



**NATIONAL ALUMINIUM COMPANY LIMITED**

**(A Government of India Enterprise)**

**(A NAVRATNA COMPANY)**

**ADDRESS: Core – 4, 5<sup>th</sup> Floor, Scope Minar**

**Laxmi Nagar, Delhi 110092**

**(Marketing Dept)**

**Ph.No.- 011-47608015 , 011-47608027**

**Email Address: [ravi.gupta@nalcoindia.co.in](mailto:ravi.gupta@nalcoindia.co.in)**

**NOTICE INVITING TENDER**

**CONTRACT INFORMATION**

1.	NAME OF THE WORK	Providing Services to National Aluminium Co. Ltd (hereinafter called NALCO / Owner) for cargo handling, stockyard & warehousing for domestic sales and stock transfer/transshipment.
2.	LOCATION OF THE WORK	JAIPUR, STATE: RAJASTHAN
3.	TENDER REFERENCE	As per GeM Portal Bidding No.
4.	CONTRACT PERIOD	60 (Sixty) months
5.	MODE OF TENDERING	i) Open tender in GeM portal ii) Two-Part
6.	No of Agency Required and percentage distribution of Work (Subject to availability of suitable vendors)	01 (100%)
7.	E.M.D. (Ref. Clause-VIII of Annx-A)	₹ 2.50 Lakhs
8.	TENDER FEE (in case of open tender only.) Ref. Clause –VII of Annex.-A	Not Applicable
9.	TENDER SUBMISSION DATE / TIME	On or before Date:- 03.06.2026 at 03:00 PM IST.
10.	TENDER OPENING DATE / TIME (Ref. clause -4 of Attachment-II)	On Date: 03.06.2026 at 03:30 PM IST
11.	VALIDITY OF OFFER (Ref Clause V of Annexure-A)	120 days from the due date of opening of Techno-commercial bid.
12.	DEFECT LIABILITY PERIOD (Ref clause XXXIV of Annexure A).	1 months from the date of expiry of the contract.
13.	Reverse Auction	Applicable as per GeM policy

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Special Instructions to Bidder

All the documents uploaded should be clearly legible, failing which the bid shall be summarily rejected.

Bidder is requested to enclose all the required documents attested by a Notary public or a Gazetted officer otherwise bids are liable for rejection.

Evaluation will be done based on the information furnished & enclosed documents.

No further correspondence will be carried out with the bidders unless considered necessary by the company.

Parties must number all the pages diligently and put the page nos. of relevant documents in the format.

In order to achieve owner's objective to award this tender in minimum possible time, bidders are requested to follow instructions as mentioned below in addition to any other instructions/guidelines mentioned anywhere else in tender documents:

1. Bidders shall permit NALCO officials to visit the proposed sites of operations offered by them.
  - 1.1 Bidders should also read the bid document carefully.
  - 1.2 Bidders should seek clarification and get themselves satisfied prior to submission of bid documents.
2. **Bidders are requested to submit bid without any deviation(s)**, in case deviation(s) is (are) unavoidable, bidders are instructed to give all deviation(s) at one place in **Annexure-X** of tender.
3. **Please be informed that only deviations mentioned at Annexure - X will be evaluated and considered.**
4. Deviation(s) listed at any other place shall not be considered at all and the tender shall be evaluated based on the deviation statement and no claim whatsoever shall be entertained, irrespective of bidder has accepted this particular clause or not.
5. **It is once again emphasized that only deviation statement shall be considered, evaluated and binding and deviation taken elsewhere shall not be binding on NALCO.**
6. **Financial Implications:** Financial implications of the agreed deviation as per assessment of NALCO will be loaded on the price quoted by the bidder. Deviation not accepted by NALCO will have to be withdrawn by the bidder otherwise such bids may be disqualified.
7. Bidders are advised to provide all information/documents/data etc. asked either as a part of Checklist for submission of Offer (Attachment -III) or elsewhere in tender document issued by NALCO.
8. **Pre-bid meeting:** A pre-bid meeting with the interested bidders shall be held on **11.05.2026 at 11:00 AM IST** at NALCO, Delhi Office for discussion / clarification on the matters related to the tender. All the interested bidders are required to attend the same without failure before submission of bid.
9. **DECLARATION OF RELATIVES WORKING IN NALCO:**  
The contractors must furnish certificate as mentioned in Attachment – IA & Attachment-IB enclosed, disclosing in detail about their relative / relatives, working in the company. Suppression of this information in any form if detected at any stage will be disqualification and lead to rejection of the offer or termination of the contract as the case may be. The concerned party may be debarred from participation in future tenders.

10. **Negotiation after evaluation of price bid:** Tenderers may please note that, negotiation after price bid opening (if any) shall be held with L1 party only. Tenderers are requested to submit their offer accordingly.
11. **Affidavit for execution of contract:** The bidder has to submit an Affidavit for execution of the contract. The format of the affidavit is as given at Attachment-IC.
12. **ACKNOWLEDGEMENT CUM CONSENT LETTER FROM BIDDER:** The bidder / party may intimate NALCO acknowledging receipt / downloading of the NIT together with a consent for participation as applicable. The format for acknowledgement cum consent letter from bidder is as given at Attachment-ID.
13. **Power of Attorney:** The bidder has to execute and submit the power of attorney in favour of person who is signing the bid/offer. The power of attorney should be in non-judicial stamp paper of appropriate value.
14. **Declaration by the bidder:** The bidder is required to make the declaration as per the format given in Attachment-IE.
15. **EXECUTION OF AGREEMENT:** The contractor shall have to execute an agreement on non-judicial stamp paper of Rs.50/- purchased in the name of the Contractor from any registered stamp vendor under the jurisdiction of the Delhi High Court, in the specific format of NALCO placed at Attachment-IF. The agreement should be executed in the office of NALCO, Delhi within 10 days of receipt of Work order or before starting the execution of the work, whichever is earlier.
16. **Information regarding current litigation, etc.:** The bidder is required to declare by giving information regarding current litigation, debarring, expelling of bidder or abandonment of work. The declaration by the bidder in this regard should be given as per the format at Attachment-IG.
17. **PRE CONTRACT INTEGRITY PACT:** The bidder is required to sign and submit the pre contract integrity pact as per the format given in Annexure-XIII.  
 Only those vendors/bidders who commit themselves to the Integrity pact with NALCO would be considered competent to participate in the bidding process i.e. entering into this pact would be a preliminary qualification.  
 In case of joint bidding such as consortium etc., all the partners should sign the Integrity pact. In case of sub-contracting, the principal contractor shall take the responsibility of the adoption of IP by the sub-contractor. It is to be ensured that all sub-contractors also sign the IP.  
 Integrity pact in respect of particular contract shall be operative from the date of signing of Integrity pact till date of completion of contract.  
 Integrity pact is deemed as a part of the contract and the parties are bound by its provisions.  
 At present there are three Independent External Monitor(s) (IEMs) in NALCO as per details mentioned below:

Mr. Hare Krushna Das IAS (Retd.)  House No. 829, Sector-8 Gandhinagar, Gujarat – 382007  E-mail: hkdash184@hotmail.com	Shri Prashant Kumar Jha, IFoS (Retd.)  Plot No. 170 (Upper Unit) Prashasan Nagar, Jubilee Hills, Hyderabad – 500110  Email: pkjhaforest@yahoo.co.in	Shri N. Shanker Reddy, IPS (Retd.) H.No. 6-5-232-1, BRINDAVANAM 80 Feet Road, Venkat Rao Nagar, Ram Nagar (PO) Anantapur – 515004, Andhra Pradesh Email: shankerreddyips@gmail.com
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**ATTACHMENT – I A**

**NATIONAL ALUMINIUM COMPANY LIMITED.**

**INSTRUCTION FOR BIDDERS: FILLING UP OF FOLLOWING REQUIREMENT IS MUST,  
WITHOUT WHICH THE OFFER IS LIABLE FOR REJECTION.**

The tenderer shall carefully study the list of directors of NALCO given below and state “Yes” or “No” to questions given below:

1.	Shri Brijendra Pratap Singh, CMD	5.	Dr. Tapas Kumar Pattanayak, D(HR)
2.	Shri Vivek Kumar Bajpai- Part-time Official Director	6.	Shri Abhay Kumar Behuria, D(F)
3.	Shri Pankaj Kumar Sharma, D(P)	7.	Shri Anil Kumar Singh D(C)
4.	Shri Jagdish Arora, D(P&T)		

Sl.No.	Description	Write “Yes” or “No”
1.	Whether the tenderer is a relative of any of the directors of NALCO?	
2.	If the tenderer is a firm, any of NALCO Directors or any of their relatives is a partner in the tenderer’s firm?	
3.	If the tenderer is a Company Registered under Company’s Act 1956 or Company’s Act 2013, whether any of NALCO’s Directors is Director of the Company?	

**Note:** If Yes is the answer to any of the above questions, please give the name of NALCO’s Director and relationship of the tenderer / partner / member / Director as the case may be.

Sl.No.	Name	Relationship

SIGNATURE and STAMP OF THE TENDERER

Page 1 of 1 of Attachment – I A

**ATTACHMENT – I B**

Important: Suppression of information shall be viewed seriously and action deemed fit would be taken including termination of the contract.

(Strike out which is not applicable)

**1. I/We hereby declare that none of my/our relative is an employee of NALCO.**

2. I/We hereby declare the following are the employee/s of NALCO is/are my/our relative/s.

<b>Sl.No.</b>	<b>Name of the employee/ P.No. / Designation/Place of Posting.</b>	<b>Relationship with the employee.</b>
1		
2		
3		
4		

(Please attach extra sheet, if required)

**ATTACHMENT – I C**

**AFFIDAVIT TO BE SUBMITTED BY THE BIDDER**

- a. The undersigned, do hereby certify that all the statement made in the bid and attachments are true and correct.
- b. The undersigned also hereby certifies that neither our firm M/s..... nor any of its constituent partners have abandoned any work in India nor any contract awarded to us for such works have been rescinded during the last five years prior to the date of this bid.
- c. The undersigned hereby authorise and request (s) any bank, person, firm or Corporation, Govt. officers to furnish pertinent information as deemed necessary and as requested by NALCO to verify this statement or regarding my (our) competency and general reputation.
- d. The undersigned understands and agrees that further qualifying information may be requested and agree to furnish any such information at the request of NALCO.

Signature of the Bidder  
Date:

**FORMAT FOR ACKNOWLEDGEMENT CUM CONSENT LETTER FROM BIDDER**

To

**National Aluminium Co. Ltd.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attn.:** \_\_\_\_\_

**SUBJECT: Tender for -----**

**(BIDDING DOCUMENT NO. -----)**

Dear Sir,

We hereby acknowledge receipt of a complete set of Bidding Document along with enclosures for subject works as per the Master Index for our use in preparing the Bid. We undertake that the contents of the above Bidding Document shall be kept confidential and further that the specifications and documents shall not be transferred and that the said documents are to be used only for the purpose for which they are intended.

A. We intend to bid as requested for the subject works and furnish following details with respect to our quoting office:

a. POSTAL ADDRESS : \_\_\_\_\_

b. TELEPHONE NUMBER : \_\_\_\_\_

c. TELEFAX NUMBER : \_\_\_\_\_

d. CONTACT PERSON : \_\_\_\_\_

e. E-MAIL ADDRESS : \_\_\_\_\_

OR

B. Reasons for non-submission of Bid:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TENDERER'S/AGENCY'S NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

NAME : \_\_\_\_\_

DESIGNATION : \_\_\_\_\_

DATE : \_\_\_\_\_

DECLARATION BY THE BIDDER

I \_\_\_\_\_ representing the bidder, do declare on behalf of the firm as hereunder:

\* That, I am the PROPRIETOR of the bidder firm. I undertake to submit proof of ownership as and when demanded by NALCO.

OR

\* That I am the authorized signatory to the tender documents holding valid Power of Attorney. **Certified copy of the valid power of Attorney is enclosed with offer.**

NOTE:\* Strike out whichever is not applicable.

- (a) That, we do not have any FINANCIAL/PROFESSIONAL stake in any of the other bidders participating in this tender;
- (b) That, this firm has not been blacklisted/debarred/banned in any unit of NALCO/Other PSUs / GOVTs of India/states.
- (c) That, we have never been prosecuted by any statutory authority.
- (d) That, any change in the constitution of the firm shall be made with prior clearance from Nalco.
- (e) That, we have studied all the clauses/sub-clauses terms and conditions of the tender documents and our offer fully comply with the requirements spelt out in the tender documents.
- (f) We undertake to abide by and comply with all the safety and environmental regulations in force during the execution of work.
- (g) We undertake to abide by and comply with all the applicable provisions of laws governing contract workers engaged by you for this work.
- (h) The ATTACHMENT-IA & ATTACHMENT-IB regarding relatives working in NALCO are filled up and enclosed.
- (i) That we have quoted the rates in figures in BOQ which is the bidding sheet representing the detailed Rate Schedules at Annexure- II duly accepted by us.
- (j) We undertake that we do not have any unauthorized structure / construction inside Nalco Township or Plant. We also undertake to remove any / all such structures, if detected by Nalco later on.
- (k) We declare that all supporting documents of the offer submitted are attested by a gazetted officer / Notary.
- (l) **“ I/we declare that I/we have not been convicted / or any case has been initiated against me / us by a Court of Law or indictment / adverse order by a regulatory authority against me / us, or my / our company or against any sister concern of mine / ours which relates to a criminal offence.”**

I further declare that all above statements are true and if found otherwise any time during pre-ordering/post ordering stage of the contract, action as deemed fit by NALCO including ‘rejection of my offer’ and ‘debaring/blacklisting’ may be taken against me/my firm / my company and shall be binding on me/firm / my company represented by me.

**(Signature and official seal of the Proprietor / Authorized Person)**

Date :

Name of the signatory.....

Postal address of the firm-----

PAN NO :

TIN NO :

PF NO :

ESI NO :

PAN based GST Reg. No.:

Phone No..... Mobile No.....Fax No.....

Email Address :

**FORMAT OF AGREEMENT**

(To be executed on non-judicial stamped paper of appropriate value)

This Agreement made this day of \_\_\_\_\_ in the year Two Thousand and Twenty Three between the National Aluminium Company Ltd. (A Government of India Enterprise) having its Regional office at Core -, 5<sup>th</sup> Floor, Scope Minar, Laxmi Nagar, Delhi 110092 and Registered Office at NALCO BHAWAN, P-1, Nayapalli, Bhubaneswar-751013 (ODISHA), herein after referred to as the “NALCO” or “Client”, which expression shall unless repugnant to the context or meaning thereof be deemed to include its administrators, successors and assignees on the one part and M/s. \_\_\_\_\_ having its Registered Office at \_\_\_\_\_ (Service Provider/Contractor) which expression shall unless repugnant to the context or meaning thereof be deemed to include its administrators, successors and assignees on the other part.

WHEREAS NALCO intends to appoint a Service Provider/Contractor for Providing Services to National Aluminium Co. Ltd (hereinafter called NALCO) for cargo handling, stockyard & warehousing for domestic sales, stock transfer/ transshipment “The Work”.

WHEREAS NALCO desires the Service Provider/Contractor to carry out the services as detailed in the Tender Reference No. \_\_\_\_\_ Dtd. \_\_\_\_\_.

WHEREAS the Service Provider/Contractor possess the requisite competence and experience to perform the services.

WHEREAS the Service Provider/Contractor is willing to provide services as per terms and conditions set forth herein in the RFQ/Tender.

All the following documents shall form the part of this Agreement.

- i) RFQ/NIT Terms & Conditions along with its enclosures.
- ii) Detailed Work Order along with its enclosures.

In witness whereof the parties have executed the present agreement on the day and the year above written.

Signed and delivered for and on  
behalf of the Service Provider/Contractor  
M/s. \_\_\_\_\_

Signed and delivered for and on  
behalf of the Client  
M/s. National Aluminium Co. Ltd.

Date:

Date:

Place:

Place:

Witness:

Witness:

1.

1.

2.

2.

**INFORMATION REGARDING CURRENT LITIGATION, DEBARRING, EXPELLING OF BIDED OR ABANDONMENT OF WORK BY THE BIDDER**

1	(a)	Is the bidder currently involved in any litigation relating to the works	Yes / No
	(b)	If yes, give details:	
2	(a)	Has the bidder or any of its constituent partners been debarred / expelled by any agency in India during the last 5 years	Yes / No
	(b)	If yes, give details:	
3	(a)	Has the bidder or any of its constituent partners failed to perform on any contract work in India during the last 5 years.	Yes / No
	(b)	If yes, give details :	

**TENDERERS MAY PLEASE NOTE THE FOLLOWINGS:-**

- 1. COVERS IN E TENDER:**
- 1.1 Tender [Techno-commercial part (Part-I) & Price part (BOQ)] must be submitted ONLINE ONLY under the e-mode tendering system
- 2. TENDER PAPER COST :** Not Applicable
- 3. EARNEST MONEY DEPOSIT (Not applicable to Govt. Agencies/PSUs/MSEs):**
- 3.1 Earnest Money (if applicable) should be submitted by way of Demand Draft/Pay Order/e-payment/BG in favour of National Aluminium Company Limited
- 3.2 Crossed DD/Pay Order/Banker's Cheque should be paid in favour of National Aluminium Company Limited, payable at Delhi.
- 3.3 Tenders without EMD and/or not in the prescribed form will be liable for rejection. Public sector and Govt. agencies, MSEs and the Firms registered with NSIC (for the service/work for which they are registered), and others such as Ancillary Industries etc. for which specific exemption has been granted by NALCO shall be exempted from submission of EMD (in such case relevant supporting documents needs to be submitted along with the techno-commercial bid.
- 4. TENDER RECEIVING DATE AND OPENING OF PART-I (TECHNO COMMERCIAL BID):**
- 4.1 Tender (Part-I & Part-II) should be submitted through GeM portal within the due date and time stipulated on the GeM portal.
- 4.2 Only Techno-Commercial Bid Part-I will be opened on the due date and time or thereafter at the earliest convenience.
- 4.3 Tender containing Price quotation in Tech. Bid (Part-I) is liable to be rejected.
- 4.4 **All the pages of tender terms & conditions to be signed, stamped and then attached to the e-bid tender.**
- 4.5 Intending tenderers or their representative(s) may witness the tender opening.
- 5. OPENING OF PART-II (PRICE BID):**
- 5.1 Part –II of the tenders/offers of only those bidders who are Techno-commercially accepted, after detailed evaluation of Techno-Commercial Bid, shall be opened on later date.
- 5.2 The Price Bid (Part-II) opening date will be intimated to Techno-Commercially accepted parties in advance either by telephone/FAX/E-MAIL/put up on Notice Boards.  
The rates quoted shall be inclusive of all charges and GST. In case GST is leviable for such services, the contractor shall raise tax-compliant Invoice showing GST component separately. **The GST rate @ 18% has been considered in the BOQ, price bid break-up sheet (to be uploaded by bidder along with price bid).**
- 6. Evaluation of Price Bids:** The price bids of the techno-commercially qualified bids in case of two-part bid system shall be evaluated as below:
- 6.1 Loading of Amount for the agreed deviation shall be done on the Price Bids.
- 6.2 For the purpose of evaluation of bids, the higher value between the following a & b for the total contract period will be considered: (See BoQ sheet for details & Annexure-I)
  - a. *Sum of following Two:***
    - (i) *Tentative monthly quantity to be delivered X charges for delivery per MT X 60 months*
    - (ii) *Tentative monthly quantity to be receipt by Truck X charges for truck unloading & stacking at Warehouse per MT X 60 months*
  - b. *Minimum monthly charges X 60 months***
- 6.3 The bidders shall upload the price break up details in the BOQ format along with the price bid. Refer page 2 of Annexure –II for specimen copy of BOQ. Price arrived at sl. no. 2.6 in BOQ sheet is to be quoted in the price bid in GeM Portal. In case of any mismatch in value in sl.no. 2.6 of BOQ sheet and the value entered in price bid, the bid shall be summarily rejected.

## **7. OTHER CONDITIONS:**

- 7.1. NALCO accepts no responsibility for any failure of tenderers in UPLOADING the required BIDS through GeM portal.
- 7.2. If last date of receiving/opening tenders coincides with holiday, the date will be shifted to the next working day or thereafter at the earliest convenience.
- 7.3. NALCO reserves the right to allow purchase preference to Central Government/Public Sector Undertakings as admissible under the policy of Govt. of India from time to time.
- 7.4. All the procurements on GeM portal are subject to Public Procurement (Preference to Make in India) Order 2017.
- 7.5. Purchase preference will be given to Micro and Small Enterprises (MSEs) as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium enterprises and its subsequent orders/notifications issued by concerned Ministry. If the bidder wants to avail the Purchase Preference for Services, the bidder must be the Service provider of the offered Service.
- 7.6. NALCO reserves the right to cancel the above tender in part or full without intimation to the bidders and / or without assigning any reason thereof. However, if any bidder request for clarification regarding the bidding document provisions, bidding process and / or rejection of his bid, NALCO shall respond to such queries within a reasonable time
- 7.7. For the purpose of service charges payable per month to the contractor for actual quantity receipt/sold /delivered in a month, higher value between the following a & b for the total contract period will be considered: (See BoQ sheet for details & Annexure-I)
  - a. Sum of following Two:**
    - (i) Tentative monthly quantity to be delivered X charges for delivery per MT X 60 months
    - (ii) Tentative monthly quantity to be receipt by Truck X charges for truck unloading & stacking at Warehouse per MT X 60 months
  - b. Minimum monthly charges X 60 months**
- 7.8 The charges of re-strapping of bundles/ coils is fixed at Rs 129/- per bundle/ coil, which shall be paid to contractor for re-strapping of bundles/ coils, as detailed at 2E of Annexure – I.

## **8. GUIDELINE FOR REVERSE AUCTION**

*Following procedure /guideline to be followed as NIT stipulates “Reverse Auction to be followed after Price Bid opening.”*

1. **Reverse Auction will be strictly as per GeM policy & guidelines.**
2. **Only those bidders whose offers are found to be techno-commercially acceptable, the price bids of those bidders will only be opened. Excluding the H1 bidder as per the Price offer can only participate in Reverse Auction as per GeM Policy. The H1 price offer bidder can not participate in the process of Reverse Auction.**
3. NALCO shall in no way will be responsible for any cause for which a bidder/bidders could not participate in the reverse bidding process. To avoid such eventuality, bidders must take most care for power failure, loss of internet connectivity and other issues that may arise during date & time of reverse bidding.
4. NALCO reserve the right to cancel/reschedule/extend the date & time of reverse bidding process without assigning any reason.

5. If a bidder does not participate in the REVERSE AUCTION, the price quoted by him in the price bid shall be considered as the valid price of that bidder. The inter-se position of the said bidder shall be considered based on their position on completion of reverse auction.
6. The date and time for Price bid opening shall be indicated separately in GeM Portal. Bidder should visit Gem Portal regularly for any up-dation.
7. GEM Portal Server time shall be the basis of Start time & Closing time for bidding and shall be binding for all.
8. The bidders shall not divulge either his bids or any other exclusive details to any other bidders during bid evaluation process & reverse bidding process.
9. **The subject work will be awarded to the party quoting lowest rates after reverse auction.**
10. A proportionate reduction will be applied to each item in the Bill of Quantities (BoQ) based on the percentage reduction in the bidder's final quote after the reverse auction on the GeM portal, compared to their initial quote before the auction.

**CHECK LIST FOR SUBMISSION OF OFFER**

Tenderer/bidder is requested to fill this check list and also ensure that all details documents have been furnished as called for in this tender bidding document along with this duly filled in signed & stamped checklist with each of the “Unpriced Part of the offer”.

**Please tick the box/fill up and ensure compliance**

- 1.0 Covering letter with Tender **Enclosed****
- 2.0 Tender Document Cost: Not Applicable**  
Value Rs..... DD/BC No.....Dated.....  
Submitted in the Form of DD/BC Not applicable
- 3.0 EMD: (Not Applicable for Govt. Agencies, CPSE, PSU, MSEs etc. refer Annx-A clause VIII)**  
Value Rs..... DD/BC No..... Dated.....  
Submitted in the Form of DD/BG/eBG/ONLINE/Not applicable
- 4.0 Validity of offer is up to 120 days from the due date of opening of Techno-commercial part, as mentioned in NIT/LIT**  
Validate upto..... Dated.....
- 5.0 Annual Turnover Details:**  
Audited Balance Sheet including Profit and Loss Account Statement for the last 3 (three) years.  
Submitted Rs..... Year.....  
Not Applicable
- 6.0 Assessment Orders for the last three years or in case Assessment Order for any particular years has not been completed, copy of the Income Tax Return duly acknowledged by Income Tax Department.**  
Submitted dated.....
- 7.0 GST with registration certificates, etc. if applicable**  
Submitted GST No: .....Dated .....  
PAN no. : .....  
Other Regn code/no. if any : .....
- 8.0 Details of similar works executed: in the Proforma enclosed in the tender/bidding document.**  
Submitted Ref.....

- 9.0 **Details of Present Commitment** in the Proforma enclosed in the tender/bidding document.
- Submitted Ref.....
- 10.0 **An Overall Schedule** in the form of Bar Chart, clearly indicating all important milestone of the construction activities (if applicable)
- Submitted Ref.....
- 11.0 **List of minimum equipments** proposed to be deployed for the work in the Proforma enclosed in the tender/binding document.
- Submitted Ref.....
- 12.0 Proposed Site Organisation as per Proforma enclosed in the tender/bidding document.
- (i) Submitted Ref.....
- (ii) Qualification and experience of Stockyard In-charge and other key personnel have been mentioned in the site organization chart.
- Yes Ref.....
- (iii) Number of Key Personnel under different heads have been mentioned in the Site organization chart.
- 13.0 Documents of warehouse/stockyard: -
- i) Documents of land (warehouse/stockyard) Ownership  
Submitted Ref.....
- ii) Copy of Notarised Rent Agreement/ Notarised Lease Deed/ Notarised Agreement to Lease/Rent if land is not owned by bidder  
Submitted Ref.....
- iii) Address proof of the warehouse/stockyard  
Submitted Ref.....
- 14.0 Power of Attorney in favour of person(s) who has/have signed the offer in stamp paper of appropriate value.
- Submitted
- 15.0 **Information about Tenderer** in the relevant provisions given in NIT/Tender.
- Submitted Not Applicable
- 16.0 **Partnership Deed** in case of partnership firm and Articles of Association in case of limited company.
- Submitted Not Applicable
- 17.0 **Declaration regarding** relationship with client's Director.
- Not Applicable Submitted
- 18.0 **Copy of P.F. Code No. and ESI Code No.**
- Submitted P.F. Code No.  
Submitted ESI Code No.

- 19.0 **Tendering Drawing (Layout of Warehouse)**  
Submitted Not Applicable
- 20.0 **Techno-commercial Deviation/exceptions**(if unavoidable) in the Proforma enclosed in the tender/bidding document.  
Not Applicable Submitted  
(For “no” Deviation)
- 21.0 **Price bid contains no conditions in any form.**  
Confirmed Not confirmed
- 22.0 **All the documents furnished are readable/legible**  
Yes
- 23.0 **All pages/documents are stamped and signed by the authorized signatory of the tender/bidder.**  
Yes
- 24.0 **Mandate for E-Payment has been duly filled-in, signed, stamped by the contractor and also endorsed and countersigned by bidder’s banker (Nalco reserves the right to refund the EMD of bidders by e-payment only)**  
Yes

GENERAL TERMS AND CONDITIONS

I. Products to be handled

- a) Steel /Poly strapped Aluminium Ingots bundles such bundle containing 49 pcs / 44 pcs. of Al. Ingots and gross weight per bundle : 1 MT (Approx.)
- b) Aluminium Sow Ingots of different sizes, maximum weight per piece :1.0 MT (Approx.)
- c) Aluminium Wire Rods weight per coil : 2 MT (Approx.)
- d) Billets in bundle – The number of pieces in each bundle and bundle weight will depend upon cut length (maximum cut length 5800 mm). The weight of a bundle may be to the tune of 3 MT max. The Billets will be strapped on a wooden runner.
- e) Steel/Poly strapped Cast Strip: 5 MT (Max)
- f) Steel/Poly strapped Rolled Products in Coil Form mounted on wooden frame: 7 MT (Max.)
- g) Steel/Poly strapped Rolled Products in Cut-to-length Sheet packed in wooden frame: 3 MT (Max.)
- h) T-Bars/T-Ingots in rectangular shape blocks, each block weighing about  $650 \pm 50$  Kgs.
- i) Any other form of Aluminium and other products manufactured by NALCO.

II. Scope of Work: The scope of work shall inter-alia cover all the following, but not limited to it.

- a. Handling and Receipt of NALCO's materials, dispatched through trucks/etc, subsequent storage, delivery, etc as per detailed terms and conditions at ANNEXURE-I.
- b. Stockyard/Warehousing facility management, delivery and other services for domestic sales as per detailed terms and conditions as at ANNEXURE-I.

*It is the responsibility of the contractor to co-ordinate the above 2 areas of works so that NALCO's domestic sale of metal are effected as per schedule.*

- III. a) NALCO shall mean National Aluminium Company Limited or their authorized representative, having its Regional office Core-4, 5<sup>th</sup> Floor, Scope Minar, Laxmi Nagar, Delhi 110092 and Registered Office at Nalco Bhawan, P/1, Nayapalli, Bhubaneswar – 751 013, Odisha, which shall be hereinafter referred to as NALCO.
- b) **Volume of Work** - On an average, about 12,000 MTs (QUANTITY) of cargo is expected to be handled in a year for sale in domestic market and onward transfer to various stockyards or any other location in case Nalco opens additional stockyards. However, NALCO does not guarantee the quantum of work. No claim from the contractor shall be entertained in the event the volume of work is substantially lower or higher. NALCO does not guarantee any definite volume of work during the tenure of the contract. It is a tentative program of NALCO to handle around 60,000MTs (Full contract quantity) under this contract. These indications are, however, purely tentative and it cannot be made the contractual obligations of NALCO and subject matter for any claim or litigation by the contractor.

- IV. **Duration of the Contract:** Duration of contract shall be for a period of 60 months from the date of commencement of the contract.
- V. **Validity of Offer:** The offer should be valid for a period of 120 days from due date of tender opening and the rates once submitted shall not be changed/varied during this period. No claim shall lie on NALCO for the validity of the offer or for any costs that may arise to the contractor on account of his participation in the tender.
- VI. **Right to accept/reject the tender:** NALCO reserves the right to reject any or all the tenders without assigning any reason thereof.
- VII. **Tender Paper Cost:** Not applicable.
- VIII. **Earnest Money Deposit (EMD):** The EMD is fixed at Rs 2,50,000/-. The EMD may be submitted either by way of e-payment (RTGS) favouring "National Aluminium Company Limited" or in the form of a Bank Guarantee (BG) in NALCO's formats (format at Annexure-XIV) from any approved bank of NALCO (list of bank at Annexure-VII). The BG/e-payment should be submitted to NALCO Office Delhi well in advance / before the date of online bid submission. For e-payment, it should be paid in favour of NATIONAL ALUMINIUM COMPANY LIMITED through State Bank of India, 23, Himalaya House, K.G. Marg, New Delhi – 110001, Account No.30003549828, IFSC – SBIN0050191.

The scanned copy of EMD details should be submitted online along with the bid. The details of the EMD document submitted physically to NALCO and the scanned copies furnished at the time of bid submission online should be same otherwise the tender will be summarily rejected.

The EMD will be returned to all unsuccessful bidders by way of e-payment only. EMD of successful bidder shall be returned against after submission of Security Deposit. In this regard, the NALCO bank mandate form is to be submitted as per format at Annexure-XI. The EMD of the successful bidder, if paid by e-payment, may be adjusted towards security deposit.

The Public Sectors, Government agencies, MSEs and the Firms registered with NSIC (for the service/work for which they are registered), and others such as Ancillary Industries etc. for which specific exemption has been granted by NALCO shall be exempted from submission of EMD (in such case relevant supporting documents needs to be submitted along with the techno-commercial bid).

In case the BG for EMD is found to be discrepant / not in conformity with NALCO's requirement, NALCO reserves the right to reject the offer of the bidder.

Submission of BG in eBG mode is also acceptable in addition to paper BG. The standard beneficiary information required by the Bank for issuance of eBG is attached at Annexure-XVIII.

IX. **SECURITY DEPOSIT (SD):**

There shall be two forms of interest free Security Deposits – (a) SD for Contract Performance and (b) SD against issue of materials for handling, stock-holding, etc. The contractor shall submit the Security Deposits by way of Bank Guarantee in the prescribed format as given at Annexure- VI and Annexure-XV or by way of e-payment (RTGS) within 21 days from the date of issue of LOI.

Submission of BG in eBG mode is also acceptable in addition to paper BG. The standard beneficiary information required by the Bank for issuance of eBG is attached at Annexure-XVIII.

IX a. SD for Contract Performance

- IX.a(i). A sum of 5% of the accepted value (work value only excluding GST) of the tender shall have to be deposited by the person/ persons (hereinafter called as contractor) as security deposit with the owner until the expiry of **6 month beyond the** defect liability period. The BG for this Security Deposit shall be as per the format at Annexure-VI of this tender. This may be deposited initially at 2.5% of the contract value (referred as initial security deposit) within 20 days of receipt by him of the notification of acceptance of tender and the balance will be recovered in installments through deduction @5% of the gross value of each running account bill, till total security deposit is collected.
- IX.a(ii) Alternatively the contractor may at his option deposit the full amount by way of e-payment (RTGS), as mentioned at IX.a(i) above towards deposit.
- IX.a(iii)The Earnest Money Deposited with the tender, by the successful bidder if paid by way of e-payment (RTGS) may be adjusted towards Security Deposit.
- IX.a(iv)The security deposit will be released after successful completion of the **6 month beyond the** defect liability period/claim period, as the case may be, on certification of Officer-in-Charge, by e-payment only.

IX.b. SD against issue of materials for handling, stock-holding, etc

Under the contract, NALCO shall despatch the materials viz- Aluminium Ingots (which includes standard ingots, sow ingots, T-ingots, etc), Aluminium Wire rod, Aluminium Billet, Aluminium Rolled Products, etc (hereinafter referred to as the "said materials") to the contractor. The said materials shall be under the custody and charge of the contractor and shall be handled, kept, stored, delivered at the sole risk and expense of the Contractor. The contractor shall make arrangement for adequate security for the said materials for handling, keeping, storage, deliveries, etc by the contractor under the contract. For such adequate security a sum of Rs. 47,66,315/- (which is 2 % of the cost of average stockholding of products, considering the average highest daily stock holding of 500 MT) shall have to be deposited by the person/ persons (hereinafter called as contractor) as security deposit with the owner until the expiry of **6 month beyond the** defect liability period. The BG for this Security Deposit shall be as per the format at Annexure-XV of this tender.

- X. **Parallel Contractor:** NALCO reserves the right to appoint any other contractor(s) on the same or similar terms and conditions or otherwise for full or part of the contract, or for any part of the scope of this contract. This contract does not restrict the right of NALCO to take recourse to the above conditions even if notice of termination is not served and contract terminated with the contractor.
- XI. **Alternative Arrangement:** In absence of timely and proper performance by the contractor, NALCO reserves the right to utilize the services of any other contractor without notice at the risk and cost of the contractor and to recover charges and expenses in excess of the contractual terms from the contractor. Similarly, if the contractor fails to meet his contractual obligations, the work shall be got completed at his risk and cost through alternative sources/arrangements. This will be without prejudice to the rights of NALCO for any other action including termination, forfeiture of security deposit etc.
- XII. **Commencement of work:** The work shall be commenced within 7 days of receipt of LOI or as per the stipulation in the LOI/Work Order. The contractor's offer shall be valid for acceptance up to 120 days (four months) from the due date of opening of tender. A mobilization period of 2 months (maximum) from the date of placement of Work Order shall be allowed. No extension for mobilization period shall be permitted.

### XIII. INSURANCE

*Insurance by NALCO:* Material will be insured by NALCO for transportation from Nalco's plant to any Nalco Warehouse/Stockyard in India and is subject to insurance company's Marine Cargo Policy terms and conditions, governing the same relating to various clauses as prescribed by the underwriters.

Stock insurance of the material stored in the stockyard / warehouse / godowns shall be arranged by the NALCO (also called OWNER). The owner shall arrange the policy of Burglary (including theft/pilferage) for owner's stock. The owner shall also arrange for Fire and Special Perils policy for its material stored in the stockyard / warehouse / godown. The amount settled by the insurance company will be reimbursed to the contractors after recovery of 125% of the value of the loss (if any) from the contractor.

### XIV. SAFEGUARD / SECURITY OF NALCO'S STOCK AT STOCKYARD/WAREHOUSE OR DURING ITS CUSTODY WITH THE CONTRACTOR

The contractor shall take adequate measures / precautions to safeguard Nalco's materials at stockyard/warehouse and under his custody against burglary/theft, pilferage, damages of any kind and any loss / shortage that may occur. In the event of any loss / shortage due to theft, pilferage, damages of any kind during storage at stockyard/warehouse or under contractor's custody, cost equivalent to 125 % of the value of such losses/damages shall be recoverable from the contractor or adjusted against service charges payable to them on account of sales effected without prejudice to any other actions. In case of theft / burglary at stockyard/ warehouse or under contractor's custody, the contractor shall be responsible for lodging the FIR with the Police and the same should be intimated forthwith to Nalco. **The contractor shall also provide all assistance and documents to NALCO for lodging the insurance claim.** In case the loss estimated at 125% of the value of loss/shortage recoverable from the contractor, becoming insufficient with respect to the amount payable to the contractor, the same shall be recovered by taking recourse to encashment of Bank Guarantees (i.e the BGs for handling, storage, etc the format of which is as per **Annexure-VI & Annexure-XV**). **If the value of security available by way of BGs and pending bills, put together, falls short of the recoverable value, the short-fall shall be made good by the contractor.**

XV. **Termination of contract by NALCO :** If the contractor does not commence the work in the manner described in the contract documents or if NALCO notices/finds the occurrence of any one or more the following events /contingencies or any other breach or default:-

- a) Failure to carry out the work in conformity with the contract documents
- b) Failure to carry out and execute the work in accordance with the time schedule to the satisfaction of NALCO.
- c) If the contractor abandons the work
- d) Due to breach of any of the terms & conditions on the contract by the contractor.
- e) Distress execution or other legal process being levied upon any of the contractor's goods and/or assets.
- f) If the contractor or any person employed by him takes or offers for any purpose connected with the contract any gratuity, royalty, commission, gratification or other inducements (whether money or in any other form) from/to any employees or customers or their authorized representatives of NALCO.
- g) If the contractor during the continuance of the contract becomes bankrupt makes any arrangements or composition with his creditors or permit any execution to be levied or go into liquidation.
- h) If any criminal investigation or proceedings are initiated against the contractor.

Then in any such case, NALCO shall have the right/power to terminate the contract and take action under provisions of the contract. No compensation whatsoever shall be payable to the contractor in the event of any such termination. The security deposit will stand forfeited for any such termination. NALCO will be at liberty to get the job done at the risk and cost of contractor, without prejudice to any other rights of NALCO.

NALCO shall also have right to terminate the contract by serving three months' notice in writing without assigning any reason whatsoever. The notice period shall be effective from the date of receipt of the notice. Upon termination of the contract, any materials, stocks, equipments etc of NALCO shall be returned back to NALCO within reasonable time from the date of contract termination.

**XVI. Subletting of work:** No part of the contract shall be in any manner be transferred/sublet by the contractor directly or indirectly to any other person or firm without prior consent of NALCO in writing.

**XVII. Labour Laws and other laws:** The contractor shall comply with all the provisions of all labour legislations of the State/Central Government or any competent authority as applicable in respect of all workmen employed by him in executing the contract. The contractor shall ensure that any authorized sub-contractor under him does similarly comply with the above requirements. The contractor shall be responsible to defend or make payments against all actions, proceeding, claims, demands cost and expenses whatsoever arising out of any failure on the part of contractor or sub-contractor to comply with all or any of the Acts and Regulations of State/Central government contractor shall indemnify NALCO against all actions, proceedings, claims, demands, cost and expenses whatsoever arising out of or in connection with the matters referred to in this tender. Contractor shall be responsible to settle all the disputes with the employees engaged by him or by any authorized sub-contractor. The contractor shall abide and fulfill all the provisions of the Minimum Wages Act, Contract Labour (Regulation & Abolition) Act 1970.

The contractor shall be responsible for observance of all Statutory Laws/Acts and Rules as may be applicable viz. Company's Act, Minimum Wage Act, Provident Fund Act, Employees State Insurance Act, Motor Vehicle Act, GST Act and all other applicable Laws, Rules & Regulations, etc and related laws and the contractor shall absolve NALCO of all liability in respect of the contractor's employees or their dependents or agents or their equipment. All taxes, Insurance and other charges as applicable to the vehicle and machineries shall be the full responsibility of the contractor.

**XVIII. Contracts coordination:** NALCO or its authorized officers will be the coordinating agencies for execution of the contract. The contractor will undertake execution of the contract as per their instructions from time to time. The contractor shall make necessary arrangement for posting of his representatives at different work area for proper liaison with the coordinating agencies.

**XIX. Work on Sundays and Holidays :** The contractor shall carry out work on Sunday and holidays also if exigency arises in the interest of the progress of the work without any extra charges to NALCO.

**XX. Billing and Payment:** Payment shall be made against monthly R.A bills, submitted in the prescribed format & duly approved and certified by the Manager-in-charge. Such Certificate / approval by the MIC and passing of the amount so payable shall be binding and conclusive subject to deductions as per the contract, which is subjected to arithmetical correction if any. Contractor shall submit his bills, after completion of the job and all formalities related with the job on a monthly basis for the component and quantum completed, in quadruplicate to NALCO along with the relevant documents/certificates stipulated by NALCO. Payment shall be made by way of Electronic Payment only within 30 (thirty) days from the date of receipt of the bills if found in order and are complete in all respects. Income tax as applicable at the prevailing rate on the gross amount billed shall be deducted from contractor's bills.

No compensation is payable for any delay in releasing payments. This is subject to any recovery which NALCO is entitled to make from the bills of the contractor.

The contractor has to enclose the proposed deviation statement with RA bill once the executed value of work reaches 80% of the awarded value.

The final bill of contract shall be submitted by the contractor within three month of the completion of contract otherwise the contract may be closed ex-parte on the basis of the Manager-in Charge's certificate of the measurement and the amount payable or recoverable as certified by the Manager In Charge, taking all recoveries into account and shall be final & binding on the contractor. Besides above, the contractor may be treated as dormant or non-responsive. This may affect contractor's future business with NALCO adversely.

GST registration of the contractor is mandatory. No activities in this contract should suffer due to non availability of GST registration on part of the contractor.

**XXI Force Majeure:** The contract is subject to force majeure conditions which includes circumstances including acts of God in the event of stoppage of work in any establishment of NALCO during the contract period, or owing to work, riots, strikes, lock-outs, trade disputes, break downs accidents, fire, tempest, Govt. orders or restrictions imposed by Govt. of India, Governmental decrees, shortage of materials, non availability of shipping space and/or causes beyond control of NALCO.

**XXII. Arbitration:**

**A) Arbitration clause for Private Contractor:** In case of any dispute or differences arising out of the contract which cannot be resolved mutually between NALCO and the contractor it shall be referred to a Sole Arbitrator to be appointed by the CMD of NALCO. The CMD, NALCO, shall communicate/cause to communicate, a panel of three names of persons to contractor/NALCO in this regard within 30 (thirty) days of notice of arbitration, for contractor/NALCO to select anyone of them to be appointed as the Arbitrator. In case contractor/NALCO has not communicated its selection as above within thirty days, CMD, NALCO will appoint any one of them as a Sole Arbitrator.

The Arbitrator shall give a reasoned and speaking award. The award of the Arbitrator shall be binding on both the parties. The venue of arbitration shall be at **Delhi**. In case of any vacancy another arbitrator will be appointed in the same manner as above. The Arbitration and Conciliation Act, 1996 and rules made therein shall apply to Arbitration proceedings.

**B) Arbitration clause for PSU as per guidelines of DPE :** In the event of any dispute or difference relating to the interpretation and application of the provisions of the contract, such disputes or difference shall be referred by either party to the arbitration, to one of the arbitrators in the department of Public Enterprises, to be nominated by the Secretary to the Govt. of India in charge of Dept. of Public Enterprise. The Arbitration and Conciliation Act 1996 shall not be applicable to the arbitration under this clause. The award of the arbitrator shall be binding upon the parties to the disputes. Provided however any party aggrieved by such award may make a further reference for setting aside or revision of the award to Law Secretary, Dept. of Legal Affairs, Ministry of Law & Justice, Govt. of India. Upon such reference, the dispute shall be decided by the Law Secretary or the Special Secretary/Addl Secretary when so authorized by the Law Secretary whose decision shall bind the parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration intimated by the arbitrator. Venue for arbitration proceedings shall be at **New Delhi / Bhubaneswar**.

The arbitrator shall give a reasoned award.

**XXIII Jurisdiction:** The contract shall be governed by the Laws in force in India and subject to exclusive jurisdiction of Courts in **Delhi**.

**XXIV. QUOTATION & RATES:** The contractor shall quote rates against respective schedule of rates in the BOQ after duly acceptance of the detailed Rate Schedules at Annexure-II, careful analysis of costs involved for performance of jobs considering all requirements of labour, trucks, materials, equipments and whatsoever is necessary for due execution of work. In case it is noticed that the rates quoted by the contractor are unusually high or low, it will be sufficient cause for rejection of tender unless NALCO is convinced about the reasonableness of the rates on scrutiny of the analysis of such rates to be provided by the contractor on demand. It is to be noted that, it is not obligatory on the part of NALCO to call for any such analysis before rejecting the tender.

XXV. The contractor is deemed to have fully acquainted himself with – (a) the nature of job to be performed by him (b) the requirement of trucks, labour, materials, equipments (c) conditions of roads for movement of our cargoes and (d) all the necessary information whatsoever is necessary for the execution of the work, before quoting and no claim whatsoever will be entertained for any omission or commission by the contractor in this regard.

XXVI. The agreed rates shall be firm except for price variation of and fuel component. The rate is inclusive of all charges, except GST. In case GST is leviable for such services, the contractor shall raise tax-compliant Invoice showing GST component separately which will be paid extra. However, the Quoted price in price bid at Gem Portal should be inclusive of GST in line to final calculation in BOQ sheet for evaluation purpose.

XXVII. No idle charges shall be paid/payable to the contractor either for handling equipment or labour or for any reason whatsoever.

XXVIII. Should any items/jobs arise beyond the scope of work given in the schedules of rates at BOQ or at ANNEXURE-II, specific price for that particular item/job shall be negotiated and agreed to for implementation of the same.

**XXIX. Criminal Background:**

The bidder or its Proprietor/Partner(s)/Director(s) of the firm should not have been convicted by a court of Law for an offence involving moral turpitude in relation to business dealings during the past seven years for acceptance of the offer. The bidder shall give an affidavit to this effect. The affidavit must be affirmed before the competent judicial authority or duly notarized by the Notary. Besides, bidder should furnish litigation history of their firm or group firm (if claiming fulfilment of PQC on group entity terms). The litigation history shall include:

- (i) Arbitration cases pending.
- (ii) Disputed incomplete works.
- (iii) Pending civil cases against the firm or its Proprietor/Partner(s)/Director(s) involving moral turpitude in relation to business dealings
- (iv) Pending criminal cases against the firm or its Proprietor/Partner(s)/Director(s) involving moral turpitude in relation to business dealings.
- (v) Punishments awarded under civil cases or criminal cases involving moral turpitude in relation to business dealings

It is expected that Bidders/Contractors observe the highest standard of ethics during the execution of the contract in pursuance to the policy of “Corrupt & Fraudulent practices”, that is defined as follows:

- (a) “Corrupt practice” means the offering, receiving or soliciting of anything of value to influence the action of a public official in the contract execution.
- (b) “Fraudulent practice” means a misrepresentation of facts in order to influence the execution of a contract to the detriment of NALCO, and includes collusive practices amongst the bidders (prior to or after bid submission) designed to establish bid process at artificial non-competition levels and to deprive NALCO of the benefits of free and open competition.

XXX. All operations under the scope of work of the contractor shall be executed by the contractor so as to match the truck clearance interests and despatch program of NALCO. The contractor shall mobilize adequate numbers of workmen, appliances, equipments, machineries and supervisors to fulfill this responsibility. On such exigencies the contractor shall also maintain his warehouse fully operational beyond his normal working hours and on Sundays and holidays.

XXXI. The contractor shall not exercise any lien on NALCO's stocks on account of any payment or contractual disputes. The contractor shall indemnify NALCO & NALCO's stock in his custody from any claim arising out of property ownership/tenancy dispute, industrial disputes etc.

XXXII .The contractor shall notify well in advance and keep NALCO posted on the development which may lead to Law and Order problem within and/or in immediate vicinity of his premises, Industrial disputes and other development which may hamper/prevent the contractor from execution of his contractual obligations.

XXXIII. NALCO does not guarantee any definite volume of work during the tenure of the contract. It is a tentative program of NALCO to handle around 12,000 MTs per year under this contract and it is estimated that Covered Storage space of 7,750 sq.ft. (min) would be required for our stock as well as sufficient space inside the premises for uninterrupted movement of both incoming and outgoing traffic & office area etc.. These indications are, however, purely tentative and it cannot be made the contractual obligations of NALCO and subject matter for any claim or litigation by the contractor.

**XXXIV. DEFECT LIABILITY PERIOD:** Liabilities for Defect, Imperfections etc. and Rectifications thereof. If it shall appear to the authorities of NALCO that any activity/service has been executed but has not effect into required final event / occurrence or otherwise not in accordance with the contract, the contractor shall on demand in writing from the authority of Nalco specifying the activity/service complained of, notwithstanding that the same may have been inadvertently passed, certified and paid for, forthwith complete the activity / render service at his own charge and cost, and in the event of failure to do so within a period to be specified by the Authorities of Nalco in his demand aforesaid, the Nalco Authority may on expiry of notice period rectify or remove, and re-execute the activity /service or remove and replace with others, the activity/service complained of as the case may be at the risk and expense in all respects of the contract. The decision of the Nalco Authority as to any question arising under this clause shall be final and conclusive. Defect liability period for this contract shall be 1 month from the date of expiry of the contract.

**XXXV. OTHER TERMS & CONDITIONS:**

1. The bidder should indicate valid e-mail ID under Attachment-IE (DECLARATION BY THE BIDDER) enclosed. In case the bidder does not have a valid e-mail ID, they should undertake to register the e-mail ID within two weeks from bid submission date.
2. If conflicts between documents, comprising the contract arise, the following shall prevail in the order as below;
  - FOI/LOI/LOA/WO including any agreed variation.
  - Schedule of rates/Bill of Quantity
  - Technical specifications
  - Special Conditions of Contract
  - Instruction to Bidders
  - Relevant Indian Standards

### 3. CONDITIONS FOR DEBARRING A CONTRACTOR

- Failure to mobilize for the work - The contractor does not mobilize and start work on the scheduled date or within reasonable period.
- Failure to adhere to the time schedule of work - Time schedule indicated by Officer-in-charge will be compiled every week and default in adhering to schedule will have to be reported to HOD for necessary action. Depending on the work requirements HOD may initiate debarring proposal.
- **In case of any serious offence committed by the contractor: e.g.- sabotage, fraud, theft of company property etc. any time during execution of work, debarring process starts immediately.**
- In case the contractor does not execute the contract satisfactorily, banning for a period up to one year may also be imposed.

### XXXVI: BID EVALUATION PROCEDURE

On receipt of bids from the bidders, a designated evaluation committee will visit the sites of the bidders to access the infrastructure facilities as per the Sl. No. (III) of PQC and submit their report to the tender evaluation committee for further deliberation.

Tender Evaluation Committee shall evaluate the offers of the bidders based on PQC criteria and site committee report and NIT terms and conditions & recommend the opening of price bids of the qualified bidders.

### XXXVII: PRICE VARIATION APPLICABLE FOR THE CONTRACTS

**The prices shall remain firm for the contract except for the price variation applicable on fuel .**

#### 1. Fuel escalation/de-escalation is applicable for the contract

Fuel escalation is applicable for the contract and will be as per the following escalation formula for Diesel. This is to compensate the amount due to variation in diesel price to come into effect from time to time. The formula given below is subject to difference of D1 & D0 being greater than 5% of D0.

$$V_D = W * \frac{Y_D}{100} * \frac{(D_1 - D_0)}{D_0}$$

Where,

$V_D$  = Compensation for Diesel escalation/de-escalation,

$W$  = Value of the work done on which escalation is payable i.e the executed value of work done for item number (1.2) and (1.3) of BOQ as per original schedule of rates.

$Y_D$  = Fuel cost component of the executed value against work done for item number (1.2) and (1.3) of BOQ are assumed to be 10%

$D_1$  = Revised Diesel rate at Place of operation.

$D_0$  = Rate of HSD as declared by IOCL/BPCL/ HPCL at the area of operation on the date of bid submission or extended last date of bid submission (whichever is later) by the contractor shall be considered as base date for escalation and will be indicated in work order.

**PRE-QUALIFICATION CRITERIA**

(OPEN TENDER FOR CONTRACT ON CARGO HANDLING, STOCKYARD AND WAREHOUSING FOR DOMESTIC ALUMINIUM SALES AT STOCKYARD, JAIPUR)

**(I) Financial criteria**

Average annual turnover during the last three financial years ending 31<sup>st</sup> March of 2025 should be Rs. 13,00,000 /- (Rupees Thirteen Lakh only). Net worth of the bidder during the last financial year shall be positive as per the audited balance sheet.

The bidders have to submit the copies of audited financial statements / profit & loss accounts and balance sheet of the FY (i) 2022-23 (ii) 2023-24, (iii) 2024-25 duly certified by Chartered Accountant /Auditor in support of the above qualifying criteria along with the bid. Non-submission of above documents will lead to rejection of the offer. The bidders have to submit the ATTESTED/ NOTARIZED copies of audited financial statements/ profit & loss accounts with UDIN number of the Auditors of the relevant years.

In absence of audited annual accounts of FY 2024-25, CA certified turnover & net worth with UDIN can be submitted for FY 2024-25.

**(II) Experience criteria**

The bidder should have successfully executed similar type of work, for which they should submit the copy of completion certificate along with the relevant Work Order issued by the organization for which the work has been done.

Experience of having successfully completed “similar works” **during the last seven years** ending last day of the month previous to the one in which applications are invited should be either of the following:

Three similar completed works having executed value each costing not less than the amount equal to Rs. 16,52,362/- (Rupees Sixteen Lakh Fifty-Two Thousand Three Hundred Sixty-Two only)  
Or

Two similar completed works having executed value each costing not less than the amount equal to Rs. 20,65,452/- (Rupees Twenty Lakh Sixty-Five Thousand Four Hundred Fifty-Two only)  
Or

One similar completed work having executed value costing not less than the amount equal to Rs. 33,04,723/- (Rupees Thirty-Three Lakh Four Thousand Seven Hundred Twenty-Three only).

Similar works shall mean the following:

1. Receipt, dispatches and handling of incoming & outgoing metal at a warehouse by trucks, etc. **AND**
2. Stockyard cum Warehousing facility for metal sales/stock transfer in domestic market.

The above executed values include the work values of all the categories of work mentioned above.

Partially completed work in progress (not abandoned) shall be considered. In case of partially completed works the party has to submit the part completion certificate indicating the value of work completed (which should satisfy “Similar Work”) and the performance/progress of the bidder should be satisfactory.

**Note: Evaluation Criteria** – Cost of the completed works by the bidder and the annual turnover shall be escalated @ 10% per annum (simple rate) to bring them at the current price level. (The cost of work completed within one year prior to original date of bid opening and the turnover of the latest previous year shall not be considered for any weightage. The weightage shall only be considered for work completed prior to one year of original date of bid opening on annual basis and no weightage shall be given for part of the year.)

### **(III) Criteria on Infrastructures for handling, storage, etc of domestic metal of NALCO**

#### **A. Warehouse cum Stockyard Area**

##### Requirement of Infrastructure

- i. **Area Size:** Covered Storage space of 7,750 sq.ft. (min) ~ 719.99 Sq. Mtr. (min.)
- ii. There shall be sufficient space inside the same premises (other than the covered storage space) for uninterrupted movement of both incoming and outgoing traffic, office etc.
- iii. **Wall Fencing:** The Stockyard cum warehouse should have secured wall fencing. The yard shall be securely enclosed with brick wall, of height about 10 ft. topped with barbed wire-fence.
- iv. **Location:** In Jaipur, State: Rajasthan, where aluminium products can be handled.
- v. Bidder may offer maximum three plot(s)/site(s)/premise(s) for NALCO’s proposed yard irrespective of any implication/variation to the quoted price/final price in case of Reverse Auction.

##### Documentary Requirement\*

- a) Bidder should submit a notarized copy of layout of the premises to be offered indicating the covered store space of 7,750 Sq.ft(min.) as well as sufficient space inside the premises for uninterrupted movement of both incoming and outgoing traffic, office etc. and wall fencing of the premises.
- b) Bidder should also submit documentary evidence of ownership document (in case the offered plot is owned by the bidder) or Notarised Rent Agreement/ Notarised Lease Deed/ Notarised Agreement to Lease/Rent in favour of bidder, in support of availability of the proposed storage space for full tenure of the contract.)
- c) Valid Trade Licence issued by the concerned authority (In case Trade License is not available, the bidder shall submit an Undertaking along with their bid to submit the Valid Trade License within 10 days of receipt of Order).
- d) Valid Fire Licence (if applicable) issued by the concerned authority. (In case Fire License is not available, the bidder shall submit an Undertaking along with their bid to submit the Valid Fire License within 10 days of receipt of Order).
- e) Bidder shall not offer such premises where material (mentioned in the scope of work) other than NALCO’s material is being stored/handled or in adjacent to or in close vicinity to the designated stockyard offered to NALCO in order to safeguard NALCO’s interest. (Undertaking format - Annexure-XVII).

- f) Offered premises shall be located in an area where warehousing, storage, and material handling activities for NALCO's proposed work are permissible as per applicable Plan, Regulations, and Local Authority Laws with appropriate land use classification. (Undertaking format - Annexure-XVII).
- g) Offered Premises shall be free from all encumbrances, litigation, and statutory restrictions that may hinder / restrict / hamper NALCO's proposed warehousing operations. (Undertaking format - Annexure-XVII).

**\*As a proof, documents to be uploaded / submitted along with the tender.** If required and on demand, original documents must be produced before Nalco officials / Nalco' Tender Committee (as and when required).

**Note:** A mobilization period of 2 months (maximum) from the date of placement of Work Order shall be allowed. No extension for mobilization period shall be permitted. The bidders are required to submit an undertaking to this effect along with Part-I Bid, as a part of Pre-Qualification.

**(IV) Offers of Joint Ventures / Consortium Firms will not be acceptable against this tender.**

**PQC : Experience Criteria with respective Documentary Proof**

A. Experience Criteria	Documentary Proof
<p>The bidder should have experience of having successfully completed "similar works" during the last seven years ending last day of the month previous to the one in which applications are invited should be either of the following:</p> <p>Three similar completed works having executed value each costing not less than the amount equal to Rs. 16,52,362/- (Rupees Sixteen Lakh Fifty-Two Thousand Three Hundred Sixty-Two only)</p> <p style="text-align: center;">Or</p> <p>Two similar completed works having executed value each costing not less than the amount equal to Rs. 20,65,452/- (Rupees Twenty Lakh Sixty-Five Thousand Four Hundred Fifty-Two only).</p> <p style="text-align: center;">Or</p> <p>One similar completed work having executed value costing not less than the amount equal to Rs. 33,04,723/- (Rupees Thirty-Three Lakh Four Thousand Seven Hundred Twenty-Three only).</p> <p>SIGNATURE and STAMP OF THE TENDERER</p>	<p>Work experience should be of "Working Directly" and possess relevant experience as per the details given under experience criteria. "Working directly" implies, working as a Contractor or Sub Contractor under the Principal Owner of the work.</p> <p>The bidder should submit Work order copies showing Order value, Scope of Work &amp; bill of Quantity for assessment of Experience criteria.</p> <p>Satisfactory Completion Certificate indicating the value of work executed &amp; period of contract should be obtained from Principal Owner of the work for whom the work has been executed.</p> <p>In case of past experience, the experience as a sub-contractor to a main agency in a project awarded by any principal/project authorities shall be considered subject to following:</p> <p style="text-align: center;">Page 3 of 6 of Annexure – B</p>

<p><b>Evaluation Criteria</b> – Cost of the completed works by the bidder and the annual turnover shall be escalated @ 10% per annum (simple rate) to bring them at the current price level. (The cost of work completed within one year prior to original date of bid opening and the turnover of the latest previous year shall not be considered for any weightage. The weightage shall only be considered for work completed prior to one year of original date of bid opening on annual basis and no weightage shall be given for part of the year.)</p> <p>Partially completed work in progress (not abandoned) shall be considered. In case of partially completed works the party has to submit the part completion certificate indicating the value of work completed (which should satisfy “Similar Work” and the performance/progress of the bidder should be satisfactory.</p> <p><b>“Similar works” shall mean the following:</b></p> <ol style="list-style-type: none"> <li>1. Receipt, dispatches and handling of incoming &amp; outgoing metal at a warehouse by trucks, etc. <b>AND</b></li> <li>2. Stockyard cum Warehousing facility for metal sales/stock transfer in domestic market.</li> </ol>	<ol style="list-style-type: none"> <li>1. Bidder to submit detailed Work order/PO/Agreement from the main agency.</li> <li>2. Completion Certificate issued by the main agency.</li> <li>3. Copy of Completion certificate issued by the Principal/ project authorities in favour of the main agency showing due completion of the package.</li> <li>4. For any Experience / Completion certificate issued after 30/06/2022 submitted by any bidder, it should clearly bear name &amp; designation of the issuing authority to qualify in PQC.</li> </ol> <p>Note: In case the Bidder submits the work experience as a sub-contractor (of the Main Contractor), approval from the Principal agency/Client, against application submitted by Main Contractor during the course of execution for the engagement as Sub-Contractor of the Main Contractor, needs to be submitted along with the Bid.</p>
<p><b>B. Financial Criteria</b></p>	<p><b>Documentary Proof</b></p>
<ol style="list-style-type: none"> <li>1. Average annual turnover during the last three financial years ending 31st March of 2025 should be minimum Rs. 13,00,000/- (Thirteen Lakh only).</li> <li>2. Net worth of the bidder during the last financial year shall be positive as per the audited balance sheet.</li> </ol> <p>SIGNATURE and STAMP OF THE TENDERER</p>	<ol style="list-style-type: none"> <li>1. Audited financial statements / profit &amp; loss accounts of the year (i) 2022-23 (ii) 2023-24, (iii) 2024-25.</li> <li>2. Turn over shall be escalated @10% per annum (simple rate) to bring them at the current price level. The turnover of the latest previous year shall not be considered for any weightage.</li> </ol> <p>Page 4 of 6 of Annexure – B</p>

	<p><b>Audited financial statements / Profit &amp; Loss account and Balance Sheet of the financial year (i) 2022-23 (ii) 2023-24, (iii) 2024-25 duly certified by Chartered Accountant /Auditor in support of both the qualifying criteria along with the bid. In absence of audited annual accounts of FY 2024-25, CA certified turnover &amp; net worth with UDIN can be submitted for the FY 2024-25.</b></p>
<p><b>C. Mandatory minimum Qualifying Infrastructure capability for handling, storage etc. of domestic metal of NALCO</b></p>	<p><b>Documentary Proof</b></p>
<p><b>1. <u>Required Infrastructure for Warehouse cum Stockyard Area</u></b></p> <p><b>i. Area Size: Covered Storage space of 7,750 Sq.ft. (min).</b></p> <p><b>ii. There shall be sufficient space inside the same premises (other than the covered storage space) for uninterrupted movement of both incoming and outgoing traffic, office etc.</b></p> <p><b>iii. Wall Fencing: The yard shall be securely enclosed with brick wall, of height about 10 ft. topped with barbed wire-fence.</b></p> <p><b>iv. Location: In Jaipur, Rajasthan, where aluminium products can be handled.</b></p> <p><b>v. Bidder may offer maximum three plot(s) / site(s) / premise(s) for NALCO's proposed yard irrespective of any implication/variation to the quoted price/final price in case of Reverse Auction.</b></p>	<p>1. Bidder should submit a notarized copy of layout of the premises to be offered indicating the covered store space of 7,750 Sq.ft(min.) as well as sufficient space inside the premises for uninterrupted movement of both incoming and outgoing traffic, office etc. and wall fencing of the premises.</p> <p>2. Bidder should also submit documentary evidence of ownership document (in case the offered plot is owned by the bidder) or Notarised Rent Agreement/ Notarised Lease Deed/ Notarised Agreement to Lease/Rent in favour of bidder, in support of availability of the proposed storage space for full tenure of the contract.)</p> <p>3. Valid Trade Licence issued by the concerned authority</p> <p>(In case Trade License is not available, the bidder shall submit an Undertaking along with their bid to submit the Valid Trade License within 10 days of receipt of Order).</p>
<p>SIGNATURE and STAMP OF THE TENDERER</p>	<p>Page 5 of 6 of Annexure – B</p>

	<p>4. Valid Fire Licence (if applicable) issued by the concerned authority.</p> <p>(In case Fire License is not available, the bidder shall submit an Undertaking along with their bid to submit the Valid Fire License within 10 days of receipt of Order).</p> <p>5. In case the yard is not securely enclosed with brick wall of height 10 ft topped with barbed wire fence, the bidder shall submit an Undertaking along with their bid to construct it within the mobilization period.</p> <p>6. Bidder shall not offer such premises where material (mentioned in the scope of work) other than NALCO's material is being stored/handled or in adjacent to or in close vicinity to the designated stockyard offered to NALCO in order to safeguard NALCO's interest. (Undertaking format - Annexure-XVII)</p> <p>7. Offered premises shall be located in an area where warehousing, storage, and material handling activities for NALCO's proposed work are permissible as per applicable Plan, Regulations, and Local Authority Laws with appropriate land use classification. (Undertaking format - Annexure-XVII).</p> <p>8. Offered Premises shall be free from all encumbrances, litigation, and statutory restrictions that may hinder / restrict / hamper NALCO's proposed warehousing operations. (Undertaking format - Annexure-XVII).</p>
<p>2. A mobilization period of 2 months (maximum) from the date of placement of Work Order shall be allowed. No extension for mobilization period shall be permitted. The bidders are required to submit an undertaking to this effect along with Part-I Bid, as a part of Pre-Qualification.</p>	<p>Affidavit on this effect to be submitted in a non-judicial stamp paper.</p>

**SPECIAL TERMS & CONDITIONS**

1. **Scope of Work** : The scope of work shall cover:
  - a. Liaisoning and coordinating with officials of Transport Agencies, NALCO, etc for ascertaining programme of movement of truck carrying NALCO's materials.
  - b. All handling activities co-ordination with Transport Agencies for material received through truck/etc.
  - c. Receiving of NALCO's stock by truck at stockyard/warehouse. Contractor has to effect payment of all statutory charges imposed by the Govt, if any.
  - d. Re-bundling and re-strapping of bundles received/found loose in order to make them transport worthy.
  - e. Receipt of material as per incoming truck and keep the material truck-wise in the stockyard with proper protection from rain / water / dust / dirt.
  - f. The scope of the contract shall cover storage, handling and ancillary services for following stocks/products of NALCO which shall be for the purpose of domestic sale.
    - i) Steel /Poly strapped Aluminium Ingots bundles such bundle containing 49 pcs / 44 pcs. of Al. Ingots and gross weight per bundle : 1 MT (Approx.)
    - ii) Aluminium Sow Ingots of different sizes, maximum weight per piece: 1.0 MT (Approx.)
    - iii) Aluminium Wire Rods weight per coil : 2 MT (Approx.)
    - iv) Billets in bundle – The number of pieces in each bundle and bundle weight will depend upon cut length (maximum cut length 5800 mm). The weight of a bundle may be to the tune of 3 MT max. The Billets will be strapped on a wooden runner.
    - v) Steel/Poly strapped Cast Strip : 5 MT (Max)
    - vi) Steel/Poly strapped Rolled Products in Coil Form mounted on wooden frame: 7 MT (Max.)
    - vii) Steel/Poly strapped Rolled Products in Cut-to-length Sheet packed in wooden frame:3 MT (Max.)
    - viii) T-Bars/T-Ingots in rectangular shape blocks, each block weighing about  $650 \pm 50$  Kgs
    - ix) Any other form of Aluminium and other products manufactured by NALCO.
2. The contractor shall undertake to perform and provide the following scope of work and service for Nalco's domestic materials:
  - 2.A. Storage Facility and Management
  - 2.B. Stock Unloading Services
  - 2.C. Stock Removal / Stacking
  - 2.D. Stock Delivery
  - 2.E. Stock Re-bundling
  - 2.F. Stock Marking

**2.A. Storage facility and management:** The storage facility and management to be provided under this tender shall be as follows:

2.A.1 The storage yard shall have office space and clean and hygienic drinking water and toilet facility. There shall be provision of washing water arrangement of sufficient pressure at strategic locations. Necessary IT infrastructure like latest suitable/compatible computers and computer-peripherals of adequate numbers (minimum 2 nos. and maximum is subject to smooth routine work of sales/dispatch on day-to-day basis) with compulsory / dedicated telephone & High Speed (50Mbps or higher) Broad Band/Internet (prefer Fiber or 5G) connection from two different vendor in working order with fallback arrangements (one for use, 2<sup>nd</sup> as standby with fallback arrangement), minimum two nos. color printer in working conditions etc should be available and arranged by the contractor to carry out the day-to-day job properly. The computers should have the required configuration for loading and operating NALCO's SAP software for which the contractor should provide trained personnel having knowledge and competency in operating and handling NALCO's SAP system & working knowledge of Microsoft Office, Eway billing, E-invoicing etc.

2.A.2 Contractor shall arrange for sufficient yard space at their cost and store NALCO's material in such yard. The Contractor shall be responsible for keeping the entire area secured and making watch and ward arrangement for the open yard and shall take all steps for proper and safe custody of the goods from the time of receipt & unloading till the dispatch of goods.

The storage yard shall be in located in Jaipur and shall have gravelled surface. The yard shall have Covered Storage space of 7,750 sq.ft. (min). for our stock as well as uninterrupted movement of both incoming and outgoing traffic & office area etc. The contractor shall provide parking space for stock laden trucks during working as well as off-working hours within the yard premises. The yard shall be securely enclosed with brick wall, of height about 10 ft. topped with barbed wire-fence. The yard shall have floodlight for good visibility during night working hours and for security reason.

The above, 7,750 Sq.ft(min.) will be required for storing Wire Rods, Strips, Rolled Products, Billets, etc and should be specifically earmarked for NALCO. No material other than NALCO's material can be kept inside the above covered or open storage space. The area should also be free from any water logging /rain water accumulation. Proper care should be taken to protect the coils from rain water or any type water accumulation.

2.A.3 The contractors shall maintain proper accounting of stock receipt, stock on hand and stock delivery and implement sound warehouse management practices. A daily report of the receipt stock and despatch status & documents against Letter of Credit (LC) related supply etc. shall be submitted to NALCO by end of every working day of stockyard and also by 9:30 A.M. of next working day via email etc. or as advised by NALCO. The report shall be in the format as specified by NALCO. In addition to the daily report, the contractor shall promptly provide any other information pertaining to the work covered by tender verbally and / or in writing as required by NALCO and send a consolidated weekly and monthly report in a manner prescribed by NALCO.

2.A.4 The contractors shall deploy sufficient number of guards/watchmen/gunmen at the gates, warehouse and on beat duty. The contractor shall maintain such records and manage the security system in such manner as to provide full proof security cover for NALCO's stocks.

2.A.5 Contractor shall provide for adequate number (minimum one of 3 MT capacity) of weighing scales. They would also provide crane facilities for handling, loading, unloading of NALCO's products requiring mechanical handling in the open yard and / or manual labour as may be required. Forklift shall be used to handle different forms of Ingots, T-Ingots, Sows and Rolled Products. Hydra cranes will be used to handle Wire Rod Coils and Rolled Product Coils.

The material shackles/ belt sling will be adequately padded to prevent any damage to wire rod coils during handling. For Wire Rod/Rolled Products, belt sling have to be used for handling the same to prevent any damages.

2.A.6 The contractor shall provide to NALCO officials free access at all times to the warehouse premises for stock inspection & supervision and inspection of contractor's contractual obligation. The contractor shall also provide free access, working space and reasonable co-operation, upon request from NALCO, to any authorized representative of NALCO's agencies/surveyors for execution of their bonafide business.

## **2.C. Stock Unloading Services from trucks and stock charging at Stockyard:**

Stock unloading services from truck to be provided under this tender shall be as follows:

2.C.1 The stocks shall arrive by truck directly from NALCO's Smelter Plant or any other places at the storage yard which should be placed inside/within the premises immediately after reporting by truck.

The contractor shall unload the stocks from truck using only mechanical appliances viz. forklift, cranes, etc providing proper supervision and release the truck within four hours of its reporting during normal working hours. With regard to dispatch of material from plant by trucks, in case trucks are not unloaded and released on the same day due to contractor's fault, detention charge if any, charged to NALCO due to above will be deducted from the contractor's bill. In case, the contractor fails to maintain the required tempo of operation and consequently NALCO incurs load demurrage/ wharfage from carriers, the contractor shall be responsible and the same shall be recovered from contractor's pending bills and / or Security Deposit or otherwise.

In addition to physical load, the contractor shall receive and preserve such documents pertaining to the delivered stocks and shall arrange to hand over the same to NALCO/authorized agencies as and when instructed.

2.C.2 The contractor shall properly inspect the stock on arrival and provide proper & factual receipt to the carrier in acknowledgement of the stock received. The acknowledgement, in addition to the other details, shall clearly specify the following:

a) Name of materials & quantity under each lorry receipt. In case of Ingot bundles, the bundle marks and numbers and quantity of Ingot in each bundle.

b) The condition of strapping of the Ingot bundle whether good/loose/broken condition and the entire condition of Rolled Products and Billets packing.

In case of receipt of metal by road from Smelter Plant or any other stockyard the gross & tare weight should be taken with proper physical inspection of the stock and any shortage /damage of straps/ non availability of end seals/ damage of rolled products, etc, a joint inspection and/or counting shall be arranged by the contractor with the authorized representative of the carrier and actual findings endorsed on the Lorry Receipt under joint signature of the contractor and carrier's representative. The contractor shall also immediately inform NALCO of such deliveries over phone and submit by next working day, a report in writing.

2.C.3 After unloading from the truck and sequentially and immediately thereafter, the stock shall be removed to the storage yard and wherever applicable, stacked as per direction of NALCO. Only mechanical appliances viz. Forklifts etc. shall be utilized for the removal under proper supervision. The contractor shall not be entitled for any compensation for any subsequent removal/stacking/restacking operations. The stacks shall be arranged as per truck load in case of transportation by road and if otherwise in such manner as to make the marks and numbers of each of the bundle/piece/drum clearly visible and sufficient space between the stacks shall be provided for easy access during stock inspection and for handling operation to facilitate prompt loading and delivery. Stocks like Wire Rods/Cast Strips/Rolled Products etc should be immediately shifted to the covered space as mentioned earlier.

2.C.4 The contractor shall be fully responsible for maintaining such records so as to provide correct position of the stocks held by them along with its location.

**2.D. Stock Delivery** - Stock delivery services to be provided for Nalco's domestic sales and domestic stock transfers to other Nalco's stockyards shall be as follows:

- 2.D.1 The contractor shall arrange to deliver the stock strictly as per NALCO's delivery instruction/Sale Order. The contractor shall use mechanical appliances viz. Forklift, Cranes etc. and remove the stocks from deposit point /stack and load on trucks under proper supervision. The contractor shall ensure that all trucks reporting at the warehouse during normal working hours to receive NALCO's stocks are loaded and released within four hours of its reporting. The contractor shall be fully responsible for deployment of adequate numbers of forklift, crane, manpower and supervision so that dispatches from the contractor's premises can be effected to match NALCO's program for domestic supply to match NALCO's buyers requirements.
- 2.D.2 The contractor shall be fully responsible to ensure that stocks are delivered by him to NALCO's customers or to parties authorized by NALCO and obtain their proper receipts. The contractor shall also handover such documents that may be specified by NALCO, on the same day after completion of delivery. Any consequential loss to NALCO due to delayed submission of such documents by the contractor shall have to be borne by the contractor and shall be deducted from their bills.
- 2.D.3 The contractor shall load and place the stocks on the trucks in such manner as to fully utilize truck capacity volume wise/weight wise and/or as per NALCO's instructions.
- 2.D.4 All stocks before exit from contractor's premises shall be suitably dry and/or water cleaned for removal of dust, grime and grease etc. The contractor shall ensure that such cleaning work is to the satisfaction of NALCO and completed within the time schedule of NALCO's buyer's requirements.
- 2.D.5 The tare and gross weight of the truck will be taken as a matter of routine while delivering the metal in the trucks of the customers. This will be an integral part of the loading operation and for gross checking only. However, the weighment on the challan / invoice / documentation shall be based on weighment mentioned in the documents issued by Smelter Plant/ Stockyard.
- 2.D.6 The contractor shall check & ensure LR issued by the transporters while delivering materials against different types of sale.

## **2.E. Stock Re-bundling**

- 2.E.1 As and when instructed by NALCO, the contractor shall arrange men, material and machine and execute re-bundling of Nalco's Ingot bundles/Wire Rods/Billets/Rolled Products packets. The re-bundling shall be to the satisfaction of NALCO. The contractor shall ensure to complete such re-bundling work within the time schedule of NALCO's delivery program. For this the contractor should possess the re-bundling machine for re-bundling of NALCO's products with iron straps and also for re-bundling of NALCO's products with polyester straps whenever the job arises. The polyester straps should be min 16 mm width, min 0.89 mm thickness and breaking load min 2000 newton. The contractor has to maintain sufficient stock of iron and polyester straps at any given point of time. NALCO reserves the right to have such re-bundling work executed through one or more agencies other than the contractor. The contractor however, shall allow free access to such agencies and provide suitable working space within the premises.
- 2.E.2 The charges of re-strapping of bundles/ coils is fixed at Rs 129/- per bundle/ coil, which shall be paid to contractor on production of documentary evidence.
- 2.E.3 If any bundle received in good condition by the contractor, is found loose or with straps in broken condition whilst in the custody or during delivery by the contractor, its re-bundling shall be arranged by the contractor at no extra cost. In case of failure NALCO reserves the right to get the job done by other agencies at the risk and cost of the contractor.

## **2.F. Stock Marking**

As and when required by NALCO, the contractor shall arrange men, materials and appliances and shall mark the stocks with colour code and/or shipping marks and numbers strictly as per NALCO's instruction.

3. **Contractor Responsibility with respect to Nalco's Domestic Materials:** The contractor's responsibility shall include co-ordination with Transport agencies; handling of truck-loads of above-mentioned NALCO's products arriving at premises of contractor's warehouse / stockyard located in Jaipur. The contractor shall arrange unloading the materials and reloading of the same into trucks up to final delivery of material to NALCO's different stockyards/Customers. The scope includes all activities involved for effectively executing the work.
4. **Warehouse / Stockyard Area:** Contractor shall arrange for sufficient stockyard/warehouse space at their cost and store NALCO's material in such yard. The Contractor shall be responsible for keeping the entire area secured and making watch and ward arrangement for the stockyard/warehouse and shall take all steps for proper and safe custody of the goods from the time of receipt & unloading till the dispatch of goods. Contractor shall arrange round the clock CCTV (Closed Circuit Television) surveillance system at the yard to cover premise area as well as around the premise's outside area. The contractor shall on the instruction of NALCO effect sales delivery and stock-transfers ex-stockyard/warehouse for domestic materials.

For handling, storage, delivery, etc of the material of NALCO coming from NALCO's Smelter Plant Angul Odisha for sale in Domestic market, the Warehouse/Stockyard shall have Covered storage space of 7,750 sq. ft.(min). The storage yard shall be located in Jaipur and shall have gravelled surface. The yard shall have Covered Storage space of 7,750 sq.ft. (min). for our stock as well as sufficient space inside the premises for uninterrupted movement of both incoming and outgoing traffic & office area etc.. The contractor shall provide parking space for stock laden trucks during working as well as off-working hours within the yard premises. **The above 7750 sqft area should be a fully covered storage space which will be required for storing Wire Rods, Strips, Rolled Products, Billets, etc and should be specifically earmarked for NALCO.** The area should be free from any water logging /rain water accumulation. Proper care should be taken to protect the coils from rain water.

Material coming from NALCO's Smelter Plant Angul, Odisha or any other NALCO's Stockyard shall be received and handled at premises of contractor's warehouse / stockyard and located in Jaipur. The contractor should have a valid Trade Licence along with Fire Licence for operating the warehouse/ stockyard.

For the materials received by trucks and handled at stockyard/warehouse, the contractor should make the payment of statutory charges, consolidated charges, other charges etc (including taxes, etc) imposed by statutory authorities, Transport agencies etc. which shall be reimbursed (except fine/penalty, if any) at actual by NALCO against production of original bills/invoices.

5. While loading material on trucks due care shall be taken by the contractor so that bundles/coils and their straps or other packing are not damaged during loading/transport/unloading etc. Due care also to be taken to ensure that NALCO's products do not get dirt or mud etc. during unloading and to clean them if desired necessary by Co-ordinating Officer of NALCO. Particularly the stocks of Wire Rods, Rolled Products and Billets should be kept and stored in a fully covered space.
6. The contractor shall ensure to offload the NALCO's products from trucks immediately on arrival and release the trucks within the free time. The demurrage/wharfage if any, payable to carriers for delay in unloading from trucks shall be borne by the contractor only.

7. That the contractor shall take all steps for proper custody of the goods from the time of unloading at their premises till disposal and loss or shortage during such custody shall be borne by the contractor. Contractor shall arrange round the clock CCTV (Closed Circuit Television) surveillance system at the yard. The contractor shall be responsible to provide proper lashing, packing and dunnage to the loaded materials at their own cost. Material shall be covered with tarpaulin in transit to avoid damage due to rain. The contractor shall take all precautions to ensure safety of the materials received through truck during the process of handling and shall engage sufficient staff round the clock. The contractor shall take adequate measures/precautions to safeguard the materials during local transit as well as at warehouse till final delivery, against theft, pilferage/damage/shortage of any kind and for any loss/shortage accrued. In the event of any loss / shortage due to theft, pilferage, damages of any kind during storage at stockyard/warehouse, cost equivalent to 125% of the value of such losses/damages shall be recoverable from the contractor or adjusted against service charges payable to them on account of sales effected without prejudice to any other actions. In case of shortage due to theft / burglary at stockyard/warehouse/ transit loss of material, the contractor shall be responsible for lodging the FIR with the Police/RPF and the same should be intimated forthwith to Nalco.
8. Transit loss: - In the event of any shortage is observed in transit from our factory Angul, Odisha or NALCO's stockyard to our stockyard at Jaipur, contractor shall ensure to obtain shortage certificate from transport Agency and file the initial monetary claim (calculation is to be provided by NALCO Delhi Office) transporter on behalf of National Aluminium Co. Ltd. to protect NALCO's right of recovery and forward the same to NALCO for further action, and the contractor shall be liable for any consequences of lapses in this regard. In case of failure, all consequences due to such failure shall be to contractor's account. In case of shortage due to theft / burglary at stockyard/warehouse/ transit loss of material received, the contractor shall be responsible for lodging the FIR with the Police/RPF and the same should be intimated forthwith to Nalco.
9. On arrival of the consignment at the Warehouse, contractor shall undertake all the work connected with the unloading, weighing and stacking of all categories of NALCO products as may be assigned to them by NALCO. The tare & gross weight of all incoming trucks shall be taken as a matter of routine while receiving the material.
- 10.
11. At the time of unloading, if any bundles are received loose or are found loose at any point of time the contractor shall ensure to re-bundle and re-strap the same to make them transport worthy. Forklift shall be used to handle Ingot, T-Ingots, Sows, Rolled Products, Billets. Hydra cranes will be used to handle Wire Rod Coils and Rolled Product Coils. The material shackles will be adequately padded to prevent any damage to wire rod coils during handling. For Rolled Products, belt sling to be used for handling the same to prevent any damages.
12. It shall be the sole responsibility of the contractor to ensure that the mechanical appliances, equipment's deployed for services covered by the contractor shall be in sound operating conditions, staff and operators well trained and skilled and supervision proper. The contractor shall be responsible at his own cost, for observance of all statutory laws, Acts & Rules applicable on the ownership and operation of the appliances. The contractor shall indemnify NALCO against all claims for damages/losses caused by appliances, equipment's or men and labour of the contractor to the property of the associated agency or against third party claim.
13. The contractor shall abide and fulfill all the provisions of the Minimum Wages Act, Contract Labour (Regulation & Abolition) Act 1970, Employees State Insurance Act and all other applicable Laws, Rules & Regulations, etc and related laws and shall absolved NALCO of all liability in respect of the contractor's employees or their dependents or agents or their equipment.

14. During the execution of the contract, if any, accident arises resulting in casualty or death or injury to any person including employees of the contractor then the contractor shall be liable to bear all expenses / compensation and indemnify NALCO from any demand, claim or proceedings occasioned or instituted by such injured person / deceased or on his / her behalf.
15. Contractor shall provide for adequate number (minimum one of 3 MT capacity) of weighing scales. They would also provide crane facilities for handling, loading, unloading of NALCO's products requiring mechanical handling in the open yard and / or manual labour as may be required. Forklift shall be used to handle different forms of Ingots, T-Ingots, Sows and Rolled Products. Hydra cranes will be used to handle Wire Rod Coils and Rolled Product Coils. The material shackles will be adequately padded to prevent any damage to wire rod coils during handling. For Rolled Products, belt sling have to be used for handling the same to prevent any damages.
16. That Contractor shall carry out the instructions issued by the NALCO from time to time in respect of sale of Aluminium Ingots, T-Ingots, Sow Ingots, Wire Rods, Billets, Cast Strips, Rolled Products, etc., and for that purpose NALCO will have an overall supervision and access to Contractor's yard at all times.
17. Before arrival of the material at stockyard / warehouse, the contractor will collect relevant dispatch details documents from transporters/NALCO's Office. The said material on receipt at godown will be unloaded by the contractor and necessary receipt on unloading shall be duly issued and also sent immediately to NALCO's Office. On receiving the material, contractor shall ensure that the description and quantity are in conformity with the description & quantity given in the challan & LR. However, in the event of any shortage, contractor shall obtain circumstantial evidence / shortage certificate from transporter / surveyors and immediately inform NALCO's office for lodging claims with the insurance company.
18. That contractor shall deliver the material only against Despatch Instruction / Delivery Order issued by authorised signatory of NALCO's. Contractor shall also obtain customer's (or their representative's) signature thereon to the effect that they have received the material as per the Despatch Instruction / Delivery Order. Contractor shall raise the Invoice on behalf of NALCO on case to case basis on specific authorization of NALCO whenever required. Contractor shall also obtain proper LR's from concerned transporters on delivery of material, as per NALCO's instructions and send the same (including the Invoice wherever specified) to NALCO in proper order immediately / next working day.
19. In order to safeguard the genuineness of documents the specimen signature of authorised representative of NALCO will be provided to the contractor. Any change in authorization will be notified to contractor. Similarly the contractor should also provide the specimen signature of their authorized representative to NALCO.
20. **Support services / facilities** : The entire documentation / exercise / operation will be carried out by Contractor, the details of specific activities from the point of receipt of metal in truck and issuance of instructions by NALCO till delivery of metal accounts, etc. will be worked out as per instruction of NALCO. Necessary IT infrastructure like latest suitable/compatible computers and computer-peripherals of adequate numbers (minimum 2 nos. and maximum is subject to smooth routine work of sales/dispatch on day-to-day basis) with compulsory / dedicated telephone & High Speed (50Mbps or higher) Broad Band/Internet (prefer Fiber or 5G) connection from two different vendor in working order with fallback arrangements (one for use, 2<sup>nd</sup> as standby with fallback arrangement), minimum two nos. color printer in working conditions etc should be available and arranged by the contractor to carry out the day-to-day job properly. The computers should have the required configuration for loading and operating NALCO's SAP software for which the contractor should provide trained personnel having knowledge and competency in operating and handling NALCO's SAP system & working knowledge of Microsoft Office, E-way billing, E-invoicing etc.

21. NALCO shall send dispatch intimation about dispatch from Plant/ Stockyard to Contractor through email / phone / fax. The contractor shall send intimation to NALCO regarding the details of all consignments remaining in transit for more than 15 days from the date of dispatch to enable NALCO to lodge claims with transporter / Insurance Company for damage and missing consignments.
22. Contractor will send a Report daily along with required documents like LR's, etc. in respect of sales up to that period along with a statement showing item wise break-up of stock received, delivered and balance material stock in Stockyard/Warehouse. The receipt, stock and dispatches will be worked out on a daily basis and weekly statement should be provided by the contractor to NALCO. However, the dispatch details statement in favour of the customers will be provided on a daily basis. For this as required by NALCO the format etc. will be given to the contractor to prepare the report. The starting point could be the data generated at Smelter dispatch. The contractor shall also submit daily status report after arrival of trucks at stockyard in Jaipur to NALCO for quantities collected, delivered etc. and also such additional particulars as may be required.
23. That the contractor shall not have any right to pledge or hypothecate the material and shall hold the material on behalf of NALCO. The contractor shall exhibit near the entrance to the yard in a permanent place indicating the ownership of the NALCO in respect of the goods stored therein.
24. That the contractor shall maintain proper record of accounts in respect of receipt of stocks via Truck etc. and dispatches (daily, weekly and monthly basis) and also of LR in respect of stocks received by them at their stockyard/warehouse. The contractor shall also maintain Plant Invoice wise, Party wise sale, stock register, and related documents. The monthly closing stock should be jointly inspected by NALCO and the contractor upon which monthly closing statement shall be jointly furnished. In case any shortage is observed during such joint inspection, the loss on account of such shortages shall be recoverable @150% of the value of loss from the contractor.
25. The contractor shall carry out work i.e. loading, unloading, stacking, delivery and other operations on Sundays and Holidays also if exigency arises in the interest of the progress of the work without any extra charges to NALCO.
26. The contractor shall on their own arrange for delivery/transmission of any documents, information, data, etc to NALCO from stockyard/warehouse.
27. That the contractor shall have to provide all facilities to the representative of NALCO for checking of stocks, stocking arrangements or to conduct surprise stock verification etc., at any time without any prior intimation.
28. That all the records of receipts and deliveries and stock on behalf of NALCO shall be properly maintained by the Contractor in proper form to be prescribed by NALCO and will be made available to NALCO for internal audit verification, physical examination or for any other purpose.
29. The contractor must ensure that material to be stored for sale are stacked properly. Further they will ensure that no mix up of metal take place during storage and delivery and any claim arising out of mix up of metal shall be debited to the contractor accounts. The metal meant for domestic sale is to be stacked in the designated area.
30. NALCO reserves right to appoint any other agency on the same or similar terms and conditions or otherwise to render the same or similar services during currency of the contract. The contractor shall not restrict the right of NALCO to take recourse to the above parallel arrangement even if notice of termination is not served and contract terminated.

31. If the contractor fails to execute the work, discharge the responsibilities and fulfill the terms and conditions of the contract, NALCO shall have the right to utilize the services of any other party for execution of the contract, and recover from the contractor all charges / expenses / losses / damages suffered by NALCO. The alternative arrangement at the risk and cost of the contractor shall be made by NALCO without any notice. This will be without prejudice to the rights of NALCO for any other action including termination of contract.
32. After expiry of terms / period of the contract or after termination of the contract, the contractor shall return all the material stored or received in their Stockyard / Warehouse. The contractor shall have no right to retain NALCO's material after termination of contract on any ground.
33. The agreement is subject to "Force Majeure" circumstances including Act of God in the event of stoppage of work in any establishment of NALCO due to riots, strikes, fire, tempest, lockout, trade disputes, break-down accident, Government / statutory / competent authority actions & orders, shortage of material or causes beyond the control of NALCO.
34. The material stored in godown is property of NALCO, the contractor have no right, title or charge ownership over that property. The contractor will be trustee on behalf of NALCO and in the event of any breach, the contractor will be liable for penal and civil action for breach of trust.
35. The contractor shall not keep NALCO's competitors' material in the designated stockyard offered to NALCO.
36. **The tender shall not exercise any lien on NALCO's stocks on account of any payment or contractual disputes. The contractor shall indemnify NALCO & NALCO's stock in his custody from any claim arising out of property ownership/tenancy dispute, industrial disputes etc.**
37. The contractor shall notify well in advance and keep NALCO posted on the development which may lead to Law and Order problem within and/or in immediate vicinity of his premises. Industrial disputes and other development which may hamper/prevent the contractor from execution of his contractual obligations.
38. For the services rendered under the various responsibility, terms and conditions of the tender, the contractor shall be paid strictly as per BOQ / "Schedule of Rates" at Annexure-II. No extra charges shall be payable for execution of work, responsibility and fulfillment of terms and conditions not covered by the tender. These rates shall be firm and free from escalation during the tenure of the contract.
39. All operations under the scope of work of the contractor shall be executed by the contractor. The contractor shall mobilize adequate numbers of men, appliances and supervisors to fulfill this responsibility. On such exigencies the contractor shall also maintain his warehouse fully operational beyond his normal working hours and on Sundays and holidays.
40. During the execution of contract, if any accident arise resulting in death or injury to any person including employees of the contractor, then the contractor shall be liable to bear all expenses/compensation and indemnify NALCO from any demand, claim or proceedings occasioned or instituted by such injured person or on his behalf.

All the above terms and conditions are acceptable to me/us. I/we have initialed all the pages and affixed our seal as token of unconditional acceptance of these terms and conditions.

## ANNEXURE-II

**SCHEDULE OF RATES FOR PART OF CONTRACT AS AT ANNEXURE-I**

SL.No.	Item Description	Quantity	Units	Basic Rate in figures to be entered by the bidders (in Rs)	Column "F"
A	B	C	D	E	F=C X E
<i>Proforma for Quoting Rates</i>					
1.1	Minimum Monthly charges for providing warehousing facility and management and all related jobs outlined under Sl.no. 2.A of Annexure-I	60	Rs per Month		₹ 0.00
1.2	Charges for stock unloading from trucks, and stock charging at ware house including documentation and all related jobs outlined under Sl.no. 2.C of Annexure-I	60000	Rs per MT		₹ 0.00
1.3	Charges for stock delivery services including sales/ stock transfer and its documentation and all related jobs outlined under Sl.no. 2.D of Annexure-I	60000	Rs per MT		₹ 0.00
2.1	Sum of amounts at column "F" derived from quoted rate at column "E" against the tentative quantity of sl. no. 1.2 and 1.3		Rs	₹ 0.00	
2.2	Minimum Monthly charges * 60 months (Amounts against sl no. 1.1 in column "F", derived from quoted rate at column "E")		Rs	₹ 0.00	
2.3	Higher Value between 2.1 & 2.2		Rs	₹ 0.00	
2.4	GST Rate Applicable		%	18%	
2.5	GST Amount		Rs	₹ 0.00	
2.6	<b>Final price quoted (Value to be quoted in price bid)</b>		Rs	₹ 0.00	

**N.B.:**

- 1) *The above format is only for reference.*
- 2) *The rates quoted shall be inclusive of all taxes, charges including GST. In case GST is leviable for such services, the bidder shall raise tax-compliant Invoice showing GST component separately which will be paid.*
- 3) *Above quantities are tentative only and is subject to change vide Annexure-A clause III.b.*
- 4) *Service Charges payable per month will be calculated based on charges of actual quantity delivered or minimum monthly charges whichever is higher.*
- 5) *For the purpose of evaluation of bids, the higher value between the following for the total contract period will be considered:*
  - (i) *Sum of amounts at column "F" derived from quoted rate at column "E" against the tentative quantity of sl. no. 1.2 and 1.3*
  - (ii) *Minimum monthly charges X 60 months (Amounts against sl no. 1.1 in column "F", derived from quoted rate at column "E")*
- 6) *The break-up of the price quoted (details as required at sl.no 1.1,1.2 and 1.3) is to be uploaded in the BOQ sheet along with price bid, mandatorily. The bidder has to bid only the higher value as arrived at sl.no. 2.6 of the BOQ sheet in the price bid on GeM portal. The details in the BOQ format are to be uploaded only in the price bid. In case of any mismatch in value in sl.no. 2.6 of BOQ format and the price bid, the bid shall be summarily rejected.*

**Please Note:**

This is the detailed particulars of Rate Schedule which is part of the terms & conditions of the tender (Tech part). Bidder who accepted the terms & conditions of the tender (Tech part) including particulars stipulated in this Rate Schedule should quote their prices in the Price Bid as mentioned above.

BOQ					
Name of Work: Cargo handling, stockyard & warehousing for domestic sales and stock transfer/ transhipment at Jaipur					
Bidder Name:					
PRICE SCHEDULE					
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded in price bid only after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )					
1. The rates quoted shall be inclusive of all charges including GST.					
2. Below monthly quantities are tentative only and is subject to change vide Annexure A clause III b.					
3. Bidder has to enter values in column E in Sl.No 1.1, 1.2 & 1.3 only.					
4. Price arrived at sl.no. 2.6 below is to be quoted in the price bid only in Gem Portal. In case of any mismatch in value in sl.no. 2.6 of this sheet and the value entered in price bid, the bid shall be summarily rejected.					
5. Applicable GST @ 18% has been considered at Sl.no. 2.4.					
6. For the purpose of evaluation of bids, the higher value between the following for the total contract period will be considered:					
i) Sum of amounts at column "F" derived from quoted rate at column "E" against the tentative quantity of sl. no. 1.2 and 1.3.					
ii) Minimum monthly charges X 60 months (Amounts against sl no. 1.1 in column "F", derived from quoted rate at column "E")					
7. Wherever GST Input Tax Credit (ITC) on GST is not available, the GST amount payable by NALCO towards the same shall be loaded on the bidders's quoted value to arrive at the relative position of the bids.					
8. The contractor shall issue Invoice/ R.A. Bill in accordance with the GST Rules giving all the information as required under the said rules.					
9. The contractor shall be fully & solely responsible to the statutory authorities for compliance of all the provisions of GST Act and Rules (Centre, State &					
10. Conditional Price Bids are liable for rejection. Discount mentioned separately over the rates quoted above will not be considered for evaluation of bids.					
SL.No.	Item Description	Quantity	Units	Basic Rate in figures to be entered by the bidders (in Rs)	Column "F"
A	B	C	D	E	F=C X E
<i>Proforma for Quoting Rates</i>					
1.1	Minimum Monthly charges for providing warehousing facility and management and all related jobs outlined under Sl.no. 2.A of Annexure-I	60	Rs per Month		₹ 0.00
1.2	Charges for stock unloading from trucks, and stock charging at ware house including documentation and all related jobs outlined under Sl.no. 2.C of Annexure-I	60000	Rs per MT		₹ 0.00
1.3	Charges for stock delivery services including sales/ stock transfer and its documentation and all related jobs outlined under Sl.no. 2.D of Annexure-I	60000	Rs per MT		₹ 0.00
2.1	Sum of amounts at column "F" derived from quoted rate at column "E" against the tentative quantity of sl. no. 1.2 and 1.3		Rs	₹ 0.00	
2.2	Minimum Monthly charges * 60 months (Amounts against sl no. 1.1 in column "F", derived from quoted rate at column "E")		Rs	₹ 0.00	
2.3	Higher Value between 2.1 & 2.2		Rs	₹ 0.00	
2.4	GST Rate Applicable		%	18%	
2.5	GST Amount		Rs	₹ 0.00	
2.6	<b>Final price quoted (Value to be quoted in price bid)</b>		Rs	<b>₹ 0.00</b>	

SIGNATURE and STAMP OF THE TENDERER

Page 2 of 2 of Annexure - II

**INFRASTRUCTURES, SERVICES, ETC. REQUIRED BY NALCO FOR THE PURPOSE OF EXECUTING THE WORK STIPULATED IN THE SCOPE OF WORK UNDER THE CONTRACT**

The contractor should provide and operate all the following infrastructures, services, etc for executing the contract:

1. **Warehouse /Stockyard Area:** Material coming from Nalco's Smelter Plant Angul Odisha or any plants of Nalco shall be received and handled at the premises of contractor's warehouse / stockyard and located in Jaipur. The materials in the stockyard/warehouse shall be stacked, stored, delivered, etc by the contractor for the purpose of sales & transhipments in Domestic market sales purpose. The storage yard shall be located in Jaipur and shall have gravelled surface. The yard shall have covered storage space of 7,750 sq.ft. (min) for our stock as well as uninterrupted movement of both incoming and outgoing traffic. The space 7,750 sqft area should be a fully covered storage space which will be required for storing Ingots, Wire Rods, Strips, Rolled Products, Billets, etc and should be specifically earmarked for NALCO. The contractor shall provide parking space for stock laden trucks during working as well as off-working hours within the yard premises. **There shall be sufficient space inside the same premises (other than the covered space) for uninterrupted movement of both incoming and outgoing traffic, office etc.** The area should be free from any water logging /rain water accumulation. Proper care should be taken to protect the coils from rain water. Necessary IT infrastructure like latest suitable/compatible computers and computer-peripherals of adequate numbers (minimum 2 nos. and maximum is subject to smooth routine work of sales/dispatch on day-to-day basis) with compulsory / dedicated telephone & High Speed (50Mbps or higher) Broad Band/Internet (prefer Fiber or 5G) connection from two different vendor in working order with fallback arrangements (one for use, 2<sup>nd</sup> as standby with fallback arrangement), minimum two nos. color printer in working conditions etc should be available and arranged by the contractor to carry out the day-to-day job properly. The computers should have the required configuration for loading and operating NALCO's SAP software for which the contractor should provide trained personnel having knowledge and competency in operating and handling NALCO's SAP system & working knowledge of Microsoft Office, Eway billing, E-invoicing etc. Material coming from Nalco's Smelter Plant Angul-Odisha or any plants of Nalco shall be received and handled at the premises of contractor's warehouse / stockyard. The contractor should have a valid Trade Licence along with Fire Licence for operating the warehouse/ stockyard. The bidder should submit copy of the above documents
2. **Office Building:** The contractor should have an office building with operational facilities like telephone, e-mail, computer etc., for the area of operation i.e. Warehouse/Stockyard. Necessary IT infrastructure like latest suitable/compatible computers and computer-peripherals of adequate numbers (minimum 2 nos. and maximum is subject to smooth routine work of sales/dispatch on day-to-day basis) with compulsory / dedicated telephone & High Speed (50Mbps or higher) Broad Band/Internet (prefer Fiber or 5G) connection from two different vendor in working order with fallback arrangements (one for use, 2<sup>nd</sup> as standby with fallback arrangement), minimum two nos. color printer in working conditions etc should be available and arranged by the contractor to carry out the day-to-day job properly. The computers should have the required configuration for loading and operating NALCO's SAP software for which the contractor should provide trained personnel having knowledge and competency in operating and handling NALCO's SAP system & working knowledge of Microsoft Office, Eway billing, E-invoicing etc.
3. **Equipments:** For operational activities in stockyard / warehouse, etc. the contractor should have among others the following equipments / machineries.
  - a. Minimum 1 no. of Crane / Hydra (Hydraulic/Diesel) & Minimum 1 no. Forklift
  - b. Weighbridge (For weighing trucks with/without Materials and slip printing option for file record)
  - c. Minimum 1 no. of Strapping Machine for re-bundling with polyester / iron straps. For this the contractor should possess the re-bundling machine for re-bundling of NALCO's products with iron and polyester straps. The polyester straps should be of min 16 mm width, min 0.89 mm thickness and breaking load min 2000 newton.
  - d. The contractor has to maintain sufficient stock of polyester straps at any given point of time.
  - e. Minimum 1 no. of Fork Lift of 3 Tonne capacity, 5 Tonne, etc
  - f. Minimum 01 No. Weighing machines (3 MT), etc.
  - g. CCTV Surveillance cameras
  - h. Minimum 2 nos. latest configuration PC with NALCO's SAP compatible Windows OS and its accessories
  - i. Minimum 2 nos. of Printer
  - j. Minimum 2 nos. Telephone line & High Speed (50Mbps or higher) Broad Band/Internet (prefer Fiber or 5G) connection from two different vendor in working order with fallback arrangements (one for use, 2<sup>nd</sup> as standby with fallback arrangement),
  - k. Minimum 1 no. Digital Hanging Crane Scale (3 to 5 Ton Capacity)

The above equipment are to be kept exclusively for NALCO. Number of Hydra/ crane/fork lifts may be increased on days when there is increase in receipt / sales transactions. However contractor has to deploy adequate number of equipments as per the requirement of NALCO.

4. **Man-Power** : Adequate man-power with experience in the field to man and manage the area of operation i.e. Warehouse/Stockyard.
5. **Security** : Adequate security with high strong boundary wall, proper lightings, CCTV Surveillance system etc. The Warehouse/Stockyard Area shall be securely enclosed with high brick wall of height 10 ft. topped with barbed wire-fence. The Warehouse/Stockyard Area shall have floodlights for good visibility during night working hours and for security reason. Entry and exit points at Warehouse/Stockyard Area should be manned and supervised by security personnel, so that NALCO's material are fully secured.

Only those parties who can provide and operate the above infrastructures, services, etc in Jaipur will be eligible to participate in the tender otherwise the tender shall be rejected. The eligible parties are required to make declaration, supply information and furnish data & documents as per the **Annexure:IV, Annexure:V-A, Annexure:V-B, and Annexure-V-C** of the tender, failing which the tender bid shall be rejected.

INFORMATION / DATA/DOCUMENTS TO BE DECLARED AND FURNISHED BY THE CONTRACTOR

- a. Contractor's Name :  
Contractor's Address :  
Tel Nos :  
Fax Nos:  
e-mail ID :  
Website of the Contractor, if any :
  
- b. Name of Contractor's contact person :  
Contractor's Contact Person's Tel nos, Mobile no. and e-mail ID :
  
- c. **Details about Warehouse/Stock Yard :**
  - i. Detailed Address of the warehouse/stockyard, Tel. nos., Fax no., Name of officer in-charge of Warehouse/Stockyard along with his email ID .....  
.....  
  
Status of Warehouse – whether under ownership/tenancy/others: ..... Bidder should submit FMT along with Fire Licence for operating the warehouse/ stockyard.
  
  - ii. Bidder should submit the following: -
    - i) *Documents of land (warehouse/stockyard) Ownership*
    - ii) *Copy of Notarised Rent Agreement/ Notarised Lease Deed/ Notarised Agreement to Lease/Rent if land is not owned by bidder*
    - iii) *Address proof of the warehouse/stockyard*
  
  - iii. Whether tenderer's occupancy of the warehouse/stockyard is under any dispute/litigation :.....
  
  - iv. Storage space (open and covered) that can be offered in sq.ft. demarcated on the lay out plan of the warehouse/stockyard : open ..... sq ft, covered ..... sq.ft. (**Bidder should submit copy of plan lay-out warehouse/stockyard**)
  
  - v. Parking Space for trucks for loading/unloading of material that can be offered in warehouse/stockyard : .....
  
  - vi. Give complete details of warehouse/stockyard office as following :-
    - i) *Size of office building* : .....
    - ii) *Dimension , Description of construction, of entry and exit gates* : .....
    - iii) *Dimension , Description of construction of boundary wall* : .....
    - iv) *Lightings & Provision of Lightings* : .....
    - v) *Ground construction of storage area* : .....
    - vi) *Facilities of drinking Water* : .....
    - vii) *Facilities of cleaning water* : .....

- viii) Computers: .....
- ix) Printers: .....
- x) Internet / broadband connection: .....
- xi) Power back up / inverter/UPS: .....
- xii) CCTV Surveillance System: .....

- viii. Number of armed guards deployed for warehouse/stockyard : .....
- ix. Whether above security and armed guards deployed for 24 hrs : .....
- x. Whether any theft, dacoity or other untoward incidents that have occurred in the warehouse/stockyard over the past 5 (five) years : .....
- xi. Number of Cranes deployed in warehouse/stockyard (please mention type, capacity, etc. and also submit the copy of driver's license) : .....
- xii. Number of Weighing machine used in warehouse/stockyard (please mention type and capacity also) : .....
- xiii. Number of Weighbridge operated in warehouse/stockyard (please mention type and capacity also) : .....
- xiv. Number of Strapping Machine for strapping poly-straps in warehouse/stockyard (please mention type and capacity also) : .....
- xv. Number of Strapping Machine for strapping iron-straps in warehouse/stockyard (please mention type and capacity also) : .....
- xvi. Strength and availability of labour deployed in warehouse/stockyard for handling our cargoes, materials, machines, etc : .....
- xvii. Details of warehouse/stockyard management structure along with staff strength, their qualifications and experience: .....
- xviii. Please enclose specimen copies of forms, documents, etc. being used in your warehouse/stockyard for receipts, issues, etc for sale of cargo in Domestic Market purpose: .....
- xix. State if there was any disruption in warehouse/stockyard working in past 5 (five) years due to Industrial Relation problems: .....
- xx. For Equipments proposed to be committed for the work, please furnish information as per format at **ANNEXURE: V-B**. For similar works executed by you during the last five years, please furnish details as per format at **ANNEXURE: V-C**.

**d. Other Requirements:** The tenderer is required to submit the following documents:-

- i. Latest Balance Sheet of the Bidder
- ii. Valid Trade Licences for carrying out above mentioned trades/services
- iii. GST Regn. No: .....
- iv. PAN No: .....
- vi. Name and address of Banker of the bidder :..... (*Banker's certificate on credentials of the bidder is required to be furnished*).

**PROPOSED SITE ORGANIZATION**

NAME OF TENDERER : ...

.....

The Tenderer is to indicate here the site(s) organization, he proposes to set up for execution of the work.

It is understood that this will be augmented from time to time depending on the requirements for timely completion of the work as directed by the Manager-in-charge.

The tenderer is also to furnish the bio-data of the Resident Engineer & key personnel to be deployed at site(s).



**DETAILS OF SIMILAR WORKS EXECUTED DURING THE LAST 5 (FIVE) YEARS**

SL. No.	Full Address of client & Name of the Office-in-charge with telex/Telephone No.	Postal Address of Office-in-charge	Description of work	Value of contract	Date of commencement of work	Completion time as stated in tender (months)	Actual completion time (months)	Year of completion	Remarks
1	2	3	4	5	6	7	8	9	

**Documentary proof for above information enclosed.**

**ANNEXURE – VI**

**BANK GUARANTEE FOR SECURITY DEPOSIT FOR CONTRACT PERFORMANCE**

(To be executed on non-judicial stamp paper of appropriate value )

B.G. No. \_\_\_\_\_ dated \_\_\_\_\_

1. In consideration of NATIONAL ALUMINIUM COMPANY LIMITED (A Government of India Enterprise) having its Regional Office at Core-4, 5<sup>th</sup> Floor, Scope Minar, Laxmi Nagar, Delhi 110092 and Corporate office at Nalco Bhawan, P/1, Nayapalli, Bhubaneswar – 751 013 (hereinafter called “the Company” which expression shall unless repugnant to the subject or context include its legal representatives, successors and assigns) having agreed to exempt M/s. \_\_\_\_\_ (hereinafter called “the said contractor(s)/seller(s)”, which expression shall unless repugnant to the subject or context include their legal representatives, successors and assigns) from the demand under the terms and conditions of Contract(s)/Order(s) No. \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_ (work / assignment description) of cash security deposit for the due fulfillment by the said contractor(s) / seller(s) of the terms and conditions contained in the said Contract(s)/Order(s) on production of Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).
2. We \_\_\_\_\_ Bank having its branch office at \_\_\_\_\_ do hereby agree and undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Company stating that in the opinion of the company which is final & binding, the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Company by reason of any breach by the said Contractor(s) / Seller(s) of any of the terms and conditions contained in the said Contract(s)/Order(s) or by reason of the said Contractor(s) / Seller(s) failure to perform the said Contract(s) / Order(s) including defect liability obligations or that the amount covered under guarantee is forfeited. Any such demand made on the Bank by the company shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)
3. We undertake to pay to the Company any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) / Seller(s) in any suit or proceeding pending before any office, court or tribunal relating thereto, our liability under present guarantee being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder. Our liability to pay is not dependent or conditional on the company proceeding against the Contractor(s) / Seller(s).
4. The guarantee herein contained shall not be determined or affected or suspended by the liquidation or winding up, dissolution or change of constitution or insolvency of the said Contractor(s) / Seller(s) but shall in all respect and for all purposes be binding and operative until payment of all money due or liabilities under the said Contract(s) / Order(s) are fulfilled.
5. We \_\_\_\_\_ Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract(s) / Order(s) and that it shall continue to be enforceable till all the dues of the Company under or by virtue of the said Contract(s) / Order(s) have been fully paid and its claims satisfied or discharged or till a duly Authorized officer of the Company certifies that the terms and conditions of the said Contract(s) / Order(s) have been fully and properly carried out by the said Contractor(s) and accordingly discharges the guarantee.

6. We \_\_\_\_\_ Bank further agree with the Company that the company shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract(s) / Order(s) or to extend the time of performance by the said Contractor(s) / Seller(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Company against the said Contractor(s) / Seller(s) and to forbear or enforce any of the terms and conditions relating to the said Contract(s) / Order(s) and we shall not be relieved from our liability by reason of any such variations, or extension being granted to the said Contractor(s) / Seller(s) or for any forbearance, act or omissions on the part of the Company or any indulgence by the Company to the said Contractor(s) / Seller(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
  
7. Notwithstanding any thing contained herein before, our liability shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and shall remain in force till \_\_\_\_\_. Unless a demand or claim under this Guarantee is made on us within three months from the date of expiry of **6 month beyond the** defect liability period we shall be discharged from all the liabilities under this guarantee.
  
8. We \_\_\_\_\_ Bank, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the company in writing. We further undertake to keep this Guarantee renewed from time to time on the request of the Contractor(s) / Seller(s).

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

Corporate Seal of the Bank

By its constitutional Attorney

Signature of duly Authorized person  
on behalf of the Bank  
with seal & signature code

Details of Persons issuing the BG:

Name : .....

Telephone & Fax No.: .....

E-mail: .....

*Note: BGs to be furnished from any bank of the approved banks of NALCO*

## LIST OF STANDARDISED BANKS

## List of PSU Banks

Sl. No	Name of the Bank
1	Allahabad Bank
2	Andhra Bank
3	Bank of Baroda
4	Bank of India
5	Bank of Maharashtra
6	Canara Bank
7	Central Bank of India
8	Corporation Bank
9	Dena Bank
10	IDBI Bank
11	Indian Bank
12	Oriental Bank of Commerce
13	Punjab & Sind Bank
14	Punjab National Bank
15	State Bank of India
16	Syndicate Bank
17	UCO Bank
18	Union Bank of India
19	Vijaya Bank

## List of Private Banks

Sl. No	Name of the Bank
1	HDFC Bank Ltd.
2	ICICI Bank Ltd.
3	Axis Bank Ltd.
4	Kotak Mahindra Bank Ltd.
5	YES Bank
6	IndusInd Bank Ltd.
7	The Federal Bank Ltd.
8	The Jammu & Kashmir Bank Ltd.
9	The South Indian Bank Ltd.
10	The Karur Vysya Bank Ltd.
11	The Karnataka Bank Ltd.
12	IDFC Bank
13	RBL Bank
14	The Lakshmi Vilas Bank Ltd.
15	Tamilnad Mercantile Bank Ltd.
16	City Union Bank Ltd.

### List of Foreign Banks

Sl. No	Name of the Bank	BIC
1	Abu Dhabi Commercial Bank Limited	ADCB AE AA
2	Australia & New Zealand Banking Group Limited	ANZB AU 3M
3	Bank of America NA	BOFA US 3N
4	Bank of Bahrain and Kuwait B.S.C.	BBKU BH BM
5	Bank of Ceylon	BCEY LK LX
6	Barclays Bank PLC	BARC GB 22
7	BNP Paribas	BNPA FR PP
8	Citibank N.A.	CITI US 33
9	Commonwealth Bank of Australia	CTBA AU 2S
10	Credit Agricole Corporate & Investment Bank	BSUI FR PP
11	Credit Suisse AG	CRES CH ZZ
12	DBS Bank Ltd.	DBSS SG SG
13	Deutsche Bank AG	DEUT DE FF
14	Doha Bank	DOHB QA QA
15	FirstRand Bank Ltd.	FIRN ZA JJ
16	Industrial Bank of Korea	IBKO KR SE
17	Industrial & Commercial Bank of China Limited	ICBK CN BJ
18	JP Morgan Chase Bank	CHAS US 33
19	KEB Hana Bank	KOEX KR SE
20	Krung Thai Bank Public Company Ltd.	KRTH TH BK
21	Mashreqbank PSC	BOML AE AD
22	Mizuho Bank Ltd.	MHCB JP JT
23	National Australia Bank Ltd.	NATA AU 33
24	Sberbank	SABR RU MM
25	Shinhan Bank	SHBK KR SE
26	Societe Generale	SOGE FR PP
27	Sonali Bank Ltd.	BSON BD DH
28	Standard Chartered Bank	SCBL GB 2L
29	Sumitomo Mitsui Banking Corporation	SMBC JP JT
30	The Bank of Nova Scotia	NOSC CA TT
31	The Bank of Tokyo-Mitsubishi UFJ, Ltd.	BOTK JP JT
32	The Hongkong and Shanghai Banking Corp.Ltd.	HSBC HK HH
33	The Royal Bank of Scotland PLC	RBOS GB 2L
34	United Overseas Bank Ltd.	UOVB SG SG
35	Westpac Banking Corporation	WPAC AU 2F
36	Woori Bank	HVBK KR SE

**DETAILS OF PRESENT COMMITMENTS OF THE TENDERER**

SL. No.	Full Address of client & Name of the Office-in-charge with telex/Telephone No.	Postal Address of Office-in-charge with telex/Telephone No.	Description of work	Value of contract	Date of commencement of work	Schedule Completion period	State Completion in % as on date	Expected date of completion	Remarks
1	2	3	4	5	6	7	8	9	

**Documentary proof for above information enclosed.**

**Document to be submitted for calculation of Annual Turnover**

It shall be responsibility of the tenderer to submit required documents mentioned along with tender document.

- i. The bidders have to submit the copies of audited financial statements / profit & loss accounts and balance sheet of the FY (i) 2022-23 (ii) 2023-24, (iii) 2024-25. Non-submission of above documents will lead to rejection of the offer. The bidders have to submit the ATTESTED/ NOTARIZED copies of audited financial statements/ profit & loss accounts with UDIN number of the Auditors of the relevant years.
- ii. In absence of audited annual accounts of FY 2024-25, CA certified turnover & net worth can be submitted.
- iii. Assessment Orders for the last three years or in case Assessment Order for any particular years has not been completed, copy of the Income Tax return duly acknowledged by Income Tax Department.



**Bank MANDATE FORM for E-Payment  
(To be submitted in Duplicate)**

To  
National Aluminium Company Limited

Dear Sir,

Sub: Authorization for release of payment due from NALCO ..... through e-mode facilities of RBI (EFT/RTGS/NEFT)/Internet Banking.

Refer Order No.....dt..... and/or Tender/Enquiry/Letter No.....dt.....

Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)

- 1. Name of the Party : .....
- 2. Address of the party : .....  
City .....  
Pin Code..... E-mail Id:..... P.A.N. Number : .....

**3.Pariculars of Banks**

Bank Name		Branch Name	
Branch Place		Branch City	
Pin code		Branch Code	
MICR No			
Account Type	Savings	Current	Cash Credit
Account No.(as appearing in the Cheque Book)			
9 Digits code number appearing on the MICR Band of the cheques supplied by the Bank. Please attach Xerox copy of a cheques of your bank for ensuring accuracy of the Bank Name, Branch Name & Code And Account Number)			
RTGS/IFSC Code			
NEFT/IFSC Code			

**3. Date from which the mandate should be effective:**

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold National Aluminium company Limited responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RBI EFT/Internet/RTGS/NEFT.

Place:

Date : Signature of the party/Authorized Signatory

.....  
Certified that particulars furnished above are correct as per our records.

Banks' Stamp:

Date:

(Signature of the Authorized Official from the Banks)

N.B. : RTGS/NEFT charges if any, is to be borne by the party.

**Social Accountability 8000 Compliance Format****A. Basic information**

Name of the organization		
Address		
Telephone No.		
Name of the Proprietor		
Nature of Business		
License Number and date of expiry		
Employees	Staff (Total Number)	Workmen(Total Number)
● Permanent		
● Casual		
● Badli		
● Temporary		
● Contracted		

**B. Information regarding Social Accountability**

- What is the minimum age required to join your organization ? \_\_\_\_\_ Years
- What types of certificates (Like mark sheet, Birth certificate) you keep with you ? Original Copy/Xerox
- Do you require to keep any kind of deposit in form of cash at the time of employment ? Yes/No
- Do you provide safe & healthy work environment as per statutory requirement ? Yes/No
- If directly not provided by you, do you get health & safety benefits from NALCO ? Yes/No
- Are you certified for SA 8000 ? Yes/No  
If yes, please submit a copy of SA 8000 Certificate along with this filled up questionnaire

Have you undergone Code of Conduct Audit (COC) Audit in last 2 years ? Yes/No

If yes, please submit a copy of Code of Conduct Audit Report along with this filled up questionnaire

Have your sub-suppliers been certified for SA 8000? Yes/No

Have your sub-suppliers undergone Code of Conduct Audit (COC Audit) in last 2 years? Yes/No

- Do you provide personal protective equipment(s) to your employees free of cost ? Yes/No
- Do you provide safety training to your employees ? Yes/No
- Do you ensure canteen facility for your employees ? Yes/No
- If not, do you get the facilities from NALCO ? Yes/No
- What types of medical benefits you provide to your employees?

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- Do you allow trade union and collective bargaining in your organization ? Yes/No

If no, how do you ensure freedom of expression ?

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- Incase of non-performance of any employee, how do you deal with such situations?

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- What are the procedures of hiring/promotion/remuneration in your organization ?

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- Do you provide appointment letter to your employees ? Yes/No

- Do you maintain a documented terms and conditions of employment ? Yes/No

- Do you maintain a disciplinary procedure ? Yes/No

- If no, how do you terminate your employee ?

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- How do you ensure that your employees are not discriminated on the basis of caste, creed, gender religion, age and diseases ?

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- How many shifts you have ? \_\_\_\_\_ shifts

- What is the official working time ? \_\_\_\_\_ hours

- Which day is off day in your organization ? \_\_\_\_\_

- In case, a person works in off day or holiday, how is he/she compensated ?

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- Do you pay overtime to your employees as per law ? Yes/No

- What is the lowest amount (salary/wage) you pay to your employees ? Rs. \_\_\_\_\_/-
  
- Is there any case of deduction in wage? Yes/No
  
- In case, it is yes, what are the general reasons for such deduction?
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_
  
- Is there any apprentice period in your organization ? Yes/No
- If yes, what is the apprentice period in your organization ? \_\_\_\_\_
- Do you have any international certification ? Yes/No
- If yes, please specify
   
\_\_\_\_\_
   
\_\_\_\_\_
  
- Do you receive, handle or promote goods and/or services from supplier/subcontractors or sub-suppliers ? Yes/No
  
- Do you receive, handle or promote goods and/or services from supplier/subcontractors or sub-suppliers who are classified as home worker ? Yes/No
- If yes, what steps you have taken to ensure that they get similar level of protection as afforded to directly employed employees ?
   
\_\_\_\_\_
   
\_\_\_\_\_
   
\_\_\_\_\_
  
- Have you taken care of look into issues related to child labour, forced labour, health & safety, working hours and remuneration of your suppliers ? Yes/No

We do hereby declare that our organization is committed to social accountability. We will promptly implement remedial/corrective actions identified against the requirement and promptly inform you organization. We also declare that the sub contractors/sub-supplier's performances are monitored by us. Moreover, we declare that if invited, we shall participate in awareness program as well as monitoring program organized by you.

We declare that the above mentioned information is correct.

Signature

Designation

Date

Seal of the organization

**PRE CONTRACT INTEGRITY PACT**

**General**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on \_\_\_\_\_ day of the month of \_\_\_\_\_ 2023 , between, on one hand, the National Aluminium Company Limited (NALCO), a company registered under the Companies Act 1956 and a Government of India Enterprise, having its Registered Office at NALCO Bhawan, P/1, Nayapalli, Bhubaneswar751013,Odisha, India (referred to as NALCO) acting through Shri \_\_\_\_\_ (with designation of the Officer) (hereinafter called the “BUYER”, which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and M/s. \_\_\_\_\_ represented by Shri \_\_\_\_\_, Chief Executive Officer (hereinafter called the “BIDDER / Seller” which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns ) of the Second Part.

WHEREAS the BUYER proposes to procure Services for Cargo Handling, Stockyard & warehousing for Domestic Sales and stock transfer/ transshipment at Jaipur and the BIDDER/Seller is willing to offer/has offered the stores and

WHEREAS the BIDDER is a private company / public company /Government undertaking/ partnership /registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Company under the administrative control of the Ministry of Mines, Govt. of India.

**NOW THEREFORE**

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence / prejudiced dealings prior to during and subsequent to the currency of the contract to be entered into with a view to :-

Enabling the BUYER to obtain the desired said stores/equipment at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling BIDDERS to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will comment to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

### **Commitments of the BUYER**

- 1.1 The BUYER undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person or organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- 1.2 The BUYER will, during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- 1.3 All the officials of the BUYER will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
2. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the BUYER the proceedings under the contract would not be stalled.

### **Commitments of BIDDERS**

3. The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following :-
  - 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
  - 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the Government.

- 3.3 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.
- 3.4 BIDDERS shall disclose the payment to be made by them to agents / brokers or any other Intermediary, in connection with this bid / contract.
- 3.5 The BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
- 3.6 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 3.7 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.8 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.9 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable fact.
- 3.10 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.11. If the Bidder or any employee of the Bidder or any person acting on the behalf of the Bidder, either directly or indirectly, is a relative of any of the officers of the Buyer, or alternatively, if any relative of an officer of the Buyer has financial interest/stake in the Bidder's firm, the same shall be disclosed by the Bidder at the time of filing of tender. The term "relative" for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 3.12. The Bidder shall not lend to or borrow any money from or enter into monetary dealings or transactions, directly or indirectly, with any employee of the Buyer.
- 3.13 Bidder(s)/ Contractor(s) who have signed the integrity pact shall not approach the courts while representing the matter to IEMs and shall wait for their decision in the matter.

4. **Previous Transgression**

- 4.1. The Bidder declares that no previous transgression occurred in the last three years immediately before signing of this integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could Justify Bidder's exclusion from the tender process.
- 4.2. The Bidder agrees that if it makes incorrect statement on this subject, Bidder can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. **Sanctions for Violations :**

- 5.1. Any breach of the aforesaid provisions by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle of the BUYER to take all or any one of the following actions, wherever required: -
- (i) To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER. However, the proceedings with the other BIDDER(s) would continue.
  - (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit / Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.
  - (iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
  - (iv) To recover all sums already paid by the BUYER, and in case of an Indian BIDDER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the BUYER in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
  - (v) To en-cash the advance bank guarantee and performance bond / warranty bond, if furnished by the BIDDER, in order to recover the payments, already made by the BUYER, along with interest.
  - (vi) To cancel all or any other Contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/ rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
  - (vii) To debar the BIDDER from participating in future bidding processes of NALCO for a minimum period of five years, which may be further extended at the discretion of the BUYER.

- (viii) To recover all sums paid in violation of this Pact by BIDDER(s) to any middleman or agent or broker with a view to securing the contract.
  - (ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER, the same shall not be opened.
  - (x) Forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- 5.2 The BUYER will be entitled to take all or any of the actions mentioned at para 5.1(i) to (x) of this Pact also on the Commission by the BIDDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal Code 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 5.3 The decision of the BUYER to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the independent Monitor(s) appointed for the purposes of this Pact.
- 6. Independent External Monitors (IEMs):**
- 6.1. The BUYER has a panel of Independent External Monitors (hereinafter referred to as IEMs) for this Pact in consultation with the Central Vigilance Commission as mentioned in NALCO's NIT/NALCO's website ([www.nalcoindia.com](http://www.nalcoindia.com)).
- 6.2 The task of the IEMs shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 6.3 The IEMs shall not be subject to instructions by representatives of the parties and perform their functions neutrally and independently.
- 6.4 Both the parties accept that the IEMs have the right to access all the documents relating to the project / procurement including minutes of meetings.
- 6.5 As soon as the IEM notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the BUYER.
- 6.6 The BIDDER(s) accepts that the IEM has the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER. The BIDDER will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The IEM shall be under contractual obligation to treat the information and documents of the BIDDER/ Subcontractor(s) with confidentiality.

- 6.7 The BUYER will provide to the IEM sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the IEM the option to participate in such meetings.
- 6.8 The IEM will submit a written report to the designated Authority of BUYER / Secretary in the Department / within 8 to 10 weeks from the date of reference or intimation to his by the BUYER/BIDDER and should be occasion arise, submit proposals for correcting problematic situations.
7. **Facilitation of Investigation:**  
In case of any allegation of violation of any provisions of this Pact or payment of commission, the IEMs shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.
8. **Law and Place of Jurisdiction:** This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.
9. **Other Legal Actions:**  
The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.
10. **Validity:**
- 10.1 This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/ determined by CMD,NALCO.
- 10.2 Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.
11. If the bidder/ Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

12. The parties hereby sign this Integrity Pact at \_\_\_\_\_ on \_\_\_\_\_.

For & on behalf of

For & on behalf of

**BUYER**

**BIDDER**

Name of the Officer:

Designation:

Company: NALCO

Official Seal

Witness

Witness

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

**PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT**

B. G. No. \_\_\_\_\_ Date: \_\_\_\_\_

1. WHEREAS M/s National Aluminium Company Limited (A Government of India Enterprise), having its Unit/Office at \_\_\_\_\_ (hereinafter called “The Company” which expression shall unless repugnant to the subject or context includes its legal representatives, successors and assigns) has issued Tender paper vide its Tender No..... dt.....for .....(hereinafter called “the said tender”) to M/s. ....(hereinafter called the said Tenderer(s)” which expression shall unless repugnant to the subject or context includes their legal representatives, successors and assigns and as per terms and conditions of the said tender, the tenderer shall submit a Bank Guarantee for Rs. ....(Rupees .....only) towards earnest money in lieu of cash.
2. WE .....Bank having its branch office at .....do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Company stating that in the opinion of the company which is final and binding, the amount claimed is due because of any withdrawal of the tender or any material alteration to the tender after the opening of the tender by way of any loss or damage caused to or would be caused or suffered by the Company by reason of any breach by the said tenderers(s) of any of the terms and conditions contained in the said tender or failure to accept the Letter of Intent Agreement or that the amount covered under this Guarantee is forfeited. Any such demand made on the Bank by the Company shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees.....only).
3. We undertake to pay to the Company any money so demanded notwithstanding any dispute or disputes raised by the tenderer(s) in any suit or proceeding pending before any office, court or tribunal relating thereto our liability under this present guarantee being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under. Our liability to pay is not dependent or conditional on the Company proceeding against the tenderer.
4. The guarantee herein contained shall not be determined or affected or suspended by the liquidation or winding up, dissolution or change of constitution or insolvency of the said tenderer(s) but shall in all respect and for all purposes be binding and operative until payment of all money due or liabilities under the said contract(s)/ Order(s) are fulfilled.
5. WE .....Bank Ltd. further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the finalization of the said tender and that it shall continue to be enforceable till the said tender is finally decided and order placed on the successful tenderer(s) and or till all the dues of the company under or by virtue of the said tender have been fully paid and its claims satisfied or discharged or till a duly authorised officer of the company certifies that the terms and conditions of the said tender have been fully and properly carried out by the said tenderer(s) and accordingly discharges the guarantee.
6. That the Company will have full liberty without reference to us and without affecting this guarantee to postpone for any time or from time to time. The exercise of any of the power of the Company under the tender.

7. Notwithstanding anything contained herein before, our liability shall not exceed Rs.....  
(Rupees.....only) and shall remain in force till.....Unless a demand or claim under this Guarantee is made on us within three months from the date of expiry, we shall be discharged from all the liabilities under this guarantee.
8. We.....Bank, lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Company in writing. We further undertake to keep this Guarantee renewed from time to time on the request of Tenderer(s).

Date.....Bank

Corporate Seal of the Bank By its constitutional Attorney

Signature of duly Authorised person

On behalf of the Bank With seal & signature code

Details of Persons Issuing the BG:

Name-----

Address for Correspondence: -----

Telephone & Fax No.

E-mail :

Note: BGs to be furnished from any of the approved banks of NALCO.

**BANK GUARANTEE AGAINST ISSUE OF MATERIALS FOR HANDLING, STORAGE,  
DELIVERY, STOCK HOLDING ETC AT STOCKYARD / WAREHOUSE**

GUARANTEE NO..... DATE :.....

WHEREAS National Aluminium Company Limited (hereinafter referred to as "the Company") which expression shall unless repugnant to the context includes their legal representatives, successors and assigns having their Regional Office at Core-4, 5<sup>th</sup> Floor, Scope Minar, Laxmi Nagar, Delhi – 110092 and Registered office at NALCO BHAWAN, P/1, NAYAPALLI, BHUBANESWAR-751 013, Odisha, and their Branch Unit/office at \_\_\_\_\_ has entered into a Contract with M/s \_\_\_\_\_ (hereinafter referred to as the Contractor which expression shall unless repugnant to the context include their legal representatives, successors and assigns for the work of material handling, stockyard/warehousing etc on the terms and conditions as set out, inter-alias, in the Company's Contract No. \_\_\_\_\_ dated: \_\_\_\_\_ and various documents forming part thereof hereinafter collectively referred to as the "said contract" which expression shall include all amendments, modifications and/or variations thereto.

AND WHEREAS one of the conditions of the said contract is that the Company has agreed to despatch the company's materials viz- Aluminium Ingots (which includes standard ingots, sow ingots, T-ingots, etc), Aluminium Wirerod, Aluminium Billet, Aluminium Rolled Products, etc (hereinafter referred to as the "said materials") to the contractor for the purpose of execution by the contractor of the said contract and pending execution by the contractor of the said contract incorporating the said materials, the said materials shall be under the custody and charge of the contractor and shall be handled, kept, stored, delivered at the sole risk and expense of the Contractor till defect liability period of the contractor.

AND WHEREAS the Company has asked the contractor for adequate security for the said materials to be supplied to the contractor.

AND WHEREAS at the request of the contractor the Company has agreed to accept a bank guarantee from \_\_\_\_\_ with Registered Office at \_\_\_\_\_ (hereinafter referred to as "the surety").

NOW THIS GUARANTEE WITNESSETH that in consideration of the Company having at the request of contractor agreed to accept a Bank Guarantee of the Surety amounting to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) in respect of the said materials against any and all loss, damage, destruction (inclusive of but not limited to any and all loss or damage or destruction to or of the said materials or any item or part thereof) by theft, pilferage, fire, explosion, storage, chemical or physical action or reaction, or bending or other act of omission or commission whatsoever within the control of the contractor, misuse or misappropriation by the contractor and the contractor's servant and/or agents whatsoever to or of in the said materials or any part of items thereof from the date the said materials was received by the contractor up to and until the date of delivery to company's customers, transporters or any other parties as directed by the company or up to and until the date of return of the said materials to the Company, the surety shall indemnify and pay, without protest or demur and without recourse to the contractor, the Company upto and not exceeding altogether a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) on demand by the Company. The decision of the Company as to any loss, damage, destruction, misuse and misappropriation under the terms and conditions of this guarantee shall be final and binding on the Surety.

THIS GUARANTEE is irrevocable and will remain in force and effect upto and until the said materials have been delivered to company's customers or transporters or master of vessels or any other parties as directed by the company or up to and until the said materials have been returned to the Company as per terms of the said contract and intimation thereof being given by the Company to the surety on the aggregate amount payable hereunder has been paid by the surety to the Company, whichever is earlier.

Notwithstanding anything stated above, the liability of the surety under the guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and this guarantee will remain in force upto \_\_\_\_\_ in the first instance. However, if the contractor's obligations under this guarantee is not completed or fully performed within this period, the surety hereby agrees to further extend the guarantee till such time as is required to fulfill such obligations.

We have the power to issue this guarantee in your favour under memorandum and Articles of Association and the undersigned has full power to do so under the power of Attorney dated \_\_\_\_\_ granted to him by the Bank.

Unless a claim made on us within three months from the date of expiry, i.e., \_\_\_\_\_, all our rights under the said guarantee shall be forfeited and we shall be relieved, and discharged from all liabilities there under.

Date.....Bank  
Corporate Seal of the Bank By its constitutional Attorney  
Signature of duly Authorised person

On behalf of the Bank With seal & signature code  
Details of Persons Issuing the BG:  
Name-----  
Address for Correspondence: -----  
Telephone & Fax No.-----  
E-mail : -----  
Note: BGs to be furnished from any of the approved banks of NALCO.

Witnesses:

1. ....
  
- 2.....

**INDEMNITY AND CUSTODY BOND**

Where M/s\_\_\_\_\_. herein after referred to as SERVICE PROVIDER, agree to act as Warehousing and handling agents for National Aluminum Company Ltd., herein after referred to as NALCO for storage and delivery of NALCO products to be dispatched by Road to the service provider's premises from Nalco's plant at Angul/Raipur Stockyard/ any other plant/stockyards. The material will be transported by road for proper storage, handling, safe custody and delivery to various customers of NALCO against valid delivery address issued by NALCO's authorized representative at Delhi office pursuant to this agreement dated (herein after referred to as the "Said Agreement").

And whereas service provider's has agreed to execute as Indemnity and Custody Bond in terms of the said agreement for in respect of Aluminum or any other NALCO products delivered to service provider. It is hereby declared and stated as under:

1. Now by this Indemnity and Custody bond SERVICE PROVIDER hereby agrees and undertakes that the Aluminum or any other NALCO products dispatched from time to time will be kept under safe custody at service provider's yard at Jaipur on behalf of NALCO as property in trust.
2. Service provider shall be responsible for the safe custody and protection of the said Aluminum or any other NALCO products at Service providers risk till the same are duly delivered to the customers or as may be directed by NALCO from time to time and shall indemnify NALCO against any loss or shortage whatsoever in respect of the said Aluminium or any other NALCO products received by service provider and while the same remains in the custody of service provider. It shall be opened for persons authorized by Nalco to inspect the material in the custody of service provider during the working hours of their yard.
3. Should any loss or shortage occur during the storage of Aluminium or any other NALCO products at M/s. Service Provider's storage area, the settlement of claim will be as per NIT.
4. Service provider further agrees to undertake not to hypothecate and /or change and /or encumber in any manner whatsoever the materials received by service provider in its custody, either in full or part to any bank or financial institution or any association or any company or firm as security or otherwise.
5. Service provider further agrees and undertakes not to suffer any injunction and /or attachment and /or appointment of receiver in respect to materials belonging to NALCO kept in custody of service provider either in part or full, received by service provider against any liability incurred by service provider in its name.
6. It is further agreed that this bond shall remain valid and in force till all the obligations under the said agreement are fulfilled and the accounts relating to this agreement are finally settled by between service provider and NALCO and it is agreed mutually to discharge this bond in writing.
7. The bond shall not be affected by any change in the constitution of NALCO and service provider nor shall it be affected by any amalgamation or absorption thereof or therewith but will ensure for and be available to and enforceable by the absorbing or amalgamated company or concern.

In witness thereof we put our seal and signature on this day.

Signed, Sealed & Witnessed  
For and on behalf of \_\_\_\_\_.

Witnessed By

1.

2.

Signed, Sealed & Witnessed  
For and on behalf of **National Aluminium Company Ltd.**

3.

4.

**UNDERTAKING REGARDING OFFERED PREMISE(S)**  
(To be submitted on Bidder's Letter Head)

GeM Bid Number: \_\_\_\_\_ Dt. \_\_\_\_\_

**Name of Work:** Providing Services to National Aluminium Co. Ltd (hereinafter called NALCO / Owner) for cargo handling, stockyard & warehousing for domestic sales and stock transfer/transshipment.

To

**National Aluminium Company Limited (NALCO)**  
**Core – 4, 5<sup>th</sup> Floor, Scope Minar**  
**Laxmi Nagar, Delhi 110092**  
**(Marketing Dept)**  
**Ph.No.- 011-47608020 , 011-47608017**

We, M/s \_\_\_\_\_, having our registered office at \_\_\_\_\_, hereby submit this undertaking in connection with the above-mentioned tender and confirm the following:

1. **Exclusive Storage of NALCO Material:** We hereby undertake that we have not offered such premise(s) at the time of bidding where material (mentioned in the scope of work) other than NALCO's material is being stored/handled or in adjacent to or in close vicinity to the designated stockyard offered to NALCO in order to safeguard NALCO's interest.
2. **Permissibility of Land Use:** We hereby undertake that the offered premise(s) are situated in an area where warehousing, storage, and material handling activities for NALCO's proposed work are permissible as per the applicable Plan, Regulations, and Local Authority Laws with appropriate land-use classification.
3. **Free from Encumbrances and Legal Impediments:** We hereby undertake that the offered premise(s) is/are free from all encumbrances, litigation and statutory restrictions that may hinder / restrict / hamper NALCO's proposed warehousing operations.

We agree that NALCO reserves the right to verify the above information and the documents submitted by us at any stage of the tendering process or during the execution of the contract. We also understand and agree that in case any declaration made herein is found to be false or incorrect at any stage, NALCO shall be at liberty to reject our bid, cancel the award of work, and/or take any other action (including forfeiture of EMD/SD) as deemed appropriate as per the provisions of the tender.

This undertaking is submitted by us with full knowledge of the terms and conditions of the tender.

Place: \_\_\_\_\_

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

For M/s \_\_\_\_\_  
Authorized Signatory  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Signature: \_\_\_\_\_  
(Company Seal)

**ANNEXURE – XVIII**

For issuance of Electronic Bank Guarantee through National E-Governance Services Limited (NeSL) platform, details of NALCO (Beneficiary) are as under:

(i)	Income Tax PAN	AAACN7449M
(ii)	Name	National Aluminium Company Limited
(iii)	Date of Incorporation	07.01.1981
(iv)	Email ID	ravi.gupta@nalcoindia.co.in
(v)	Contact Number	011-47608015, 011-47608027
(vi)	Legal Constitution	Entity
(vii)	Registered office address	Nalco Bhawan, P/1, Nayapalli, Bhubaneswar
(viii)	Registered office address pin code	751013
(ix)	Communication address	Nalco Bhawan, P/1, Nayapalli, Bhubaneswar
(x)	Communication address Pin Code	751013
(xi)	Beneficiary Bank Account Number	00000030003549828
(xii)	IFSC Code	SBIN0050191
(xiii)	Business Unit Code – For EMD BG	2000
	For other BGs	2000
(xiv)	Tender doc ref No./Contract Ref No.	As per GeM Portal Bidding No.
(xv)	Vendor Code	< if available >