

Bihar Rural Livelihoods Promotion Society
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NATIONAL COMPETITIVE BIDDING FOR
THE SUPPLY OF SELF HELP GROUP & VILLAGE ORGANIZATION BOOKS OF RECORDS

BID REFERENCE	: Pro / B1.15 & B1.16 / Brllps / 2011-12
DATE OF COMMENCEMENT OF ISSUE OF BIDDING DOCUMENT	: 04-01-2012
LAST DATE FOR ISSUE OF BIDDING DOCUMENT	: Upto 15.30 Hours dt 03-02-2012
LAST DATE AND TIME FOR RECEIPT OF BIDS	: Upto 16.00 Hours dt 03-02-2012
TIME AND DATE OF OPENING OF BIDS	: At 16.30 Hours dt 03-02-2012
PLACE OF OPENING OF BIDS	: Conference Room of BRLPS , Patna .
ADDRESS FOR COMMUNICATION	:Bihar Rural Livelihoods Promotion Society, Vidyut Bhawan, Annexe- II, Bailey Road, Patna -800021, Bihar

SECTION I: INVITATION FOR BIDS (IFB)

NATIONAL COMPETITIVE BIDDING FOR THE SUPPLY OF VILLAGE ORGANIZATION BOOKS OF RECORDS
SECTION I. INVITATION FOR BIDS (IFB)

Date : 4th January 2012
 Credit No. : 4323- IN
 IFB No. : Pro / B1.15 & B1.16

- The Government of Bihar has received a Credit (Credit 4323-IN) from the International Development Association in various currencies towards the cost of Bihar Rural Livelihoods Project and it is intended that part of the proceeds of this credit will be applied to eligible payments under the contracts for which this Invitation for Bids is issued.
- The Bihar Rural Livelihoods Promotion Society now invites sealed bids from eligible bidders for supply of :-

(A) SELF HELP GROUP BOOKS OF RECORDS (Procurement no B1.15) as listed below

Schedule	Brief Description of Item with specification	Estimated Quantity (No.)*	Bid Security Rs.	Delivery Period from the date of purchase order.			Place of Delivery
A1	Transaction book	45000	135000.00	25000 sets within 60 days	Next 10000 sets within 90 days.	Next 10000 sets within 120 days.	To be delivered at 55 Block Offices, 7 District Offices and Patna Office
A2	Saving Cum Loan Ledger	45000					
A3	Pass-Book	675000					
A4	Minute – books	45000					

(B) VILLAGE ORGANIZATION BOOKS OF RECORDS (Procurement no. B1.16) as listed below:

Schedule	Brief Description of Item with specification	Estimated Quantity (No.)*	Bid Security Rs.	Delivery Period	Place of Delivery
B1	Receipt Vouchers Books	35000	75000.00	60 days	To be delivered at 55 Block Offices, 7 District Offices and Patna Office
B2	Payment Vouchers Books	35000			
B3	Deposit Contra Vouchers Books	7500			
B4	Withdrawal Contract Vouchers Book	7500			
B5	General Ledger Books	10000			
B6	Cash Book	10000			
B7	Saving Cum Loan Ledger	10000			
B8	Sale Registers	6000			
B9	Collection Registers	6000			
B10	Stock Registers	6000			
B11	Membership Cum Shareholding Registers	7500			
B12	Financial statements registers	7500			
B13	Sale Bill	6000			
B14	VO Pass Books	100000			
B15	VO Minutes Book	5000			
B16	Format for Micro planning	35000			

- Interested eligible Bidders may obtain further information from and inspect the bidding documents at the office of the Bihar Rural Livelihoods Promotion Society, Patna, Bihar.
- A complete set of bidding documents may be purchased by any interested eligible bidder on the submission of a written application to the above office and upon payment of a non-refundable fee as indicated below in the form of a Demand Draft in favour of Bihar Rural Livelihoods Promotion Society, payable at Patna.
 Or,
 It can be downloaded from the website and charges can be paid in form of a Demand Draft in favour of *Bihar Rural Livelihoods Promotion Society, payable at Patna.*
- The provisions in the Instructions to Bidders and in the General Conditions of contract are based on the provisions of the World Bank Standard Bidding Document - Procurement of Goods.

6. The bidding document may be obtained from the office of Bihar Rural Livelihoods Promotion Society during office hours from 11.00 hrs to 15.30 hrs. on all working days either in person or by post.
- | | | |
|-----|--|--|
| (a) | Price of bidding document
(Non-Refundable) | : Rs 1000.00 |
| (b) | Postal charges, inland | : No need, can be downloaded from Website and submitted with cost (in form of DD) with document. |
| (c) | Postal charges, overseas | : No need, can be downloaded from Website and submitted with cost (in form of DD) of document. |
| (d) | Date of commencement of sale of bidding document | : 4 th January 2012 |
| (e) | Last date for sale of bidding document | : Upto 15.30 Hours dt 03-02-2012 |
| (f) | Last date and time for receipt of bids | : Upto 16.00 Hours dt 03-02-2012 |
| (g) | Time and date of opening of bids | : At 16.30 Hours dt 03-02-2012 |
| (h) | Place of opening of bids | : Conference Room of BRLPS , Patna . |
| (i) | Address for communication | :
Bihar Rural Livelihoods Promotion Society,
Vidyut Bhawan, Annexe- II, Bailey Road,
Patna -800021, Bihar |
7. All bids must be accompanied by a bid security as specified in the bid document and must be delivered to the above office at the date and time indicated above. Bid may be done for schedule A or schedule B or both the schedule. Without Bid security, bids will be considered as non responsive, no other option will be considered against bid security.
8. Bids will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time.
9. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.

SECTION II: INSTRUCTIONS TO BIDDER

SECTION II: INSTRUCTIONS TO BIDDERS

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A. Introduction

1. Source of Funds

- 1.1 The Government of India has received for a Credit from the International Development Association (hereinafter called Bank) in various currencies equivalent towards the cost of the and intends to apply part of the proceeds of this Credit to eligible payments under the Contract(s) for which this Invitation for Bid is issued.
- 1.2 Payment by the Bank will be made only at the request of the Borrower and upon approval by the Bank in accordance with the terms and conditions of the Credit Agreement, and will be subject in all respects to the terms and conditions of that agreement. The Credit Agreement prohibits a withdrawal from the Credit account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the Credit Agreement or have any claim to the Credit proceeds.

2. Eligible Bidders

- 2.1 This Invitation for Bids is open to all suppliers from eligible source countries as defined in *Guidelines: Procurement under IBRD Loans and IDA Credits*, May 2004, hereinafter referred as the *IBRD Guidelines for Procurement*, except as provided hereinafter.
- 2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids.
- 2.3 Government-owned enterprises in the Purchaser's country may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Purchaser.
- 2.4 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Bank in accordance with ITB Clause 36.1.

3. Eligible Goods and Services

- 3.1 All goods and ancillary services to be supplied under the Contract shall have their origin in eligible source countries, defined in the *IBRD Guidelines for Procurement* and all expenditures made under the Contract will be limited to such goods and services.
- 3.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced or from which the ancillary services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of goods and services is distinct from the nationality of the Bidder.

4. Cost of Bidding

- 4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and other incidental cost, hereinafter referred to as "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

5. Content of Bidding Documents

5.1 The goods required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- (a) Instruction to Bidders (ITB);
- (b) General Conditions of Contract (GCC);
- (c) Special Conditions of Contract (SCC);
- (d) Schedule of Requirements;
- (e) Technical Specifications;
- (f) Bid Form and Price Schedules;
- (g) Bid Security Form;
- (h) Contract Form;
- (i) Performance Security Form;
- (j) Performance Statement Form;
- (k) Manufacturer's Authorization Form;
- (l) Bank Guarantee for Advance Payment Form; and
- (m) Equipment and Quality Control Form.

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

6. Clarification of Bidding Documents

6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing or by telex or cable or fax at the Purchaser's mailing address indicated in the Invitation for Bids. The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than 15 days prior to the deadline for submission of bids prescribed by the Purchaser. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders which have received the bidding documents.

7. Amendment of Bidding Documents

7.1 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

7.2 All prospective bidders who have received the bidding documents will be notified of the amendment in writing or by cable or by fax, and will be binding on them.

7.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

C. Preparation of Bids

8. Language of Bid

8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the translation shall govern.

9. Documents Constituting the Bid

9.1 The bid prepared by the Bidder shall comprise the following components:

- (a) A Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11 and 12;
- (b) Documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;
- (c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and
- (d) Bid security furnished in accordance with ITB Clause 15.

10. Bid Form

10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity and prices.

11. Bid Prices

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

11.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

- (i) The price of the goods, quoted (ex-works, ex-factory, ex-showroom, ex-warehouse, or off-the-shelf, as applicable), including all duties and sales and other taxes already paid or payable:
 - a. on components and raw material used in the manufacture or assembly of goods quoted ex-works or ex-factory; or
 - b. on the previously imported goods of foreign origin quoted ex-showroom, ex-warehouse or off-the-shelf.
- (ii) any Indian duties, sales and other taxes which will be payable on the goods if this Contract is awarded;
- (iii) the price for inland transportation, insurance and other local costs incidental to delivery of the goods to their final destination; and
- (iv) the price of other incidental services listed in Clause 8 of the Special Conditions of Contract.

11.3 The Bidder's separation of the price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.

11.4 Fixed Price. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 24.

12. Bid Currencies

12.1 Prices shall be quoted in Indian Rupees:

13. Documents Establishing Bidder's Eligibility and Qualifications

- 13.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.
- 13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Purchaser's satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country as defined under ITB Clause 2.
- 13.3 The documentary evidence of the Bidder's qualifications to perform the Contract if its bid is accepted, shall establish to the Purchaser's satisfaction:
- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized (as per authorization form in Section XII) by the goods' Manufacturer or producer to supply the goods in India.
 - (b) that the Bidder has the financial, technical, and production capability necessary to perform the Contract and meets the criteria outlined in the Qualification requirements specified in Section VI-A. To this end, all bids submitted shall include the following information:
 - (i) The legal status, place of registration and principal place of business of the company or firm or partnership, etc.;
 - (ii) Details of experience and past performance of the bidder on equipment offered and on those of similar nature within the past three years and details of current contracts in hand and other commitments (suggested proforma given in Section XI);

14. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents

- 14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.
- 14.2 The documentary evidence of the goods and services eligibility shall consist of a statement in the Price Schedule on the country of origin of the goods and services offered which shall be confirmed by a certificate of origin at the time of shipment.
- 14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings and data, and shall consist of :
- (a) a detailed description of the essential technical and performance characteristics of the goods ;
 - (b) a list giving full particulars, including available sources and current prices, of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two years, following commencement of the use of the goods by the Purchaser; and
 - (c) an item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.
- 14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

15. Bid Security

- 15.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security in the amount as specified in Section-V - Schedule of Requirements.
- 15.2 The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.

- 15.3 The bid security shall be denominated in Indian Rupees and shall:
- (a) at the bidder's option, be in the form of either a demand draft, or a bank guarantee from a nationalized/Scheduled Bank located in India or by a reputable banking institution selected by the bidder and located abroad in any eligible country;
 - (b) be substantially in accordance with one of the form of bid security included in Section VIII or other form approved by the Purchaser prior to bid submission;
 - (c) be payable promptly upon written demand by the Purchaser in case any of the conditions listed in ITB Clause 15.7 are invoked;
 - (d) be submitted in its original form; copies will not be accepted; and
 - (e) Remain valid for a period of 45 days beyond the original validity period of bids, or beyond any period of extension subsequently requested under ITB Clause 16.2.
- 15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 above will be rejected by the Purchaser as non-responsive, pursuant to ITB Clause 24.
- 15.5 Unsuccessful bidder's bid securities will be discharged/returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity prescribed by the Purchaser, pursuant to ITB Clause 16.
- 15.6 The successful Bidder's bid security will be discharged upon the Bidder signing the Contract, pursuant to ITB Clause 34, and furnishing the performance security, pursuant to ITB Clause 35.
- 15.7 The bid security may be forfeited:
- (a) if a Bidder (i) withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or (ii) does not accept the correction of errors pursuant to ITB Clause 24.2; or
 - (b) in case of a successful Bidder, if the Bidder fails:
 - (i) to sign the Contract in accordance with ITB Clause 34; or
 - (ii) to furnish performance security in accordance with ITB Clause 35.

16. Period of Validity of Bids

- 16.1 Bids shall remain valid for 60 days after the deadline for submission of bids prescribed by the Purchaser, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
- 16.2. In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable or telex or fax). The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in ITB Clause 16.3 hereinafter.
- 16.3 In the case of fixed prices contracts, in the event that the Purchaser requests and the Bidder agrees to an extension of the validity period, the contract price, if the Bidder is selected for award shall be the bid price corrected as follows :

The price shall be increased by the factor (value of factor B)¹ for each week or part of a week that has elapsed from the expiration of the initial bid validity to the date of notification of award to the successful Bidder.

- 16.4 Bid evaluation will be based on the bid prices without taking into consideration the above corrections.

17. Format and Signing of Bid

¹ The factor is based on the country's projected inflation for the period in question. The borrower inserts the value in the request for extensions prior to issue.

- 17.1 The Bidder shall prepare two copies of the bid, clearly marking each "Original Bid" and "Copy Bid", as appropriate. In the event of any discrepancy between them, the original shall govern.
- 17.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The latter authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.
- 17.3 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the persons or persons signing the bid.
- 17.4 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

D. Submission of Bids

18. Sealing and Marking of Bids

- 18.1 The Bidders shall seal the original and each copy of the bid in separate inner envelopes, duly marking the envelopes as "original" and "copy". He shall then place all the inner envelopes in an outer envelope.
- 18.2 **The inner and outer envelopes shall:**
- (a) be addressed to the Purchaser at the following address:
Bihar Rural Livelihoods Promotion Society
Vidyut Bhawan, Annexe- II, Bailey Road, Patna -800021
Bihar.
 - (b) bear the Project Name, the Invitation for Bids(IFB) title and number, and a statement "Do not open before 03-02-2012 hours on 16.30 Hrs."
- 18.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".
- 18.4 If the outer envelope is not sealed and marked as required by ITB Clause 18.2, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.
- 18.5 Telex, cable or facsimile bids will be rejected.

19. Deadline for Submission of Bids

- 19.1 Bids must be received by the Purchaser at the address specified under ITB Clause 18.2 (a) no later than the time and date specified in the Invitation for Bids (Section I). In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received upto the appointed time on the next working day.
- 19.2 The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the bid documents in accordance with ITB Clause 7, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

20. Late Bids

- 20.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser, pursuant to ITB Clause 19, will be rejected and/or returned unopened to the Bidder.

21. Modification and Withdrawal of Bids

- 21.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.

- 21.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of ITB Clause 18. A withdrawal notice may also be sent by telex or cable or fax but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.
- 21.3 No bid may be modified subsequent to the deadline for submission of bids.
- 21.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to ITB Clause 15.7.

E. Bid Opening and Evaluation of Bids

22. Opening of Bids by the Purchaser

- 22.1 The Purchaser will open all bids, in the presence of Bidders' representatives who choose to attend, at 16.30 Hours on 03-02-2012 and in the following location:
Conference Room
Bihar Rural Livelihoods Promotion Society
Vidyut Bhawan, Annexe- II, Bailey Road, Patna -800021
Bihar.

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

- 22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.
- 22.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.
- 22.4 The Purchaser will prepare minutes of the bid opening.

23. Clarification of Bids

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

24. Preliminary Examination

- 24.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids from Agents, without proper authorization from the manufacturer as per Section XII, shall be treated as non-responsive.
- 24.1.1 Where the Bidder has quoted for more than one schedule, if the bid security furnished is inadequate for all the schedules, the Purchaser shall take the price bid into account only to the extent the bid is secured. For this purpose, the extent to which the bid is secured shall be determined by evaluating the requirement of bid security to be furnished for the schedule included in the bid (offer) in the serial order of the Schedule of Requirements of the Bidding document.
- 24.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the supplier does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.

- 24.3 The Purchaser may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder.
- 24.4 Prior to the detailed evaluation, pursuant to ITB Clause 26, the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Performance Security (GCC Clause 7), Warranty (GCC Clause 15), Force Majeure (GCC Clause 25), Limitation of liability (GCC Clause 29), Applicable law (GCC Clause 31), and Taxes & Duties (GCC Clause 33) will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 24.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

25. Deleted

26. Evaluation and Comparison of Bids

- 26.1 The Purchaser will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24 for each schedule separately. No bid will be considered if the complete requirements covered in the schedule is not included in the bid. However, as stated in Para 11, Bidders are allowed the option to bid for any one or more schedules and to offer discounts for combined schedules. These discounts will be taken into account in the evaluation of the bids so as to determine the bid or combination of bids offering the lowest evaluated cost for the Purchaser in deciding award(s) for each schedule.
- 26.2 The Purchaser's evaluation of a bid will exclude and not take into account:
- (a) in the case of goods manufactured in India or goods of foreign origin already located in India, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Bidder;
 - (b) any allowance for price adjustment during the period of execution of the Contract, if provided in the bid.
- 26.3 Deleted.
- 26.4 The Purchaser's evaluation of a bid will take into account, in addition to the bid price (Ex-factory/ex-warehouse/off-the-shelf price of the goods offered from within India, such price to include all costs as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods, and Excise duty on the finished goods, if payable) and price of incidental services, the following factors, in the manner and to the extent indicated in ITB Clause 26.5 and in the Technical Specifications:
- (a) cost of inland transportation, insurance and other costs within India incidental to the delivery of the goods to their final destination;
 - (b) delivery schedule offered in the bid;
 - (c) deviations in payment schedule from that specified in the Special Conditions of Contract;
 - (d) the cost of components, mandatory spare parts and service;
 - (e) the availability in India of spare parts and after-sales services for the goods / equipment offered in the bid;
 - (f) the projected operating and maintenance costs during the life of the equipment; and
 - (g) the performance and productivity of the equipment offered.
- 26.5 Pursuant to ITB Clause 26.4, one or more of the following evaluation methods will be applied:

(a) *Inland Transportation, Insurance and Incidentals:*

- (i) Inland transportation, insurance and other incidentals for delivery of goods to the final destination as stated in ITB Clause 11.2 (iii).

The above costs will be added to the bid price.

(b) *Delivery Schedule:*

- (i) The Purchaser requires that the goods under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements. The estimated time of arrival of the goods at the project site should be calculated for each bid after allowing for reasonable transportation time. Treating the date as per schedule of requirements as the base, a delivery "adjustment" will be calculated for other bids at 2% of the ex-factory price including excise duty for each month of delay beyond the base and this will be added to the bid price for evaluation. No credit will be given to earlier deliveries and bids offering delivery beyond 4 months of stipulated delivery period will be treated as unresponsive.

(c) *Deviation in Payment Schedule:*

The Special Conditions of Contract stipulate the payment schedule offered by the Purchaser. If a bid deviates from the schedule and if such deviation is considered acceptable to the Purchaser, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared to those stipulated in this invitation, at a rate of 5 percent per annum.

(d) *Cost of Spare Parts:* Not Applicable

(g) *Performance and Productivity of the Equipment:* Not Applicable

27. Deleted.

28. Contacting the Purchaser

28.1 Subject to ITB Clause 23, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the purchaser, it should do so in writing.

28.2 Any effort by a Bidder to influence the Purchaser in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.

F. Award of Contract

29. Post-qualification

29.1 In the absence of prequalification, the Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid meets the criteria specified in ITB Clause 13.3 (b) and is qualified to perform the contract satisfactorily.

29.2 The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13, as well as such other information as the Purchaser deems necessary and appropriate.

29.3 An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Purchaser will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.

30. Award Criteria

30.1 Subject to ITB Clause 32, the Purchaser will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

31. Purchaser's right to vary Quantities at Time of Award

31.1 The Purchaser reserves the right at the time of Contract award to increase or decrease by up to 15 percent of the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

32. Purchaser's Right to Accept Any Bid and to Reject Any or All Bids

32.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders.

33. Notification of Award

33.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or by cable/telex or fax, to be confirmed in writing by registered letter, that its bid has been accepted.

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

33.3 Upon the successful Bidder's furnishing of performance security pursuant to ITB Clause 35, the Purchaser will promptly notify the name of the winning bidder to each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.

33.4 If, after notification of award, a Bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to the Purchaser. The Purchaser will promptly respond in writing to the unsuccessful Bidder.

34. Signing of Contract

34.1 At the same time as the Purchaser notifies the successful bidder that its bid has been accepted, the Purchaser will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

34.2 Within 7 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to the Purchaser.

35. Performance Security

35.1 Within 15 days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents or in another form acceptable to the Purchaser.

35.2 Failure of the successful bidder to comply with the requirement of ITB Clause 34.2 or ITB Clause 35.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated bidder or call for new bids.

36. Corrupt or Fraudulent Practices

36.1 The Bank requires that Borrowers (including beneficiaries of Bank loans), as well as Bidders, Suppliers, Contractors, and Consultants under Bank-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Bank:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;

- (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - (iii) “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the borrower, designed to establish bid prices at artificial, non competitive levels; and
 - (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question;
 - (c) will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the Bank to remedy the situation ;
 - (d) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Bank-financed contract; and
 - (e) will have the right to require that a provision be included in Bidding Documents and in contracts financed by a Bank loan, requiring Bidders, Suppliers, Contractors and Consultants to permit the Bank to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the Bank.

36.2 Furthermore, Bidders shall be aware of the provision stated in sub-clause 24.1 of the General Conditions of Contract.

SECTION III: GENERAL CONDITIONS OF CONTRACT

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General Conditions of Contract

1. Definitions

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

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

2. Application

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

3. Country of Origin

3.1 All Goods and Services supplied under the Contract shall have their origin in the member countries and territories eligible under the rules of the World Bank as further elaborated in SCC.

3.2 For purposes of this Clause "origin" means the place where the Goods are mined, grown or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.

4. Standards

4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' country of origin and such standards shall be the latest issued by the concerned institution.

5. Use of Contract Documents and Information

- 5.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.

6. Patent Rights

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

7. Performance Security

- 7.1 Within 15 days of receipt of the notification of contract award, the Supplier shall furnish performance security in the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 7.3 The Performance Security shall be denominated in Indian Rupees and shall be in one of the following forms:
 - (a) A Bank guarantee or irrevocable Letter of Credit, issued by a nationalized/scheduled bank located in India or a bank located abroad acceptable to the Purchaser, in the form provided in the bidding documents or another form acceptable to the Purchaser; or
 - (b) A demand draft.
- 7.4 The performance security will be discharged by the Purchaser and returned to the Supplier not later than 30 days following the date of completion of the Supplier's performance obligations, including any warranty obligations, unless specified otherwise in SCC.

8. Inspections and Tests

- 8.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing in a timely manner of the identity of any representatives retained for these purposes.
- 8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Goods final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data - shall be furnished to the inspectors at no charge to the Purchaser.
- 8.3 Should any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

- 8.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at Project Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.
- 8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

9. Packing

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

10. Delivery and Documents

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

11. Insurance

- 11.1 The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in SCC.

12. Transportation

12.1 Deleted.

12.2 Deleted.

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

12.4 Deleted

13. Incidental Services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of the on-site assembly and/or start-up of the supplied Goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
 - (c) furnishing of detailed operations and maintenance manual for each appropriate unit of supplied Goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
 - (e) training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance and/or repair of the supplied Goods.

13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

14. Spare Parts

14.1 As specified in the SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the Purchaser may elect to purchase from the Supplier, providing that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
- (b) In the event of termination of production of the spare parts:
 - (i) Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings and specifications of the spare parts, if requested.

15. Warranty : Not Applicable

15.1 The Supplier warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the Purchaser's Specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for 12 months after the Goods or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for 18 months after the date of shipment from the place of loading whichever period concludes earlier, unless specified otherwise in the SCC.

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

15.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Purchaser other than, where applicable, the cost of inland delivery of the repaired or replaced Goods or parts from ex-works or ex-factory or ex-showroom to the final destination.

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

16. Payment

16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in the SCC.

16.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the contract.

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

16.4 Payment shall be made in Indian Rupees.

17. Prices

17.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.

18. Change Orders

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

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

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

19. Contract Amendments

19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

20. Assignment

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

21. Subcontracts

21.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in his original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3.

22. Delays in the Supplier's Performance

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

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

22.3 Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.

23. Liquidated Damages

23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the Percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 24.

24. Termination for Default

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

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 22; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in GCC Clause 34, in competing for or in executing the Contract.

24.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22, 23, 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26. Termination for Insolvency

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

27. Termination for Convenience

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

- 27.2 The Goods that are complete and ready for shipment within 30 days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
 - (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and for materials and parts previously procured by the Supplier.

28. Settlement of Disputes

- 28.1 The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 28.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.
- 28.2.1 Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.
- 28.2.2 Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 28.3 Notwithstanding any reference to arbitration herein,
- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
 - (b) the Purchaser shall pay the Supplier any monies due the Supplier.

29. Limitation of Liability

- 29.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6,
- (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and
 - (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

30. Governing Language

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

31. Applicable Law

- 31.1 The Contract shall be interpreted in accordance with the laws of the Union of India.

32. Notices

32.1 Any notice given by one party to the other pursuant to this Contract shall be sent to other party in writing or by email , cable, telex or facsimile and confirmed in writing to the other Party's address specified in SCC.

32.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

33. Taxes and Duties

33.1 Deleted.

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

34. Fraud and Corruption

34.1 The Bank requires that Borrowers (including beneficiaries of Bank loans), as well as Bidders, Suppliers, Contractors, and Consultants under Bank-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Bank:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - (ii) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - (iii) "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the borrower, designed to establish bid prices at artificial, non competitive levels; and
 - (iv) "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- (b) will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the Bank to remedy the situation ;
- (c) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Bank-financed contract; and
- (d) will have the right to require that Suppliers to permit the Bank to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the Bank.

SECTION IV: SPECIAL CONDITIONS OF CONTRACT

SECTION IV: SPECIAL CONDITIONS OF CONTRACT

TABLE OF CLAUSES

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Special Conditions of Contract

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

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

(a) The Purchaser is Bihar Rural Livelihoods Promotion Society , Vidyut Bhawan, Annexe- II, Bailey Road, Patna -800021, Bihar.

(b) The Supplier is

2. **Country of Origin (GCC Clause 3)**

All countries and territories as indicated in Section XIV of the bidding documents, “Eligibility for the Provisions of Goods, Works, and Services in Bank-Financed Procurement”.

3. **Performance Security (GCC Clause 7) –**

Bid security of the successful bidder will be converted into performance security which may be replaced by the successful bidder with Bank Guarantee of equal value in our prescribed format. The performance security will be returned to the supplier upon completion of all required formalities i.e., inspection of supplied books of records.

4. **Inspection and Tests (GCC Clause 8)**

The following inspection procedures and tests are required by the Purchaser:

Site of bidder may be inspected for finalization of bids for capacity determination. The printing materials will be verified by inspection committee formed by Bihar Rural Livelihoods Promotion Society on a periodic basis against the specification. The goods may also be inspected by third party quality verification agency hired by Bihar Rural Livelihoods Promotion Society, Patna.

5. **Packing (GCC Clause 9)**

Add as Clause 9.3 of the GCC the following:

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

i) Project ii) Contract No. iii) Country of Origin of Goods iv) Supplier’s Name, and v) Packing list reference number.

6. **Delivery and Documents (GCC Clause 10)**

Delivery of the goods should be done in the 55 block offices, 7 district offices and Patna Office of Jeevika (BRLPS) as per the number & types of item as provided in the schedule of requirement and dispatch - Section - V.

Upon delivery of the Goods, the supplier shall notify the purchaser and the insurance company by cable/telex/fax the full details of the shipment including contract number, railway receipt number and date, description of goods, quantity, name of the consignee etc. The supplier shall mail the following documents to the purchaser with a copy to the insurance company:

- (i) Two Copies of the Supplier invoice showing contract number, goods' description, quantity, unit price, total amount;
- (ii) Railway receipt/acknowledgment of receipt of goods from the consignee(s);
- (iii) Two Copies of packing list identifying the contents of each package;
- (iv) Insurance Certificate;
- (v) Manufacturer's/Supplier's warranty certificate;
- (vi) Inspection Certificate issued by the nominated inspection agency, and the Supplier's factory inspection report; and

(vii) Certificate of Origin.

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

7. **Insurance (GCC Clause 11)**

For delivery of goods at site, the insurance shall be obtained by the Supplier in an amount equal to 110% of the value of the goods from "warehouse to warehouse" (final destinations) on "All Risks" basis including War Risks and Strikes.

8. **Incidental Services (GCC Clause 13)**

The following services covered under Clause 13 shall be furnished and the cost shall be included in the contract price:
Transportation , cartage, Loading , unloading and proper packing for safe delivery of the goods at the destination.

9. **Spare Parts (GCC Clause 14)**

Not Applicable

10. **Warranty (GCC Clause 15)**

Not Applicable

11. **Payment (GCC Clause 16)**

Payment for Goods shall be paid to the supplier within 30 days after the date of the acceptance certificate issued by the Purchaser's representative for the respective delivery and upon receipt of invoices whichever is later.

12. **Prices (GCC Clause 17)**

Prices payable to the supplier as stated in the contract shall be firm during the performance of the contract.

13. **Sub-contracts (GCC Clause 21)**

Add at the end of GCC sub-clause 21.1 the following:

No Sub-contract is allowed.

14. **Liquidated Damages (GCC Clause 23)**

14.1 For delays :

GCC Clause 23.1 -- The applicable rate is 0.5% per week and the maximum deduction is 10% of the contract price.
On further delays termination of contract and forfeiture of performance security.

15. **Settlement of Disputes (Clause 28)**

The dispute settlement mechanism to be applied pursuant to GCC Clause 28.2.2 shall be as follows:

- (a) In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The arbitral tribunal shall consist of 3 arbitrators one each to be appointed by the Purchaser and the Supplier. The third Arbitrator shall be chosen by the two Arbitrators so appointed by the Parties and shall act as Presiding arbitrator. In case of failure of the two arbitrators appointed

by the parties to reach upon a consensus within a period of 30 days from the appointment of the arbitrator appointed subsequently, the Presiding Arbitrator shall be appointed by the Indian Council of Arbitration.

- (b) In the case of a dispute with a Foreign Supplier, the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. The Arbitral Tribunal shall consist of three Arbitrators one each to be appointed by the Purchaser and the Supplier. The third Arbitrator shall be chosen by the two Arbitrators so appointed by the Parties, and shall act as presiding arbitrator. In case of failure of the two arbitrators appointed by the parties to reach upon a consensus within a period of 30 days from the appointment of the arbitrator appointed subsequently, the Presiding Arbitrator shall be appointed by the Indian Council of Arbitration.
- (c) If one of the parties fails to appoint its arbitrator in pursuance of sub-clause (a) and (b) above, within 30 days after receipt of the notice of the appointment of its arbitrator by the other party, then the *Indian Council of Arbitration, both in cases of the Foreign supplier as well as Indian supplier, shall appoint the arbitrator. A certified copy of the order of the Indian Council of Arbitration making such an appointment shall be furnished to each of the parties.
- (d) Arbitration proceedings shall be held at Patna, (Bihar) India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- (e) The decision of the majority of arbitrators shall be final and binding upon both parties. The cost and expenses of Arbitration proceedings will be paid as determined by the arbitral tribunal. However, the expenses incurred by each party in connection with the preparation, presentation etc. of its proceedings as also the fees and expenses paid to the arbitrator appointed by such party or on its behalf shall be borne by each party itself.
- (f) Where the value of the contract is Rs. 10 million and below, the disputes or differences arising shall be referred to the Sole Arbitrator. The Sole Arbitrator should be appointed by agreement between the parties; failing such agreement, by the appointing authority namely the Indian Council of Arbitration.

16. **Notices (Clause 32)**

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

Purchaser: Bihar Rural Livelihoods Promotion Society , Vidyut Bhawan, Annexe- II, Bailey Road, Patna -800021, Bihar.

Supplier: (To be filled in at the time of Contract signature)

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

- Quantity offered for inspection and date;
- Quantity accepted/rejected by inspecting agency and date;
- Quantity despatched/delivered to consignees and date;
- Quantity where incidental services have been satisfactorily completed with date;
- Date of completion of entire Contract including incidental services, if any; and
- Date of receipt of entire payments under the Contract

SECTION V: SCHEDULE OF REQUIREMENTS & DESPATCH

SCHEDULE OF REQUIREMENTS & DESPATCH

(A) **SELF HELP GROUP BOOKS OF RECORDS (Procurement no B1.15) as listed below**

Name of District	Transacti on book (in Nos.)	Saving Cum Loan Ledger (in Nos.)	Minute – books (in Nos.)	Pass Book (in Nos.)	Place of Delivery / Name of BPIU	Delivery period
GAYA DISTRICT	200	200	200	3000	ATRI	60 days from the date of Notification of Award
	300	300	300	4500	Manpur	
	200	200	200	3000	Amas	
	300	300	300	4500	Wazirganj	
	400	400	400	6000	Tankuppa	
	300	300	300	4500	Barchatti	
	200	200	200	3000	Gurwa	
	500	500	500	7500	Khizirsarai	
	800	800	800	12000	Bodhgaya	
	500	500	500	7500	Dobhi	
	300	300	300	4500	Sherghati	
NALANDA DISTRICT	300	300	300	4500	Rahui	
	300	300	300	4500	Noorsarai	
	225	225	225	3375	Nagarnausa	
	200	200	200	3000	Biharsharif	
	425	425	425	6375	Harnaut	
	300	300	300	4500	Sarmera	
	150	150	150	2250	Rajgir	
Muzaffarpur District	350	350	350	5250	Kurhni	
	250	250	250	3750	Sakra	
	250	250	250	3750	Saraiya	
	50	50	50	750	Dholi (Muraul)	
	250	250	250	3750	Meenapur	
	250	250	250	3750	Mushahri	
	350	350	350	5250	Bochaha	

SCHEDULE OF REQUIREMENTS & DESPATCH (Page-2)

(A) SELF HELP GROUP BOOKS OF RECORDS (Procurement no B1.15) as listed below

Name of District	Transacti on book (in Nos.)	Saving Cum Loan Ledger (in Nos.)	Minute – books (in Nos.)	Pass Book (in Nos.)	Place of Delivery / Name of BPIU	Delivery period
Madhubani District	400	400	400	6000	Jhanjharpur	60 days from the date of Notification of Award
	250	250	250	3750	Jaynagar	
	350	350	350	5250	Lakhnaur	
	550	550	550	8250	Pandaul	
	750	750	750	11250	Rajnagar	
	800	800	800	12000	Benipatti	
	600	600	600	9000	Khajauli	
Purnia District	700	700	700	10500	Bhawanipur	
	300	300	300	4500	Baisi	
	500	500	500	7500	Rupauli	
	500	500	500	7500	Amour	
	800	800	800	12000	Banmankhi	
	700	700	700	10500	Damdaha	
	600	600	600	9000	Barahraकोthi	
Khagaria District	800	800	800	12000	Choutham	
	800	800	800	12000	Khagaria	
	900	900	900	13500	Alauli	
Madhepura District	300	300	300	4500	Kumarkhand	
	200	200	200	3000	Murliganj	
	200	200	200	3000	Madhepura Sadar	
	200	200	200	3000	Biharianj	
	200	200	200	3000	Udakishanganj	
	200	200	200	3000	Gwalpara	

SCHEDULE OF REQUIREMENTS & DESPATCH (Page-3)

(A) SELF HELP GROUP BOOKS OF RECORDS (Procurement no B1.15) as listed below

Name of District	Transacti on book (in Nos.)	Saving Cum Loan Ledger (in Nos.)	Minute – books (in Nos.)	Pass Book (in Nos.)	Place of Delivery / Name of BPIU	Delivery period	
Supaul District	600	600	600	9000	Chatapur	60 days from the date of Notification of Award	
	200	200	200	3000	Basantpur		
	200	200	200	3000	Pratapganj		
	200	200	200	3000	Triveniganj		
Saharsa District	200	200	200	3000	Sourbazar		
	200	200	200	3000	Patharghat		
	200	200	200	3000	Sonbarsa		
PATNA	3950	3950	3950	59250	SPMU, Bailey Road		
Patna	20000	20000	20000	300000	SPMU, Bailey Road		10000 sets within 90 days and next 10000 sets within 120 Days
TOTAL	45000	45000	45000	675000			

SCHEDULE OF REQUIREMENTS & DESPATCH (Page-4)

(B) VILLAGE ORGANIZATION BOOKS OF RECORDS (Procurement no. B1.16) as listed below:

Schedule	Brief Description of Item with specification	Estimated Quantity (No.)*	Equal number of units - Per block/ DPCU dispatch	Dispatch at 55 blocks office	Dispatch at 7 districts office	Dilevery at SPMU
B1	Receipt Vouchers Books	35000	350	19250	2450	13300
B2	Payment Vouchers Books	35000	350	19250	2450	13300
B3	Deposit Contra Vouchers Books	7500	50	2750	350	4400
B4	Withdrawal Contract Vouchers Book	7500	50	2750	350	4400
B5	General Ledger Books	10000	50	2750	350	6900
B6	Cash Book	10000	50	2750	350	6900
B7	Saving Cum Loan Ledger	10000	50	2750	350	6900
B8	Sale Registers	6000	50	2750	350	2900
B9	Collection Registers	6000	50	2750	350	2900
B10	Stock Registers	6000	50	2750	350	2900
B11	Membership Cum Shareholding Registers	7500	50	2750	350	4400
B12	Financial statements registers	7500	50	2750	350	4400
B14	Sale Bill	6000	50	2750	350	2900
B15	VO Pass Books	100000	750	41250	5250	53500
B16	VO Minutes Book	5000	50	2750	350	1900
B13	Format for Micro planning	35000	300	16500	2100	16400

Name of District and Blocks

GAYA DISTRICT(District Office)

1. Atri,
2. Manpur,
3. Amas
4. Wazirganj
5. Tankuppa
6. Barachatti
7. Guruwa,
8. Khizirsarai,
9. Bodhgaya,
10. Dobhi,
11. Sherghati

Nalanda District, (District Office)

1. Rahui,
2. Noor-Sarai
3. Nagar-Nausa
4. BiharSharif
5. HarNaut
6. RajGir
7. Sarmera,

Khagaria District(District Office)

1. Choutham,
2. Khagaria,
3. Alauli

Purnia District (District Office)

1. Bhawanipur,
2. Baisi
3. Rupauli
4. Amour
5. Banmankhi
6. Damdaha
7. Barahrakothi

Supaul District

1. Chatapur
2. Basantpur,
3. Pratapganj
4. Triveniganj

Muzaffarpur District(District Office)

1. Kurhni,
2. Sakra,
3. Saraiya,
4. Dholi,
5. Meenapur,
6. Mushahri,
7. Bochaha,

Madhubani District(District Office)

1. Jhanjharpur
2. Jaynagar
3. Lakhnaur
4. Pandal
5. Rajnagar
6. Beni-patti
7. Khajauli

Saharsa District(District Office)

1. Saurbazar
2. Patharghat
3. Son-barsa

Madhepura District

1. Kumarkhand
2. Murliganj
3. Madhepura Sadar
4. Bihariganj
5. Udakishunganj
6. Gwalpara

Seven District Office and Fifty Five Block Offices.

SECTION VI: TECHNICAL SPECIFICATIONS

SECTION VI - TECHNICAL SPECIFICATIONS

(A) SELF HELP GROUP BOOKS OF RECORDS (Procurement no B1.15) as listed below

Items/ No. of units	Size	Sub- Component	No. of pages in each sub-component	Printing Particulars	Colour
Transacti on Book	A2 Size (31 cm X 38 cm)	Book Cover	Front and Back	Hard Board (32 Ounce) Register Binding Cover with Printing. Spring (stitch binding – thread should be minimum Glance/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand) Binding with cover cloths pasting.	Single
		General Information Paper/ 70 GSM maplitho white paper	2	Printed and pasted with Hard Board.	
		Transaction Sheets	72 Main Sheets (White) and 72 Perforated Sheets (Coloured-Bottle Green) . Sheets need to be numbered.	70 gsm white maplitho paper and 70 gsm coloured paper perforated. 10 carbon sheets of 31cm x 38cm size kept in a plastic envelope with each Transaction Book.	
Saving Cum Loan Ledger	A2 Size (31 cm X 38 cm)	Book Cover	Front and Back	Hard Board (32 Ounce) Register Binding Cover with Printing. Spring((stitch binding – thread should be minimum Glance/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand)) Binding with cover cloths pasting.	Single
		General Information Paper/ 70 GSM maplitho white paper	2	Printed and pasted with Hard Board.	
		Index Paper/ 70 GSM coloured	2 (For loan and savings)	Printed	
		Seperator Sheets/ 120 GSM coloured	2 (For loan and ledgers)	Printed	
		Inner Sheets/ 70 GSM white maplitho	30 sheets for Savings Ledger and 70 Sheets for Loan Ledger and 30 sheets extra to capture Assets(8), Liability(10), Income (6) and Expenditure (6) = 130 Sheets	No Back to Back Printing. Note: Numbers in the bracket suggests the number of sheets in each category for Assets, Liability,Income and Expenditure.	
Pass- Book	21.00 Cm X 14.50 cm	Plastic Cover	Tranparent Jacket as per the size mentioned		Single
		Book Cover Page / 170 GSM	Front and Back	Coloured Card paper with Printing .SHG Information printed in Back Cover and Inside Back Cover.	

		Seperator Sheets/ 120 GSM coloured	2	Printed for each saving and loan section	
		Inner Sheets/ 70 GSM white maplitho	20 Pages,i.e, 10 Sheets for Saving & 50 pages i.e. 25 Sheets for Loan.	20 Pages for Saving and 50 pages for Loan. Back to Back printing	
Minute Books	Legal	Book Cover	Front and Back	Hard Board (28 Ounce) Register Binding Cover with Printing. Spring ((stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand))Binding with cover cloths pasting.	Single
		Index Sheet/ 70 GSM white maplitho	1	Printed	
		Rule Page/ 70 GSM white maplitho	1	Printed	
		Blank pages/ 70 GSM white maplitho	4		
		Inner Sheets/ 70 GSM white Maplitho	90 Face to Face Sheets,.i.e.180 pages	Back to Back Printing	

Notes:- Paper and other material shall be of quality and of reputed brand like Balarpur, J.K , Sirpur or equivalent brand. The name of the brand shall be provided in the specification.

(B-1) VILLAGE ORGANIZATION BOOKS OF RECORDS (Procurement no. B1.16) as listed below:
 Specification of VO Books Of Accounts

Sl .No.	Book	Size	Sub-Component	No. of pages in each sub-component	Printing Particulars	No of Rows in each Page
1	Receipt Vouchers Book	Legal	Book Cover	Front and Back	28 ounce Hard Board Binding ((stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand)) cover with printing .	N.A
			Receipt Vouchers	75 main sheets (white) and 75 duplicate coloured (light yellow) perforated sheets with numbering on all main and duplicate sheets/ Book	70 Gsm white maplitho paper and 70 Gsm coloured paper perforated (light yellow). (1 Loose Pulpboard of 200 gsm and also 10 carbon sheets of same size as that of Receipt Book kept in a plastic covered bag. Total of 7500 such bags have to be prepared. Each Bag shall contain 1 loose pulp board of size as mentioned above and 6 carbonsheets. Top of the bag shall have printing.)	
2	Payment Vouchers Book	A6 Size	Book Cover	Front and Back	28 ounce Hard Board Binding(stitch binding) cover with printing . Particulars of Voucher Heads to be printed on the inside of the front and Back Cover	N.A
			Payment Vouchers	100 Sheets / Book	70 Gsm light pink coloured perforated maplitho paper.	

3	Deposit Contra Vouchers Book	A/8 Size	Book Cover	Front and Back	28 ounce Hard Board binding(stitch binding) cover with Printing	N.A
			Contra Vouchers	100 sheets/ Book	70 Gsm perforated light blue coloured maplitho paper with numbering on each sheet.	
4	Withdrawl Contra Vouchers Book	A/8 Size	Book Cover	Front and Back	28 ounce Hard Board binding ((stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand))cover with Printing	N.A
			Contra Vouchers	100 sheets/ Book	70 Gsm perforated light orange/ yellow coloured maplitho paper with numbering on each sheet.	
5	General Ledger Book	Legal	Book Cover	Front and Back	32 Ounce Hard Board Binding cover with Printing. Also print on the inside of the Front and Back cover. Spring binding((stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand)) with cover cloth pasting.	N.A
			Index Sheet	2	70 Gsm Bottle green coloured Ledger paper.Printing on Index page.	

			General Ledger Sheets	100 Face to Face Sheets, i.e,200 pages with numbering on each sheet.	70 Gsm Ledger paper. Bottle Green coloured. Back to Back printing	
6	Cash Book	Legal	Book Cover	Front and Back	32 Ounce Hard Board Binding cover with Printing. Spring binding ((stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand)) with cover cloth pasting.	N.A
			Index Sheet	1	70 Gsm Ledger paper. Bottle green coloured .Printing on blank page.	
			Cash Book sheets	100 Face to Face Sheets, i.e,200 pages with numbering on each sheet.	70 Gsm Ledger paper. Bottle green coloured . Back to Back Printing.	
7	Saving cum Loan Ledger Book	A2 Size (31Cm X 38 Cm)	Book Cover	Front and Back	32 Ounce Hard Board Binding cover with Printing. Prints also on inside of the Back cover. Spring binding ((stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand))with cover cloth pasting	25
			Index paper/ 70 Gsm Coloured	2(For Loan and Savings)	Printed	

			Separator Sheets (120 Gsm coloured)	1 for Loan Ledger	Printed	
			Inner Sheets of Savings and Loan Ledger. 70 Gsm White Maplitho.	28 sheets for Savings Ledger and 90 sheets for Loan ledger.	Back to Back Printing	
8	Sale Register	Legal	Book Cover	Front and Back	32 Ounce Hard Board Binding cover with Printing. Prints also on inside of the Back cover. Spring binding (stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand) with cover cloth pasting.	N.A
			Index paper/ 70 Gsm white Maplitho	1 sheet	Printed	
			Inner sheets of Sale Register Formats. 70 Gsm white Maplitho.	70 Face to Face sheets,i.e, 140 pages.	Back to Back printing	
9	Collection Register	Legal	Book Cover	Front and Back	32 Ounce Hard Board Binding cover with Printing. Prints also on inside of the Back cover. Spring binding (stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand) with cover cloths pasting .	N.A

			Index paper/ 70 Gsm white Maplitho	1 sheet	Printed	
			Inner sheets of collection Register Formats. 70 Gsm white Maplitho.	70 Face to Face sheets,i.e, 140 pages.	Back to Back printing	
10	Stock Register	Legal	Book Cover	Front and Back	32 Ounce Hard Board Binding cover with Printing. Prints also on inside of the Back cover. Spring binding(stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand) with cover cloth pasting.	N.A
			Index paper/ 70 Gsm white Maplitho	1 sheet	Printed	
			Inner sheets of Stock Register Formats. 70 Gsm white Maplitho.	70 Face to Face sheets,i.e, 140 pages.	Back to Back printing	
11	Membership Cum Shareholding Register	Legal	Book Cover	Front and Back	32 Ounce Hard Board Binding cover with Printing. Prints also on inside of the Back cover. Spring binding (stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand) with cover cloth pasting.	N.A

			Index paper/ 70 Gsm white Maplitho	1 sheets	Printed	
			Inner sheets of Membership cum Shareholding Register Formats. 70 Gsm white Maplitho.	70 Face to Face sheets,i.e, 140 pages.	Back to Back printing	
12	Financial Statements Register	26Cm X 42 Cm	Book Cover	Front and Back	32 Ounce Hard Board Binding cover with Printing. Prints also on inside of the Back cover. Spring binding (stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand) with cover cloth pasting.	N.A
			Index paper/ 70 Gsm white Maplitho	1 sheets	Printed	

			Perforated Inner sheets of Financial Statement Register Formats. 70 Gsm white Maplitho.	108 sheets in total. 48 sheets for Receipt and Payment Account, 16 sheets for Trading Account, 16 sheets for Profit and Loss account, 16 sheets for Balance sheet and 12 sheets for Bank Reconciliation statements. (Note: Each Bank Reconciliation sheet will be divided in to 2 parts with perforation and prints)	No Back to Back printing. Note: Number of sheets mentioned is for each category and has distinct material to be printed for each category ,i.e,Receipt and Payment Account,Trading Account,Profit and Loss Account, Balance Sheet and Bank reconciliation Statement. This set of books shall contain 6 carbon sheets of the same size kept in a plastic bag. 2 pulp boards shall also be provided along with plastic bag. Plastic Bag and pulp board shall be of A4 size. Pulp board shall be of 100 GSM.	
13	Format for Micro-Planning	29Cm X 22.5 Cm	Book Cover	Front and Back	180 Gsm colored maplitho paper with Printing. Multi coloured prints, (stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand)	N.A
			Inner sheets of Micro-Planning. 70 Gsm light sky blue or light bottle green colored paper.	8 sheets,i.e, 16 pages, and each sheet shall have different prints material.	Back to Back printing	
14	Sale Bill	A/8 Size	Book Cover	Front and Back	28 ounce Hard Board binding(stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or	N.A

					equivalent brand) cover with Printing	
			Sale Bill Vouchers	150 sheets(75 main sheets with perforated 75 duplicate sheets). Main sheet and duplicate sheet needs to be numbered.	70 Gsm white main sheets and perforated light yellow coloured maplitho paper . Numbering on each main and duplicate sheet.	

(B-2) **VILLAGE ORGANIZATION BOOKS OF RECORDS (Procurement no. B1.16)** as listed below:
Specification of VO Books Of Accounts – VO Pass Books & Minutes Book

Items/ No. of units	Size	Sub-Component	No. of pages in each sub- component	Printing Particulars	Colour
Pass- Book	21.00 Cm X 14.50 cm	Plastic Cover	Tranparent Jacket as per the size mentioned		Single
		Book Cover Page / 170 GSM	Front and Back	Coloured Card paper with Printing .SHG Information printed in Back Cover and Inside Back Cover.	
		Seperator Sheets/ 120 GSM coloured	2	Printed for each saving and loan section	
		Inner Sheets/ 70 GSM white maplitho	20 Pages,i.e, 10 Sheets for Saving & 50 pages i.e. 25 Sheets for Loan.	20 Pages for Saving and 50 pages for Loan. Back to Back printing	
Minute Books	Legal	Book Cover	Front and Back	Hard Board (28 Ounce) Register Binding Cover with Printing. Spring Binding(stitch binding – thread should be minimum Glace/ART HI 207/ number 2/ nine cord of H.P thread or equivalent brand) with cover cloths pasting.	Single

	Index Sheet/ 70 GSM white maplitho	1	Printed
	Rule Page/ 70 GSM white maplitho	1	Printed
	Blank pages/ 70 GSM white maplitho	4	
	Inner Sheets/ 70 GSM white Maplitho	90 Face to Face Sheets, .i.e.180 pages	No printing (Ruled Pages)

Notes:- Paper and other material shall be of quality and of reputed brand like Balarpur, J.K , Sirpur or equivalent brand. The name of the brand shall be provided in the specification.

SECTION VI-A : QUALIFICATION CRITERIA

(Referred to in Clause 13.3(b) of ITB)

The documentary evidence of the Bidder's qualifications to perform the Contract if its bid is accepted, shall establish to the Purchaser's satisfaction:

- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized (as per authorization form in Section XII) by the goods' Manufacturer or producer to supply the goods in India.
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the Contract and meets the criteria outlined in the Qualification requirements specified in Section VI-A. To this end, all bids submitted shall include the following information:
 - (i) The legal status, place of registration and principal place of business of the company or firm or partnership, etc.;
 - (ii) Details of experience and past performance of the bidder on equipment offered and on those of similar nature within the past three and details of current contracts in hand and other commitments (suggested proforma given in Section XI);

(A) Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s):

- a. **To qualify for award of the contract, each bidder in its name should have in the last Three years: i.e.. 2010-11, 2009-10, 2008-09 ..***

The bidder shall be a manufacturer or authorized dealer , who has designed, manufactured, supplied, similar type and capacity of at least one financial year, a minimum annual financial turnover of double the the cost of tendering or Rs 15 lakhs which ever is more. The bidder shall also have executed a single order of 50% of bid quoted value. Further, bidder should be in continuous business of manufacturing products similar to that specified in the schedule of requirements during the last three years prior to bid opening. ; and the bidder, as authorized representative, has supplied, installed and satisfactorily commissioned and provided after sales service for the quantity as specified above.

- b. Audited balance sheet for Last three years.
- c. Vat registration number.
- d. Pan card.

(B) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):

- a. The bidder should furnish a brief write-up, backed with adequate data, explaining his available capacity (both technical and financial), for manufacture and supply of the required equipment, within the specified time of completion, after meeting all their current commitments.
- b. Notwithstanding anything stated above, the purchaser reserves the right to assess the Bidders capabilities and capacity to execute the contract satisfactorily before deciding on award;
- c. Must have sale & service Capacity to provide at sites.
- d. Attached the sample of papers / Catalogue / photograph with specification.
- e. The Bidder shall furnish documentary evidence to demonstrate that the Goods it offers meet the usage requirement.

SECTION VII: BID FORM AND PRICE SCHEDULE

SECTION VII: BID FORM

Date :.....
Credit/Loan No :.....
IFB No :.....

TO: (Name and address of purchaser)

Gentlemen and/or Ladies :

Having examined the Bidding Documents including Addenda Nos..... [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver.....
(Description of Goods and Services) in conformity with the said bidding documents for the sum of
(Total bid amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this bid.

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

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

We agree to abide by this bid for the Bid validity period specified in Clause 16.1 of the Bid Data Sheet and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below :

<u>Amount</u>	<u>Rupees</u>	
Name and address of agent		Purpose of Commission or gratuity

(if none, state "none").

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

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

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

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

We clarify/confirm that we comply with the eligibility requirements as per ITB Clause 2 of the bidding documents.

Dated this day of 19

(signature) _____ (in the capacity of)

Duly authorized to sign Bid for and on behalf of _____

PRICE SCHEDULE

(A) SELF HELP GROUP BOOKS OF RECORDS (Procurement no B1.15) as listed below

Schedule	Brief Description of Item with specification	Estimated Quantity (No.)*	Specifications of the goods / Works offered	Unit rate including excise, customs duty (a)	Sales Tax/VAT (b)	Transportation, insurance, local incidental costs, etc. (c)	Quoted Unit rate [a+b+c+d] (d)	Total Price (Rs.) In figure	Total Price (Rs.) In words
A1	<i>Transaction book</i>	45000							
A2	<i>Saving Cum Loan Ledger</i>	45000							
A3	<i>Pass-Book</i>	675000							
A4	<i>Minute – books</i>	45000							

Note: In case of discrepancy between unit price and total price, the unit price shall prevail

Total bid price (in figures) Rs.....

(in words) Rupees.....

We agree to supply & demonstrate the quality of the above goods in accordance with the technical specifications for a contract price quoted against each item within the period specified in the Invitation for Quotations.

Signature of Bidder.....
 Name
 Business Address:

Place:
 Date.....

VILLAGE ORGANIZATION BOOKS OF RECORDS (Procurement no. A1.15) as listed below:

Schedule	Brief Description of Item with specification	Estimated Quantity (No.)*	Specifications of the goods / Works offered	Unit rate including excise, customs duty (a)	Sales Tax/VAT (b)	Transportation, insurance, local incidental costs, etc. (c)	Quoted Unit rate [a+b+c+d] (d)	Total Price (Rs.) In figure	Total Price (Rs.) In words
B1	Receipt Vouchers Books	35000							
B2	Payment Vouchers Books	35000							
B3	Deposit Contra Vouchers Books	7500							
B4	Withdrawal Contra Vouchers Books	7500							
B5	General Ledger Books	10000							
B6	Cash Book	10000							
B7	Saving Cum Loan Ledger	10000							
B8	Sale Registers	6000							
B9	Collection Registers	6000							
B10	Stock Registers	6000							
B11	Membership Cum Shareholding Registers	7500							
B12	Financial statements registers	7500							

B13	Sale Bill	6000							
B14	VO Pass Books	100000							
B15	VO Minutes Book	5000							
B16	Format for Micro Planning	35000							

Note: In case of discrepancy between unit price and total price, the unit price shall prevail

Total bid price (in figures) Rs.....

(in words) Rupees.....

We agree to supply & demonstrate the quality of the above goods in accordance with the technical specifications for a contract price quoted against each item within the period specified in the Invitation for Quotations.

Signature of Bidder.....
Name
Business Address:
.....
.....

Place:
Date.....

Discount offered for complete work in schedule 1 & 2 (in percent) to be given on cost quoted above -%

SECTION VIII: BID SECURITY FORM

SECTION VIII: BID SECURITY FORM

Whereas¹ (*hereinafter called "the Bidder"*) has submitted its bid dated (*date of submission of bid*) for the supply of (*name and/or description of the goods*) (*hereinafter called "the Bid"*).

KNOW ALL PEOPLE by these presents that WE (*name of bank*) of (*name of country*), having our registered office at (*address of bank*) (*hereinafter called "the Bank"*), are bound unto (*name of Purchaser*) (*hereinafter called "the Purchaser"*) in the sum of _____ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20__.

THE CONDITIONS of this obligation are:

1. If the Bidder
 - (a) withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
 - (b) does not accept the correction of errors in accordance with the ITB; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders;

we undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

¹ *Name of Bidder*

SECTION IX: CONTRACT FORM

SECTION IX: CONTRACT FORM

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

SL. NO.	BRIEF DESCRIPTION OF GOODS & SERVICES	QUANTITY TO BE SUPPLIED	UNIT PRICE	Total Price	DELIVERY TERMS
---------	---------------------------------------	-------------------------	------------	-------------	----------------

TOTAL VALUE:

DELIVERY SCHEDULE:

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

Signed, Sealed and Delivered by the

said (For the Purchaser)

in the presence of:.....

Signed, Sealed and Delivered by the

said (For the Supplier)

in the presence of:.....

SECTION X: PERFORMANCE SECURITY FORM

SECTION X. PERFORMANCE SECURITY FORM

To: _____ (Name of Purchaser)

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

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

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

This guarantee is valid until theday of.....20.....

Signature and Seal of Guarantors

.....
.....
.....

Date.....20....

Address:.....

.....
.....

SECTION XI: PERFORMANCE STATEMENT

Please attach "Proforma for Performance Statement"

SECTION XI							
[Please see Clause 13.3 (b) (ii) of Instructions to Bidders]							
<u>Proforma for Performance Statement (for a period of last three year)</u>							
Bid No.		Date of opening		Time		Hours	
		Name of the Firm					
<u>Order placed by (full address of Purchaser)</u>	<u>Order No. and date</u>	<u>Description and quantity of ordered equipment</u>	<u>Value of order</u>	<u>Date of completion of delivery As per contract</u>	<u>Actual</u>	<u>Remarks indicating reasons for late delivery, if any</u>	<u>Has the equipment been satisfactorily functioning? (Attach a certificate from the Purchaser/Consignee)</u>
1	2	3	4	5	6	7	8
Signature and seal of the Bidder							

Relevant document (work order, completion certificate) should be attached for technical evaluation.

SECTION XII

(Please see Clause 13.3(a) of Instructions to Bidders)

MANUFACTURERS' AUTHORIZATION FORM*

No. _____ dated

To

Dear Sir:

IFB No.

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

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

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract
and Clause 10 of the Special Conditions of Contract for the goods and services offered for supply by the above firm
against this IFB.

Yours faithfully,

(Name)

(Name of manufacturers)

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

* Modify this format suitably in case where manufacturer's warranty and guarantee are not applicable for the
items for which bids are invited.

SECTION XIII

SAMPLE FORM

BANK GUARANTEE FOR ADVANCE PAYMENT

To: _____ (*name of Purchaser*)
_____ (*address of Purchaser*)
_____ (*name of Contract*)

Gentlemen:

In accordance with the provisions of the Special Conditions of Contract which amends Clause 16 of the General Conditions of Contract _____ (*name and address of Supplier*) (hereinafter called "the supplier") shall deposit with _____ (*name of Purchaser*) a bank guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of (*amount of guarantee*)* _____ (*in words*).

We, the _____ (*bank or financial institution*), as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to (*name of Purchaser*) on his first demand without whatsoever right of objection on our part and without his first claim to the Supplier, in the amount not exceeding _____ (*amount of guarantee*)* _____ (*in words*).

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between _____ (*name of Purchaser*) and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the contract until _____

Yours truly,
Signature and seal : _____
Name of bank/
financial institution :
Address :
Date :

* An amount is to be inserted by the bank representing the amount of the Advance Payment.

SECTION XIV

Eligibility for the Provision of Goods, Works and Services in Bank-Financed Procurement.

As of March 2000¹

For the information of Borrowers and Bidders, and with reference to paragraph 1.6, footnote 9, of the *Guidelines: Procurement under IBRD Loans and IDA Credits*, dated January 1995 (revised January and August 1996 and September 1997, and January 1999), set forth below is a list of countries from which Bidders, Goods and Services are not eligible to participate in procurement financed by the World Bank or IDA².

- Andorra
- Cuba
- Democratic People's Republic of Korea (North Korea)
- Liechtenstein
- Monaco
- Nauru
- Tuvalu

In addition, Bidders, Goods and Services from other countries or territories may be declared ineligible by a provision in the Bidding Documents if the borrower's country has excluded them by a law, an official regulation, or an act of compliance meeting the requirements of paragraph 1.8 (a) of the *Guidelines: Procurement under IBRD Loans and IDA Credits*.

The Loan/Credit Agreement also prohibits a withdrawal from the Loan / Credit Account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. At the present time, this prohibition applies to no country.

Notes:

1. The most current listing of eligible countries can be viewed on the Public Information Center's Web page at: <http://www.worldbank.org/html/pic/PROCURE.html>. A list of firms debarred from participating in World Bank projects is available at: <http://www.worldbank.org/html/opr/procure/debarr.html>.
2. Any questions regarding this list should be addressed to the Senior Manager, Procurement Policy and Services Group, Operational Core Services Network, The World Bank

ANNEXURE XV

PROFORMA FOR EQUIPMENT AND QUALITY CONTROL EMPLOYED BY THE MANUFACTURER

BID NO. DATE OF OPENING :

NAME OF THE BIDDER :

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

1. Name & full address of the Manufacturer
2. (a) Telephone & Fax No Office/Factory/Works
(b) Telex No. Office/Factory/Works
(c) Telegraphic address :
3. Location of the manufacturing factory.
4. Details of Industrial License, wherever required as per statutory regulations.
5. Details of important Plant & Machinery functioning in each dept. (Monographs & description pamphlets be supplied if available).
6. Details of the process of manufacture in the factory.
7. Details & stocks of raw materials held.
8. Production capacity of item(s) quoted for, with the existing Plant & Machinery
 - 8.1 Normal
 - 8.2 Maximum
9. Details of arrangement for quality control of products such as laboratory, testing equipment etc.
10. Details of staff:
 - 10.1 Details of technical supervisory staff in charge of production & quality control.
 - 10.2 Skilled labour employed.
 - 10.3 Unskilled labour employed.
 - 10.4 Maximum No. of workers (skilled & unskilled) employed on any day during the 18 months preceding the date of Tender.
11. Whether Goods are tested to any standard specification? If so, copies of original test certificates should be submitted in triplicate.
12. Are you registered with the Directorate General of Supplies and Disposals, New Delhi 110 001, India? If so, furnish full particulars of registration, period of currency etc. with a copy of the certificate of registration.

.....
Signature and seal of the Manufacturer

NR/ls Tuesday, October 11, 2005
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