduled commercial bank and

payable in Bhubaneswar, Odisha. Performance Security in the form of BG should be operable for invocation at any Nationalised/ Scheduled bank at Bhubaneswar.

The Performance Security shall be valid for the contract period of the particular scope of work for which price bid has been sought . The Performance Security shall be released on completion of the scope of services and shall be released after a period of 60 (sixty) days post completion of the scope of services, as evidenced by issue of completion certificate by OMC designated officer/ key contact for this contract.

## 11. Additional Information on E-tendering process

- 11.1. The e-tendering process shall be held on the e-procurement portal of the Government of Odisha ([www.tendersodisha.gov.in](http://www.tendersodisha.gov.in)). All the steps involved starting from hosting of tenders till determination of the Selected Bidder shall be conducted online on the e-procurement portal.
- 11.2. The Bidder will have to accept unconditionally the online user portal agreement which contains the acceptance of all the terms and conditions including commercial and general terms and conditions and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible Bidder. No conditional bid shall be allowed / accepted.
- 11.3. The Bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in support of the same in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to punitive action and this includes forfeiture of EMD and cancellation/termination of contract/Agreement.
- 11.4. The Bidder will submit their Techno-Commercial Bid on-line. The Bidders will have to upload a scanned copy of the Techno-Commercial Bid in Cover-I.
- 11.5. Procedure for bid submission and payment of Tender Paper Fee and Bid Security Declaration to be submitted by the Bidders in lieu of EMD
  - 11.5.1. Log on to e-procurement portal: The Bidders have to log onto the e-procurement portal of the Government of Odisha ([www.tendersodisha.gov.in](http://www.tendersodisha.gov.in)) using their digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Then the submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.
  - 11.5.2. Uploading of the Techno-Commercial Bid: The Bidders have to upload the required Techno-Commercial Bid, as mentioned in the tender document and in line with the Works Department office memorandum no.7885, dated 23 July 2013.
  - 11.5.3. Payment of Tender Paper Fee: Tender Paper Fee shall be paid using a single banking transaction. The Bidders have to select and submit the bank name as available in the payment options. A Bidder shall make electronic payment using his/her internet banking

enabled account with designated banks or their aggregator banks. The payment gateways of the designated banks (State Bank of India/ ICICI Bank, HDFC Bank) are integrated with the e-procurement portal. A Bidder having account in other banks can make payment using NEFT/RTGS facility of designated banks. Online NEFT/RTGS payment can be done using internet banking of the bank in which the Bidder holds his account, by adding the account number as mentioned in the challan as an interbank beneficiary.

Only those Bidders who successfully submit Bid Security Declaration in lieu of EMD, would be eligible to participate on the tender/bid process. The Bidders with pending or failure payment status shall not be able to submit their bid. Tender Inviting Authority, State Procurement Cell, NIC and the designated Banks shall not be held responsible for such pendency or failure.

- 11.5.4. Bid submission: Only after receipt of intimation at the e-procurement portal regarding successful transaction by Bidder, the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.
- 11.5.5. System generated acknowledgement receipt for successful bid submission: System will generate an acknowledgement receipt for successful bid submission. The Bidder should make a note of 'Bid ID' generated in the acknowledgement receipt for tracking their bid status.
- 11.6. Technical Parameter Sheet: The Technical Parameter Sheet containing the technical specification parameters for each tendered item will be in Excel format (or any other format) and will be uploaded by OMC during tender creation. This will be downloaded by the Bidder and all the required information on this file shall be furnished by the Bidder during bid submission. Thereafter, the Bidder will upload the same file during bid submission in the General Technical Evaluation (GTE). In case the Technical Parameter Sheet is incomplete and not submitted as per the instructions given, the bid shall be summarily rejected by OMC without any further reference to the Bidder.
- 11.7. Modification of bids: Modification of the submitted bid shall be allowed online only before the Bid Due Date. A Bidder may modify and resubmit the bid online as many times as he may wish. Bidder may withdraw only once its Bid online within the end date of Bid submission.
- 11.8. Opening of Techno-Commercial Bids: The Techno-Commercial Bids shall be opened as per the schedule given in the Schedule of Tender. The Techno Commercial bids (Cover-I) will be decrypted on-line and will be opened by the designated bid openers of OMC with their Digital Signature Certificates. The Techno-Commercial Bids shall be opened as per the



schedule, irrespective of the number of bids received. Even in case of receipt of single bid, the Techno-Commercial Bid shall be opened for evaluation. In case no bids are received, the tender shall be automatically cancelled with approval of the competent authority of OMC.

- 11.9. Evaluation of Techno-Commercial Bids in case of Empanelment Tender: The Techno-Commercial Bids shall be evaluated in terms of Clause 8.19. If required, OMC may ask Bidders to provide clarifications on their bid or provide shortfall documents within a period of 3 (three) working days. The Bidders will get this information on their personalized dash board under “Upload shortfall document/information” link. No modification of the bid or any form of communication with OMC or submission of any additional documents which are not specifically asked for by OMC, will be allowed and even if submitted, they will not be considered by OMC. Additionally, information shall also be sent by system generated e-mail and SMS, but it will be the Bidder’s responsibility to check the updated status/information on their personalized dash board at least once daily after opening of bid. No separate communication will be required in this regard. Non-receipt of email and SMS will not be accepted as a reason for non-submission of documents within prescribed time. The Bidder shall submit the requisite clarifications and the requested documents and in the Upload Shortfall document section of the e-procurement portal within the specified period and no additional time will be allowed for submission of the clarifications/ documents. In case of any failure of the Bidder to submit the requisite documents within the allowed timeframe, OMC shall proceed to evaluate its Techno-Commercial Bid without any further reference to the Bidder.
- 11.10. Based on the evaluation of the Techno-Commercials Bids, the list of technically qualified Bidders shall be prepared and the same shall be uploaded and such Bidders shall also be informed through system generated e-mail and SMS alert.
- 11.11. Upon approval and completion of the due process of OMC, the Techno-Commercially Qualified Bidder shall be issued the Notice of Empanelment in terms of Clause 8.21. The Notice of Empanelment shall be sent through registered/ speed post to the office address of the Selected Bidder; a scanned copy of the Agreement/Service Order shall also be uploaded on the e-procurement portal.

## Annexure 1: General Conditions of Contract-Services for Execution of Work / Service Order by Successful Vendor

### 1. Definitions

In the interpretation of the Contract and the general and special conditions governing it, unless the context otherwise requires:

- 1.1. "Contract Price" or "Contract Value" shall mean the price payable to the Service Provider under the Service Order / Agreement for the full and proper performance of his contractual obligations;
- 1.2. "Service Order" or "Contract" or "Agreement" shall mean the Service Order / Agreement and all attached exhibits and documents referred to therein and all terms and conditions thereof together with any subsequent modifications thereto;
- 1.3. "Site" shall mean the place or places named in the Service Order / Agreement or such other place or places at which any work has to be carried out as may be approved by the OMC;
- 1.4. "Service Provider" or "Contractor" shall mean a firm or company with whom the Service Order / Agreement is placed and shall be deemed to include the supplier in successors (approved by OMC) representatives, heirs, executors, administrators and permitted assignee as the case may be;
- 1.5. "Services" means the services specified in the Service Order which the Service Provider has agreed to supply under Service Order / Agreement;

### 2. Scope of Services

- 2.1. Scope of Services shall be as defined in the Special Conditions of Contract / Scope of Services provided to the Empaneled Vendor during the Limited Tender Process and Annexure thereto.

### 3. Instructions, Direction & Correspondence

- A) All instructions and orders to Service Provider shall, excepting what is herein provided, be given by OMC.

- B) All the work shall be carried out under the direction of and to the satisfaction of OMC.
- C) All communications including technical/commercial clarifications and/or comments shall be addressed to OMC shall always bear reference to the Service Order / Agreement.
- D) Invoices for payment against Service Order / Agreement shall be addressed to OMC.
- E) The Service Order / Agreement number shall be shown on all challans / invoices, communications, packing lists, containers and bills of lading (as applicable), etc.

#### **4. Service Order / Agreement Obligations**

- 4.1. If after award of the LoA, the Empaneled Vendor does not acknowledge the receipt of award or fails to furnish the Performance Security within the prescribed time limit (as the case maybe), the OMC reserves the right to cancel the LoA.
- 4.2. Once a Service Order / Agreement is accepted and confirmed and signed, the terms and conditions contained therein shall take precedence over the Service Provider's bid and all previous correspondence.
- 4.3. The Service Order/ Agreement shall, in all respects, deemed to be and shall construe and operate as an Indian Contract in conformity with the Indian Laws.

#### **5. Modification in Service Order / Agreement**

- 5.1. All modifications leading to changes in the Service Order / Agreement with respect to technical and/or commercial aspects including terms of delivery of services, shall be considered valid only when accepted in writing by OMC by issuing amendment to the Service Order / Agreement. Issuance of acceptance or otherwise in such cases shall not be any ground for extension of agreed delivery date and also shall not affect the performance of Service Order / Agreement in any manner except to the extent mutually agreed through a modification of Service Order / Agreement.
- 5.2. OMC shall not be bound by any printed conditions or provisions in the Service Provider's Bid Forms or acknowledgment of Service Order / Agreement, invoices and other documents which purport to impose any conditions at variance with or supplemental to Service Order / Agreement.

## **6. Use of Service Order / Agreement Documents & Information**

- 6.1. The Service Provider shall not, without OMC's prior written consent, disclose any approved plan, drawing, pattern, sample or information furnished by or on behalf of the OMC in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Service Order / Agreement. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purpose of such performance.
- 6.2. The Service Provider shall not, without OMC's prior written consent, make use of any document or information enumerated in Clause 6.1 except for purpose of performing the Service Order / Agreement.

## **7. Patent Rights, Liability & Compliance of Regulations**

- 7.1. Service Provider hereby warrants that the use of the services delivered hereunder will not infringe claims of any patent covering such service and Service Provider agrees to be responsible for and to defend at his sole expense all suits and proceedings against OMC based on any such alleged patent infringement and to pay all costs, expenses and damages which OMC may have to pay or incur by reason of any such suit or proceedings.
- 7.2. The Service Provider shall indemnify OMC against all third-party claims of infringement of patent, trade mark or industrial design rights arising from the services delivered by the Service Provider.
- 7.3. Service Provider shall be responsible for compliance with all requirements under the laws and shall protect and indemnify completely the OMC from any claims/penalties arising out of any infringements.

## **8. Performance Security**

- 8.1. The Service Provider shall furnish Performance Security as per the terms and conditions provided in the Bid document.
- 8.2. The Performance Security shall be for due and faithful performance during the period of execution of the services and is liable for forfeiture in the following cases:
  - If the successful Bidder fails to undertake the work after issuance of LoA, or
  - If the Service Provider abandons the work before its completion or during its extended period, or

- If the work performed by the Service Provider is not as per the Agreement, or
- On breach of Service Order / Agreement by the Service Provider.

8.3. The proceeds of Performance Security shall be appropriated by the OMC as compensation for any loss resulting from the Service Provider's failure to complete his obligations under the Service Order / Agreement without prejudice to any of the rights or remedies the OMC may be entitled to as per terms and conditions of Service Order / Agreement.

8.4. Performance Security shall be extended by the Service Provider in the event of delay in completion of work, as defined in the Service Order / Agreement for any reason whatsoever. OMC's claim period shall remain valid for twelve months after the expiry of the guarantee/warranty/Defect Liability Period or till the satisfactory performance of the objectives of the Service Order / Agreement, whichever is later.

8.5. For the avoidance of doubt, it is hereby clarified, that the Performance Security shall not carry any interest.

## **9. Delivery of Services**

9.1. Delivery of the Services shall be made by the Service Provider in accordance with terms specified in the Special Conditions of Contract.

9.2. The delivery terms are binding and essential and consequently, no delay is allowed without the written approval of OMC. Any request concerning delay will be null and void unless accepted by OMC.

## **10. Terms of Payment**

10.1. Details about the method of payment, payment terms, billings, place of payment, etc. under this Service Order / Agreement shall be specified in the Special Conditions of Contract.

10.2. All payments shall be made in INR only and shall be made directly to the bank account of the Service Provider.

10.3. No advance shall be paid and no letter of credit shall be issued.

10.4. Payment shall be released within 30 (thirty) days after receipt of relevant documents complete in all respects.

- 10.5. No interest charges for delay in payments, if any, shall be payable by OMC.
- 10.6. Defective bills shall be returned to the Service Provider within 7 (seven) working days. No payment shall be made on defective/incomplete bills.

## **11. Subcontracting /out-sourcing/ sub-letting/ Assignment**

- 11.1. The professionals proposed by the agencies during the empanelment should be on the payroll of the agency and should be available for work with OMC, as and when the jobs of OMC come up. The agency is not allowed to subcontract, outsource, sub-let or assign the assigned projects/ jobs to any third party. The replacement of the proposed professionals shall be normally not be allowed except in the case of resignation, medical incapacity or demise of such professionals or any other extraneous circumstances beyond the reasonable control of the agency. Such replacement shall be subject to availability of professionals of equivalent or better qualifications and experience. Any replacement of professionals shall be with the written approval of the key contact from OMC side. However, the OMC management reserves the full right to refuse any such approval without being bound to provide any reason or rationale for such decision.

## **12. Cancellation of Service Order / Agreement**

- 12.1. If the Service Provider fails to fulfil the terms and conditions of the Service Order / Agreement which are spelt out in the Tender Document, OMC shall have the right to terminate the Service Order / Agreement and award the total or balance work (if any) to any other Empaneled Vendor at the risk and cost of the said Service Provider after giving 30 days' notice to the Service Provider as to why the said work shall not be awarded to another entity at his risk and cost. Further the Service Order/Agreement could be terminated by OMC if:

- i) There is a force-majeure situation,
- ii) Service Provider has given false declaration or document including affidavit,
- iii) There is conflict of interest between OMC & Service Provider during the Service Order / Agreement execution,
- iv) The Service Provider defaults in proceeding with the work as per the milestones and/or in complying with any of the terms and conditions, stipulated in the Service Order / Agreement,
- v) The Service Provider or firm or any of the partner represented by the Service Provider, in the subject Service Order / Agreement is adjudged as Insolvent by the concerned authority and further if the Service Provider has been wound up and dissolved,

- vi) The Service Provider assigns/transfers/sub-lets the entire work or a portion thereof without the approval of the Competent Authority,
- vii) The Service Provider offers to give or agrees to give gift or any other consideration tangible or intangible, as inducement or reward for seeking or offering benefits in the Service Order / Agreement as the case may be,
- viii) A court order or an order of a competent statutory forum is received in respect of the Service under consideration of the Service Order / Agreement.

Termination of the agreement shall not relieve the Service Provider of any obligations which expressly or by necessary implication survives termination. Except as otherwise provided in any provisions of the agreement expressly limiting the liability of the Service Provider, shall not relieve the Service Provider of any obligations or liability for loss or damage to OMC arising out of or caused by acts or omissions of the Service Provider prior to the effective date of termination or arising out of such termination. Even if Service Order / Agreement is terminated/abandoned prematurely, OMC reserves the right to deduct/impose penalties and shall remain indemnified, till such time all or any such claims are suitably addressed. OMC reserves the right to appropriate the Performance Security, as a genuine pre-estimated damages suffered by OMC for the non-performance by the Service Provider. OMC may also impose further penalties on the Service Provider such as holidaying/banning/blacklisting for a specific period of time. In all such cases, the decision of OMC shall be final. This notice shall be in accordance with Clause 12.1.

### **13. Right to risk for procurement / rendering of services**

If the Service Provider fails to fulfill the terms and conditions of the Service Order / Agreement, OMC shall have the right to procure the services from any other party for the execution/ completion of the scope of services under the Service Order / Agreement and recover from the Service Provider all charges/expenses/losses/damages which may be suffered by OMC, at the risk and cost of the Service Provider, after giving 15 (fifteen) days of notice to the Service Provider. This will be without prejudice to the rights of OMC for any other action including termination of the Service Order / Agreement.

### **14. Force Majeure**

14.1. "Force Majeure Event" means any event or circumstances or combination of events or circumstances which:

- A) Are beyond the reasonable control of the Party affected by such event (the Affected Party); and cannot by exercise of reasonable diligence, reasonable precautions and reasonable alternative measures (where sufficient time to adopt

such precautions or alternative measures before the occurrence of such event or circumstances is available), be prevented or caused to be prevented;

B) Materially and adversely affects such Party's performance of its duties or obligations or enjoyment of its rights under this Service Order / Agreement.

14.2. As soon as practicable and in any case within 7 (seven) days from the date of occurrence of a Force Majeure Event or the date of knowledge thereof, the Affected Party shall notify the other Party of the same, setting out the details of the Force Majeure Event.

14.3. If the Affected Party is rendered wholly or partially incapable of performing any of its obligations under this Service Order / Agreement because of a Force Majeure Event, it shall be excused from performance of such obligations to the extent it is unable to perform the same on account of such Force Majeure Event.

14.4. If a Force Majeure Event described above, in the reasonable judgment of the Parties, is likely to continue beyond a period of 6 (six) months or any other period as stipulated in the Bid document, the parties may mutually decide to terminate the Service Order / Agreement or continue the Service Order / Agreement on mutually agreed revised terms.

## **15. Dispute Resolution**

15.1. Any dispute, difference or controversy of whatever nature howsoever arising under, or out of, or in relation, to this tender or the Service Order / Agreement (including its interpretation) between OMC and the Service Provider, and so notified in writing by either party to the other party shall, in the first instance, be attempted to be resolved amicably and the parties agree to use their best efforts for resolving all disputes arising under or in respect of this tender promptly, equitably and in good faith. In the event of any dispute between the parties, it is agreed that a discussion shall be held between the Service Provider and OMC within 7 (seven) days from the date of reference to discuss and attempt to amicably resolve the dispute. If such meeting does not take place within the 7 (seven) day period or the dispute is not amicably settled within 15 (fifteen) days of the meeting, the dispute, if referred to, shall be decided by the Civil Court of competent jurisdiction at Bhubaneswar. There shall be no arbitration between the Parties. The provisions of Arbitration & Conciliation Act, 1996 as amended from time to time, shall have no application to the present work.

15.2. Governing law and jurisdiction: This Service Order / Agreement shall be construed and interpreted in accordance with and governed by the laws of State and Central



Government in force in India. The Courts at Bhubaneswar shall have exclusive jurisdiction over all matters arising out of or relating to this Service Order / Agreement.

## **16. Governing Language**

The Service Order / Agreement shall be written in English language as specified by the OMC in the Instruction to Bidders. All literature, correspondence and other documents pertaining to the Service Order / Agreement which are exchanged by the parties shall be written in English language. Printed literature in other language shall only be considered, if it is accompanied by an English translation. For the purposes of interpretation, English translation shall govern and be binding on all parties.

## **17. Notices**

Any notice given by one party to the other pursuant to the Service Order / Agreement shall be sent in writing or by email. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

## **18. Permits & Certificates**

- 18.1. Service Provider shall procure, at his expense, all necessary permits, certificates and licenses required by virtue of all applicable laws, regulations, ordinances and other rules in effect at the place where any of the work is to be performed, and Service Provider further agrees to hold OMC harmless from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules.

## **19. General**

- 19.1. The Service Provider shall be deemed to have carefully examined all Service Order / Agreement documents to its entire satisfaction. Any lack of information shall not in any way relieve the Service Provider of his responsibility to fulfill his obligation under the Service Order / Agreement documents.
- 19.2. The General Conditions of Contract (GCC)-Services shall apply to the extent that they are not superseded by provisions of other parts of the Special Conditions of Contract.
- 19.3. Losses due to non-compliance of Instructions

Losses or damages occurring to the OMC owing to the Service Provider's failure to adhere to any of the instructions given by the OMC in connection with the contract execution shall be recoverable from the Service Provider.

#### **19.4. Recovery of sums due**

All costs, damages or expenses which the OMC may have paid, for which under the Service Order / Agreement, the Service Provider is liable, may be recovered by the OMC (he is hereby irrevocably authorized to do so) from any money due to or becoming due to the Service Provider under this Service Order / Agreement or other Service Orders / Agreements and/or may be recovered by action at law or otherwise. If the same due to the Service Provider be not sufficient to recover the recoverable amount, the Service Provider shall pay to the OMC, on demand, the balance amount.

### **20. Liability and Indemnity**

20.1. Service Provider shall indemnify, defend and hold OMC harmless against:

- a) any and all third party claims, actions, suits or proceedings against OMC, for any loss of or damage to property of such third party, or death or injury to such third party, arising out of breach by the Service Provider of any of its obligations under the Service Order / Agreement, except to the extent that any such claim, action, suit or proceeding has arisen due to a negligent act or omission, breach of the Service Order / Agreement, or breach of statutory duty on the part of OMC, its suppliers and Service Providers, employees, servants or agents; and
- b) any and all losses, damages, costs, and expenses including legal costs, fines, penalties and interest actually suffered or incurred by OMC from third party claims arising by reason of breach by the Service Provider of any of its obligations under this Service Order / Agreement, except to the extent that any such losses, damages, cost & expenses including legal costs, fines, penalties and interest (together to constitute "Indemnifiable Losses") have arisen due to negligent act or omission breach of the Service Order / Agreement, or breach of statutory duty on the part of OMC, its suppliers or Service Providers, employees, servants or agents or any of the representations; and
- c) to the extent of the value of free issue materials to be issued till such time the entire Service Order / Agreement is executed and proper account for the free issue materials is rendered and the left over / surplus and scrap items are returned to OMC. The Service Provider shall not utilize OMC's free issue materials for any job

other than the one contracted out in this case and also not indulge in any act, commission or negligence which will cause / result in any loss/damage to the OMC and in which case, the Service Provider shall be liable to OMC to pay compensation to the full extent of damage / loss and undertake to pay the same.

- 20.2. OMC remains indemnified (even if the Service Order / Agreement ends pre-maturely) towards all or any obligations due to OMC by the Service Provider and shall continue to remain in force till such time all or any such claims are suitably addressed.

## **21. Publicity & Advertising**

Service Provider shall not without the written permission of OMC make a reference to OMC or any Company affiliated with OMC or to the destination or the description of goods or services supplied under the Service Order / Agreement in any publication, publicity or advertising media.

## **22. Blacklisting**

Blacklisting of a business concern/entity or supplier may be resorted to in following cases:-

- i) If the Proprietor or Partner or Director of the business concern/entity is convicted by a Court of Law, following prosecution under the normal process of Law for an offence involving moral turpitude in relations to business dealings;
- ii) If security consideration of the state i.e. any action that jeopardize the security of the State.
- iii) If there is justification for believing that the Proprietor or Partner or Director of the Concern/entity has been guilty of malpractices such as bribery, corruption, cheating, fraud and tender fixing etc.
- iv) If the business concern/entity refuses / fails to return the OMC's dues without adequate cause;
- v) If the business concern/entity is blacklisted by any Department of the Central Government / State Government/Central PSU/State PSU.
- vi) If the business concern/entity is a concern/entity evader of Central / State taxes / duties for which OMC has received notice from the concerned department of Central / State Govt.
- vii) If violation of important conditions of contract/agreement.
- viii) If submission of false/fabricated/forged documents for consideration of a tender

## **23. Statutory and Legal requirements**

- 23.1. The Service Provider shall comply with all the statutory and legal requirements and requirements for obtaining license under the Contract Labour (Regulation and Abolition) Act 1970 and shall bear all necessary expenses in this regard.
- 23.2. The Service Provider shall abide by the applicable statutory provisions on minimum wages, payment of wages, EPF, ESI, gratuity, retrenchment, leave and leave encashment, health care, uniform and compensation to its employees and workmen.
- 23.3. The Service Provider shall not take any action in relation to handling of its personnel which may adversely affect the existing labour relations of OMC. The Service Provider has to maintain close liaison and cordial relations with the local people and the unions.

#### **24. Compliances to policies and standards adopted or to be adopted by OMC**

- 24.1. The Service Provider shall abide by and ensure compliance with the following policies and standards adopted or to be adopted by OMC:
  - i) Social accountability standard SA8000 standard – details available at the website. OMC has adopted this certification standard Towards this, the Service Provider shall ensure that all certification requirements applicable to it are met by it at its own costs.
- 24.2. ISO certification: OMC is an ISO 9001: 2000 certified organization. The Service Provider shall ensure that all certification requirements applicable to it are met by it at its own costs and to the satisfaction of OMC and the certifying authority.

#### **25. Safety**

- 25.1. The Service Provider shall comply with all the stipulations and requirements of DGMS as well as with other applicable laws concerning mine safety and as applicable and relevant to its scope of services. The Service Provider shall at all times be responsible to carry out all operations as per the extant applicable laws. The Service Provider shall also be responsible for complying with the statutory obligations of the state Pollution Control Board and other environmental and safety regulations. The Service Provider shall ensure that its operations create no hazards or disturbance for the surrounding inhabitants and areas.

- 25.2. OMC may from time to time audit the safety practices employed by the Service Provider and the Service Provider shall comply with the recommendations/ directions made by OMC as a result of such audit.
- 25.3. During the course of the contract period, if any accident occurs whether major or minor in which the Service Provider or its employees are involved or are responsible, the Service Provider shall immediately inform OMC without any delay.
- 25.4. The Service Provider shall indemnify OMC from any liability falling on OMC due to any accident, whether minor or major, or by any act of commission/omission by the Service Provider or by its representatives or by its employees. If OMC is made liable for any such claim by the court of law or any other authority, the same shall be reimbursed to OMC by the Service Provider as if OMC has paid on their behalf. The same shall be adjusted from the invoices payable by OMC to the Service Provider, if not paid within a period of 30 (thirty) days of such payment being made by OMC.

## Annexure 2: Special Conditions of Contract

### 1. General

- 1.1. These Special Conditions of Contract delete, amend or add to the clauses in the General Conditions of Contract. In the event of an inconsistency, these Special Conditions of Contract shall supersede or take precedence over the General Conditions of Contract to the extent of that inconsistency.

### 2. Scope of work, service requirements including technical parameters

- 2.1. OMC plans to empanel agencies having experience in SAP implementation and development. The tenure of the empanelment shall be for 5 (five) years. During the period of the empanelment, OMC shall approach the empaneled agencies as and when any SAP development work requirements come up in OMC.
- 2.2. During the tenure of Contract, limited tender shall be floated to Empaneled Agency for provide its quote on Scope of Work Provided by the OMC . For each job, the agency shall be chosen from amongst the empaneled agencies based on the lowest price offer.
- 2.3. The modules where SAP development work may come up with OMC are as follows:
  1. ABAP
  2. Sales and distribution
  3. Materials management
  4. Production planning
  5. FICO
  6. HR
  7. ESS
  8. Payroll
  9. Project System

### 3. Terms and tenure of the empanelment

- 3.1. The overall tenure of the empanelment is for 5 (five) years .
- 3.2. During this time period of empanelment, as and when requirement for SAP development jobs/ projects come up in OMC, OMC shall send enquiries to all the empaneled agencies to submit their offers to take up the jobs. The empaneled agency which submits the lowest price shall be selected as the agency to take up the job and thereafter issued the

work order. In case of insufficient response to any enquiry sent by OMC, OMC reserves the right to send a fresh enquiry to the empaneled agencies.

#### **4. Payment Terms**

- Successful Bidder to raise invoice to Head IT, HO.
- Payment shall be made 100% after completion of Service if the job is of less than 3 months.
- For projects more than 3 months, the payment may be done in steps based on milestone achievement, depending upon the scope of work and same shall be provided in Limited Tender Document.

#### **5. Location of the work:**

- 5.1. The location of the work shall be both the agency's own offices as well as the OMC office at Bhubaneswar as per the requirement.
- 5.2. In case the work has to be done at any other locations of OMC outside Bhubaneswar, OMC shall arrange for the travel for to and from travel from Bhubaneswar to such locations as well as for food and accommodation at the guest houses of OMC at such locations on a free of cost basis. Also, any licensing, software and hardware costs, if any, shall also be borne by OMC directly.

#### **6. Taxes & Duties**

##### **6.1. Indirect Taxes**

- A) The Service Provider agrees to and, hereby accepts full and exclusive liability for payment of any and all taxes, duties, charges and levies as per the Applicable Laws as applicable for the Scope of Supply in accordance with the provisions of this Service Order / Agreement. In case it is increased or decreased under any statute, rules, regulations, notifications, etc. of any Authority, the impact shall be to the account of OMC subject to submission of documentary evidence to the satisfaction of OMC.
- B) In case any fresh tax is imposed by any Authority under any Applicable Law during the Contract Period, the Service Provider shall deposit the same to the appropriate Authority which shall be reimbursed by OMC on actuals and upon submission of documents evidencing such payment.

- C) Obligations relating to Goods and Services Tax (GST)
- i) The Service Provider should have registration under GST Acts
  - ii) The Service Provider has to raise Invoice as required under section 31 of the GST Act and relevant Rules made there under.
  - iii) The Invoice should contain the following particulars as required under Rule 46 of CGST Rules;
    - a. Name, address and Goods and Services Tax Identification Number of the Supplier;
    - b. A consecutive serial number not exceeding sixteen characters, in one or multiple series, containing alphabets or numerals or special characters- hyphen or dash and slash symbolised as “-” and “/” respectively, and any combination thereof, unique for a financial year;
    - c. Date of its issue;
    - d. Name, address and Goods and Services Tax Identification Number or Unique Identity Number, if registered, of the recipient;
    - e. Harmonised System of Nomenclature code for goods or SAC code for services;
    - f. Description of goods or services;
    - g. Quantity in case of goods and unit or Unique Quantity Code thereof;
    - h. Total value of supply of goods or services or both;
    - i. Taxable value of the supply of goods or services or both taking into account discount or abatement, if any;
    - j. Rate of tax (Central tax, State tax, integrated tax, Union territory tax or Cess);
    - k. Amount of tax charged in respect of taxable goods or services (Central tax, State tax, integrated tax, Union territory tax or Cess);
    - l. Place of supply along with the name of the State, in the case of a supply in the course of Inter-State Trade or Commerce;
    - m. Address of delivery where the same is different from the place of supply;
    - n. Whether the tax is payable on reverse charge basis; and
    - o. Signature or digital signature of the supplier or his authorised representative.
  - iv) The Service Provider should file the GST Returns as required in the GST



Acts, and details of Invoice submitted to OMC and GST amount charged thereon should reflect in Form GSTR-2A within a reasonable time, so as to make OMC enable to take Input Tax Credit (ITC) of the GST amount paid against those invoices.

- v) If due to any reason attributable to the Service Provider, Input credit of the GST amount paid on Invoices raised by the Service Provider is not available to OMC/denied by the dept. then the same will be recovered from the payments of the Service Provider or the Service Provider has to deposit an equivalent amount.
- vi) The Service Provider has to comply with all the Provisions of GST Acts, Rules and Notifications issued there under.
- vii) The Service Provider will comply with the "Anti profiteering Measure" as required under Section 171 of the CGST Act.
- viii) The Service Provider hereby undertakes to indemnify OMC, from any liabilities arising in future due to noncompliance by the Service Provider of the GST Acts, Rules and any other Acts currently in force and applicable to the Service Provider in relation to the job assigned to the Service Provider by OMC.

## 6.2. Direct Taxes

TDS as applicable shall be deducted under Income Tax Act,1961 and certificate of deduction shall be provided by OMC to the Service Provider in accordance with the provisions of Income Tax Act,1961.

## 7. Liquidated Damages

- 7.1. If the Service Provider fails to deliver the services within the delivery period and any extension thereof, unless such failure is due to force majeure situation or due to OMC's default, liquidated damages (LD) shall be imposed by OMC on the Service Provider. However, imposition of LD shall be without prejudice to the other remedies available to OMC under the terms of the Service Order / Agreement.
- 7.2. In case of delay in delivery of the services, the LD shall be calculated as 2% (two per cent) of the Contract value (excluding taxes and duties) in respect of which the delay in delivery has occurred for each month or part thereof of delay, subject to a maximum value of 10% of the value of the Contract (excluding taxes and duties). GST on LD shall be recovered in addition to the LD amount.

- 7.3. The delivery period shall start from the date of acceptance of the Service Order / Agreement or seven days from the date of issue of Service Order / Agreement, whichever is earlier.
- 7.4. OMC shall have full liberty to realise the LD through the following ways:
- A) Appropriation of the Performance Security; OR
  - B) Reduction of the invoice/document value and release of the payment accordingly
- 7.5. Any waiver of LD shall be at the sole option of OMC only and any extension must be in writing and with the approval of the competent authority of OMC.
- 7.6. If at any time during the Service Order / Agreement, the Service Provider encounters conditions that may impact the timely performance of services, the Service Provider shall promptly notify to OMC in writing of the fact of the delay, it's likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the OMC shall evaluate the situation and may at its discretion waive the LD on the request of the Service Provider.

## **8. Designated nodal officer and key contacts of OMC**

**Name** Pradip Kumar Biswal  
**Designation:** General Manager (IT)  
**Email:** pkbiswal@odishamining.in

## **9. Limitation of Liability**

- 9.1. Notwithstanding anything contrary contained herein, the aggregate total liability of Service Provider under the Service Order / Agreement or otherwise shall be limited to 100% of Service Order / Agreement price. However, neither party shall be liable to the other party for any indirect and consequential damages, loss of profits or loss of production.

## **10. Compliances to policies and standards adopted or to be adopted by OMC**

- 10.1. The Service Provider shall abide by and ensure compliance with the following policies and standards adopted or to be adopted by OMC:

- i) Integrated Management System (IMS) policy of OMC – as available on the website of OMC (<http://omcltd.in/2016/Portals/0/PDF/English.pdf>) and as may be updated by OMC from time to time
- ii) Sustainable Development Framework (SDF) – The Ministry for Mines, Government of India has implemented a “Star Rating” system for mining leases to promote sustainable development practices, which includes addressing the social impact of resettlement and rehabilitation and key information’s of the mining activity including mines basic information’s environmental safe guard measures, CSR activities as a whole. A star rating program is the implementation to be given to mining leases for the efforts and initiatives taken for implementation of the SDF. In order to implement its performance with respect to the SDF on environmental, social and operational aspects, OMC has constituted a Sustainable Development Unit (SDU). In this context, the Service Provider shall adhere to implement at its own costs all aspects, requirements and directives of the SDF and SDU as may be applicable to the Service Provider.

## Annexure 2A: Proforma of the Agreement to be Signed between OMC and the Service Provider

Ref: [•]

This Agreement (hereinafter called the “Agreement”) is made on this [•] day of the month of [month], [year].

### BETWEEN

Odisha Mining Corporation Limited, an undertaking of the Government of Odisha and having its head office at OMC House, Bhubaneswar-751001 (hereinafter referred to as “OMC”, which expression shall, unless repugnant to or inconsistent with the context, mean and include its successors and assigns) of the first part.

### AND

M/s. [•], a company incorporated under the provisions of the Companies Act, 1956/2013 or a registered partnership firm under the provisions of the Indian Partnership Act, 1932 or a LLP firm registered under LLP Act, 2008 and having its registered office at [•] (hereinafter referred to as the “Service Provider” which expression shall unless repugnant to or inconsistent with the context, mean and include its successors and assigns) of the other part.

### WHEREAS

- i) the Service Provider, in the ordinary course of its business, is engaged in providing [•] services to its clients, and have represented to OMC through their bid(s), against Bid document No. [•] dated [•] for Empanelment and against Bid document No. [•] dated [•] for Price Bid (hereinafter called the “Tenders”) for the Procurement of Services - [•] (through e-tendering);
- ii) on the basis of the said Tender, OMC has adjudged the Service Provider as a successful Bidder and issued Letter of Award (LoA) No. [•] dated [•] for the same;
- iii) the Service Provider has agreed through their letter of acknowledgement vide letter No. [•] dated [•] to perform and undertake the scope of work as described in the Tender;
- iv) the Service Provider is being engaged to provide the required services on the terms and conditions set forth in this Agreement;

NOW THEREFORE THE PARTIES hereby agree as follows:

1. The mutual rights and obligations of the Service Provider and OMC shall be as set forth in this Agreement, in particular:
  - (a) The Service Provider shall provide out the services in accordance with the provisions of this Agreement; and
  - (b) OMC shall make payments to the Service Provider in accordance with the provisions of this Agreement.
  
1. Conditions of Contract
  - (a) Contract Period: <include relevant clauses from SCC>
  - (b) Payment Terms: <include details related to the final quoted /negotiated prices>
  - (c) <Other important terms and conditions may be included>
  - (d) The Agreement shall be governed by the laws of India and the courts of Bhubaneswar shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with this Agreement
  - (e) This Agreement has been executed in English, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Agreement
  - (f) All the terms and conditions as per the Bid document No. [•] dated [•] for Empanelment and Bid document No. [•] dated [•] for Price Bid (including the General Conditions of Contract and Special Conditions of Contract) shall be applicable for this Agreement

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective authorized representatives on the day and year first before written.

For and on behalf of Odisha Mining Corporation  
 (Authorized Representative)  
 Name:  
 Designation:  
 Odisha Mining Corporation  
 OMC House, Bhubaneswar-751001

For and on behalf of M/s.  
 (Authorized Signatory)  
 Name:  
 Designation:  
 Name of the Service Provider:  
 Address:

In presence of the following witnesses

Name:  
Designation:  
Odisha Mining Corporation  
OMC House, Bhubaneswar-751001

Name:  
Designation:  
Name of the Service Provider:  
Address:

### Annexure 3: Format for Power of Attorney

**(to be executed on INR 100 non judicial stamp paper and to be duly notarized)**

Known all men by these presents, we..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. (name), ..... son/daughter/wife of ..... and presently residing at ....., who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our tender against the Bid document no. [•] dated [•] published by the Odisha Mining Corporation Limited for the “Procurement of Services – [•]”, including but not limited to signing and submission of all applications, bids and other documents and writings,

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... 20[•].

For

Witnesses

.....  
(Signature, name, designation and address)

1.

2.

Accepted

(Signature)  
(Name, Title and Address of the Attorney)

## Annexure 4: Covering Letter

(On Bidder's Letter Head)

[Location, Date]

To:

[●]

Odisha Mining Corporation Ltd.

Bhubaneswar

Dear Sir,

I, the undersigned, offer to provide the services for the proposed assignment in respect to your Bid document No. \_\_\_\_\_, Dated: \_\_\_\_\_. I hereby submit the Bid which includes this Techno-Commercial Bid. Our Bid will be valid for acceptance up to <Nos.> Days and I confirm that this Bid will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this Techno-Commercial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. If negotiations are held during the period of validity of the Bid, I undertake to negotiate on the basis of the Bid submitted by us. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Bid document and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this Bid and to bear any further pre-contract costs. In case, any provisions of this Bid document/ ToR including of our Techno-Commercial Bid is found to be deviated, then OMC shall have rights to reject our Bid including forfeiture of the Earnest Money Deposit absolutely. I confirm that, I have the authority to submit the Bid and to clarify any details on its behalf.

I understand you are not bound to accept any Bid you receive.

I remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:



## Annexure 5: Bidder's Organization Details

[Provide here a brief (max. 10 pages) description of the background and organization of the

Sl. No.	Description	Full Details
1.	<b>Name of the Bidder:</b>	
2.	<b>Address for communication:</b> Tel : Fax: Email id :	
3.	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id :	
4.	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
5.	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	Yes / No
6.	<b>Tender Paper Cost Details</b>	
7.	<b>PAN</b>	
8.	<b>GSTIN</b>	
9.	<b>Annual Turnover in last three years FY [●], FY [●], FY [●]: Average Annual Turnover for above three Financial Years: (Audited Statements to be enclosed)</b>	
10.	<b>Audited Net worth of Agency as on [●] (Positive/ Negative):</b>	
11.	<b>Experience in Similar Assignment:</b> <ul style="list-style-type: none"> <li>• Number of years:</li> <li>• Total assignments:</li> <li>• Assignment completed in last [●] years:</li> <li>• Similar Assignments in last [●] years:</li> </ul>	
12.	<b>Any Award or Felicitation received by your Agency:</b>	
13.	<b>Any Other Relevant Details:</b>	
14.	<b>Organization Chart Attached</b>	<b>Yes/No</b>

## Annexure 6: Bidder's Experience

<b>Assignment Name:</b>		<b>Country:</b>
<b>Location within Country:</b>		<b>Site Professional Provided by Your Firm/Entity (Profiles):</b>
<b>Name of Firm/Entity:</b>		<b>No. of Site professionals:</b>
<b>Address:</b>		<b>No. of Site Professionals-Months:</b> <b>Duration of Assignment:</b>
<b>Start Date</b> <b>(Month / Year)</b>	<b>Completion Date</b> <b>(Month / Year)</b>	<b>Value of Services (in Indian Rupee):</b>
<b>Name of Associated Consultants, If Any:</b>		<b>No. of Months of Professions; Provided by Associated Consultants:</b>
<b>Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:</b>		
<b>Narrative Description of project:</b>		
<b>Description of Actual Services * Provided by Your Site Professionals:</b>		

\* (Completion Certificate from Employer regarding experience should be furnished)

Firm's Name: Signature of Authorized Signatory:

## Annexure 7: Format for Submission of Curriculum Vitae (CV)

*Color passport  
size photograph  
of the  
professional*

<Name of the expert/ professional>

Summary:			
<Summary of the experience, qualifications and other credentials of the expert/ professional>			
<b>1. Proposed Position:</b>			
<b>2. Name of Firm:</b>			
<b>3. Name of Expert:</b>			
<b>4. Date of Birth:</b>		<b>Citizenship:</b>	
5. Education:			
College/ University Attended		Degree/ Certificate	Date Obtained
<b>1. Membership of Professional Associations:</b>			
<b>7. Other Training:</b>			
<b>8. Languages:</b>			
9. Employment Record:			
From (Year)	To (Year)	Employer	Positions held

**10. List all task to be performed under this project and corresponding experience of the expert/ professional:**

Task Assigned	Experience

**11. Certification:**

- I. I, the undersigned, certify to the best of my knowledge and belief that:
- II. This CV correctly describes my qualifications and my experience.
- III. I am not currently employed by OMC.
- IV. In the absence of medical incapacity, I will undertake this assignment for the duration provided team mobilization takes place within the validity of this proposal or any agreed extension thereof.
- V. I am willing to work on the project and I will be available for entire duration of the project assignment and I will not engage myself in any other assignment during the currency of this assignment on the project
- VI. I, the undersigned, certify that to the best of my knowledge and belief, this curriculum vitae correctly describes me my qualification and my experience I am committed to undertake the assignment within the validity of Proposal.
- VII. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

**Date:**

**To be signed by both the professional/ expert as well the authorized signatory of the Bidder**

## Annexure 8: Declaration by the Bidder

**(to be executed on INR 100 non judicial stamp paper and to be duly notarized)**

Date: \_\_\_\_\_

Sub: Tender No. \_\_\_\_\_

In response to the Tender Document above stated, I/We hereby declare and solemnly swear that our Company/ firm \_\_\_\_\_ is not banned/blacklisted as on date by any competent court of Law, forum or any State Government or Central Government or their agencies or by any statutory entities or any PSUs.

AND, if at any stage the declaration/statement on oath is found to be false in part or otherwise, then without prejudice to any other action that may be taken, I/We, hereby agree to be treated as a disqualified Bidder for the ongoing Contract.

In addition to the disqualification our concern/entity may be banned/blacklisted.

AND, that I/We, shall have no right whatsoever, to claim for consideration of my/our bid at any stage, and the tender, if any to the extent accepted may be cancelled.

Signature of the Deponent

(Authorized signatory of the Bidder with Seal)

Date:

Place:

## Annexure 9: Check-list for the Techno-Commercial Bid

### (to be enclosed with the Techno-Commercial Bid)

1. Name of the Bidder, Postal address & Registered Office:
2. Type of organization:
3. Contact name & designation of the Authorized Signatory of the Bidder & contact number:
4. Official email, phone, fax:
5. Official website:

Sl. No.	Qualification Requirement	Complied	Documents
1	Bidder's Experience – Documents in support of meeting Technical Criteria and Financial Criteria (Refer Chapter 7 and Clause 8.15.1)		
2	Incorporation related documents (Refer Clause 8.15.1)		
3	Tax related documents (Refer Clause 8.15.1)		
4	Declaration by the Bidder – Annexure 8		
5	Proof of payment of Tender Paper Fee		
6	Bid Security Declaration in lieu of EMD (Annexure 12)		
7	Power of Attorney - Annexure 3		
8	Covering Letter – Annexure 4		
9	Bidder's Organization Details – Annexure 5		
10	Team Composition – Annexure along with CVs of professionals as per format in Annexure 7		
11	Signed copy of check list with seal - Annexure 9		
12	Bank details – Annexure 10		

Date

Signature of the Authorized Signatory of the Bidder with Seal

## Annexure 10: Mandate Form - on the letterhead of the Bidder

To

Odisha Mining Corporation Limited

OMC House, Post Box No. – 34, Unit 5, Bhubaneswar

Odisha – 751001

**Sub: Mandate for payment through electronic mode i.e. EFT/NEFT/RTGS**

Dear Sir,

We are hereby giving our consent to get all our payments due from Odisha Mining Corporation Ltd. through electronic mode i.e. EFT/NEFT/RTGS. We also agree to bear all the bank charges payable in this regard.

**(Please furnish the information in capital letter)**

1. Name of the Bidder
2. Address of the Bidder

PIN Code			
IT PAN			
e-mail Id		Mobile No	
Phone		FAX No	

3. Bank Particulars

Bank Name					
Branch Name					
Branch Place					
Account No.					
Account Type	Saving/Current/Cash Credit		Branch State		
RTGS Enable	Yes/No	NEFT Enabled	Yes/No	Core-Bank Enabled *	Yes/No
Branch Code		MICR Code		IFSC Code	

\* In case of Bidders having Bank account in Union Bank of India

4. Effective Date

We hereby declare that the particulars furnished are correct & complete. If any transaction is delayed or not effected for incomplete/incorrect information/any other technical reasons, we will not hold the OMC Ltd. responsible.

Date

Signature of the Authorized Signatory of the Bidder with Seal

Certified that the Bank particulars furnished are correct as per our record.

Date:

Signature of the Bank with seal



## Annexure 11: Format for Performance Security

*BG should be obtained from Nationalised/ Scheduled Bank and should be operable and invokable at its Branch in Bhubaneswar*

(To be executed on INR 100/- non-judicial stamp paper)

B.G. No.

Dated:

WHEREAS:

- (A) ..... (“AGENCY”) and Odisha Mining Corporation having its office at OMC House, Bhubaneswar – 751 001 (“OMC”) has issued a Letter of Award (LoA) dated ..... (the “LoA”) whereby OMC has agreed to engage the Agency for ..... (the “agreement”).
- (B) The Letter of Award requires the AGENCY to furnish Performance Security to OMC of a sum of INR \_\_\_\_\_/- (the “Guarantee Amount”) as security for due and faithful performance of its obligations, under and in accordance with the AGREEMENT, for a period of \_\_\_\_\_ (the “Guarantee Period”).
- (C) We, ..... through our branch at .....(Bhubaneswar) (the “Bank”) have agreed to furnish this bank guarantee (“Bank Guarantee”) as Performance Security. NOW, THEREFORE, the Bank hereby, unconditionally and irrevocably, guarantees and affirms as follows:

1. The Bank hereby, unconditionally and irrevocably, guarantees and undertakes to pay to OMC upon occurrence of any failure or default in due and faithful performance of all or any of the AGENCY’s obligations, under and in accordance with the provisions of the agreement, on its mere first written demand, and without any demur, reservation, recourse, contest or protest, and without any reference to the Agency, such sum or sums up to an aggregate sum of the Guarantee Amount as OMC shall claim, without OMC being required to prove or to show grounds or reasons for its demand and/ or for the sum specified therein.
2. A letter from OMC that the AGENCY has committed default in the due and faithful performance of all or any of its obligations under and in accordance with the agreement shall be conclusive, final and binding on the Bank. The Bank further agrees that OMC shall be the sole judge as to whether the AGENCY is in default in due and faithful performance of its obligations under the agreement and its decision that the Agency is in default shall be final, and binding on the Bank, notwithstanding any difference between OMC and the Agency, or any dispute between them pending before any court, tribunal, arbitrator or any other judicial

or quasi-judicial body or by the discharge of the Agency for any reason whatsoever.

3. In order to give effect to this Bank Guarantee, OMC shall be entitled to act as if the Bank were the principal debtor and any change in the constitution of the Agency and/ or the Bank, whether by their absorption with any other body or corporation or otherwise, shall not in any way or manner affect the liability or obligation of the Bank under this Bank Guarantee.
4. It shall not be necessary, and the Bank hereby waives any necessity, for OMC to proceed against the Agency before presenting to the Bank its demand under this Bank Guarantee.
5. OMC shall have the liberty, without affecting in any manner the liability of the Bank under this Bank Guarantee, to vary at any time, the terms and conditions of the agreement or to extend the time or period for the compliance with, fulfilment and/ or performance of all or any of the obligations of the AGENCY contained in the agreement or to postpone for anytime, and from time to time, any of the rights and powers exercisable by OMC against the AGENCY, and either to enforce or forbear from enforcing any of the terms and conditions contained in the agreement and/ or the securities available to OMC, and the Bank shall not be released from its liability and obligation under this Bank Guarantee by any exercise by OMC of the liberty with reference to the matters aforesaid or by reason of time being given to the AGENCY or any other forbearance, indulgence, act or omission on the part of OMC or of any other matter or thing whatsoever which under any law relating to sureties and guarantors would, but for this provision, have the effect of releasing the Bank from its liability and obligation under this Bank Guarantee and the Bank hereby waives all of its rights under any such law.
6. This Bank Guarantee is in addition to, and not in substitution of, any other guarantee or security now or which may hereafter be held by OMC in respect of, or relating to, the agreement or for the fulfillment, compliance and/ or performance of all or any of the obligations of the Agency under the agreement .
7. Notwithstanding anything contained hereinbefore, the liability of the Bank under this Bank Guarantee is restricted to the Guarantee Amount and this Bank Guarantee will remain in force until the expiry of the Guarantee Period, and unless a demand or claim in writing is made by OMC on the Bank under this Bank Guarantee no later than twelve (12) months from the date of expiry of the

Guarantee Period, all rights of OMC under this Bank Guarantee shall be forfeited and the Bank shall be relieved from its liabilities hereunder.

8. The Bank undertakes not to revoke this Bank Guarantee during its validity, except with the previous express consent of OMC in writing, and declares and warrants that it has the power to issue this Bank Guarantee and the undersigned has full powers to do so on behalf of the Bank.
9. Any notice by way of request, demand or otherwise hereunder may be sent by hand/messenger or by post addressed to the Bank at its above referred branch, which shall be deemed to have been duly authorized to receive such notice and to effect payment thereof forthwith, and if sent by post it shall be deemed to have been given at the time when it ought to have been delivered in due course of post and in proving such notice, when given by post, it shall be sufficient to prove that the envelope containing the notice was posted and a certificate signed by an officer of OMC that the envelope was so posted shall be conclusive.
10. This Bank Guarantee shall come into force with immediate effect and shall remain in force and effect until the expiry of the Guarantee Period (including the claim period) or until it is released earlier by OMC pursuant to the provisions of the agreement.
11. Capitalized terms used herein, unless defined herein, shall have the meaning assigned to them in the agreement.
12. Notwithstanding anything contained herein:
  - i) Our liability under this Bank Guarantee shall not exceed INR .....
  - ii) The Bank Guarantee shall be valid up to ..... (“Expiry Date including claim period” ..... of the Bank Guarantee).
  - iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and if you serve upon us a written claim or demand made in the manner prescribed in this Bank Guarantee on or before ..... (Claim Period of the Bank Guarantee) at our Branch at \_\_\_\_\_ Bhubaneswar.
  - iv) After claim period all your rights under this Bank Guarantee will be forfeited and we shall be relieved and discharged from all liabilities thereunder, irrespective of whether the original has been returned to us or not.

13. The Bank Guarantee is issued in paper form and Advice transmitted through SFMS with required details to the beneficiary's advising bank (UNION BANK OF INDIA, OMC CAMPUS BRANCH, BHUBANESWAR, IFSC CODE UBIN0810592)

Signed and Delivered by \_\_\_\_\_ Bank By the hand of Mr./Ms. \_\_\_\_\_, its \_\_\_\_\_ and authorized official.

(Signature of the Authorized Signatory) (Official Seal)

NOTE:

- i. The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Bank Guarantee.
- ii. The address, telephone number and other details of the head office of the Bank as well as of issuing branch should be mentioned on the covering letter of issuing Branch.

For \_\_\_\_\_ [Indicate name of Bank]

Signature.....

Full Name.....

Designation.....

Power of Attorney No.....

Date.....

Seal of the Bank.....

WITNESS: (SIGNATURE WITH NAME AND ADDRESS)

(1)

Signature.....

Full Name.....

(2)

Signature.....

Full Name.....

## Annexure 12: Format of Bid Security Declaration in lieu of EMD (On Bidders Letter head)

Bid Security Declaration Form

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To (insert complete name and address of the Bidder)

I/We, the undersigned, declare that:

I/We, understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification, if I am /We are in a breach of any obligation under the bid conditions as mentioned in Clause 8.7.2. of Tender Document.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the Empaneled Vendors, upon the earlier of (i) the receipt of your notification of the name of the Empaneled Vendors; or (ii) thirty days after the expiration of the validity of my/our Bid.

Further, If empaneled, this declaration shall be valid till the completion of empanelment period.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

## Annexure 13: Format of Price Bid

This format is tentative and may change at the time of publication of Limited Tender to Empaneled Vendor.

Sl. No.	Items	UOM	Qty	BASIC RATE per each in Figures To be entered by the Bidder INR	TOTAL AMOUNT Without GST	TOTAL AMOUNT In Words
A	Scope of Work as published in Limited Tender to Empaneled Vendors	Lumpsum	1			