





### बिड दस्तावेज़ / Bid Document

बिड वि	वरण∕Bid Details
बिड बंद होने की तारीख/समय /Bid End Date/Time	09-12-2025 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	09-12-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Defence
विभाग का नाम/Department Name	Department Of Defence Production
संगठन का नाम/Organisation Name	Mazagon Dock Shipbuilders Limited
कार्यालय का नाम/Office Name	******
कुल मात्रा/Total Quantity	2175
वस्तु श्रेणी /Item Category	Electrode E 20 10 3 B 4 2 (BH) D= 2.5 mm NGD: 0930 93 003 4256 Name: SAFINOX B BLINDAGE DRY NG STF , Electrode E 20 10 3 B 4 2 (BH) D= 3.15 mm or D= 3.20 mm NGD: 0930 93 003 4257 Name: SAFINOX B BLINDA , Electrode E 20 10 3 B 4 2 (BH) D= 4 mm NGD: 0930 93 003 4258 Name: SAFINOX B BLINDAGE DRY NG STF 27
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	Electrode E 20 10 3 B 4 2 (BH) D=4 mm
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	Fabricated PVC - U Fittings for Portable Water Supplies as per IS 10124, shoes school pvc boys girls, Mechanically Woven, Double - Twisted, Hexagonal Wire Mesh Gabions, Revet Mattresses and Rock Fall Netting as per IS 16014, Non Sparking Ring Slugging Spanners (V2)
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	pH Electrode
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details		
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3	
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1	
बिंड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No	
बिड का प्रकार/Type of Bid	Single Packet Bid	
प्राथमिक उत्पाद श्रेणी/Primary product category	Electrode E 20 10 3 B 4 2 (BH) D= 2.5 mm NGD: 0930 93 003 4256 Name: SAFINOX B BLINDAGE DRY NG STF	
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days	
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No	
Payment Timelines	Payments shall be made to the Seller within <b>15</b> days of issue of consignee receipt-cum-acceptance certificate (CRAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)	
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation	
मध्यस्थता खंड/Arbitration Clause	No	
सुलह खंड/Mediation Clause	No	
ईएमडी विवरण/EMD Detail		
आवश्यकता/Required	No	
ईपीबीजी विवरण /ePBG Detail		
एडवाइजरी बैंक/Advisory Bank	State Bank of India	

ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance securityshould be in favour of Beneficiary, wherever it is applicable.

### लाभार्थी /Beneficiary :

**COMPANY** 

Mazagon Dock Shipbuilders Limited, Dockyard Road, Mumbai-400010 (Mazagon Dock Shipbuilers Limited)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

### एमआईआई खरीद वरीयता/MII Purchase Preference

एमआईआई खरीद वरीयता/MII Purchase Preference No	
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### एमआईआई के लिए सक्षम प्राधिकारी का विवरण:/Details of the Competent Authority for MII

सक्षम प्राधिकारी का नाम/Name of Competent Authority	DPIIT
सक्षम प्राधिकारी का पदनाम/Designation of Competent Authority	DPIIT
सक्षम प्राधिकारी का कार्यालय/विभाग/प्रभाग/Office / Department / Division of Competent Authority	P-45021/2/2017-PP(BE-II)-Part-4Vol-II
सीए अनुमोदन संख्या/CA Approval Number	46141
सक्षम प्राधिकारी अनुमोदन तिथि/Competent Authority Approval Date	20-11-2025
सक्षम प्राधिकारी द्वारा प्रदान की गई स्वीकृति का संक्षिप्त विवरण/Brief Description of the Approval Granted by Competent Authority	LOCAL CONTENT DECLARATION IS EXEMPTED AS PER PPI ORDER 2017 NO. P45021/2/2017-PP(B.E-II)-Part(4) vol.II DT.19.07.2024

Competent Authority Approval for not opting Make In India Preference : View Document

### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	25

### **Single Tender**

Single Tender Applicable	Yes
Reason	The competent authority in the Ministry or Department has certified that the demand is urgent, and any additional expenditure involved by not procuring through advertised tender enquiry is justified in view of urgency. The Ministry or Department has placed on record the nature of the urgency and reasons why the procurement could not be anticipated.
List of Seller Organization for participation	MERIDIAN EXPORTS

- 1. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
- 2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

# Electrode E 20 10 3 B 4 2 (BH) D= 2.5 Mm NGD: 0930 93 003 4256 Name: SAFINOX B BLINDAGE DRY NG STF ( 700 kilogram )

#### तकनीकी विशिष्टियाँ /Technical Specifications

क्रेता विशिष्टि दस्तावेज़ /Buyer Specification Document	<u>Download</u>	
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#### परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती / रिपोर्टिंग अधिकारी / Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	*****	*********Mumbai	700	120

# Electrode E 20 10 3 B 4 2 (BH) D= 3.15 Mm Or D= 3.20 Mm NGD: 0930 93 003 4257 Name: SAFINOX B BLINDA ( 700 kilogram )

### तकनीकी विशिष्टियाँ /Technical Specifications

क्रेता विशिष्टि दस्तावेज़ /Buyer Specification Document	Download
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### परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती / रिपोर्टिंग अधिकारी / Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	*****	*********Mumbai	700	120

# Electrode E 20 10 3 B 4 2 (BH) D= 4 Mm NGD: 0930 93 003 4258 Name: SAFINOX B BLINDAGE DRY NG STF 27 ( 775 kilogram )

### तकनीकी विशिष्टियाँ /Technical Specifications

क्रेता विशिष्टि दस्तावेज़ /Buyer Specification Document	<u>Download</u>	
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#### परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती / रिपोर्टिंग अधिकारी / Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	*****	**********Mumbai	775	120

### क्रेता द्वारा जोड़ी गई बिड की विशेष शर्ते/Buyer Added Bid Specific Terms and Conditions

### 1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 50 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 50% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be (Increased quantity  $\div$  Original quantity)  $\times$  Original delivery period (in days), subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original

delivery period while exercising the option clause. Bidders must comply with these terms.

#### 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document Click here to view the file.

### अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

- 1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
- 2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
- 3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
- 4. Creating BoQ bid for single item.
- 5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
- 6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
- 7. Floating / creation of work contracts as Custom Bids in Services.
- 8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for <u>attached categories</u>, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
- 9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
- 10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
- 11. Creating bid for items from irrelevant categories.
- 12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
- 13. Reference of conditions published on any external site or reference to external documents/clauses.
- 14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
- 15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
- 16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract

#### and Buyer may take suitable actions as per GeM Contract.

यह बिंड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

# Mazagon Dock Shipbuilders Limited Additional Terms & documents(ATC) Single tender

#### **TENDER ENQUIRY FORM (TEF)**

#### **DIVISION: SUBMARINE**

#### **DEPARTMENT- COMMERCIAL (EAST YARD)**

**MAZAGON DOCK SHIPBUILDERS LIMITED (MDL)**, Mumbai India, a premier Warship building, Ship repair, Submarine Construction & Refits and Heavy Engineering Company owned by Government of India under Ministry of Defence.

MAZAGON DOCK SHIPBUILDERS LIMITED (MDL), INVITES COMPETITIVE BIDS from reputed <u>Bidder / Supplier</u> in <u>SINGLE BID SYSTEM</u> for the following Work / Supplies. This is a <u>Single tender</u> enquiry for " <u>M/s Meridian Exports</u> " only nominated by IN/MDL. Unsolicited bids submitted by all other vendors will be summarily rejected.

#### **SUB:- Procurement of Welding consumables for AIP project**

Detailed list of supplies/services is given in Rate sheet at Enclosure 03. Any clarifications, if required can be obtained by informing in writing to M (D-EY), E-mail- @ dmohite@mazdock.com for technical queries.

#### 1. Description:

Procurement of Welding Consumables for AIP project.

#### Note:-

i) Bidders shall confirm that the Scope of Supply is fully understood by them as below:

Sr. No.	Description	Qty.
10	Electrode E 20 10 3 B 4 2 (BH) D=2.5 mm	700.00 KG
	NGD: 0930 93 003 4256	
	NAME: SAFINOX B BLINDAGE DRY NG	
	STF 27- 60/EE0802E Rev.E	
20	Electrode E 20 10 3 B 4 2 (BH) D=3.15 mm or D=3.20 mm	700.00 KG
	NGD: 0930 93 003 4257	
	NAME: SAFINOX B BLINDAGE DRY NG	
	STF 27- 60/EE0802E Rev.E	
30	Electrode E 20 10 3 B 4 2 (BH) D=4 mm	775.00 KG
	NGD: 0930 93 003 4258	
	NAME: SAFINOX B BLINDAGE DRY NG	
	STF 27- 60/EE0802E Rev.E	

#### 2. Submission of offer in Single Bid System:

Offer must be submitted in single part and Soft Copies/Scanned Copies of below mentioned documents/details are to be attached on GeM:

- i. Bidder's Statement on their Company Letterhead indicating Tender No, Tender Date, confirming compliance and acceptance on the Scope of Supplies and other Terms and Conditions as included in this tender enquiry, duly signed, stamped and dated by bidder's authorized person(s).
- ii. Technical Bid clearly indicating item wise descriptions & other details such as specifications, make/model, drawings etc as relevant to the offered materials.
- iii. Price schedule BLANKING the PRICES but clearly indicating 'QUOTED / NOT QUOTED' as applicable against each of the listed item in the prescribed format (Enclosure-03).
- iv. Extract of official secret Act 1923 (Enclosure-8) must be signed, stamped with company seal and submitted along with Part-I of the offer as a token of acceptance of the terms & conditions by the bidders.
- v. Bidder to submit acceptance on clauses of Tender Enquiry Form (TEF) as 'ACC OR DEV' as applicable for each of the clause at tender (Enclosure-01)
- vi. Bidder to submit Deviation sheet at Enclosure-16 in case of any deviation from TEF.
- vii. Bidder to submit their complete Bank details for payment by NEFT as per Enclosure-21.
- viii. Bidder to submit format of End User Certificate, in case required by the bidder.
- ix. The bidder has to enclose filled signed and stamped certificate for "Declaration of Compliance on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017" as per the Enclosure-06, Annex(c).
- x. Bidder to submit Declaration certificate for local content as per Enclosure-7(a)
- xi. Product data sheets / Catalogue / Technical Specification of the offered material.
- xii. GST registration details / GST acknowledgement or Tax Authority Letter.

#### 3. Delivery Schedule/period:

- a) Firm to deliver material within 1 month from date of GeM Contract/PO.
- b) Delivery date mentioned in the RFQ/Tender is tentative. However, bidder has to follow delivery schedule as per purchase order. Non-compliance of the same beyond the contractual terms may lead to imposition of liquidated damages or cancellation of contract/ Purchase order.
- c) The Supplier/Vendor shall arrange dispatch of good by appropriate transport mode as per the order and consign the same to:

#### **Delivery Address:**

EAST YARD -STORES (ENTRY THROUGH GATE NO 10)

MAZAGON DOCK SHIPBUILDERS LIMITED,

Dock Yard Road,

Mumbai -India 400 010.

Phone: 022-23706405/3699.

#### 4. Bid Rejection Criteria

### i) Categorical Rejection Criteria

The following conditions / deviations are non-negotiable and therefore, any bid falling under these conditions / deviations shall be summarily rejected. Bidders to note that they shall not be provided any opportunity to rectify these conditions / deviations post bid opening: -

- (a) Bids received after tender closing date and time.
- (b) Bids received other than through GeM.
- (c) Bidders who are debarred under PPP MII order 2017, GeM, CPPP including Tender holiday issued by MDL.
- (d) Bids received without EMD (other than those who are exempted from payment of EMD).
- (e) In single stage Two Bid system non submission of either Technical Bid or Financial Bid for Manual Tender.

#### ii) Liable for Rejection Criteria

- a) Non-compliance/non-acceptance to any of the terms and conditions of the tender shall render the bid liable for rejection. Equal time and opportunity for submission of deficient techno-commercial documents and clarification shall be given to the bidders. Bidders are required to submit such documents / clarifications within the duration / date stipulated by MDL failing which their bids will be rejected.
- (b) Bids received without Integrity Pact duly signed by the bidder on each page.
- (c) Bidders not furnishing declaration / certificate as per Enclosure-6 Annexure "C" towards compliance of Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), within given period and associated documents.

#### Performance Security Bank Guarantee (PSBG):-

- i) The bidder shall submit Performance Security {Performance Bank Guarantee (PBG) cum Security Deposit (SD)} for an amount of **5** % of the value of the contract (excluding taxes & duties) as per **Enclosure-10** or Insurance Surety Bonds(ISB)\_as per **Enclosure-10.1** issued by an Indian Insurance Company as defined in Section 2(7A) of the Insurance Act, 1938 and also registered with the Insurance Regulatory and Development Authority of India (IRDAI) for a period of delivery period+ warranty period+2 months claim period or agree for retention of equivalent amount by MDL up to the period till completion of contractual & Guarantee/ Warranty obligations.
- ii) Performance security may be furnished in the form of NEFT / Demand Draft / Pay order / Bank Guarantee / Insurance Security Bond / e-Bank Guarantee in favour of Mazagon Dock Shipbuilders Limited, Mumbai from the list of Banks approved by SBI / Canara Bank published on MDL website.
- iii) In cases if the supplier / contractor has not submitted the Performance security and already commenced supply / services, Performance security will be withheld from his bills, if any. In such case, interest will be recovered for the period starting from 26th day of transmission / notification of order/contract by any mode and amount involved at the relevant rate of interest. For foreign supplier, it will be EUROBOR/LIBOR plus 2%. For Indian suppliers, it will be SBI BPLR plus 2%.
- iv) Performance Security is to be furnished within 25 days after notification of the award of contract and it should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations.
- v) In case of failure to submit performance security by the supplier within 25 days of transmission / notification of order by any mode, EMD (if available) will be forfeited and MDL reserves the right to cancel the order and invoke the risk purchase clause.
- vi) The performance security will be forfeited and credited to MDL's account in the event of a breach of contract by the contractor. It will be refunded to the contractor without interest, after duly performing and completing the contract in all respects.
- vii) No exemption will be granted to any unit including MSME, SSI units and MDL Registered suppliers.
- viii) In the event of defects due to poor workmanship leading to non-performance of the Equipment/Item and bidder failure to attend the Guarantee/Warranty defects within 45 days from date of intimation or as agreed during TNC the performance security shall be forfeited.
- ix) If it is established that the contractor has failed to comply with the Guarantee/warranty obligations, the PSBG will be enchased by MDL. MDL's decision in this regard shall be final and binding on the supplier / contractor.

#### 6. Guarantee/warranty:

- 6.1 The equipment / system supplied shall be warranted to be free from design, manufacturing or performance deficiencies for a period of 12 months from the date of delivery.
- 6.2 The bidder shall warrantee that the items supplied under the order, shall be free from all defects related to design, manufacturing or performance deficiencies and is consistent with established and generally

accepted standards for such supplies, in full conformity with the specifications / drawings. If within the above mentioned period, the item(s) supplied in the opinion of MDL is found to be defective in workmanship and/or due to faulty materials, then Seller is requested to arrange the material within 30 days for which guarantee will be either the residual guarantee of the item or minimum 06 months (whichever is more). All the expenses will be borne by Seller for replacement.

#### 7. Pricing:

- i) As per GEM terms (Prices in GeM are including GST please check before bidding).
- ii) Bidders shall quote the prices of all services/items listed in the tender enquiry for delivery of the services/items in Mazagon Dock Shipbuilders Limited Stores. The prices quoted shall remain firm and fixed during the currency of the order / contract period unless agreed otherwise by MDL.
- iii) Bidders may please note that the Indian bidders are required to quote in Rupees only. The quoted prices shall remain firm and fixed during the currency of the order / contract period unless agreed otherwise by MDL.
- iv) The reference price, if any, indicated anywhere in the tender document against each line item is only notional and has no commercial relevance. Therefore, such reference price should not be considered as guidance price and the bidders shall quote their price based on their costing and pricing policies.
- v) Prices quoted by bidder shall remain firm and fixed during the period of the contract and not subject to variation on any account.

#### 8. Payment Terms

- a) Advance payments are discouraged and therefore to be considered as not allowed.
- b) Part delivery part payment will be applicable.
- c) Payment terms shall be as under:

Payment of 100% of the value of the supplies against submission of PSBG (wherever applicable) and against delivery and acceptance as may be payable and as reduced by any deductibles and / or the amount leviable towards liquidated damages, if any plus 100% taxes, duties etc. as applicable on production of proof of inspection, receipt and acceptance of material at MDL by MDL QA-EY/RMT-IN and receipt of following documents within 15 days:-

- i.Set of Original+2 copies of signed Invoice showing item description & price as per order.
- ii.Delivery challan/GRIR (GRN) duly acknowledged by MDL East yard-stores.
- iii.Set of Original+2 copies of PSBG as **Enclosure-10** or Insurance Surety Bonds(ISB)\_as per **Enclosure-10.1** If not submitted, then the equivalent amount shall be retained.
- iv. Declaration certificate for actual local content as per Enclosure-7(b)
- v.Certificate of Conformity.
- vi. 3.1/3.2 Mill test Certificate
- d) E-invoice: The vendors, whose aggregate turnover in any preceding financial year from FY 2017-18 onwards, exceeds INR 5 crore as per GST Act or as applicable from time to time, will have to issue an e-Invoice with a Quick Response (QR) code and Invoice Registration No.(IRN), It is important to note that MDL will not be entitled for Input Tax Credit (ITC)/GST on a vendor Invoice which is not compliant with the above e-Invoice notification. Wherever GST is applicable, payment will be released against e-Invoice, or Invoice accompanied with vendor's self-declaration that "we do not fall under the category of registered persons notified under Rule 48(4) of the Central GST Rules, 2017 and we are not required to comply with e-Invoicing provisions under GST Act, as our aggregate turnover in any preceding financial year from 2017-18 onwards has not exceeded INR 5 crore as per GST Act".

#### e) Trade Receivable Discounting System (TReDS) for MSEs:-

a) TReDS is a digital platform to help MSMEs to address their financial needs for facilitating the financing of trade receivables from buyers, through multiple financiers. TReDS is governed by the Reserve Bank of India under the Payment and Settlement Systems Act, 2017 and the Factoring Regulations Act, 2011.

Under the TReDS initiative, at present, RBI has given licenses to three participants (A. TREDS Ltd, RXIL, M1 Xchange). MDL is registered for TReDS online platform with A. TREDS Ltd, and M1Xchange to facilitate payments to MSMEs through TReDS. At TReDS, auctioning of invoices at competitive and transparent environment is done by financers based on Buyer's credit profile.

- b) MSE bidders desirous to receive payments through TReDS platform may avail the facility if they are already registered on TReDS platform or by registering on any one of the service provider. Contact details of TReDS platform service providers are to be indicated. MSE bidders upon successful delivery shall submit their invoices along with the mandated enclosures at MDL, central receipt section. MSE vendors, desirous to receive payments through a particular TReDS platform must submit their TReDS details along with the invoice at MDL, central receipt section. Upon receipt and acceptance of the supplied material and receipt of invoices with the mandated enclosures, MDL shall process the invoice for payment on that particular TReDS platform. Any unfinanced invoices / invoices of MSE bidders seeking payment from MDL directly shall be processed as per the standard payment terms agreed in PO / contract.
- c) As a special gesture, all the above three discounting platforms i.e., M/s. RXIL, Invoice Mart and M1 Exchange have offered waiver of Registration/On boarding fees to MDL vendors.
  - i) Below are the details of M1xchange:

1. Shaiwal Sinha

Mob: 9599224594 Mail: shaiwal.sinha@m1xchange.com

2. Ankit Singh

Mob: 9800250395 Mail: ankit.singh@m1xchange.com

M1xchange Office address (Mumbai): A-403, The Qube 4<sup>th</sup> floor, MV road Marol, Andheri (E) Mumbai – 400059.

- ii) Below are the details of Rxil:
- 1. Name of Nodal Officer -: SANTOSH YADAV

Contact Details/ Mobile Number of Nodal Officer -: +91-9167708156

Email Id -: santosh.yadav@rxil.in

Complete address -: Receivables Exchange Of India Limited , 701-702,7th Floor,

Supremus, E Wing, I-Think Techno Campus, Kanjurmarg East,

Mumbai 400042

2. Name of Nodal Officer -: ANGELIN ANBARASAN

Contact Details/ Mobile Number of Nodal Officer -: +91-8451975191

Email Id -: angelin.anbarasan@rxil.in

d) Complete address -: Receivables Exchange Of India Limited , 701-702,7th Floor, Supremus, E Wing, I-Think Techno Campus, Kanjurmarg East, Mumbai 400042

#### 9. Deviations:

It will be our endeavor to receive bidder's complete offer with acceptance of all the Terms of this tender enquiry without deviations on or before the tender due date & time. Bidder shall abide by all the clauses of Tender Enquiry Form (T.E.F) & and GENERAL CONDITIONS OF CONTRACT (GCC) acceptance formats as per **Enclosures-01 & 05** contained therein should be properly filled, signed by the bidder along with (PART-I) techno-commercial bid. The bidder also hereby confirms acceptance & compliance to the Scope of Supply (Enclosure-2) and other Enclosures attached herewith. The bidder shall also abide statutory requirements, Official Secret Act 1923 clauses as per **Enclosure-8**.

The bidder hereby further confirms that only those deviations which could not be avoided at the time of

submission of the offer, have been recorded on a Prescribed format of Deviation sheet (Enclosure-16) indicating all relevant details such as Number & description of the Clause, Reasons for Deviation and suggested alternative(s) and submitted in the Technical Bid (PART-I) of the offer and only these deviations thus recorded and submitted need to be considered by MDL for evaluation of the bid.

<u>Bidder (s) to also note that deviations taken by them if any, but not appearing or listed in the Deviation</u> sheet (Enclosure-16) WILL NOT BE CONSIDERED BY MDL.

#### 10. Public Grievance Cell

A Public Grievance Cell headed by Shree R R Kumar (ED-Production), President, has been set up in the Company. Members of public having complaints or grievances are advised to contact him on Wednesday between 10.00 hours and 12.30 hours in his office on 3rd floor, west Block, MAZAGON DOCK SHIPBUILDERS LTD, Dock Yard Road, Mumbai 400010, INDIA or send their complaints / grievances to him in writing for redressal. His Telephone No. is 022 2378 2338, 2376 2106.

#### 11.Liquidated Damages

- (a) Time is an essence of the contract therefore the job, as ordered, should be completed on the dates mutually agreed upon in accordance with the delivery schedule.
- (b) If the contractor fails to deliver any or all of the Goods or fails to perform the incidental Works/ Services (e.g. installation, commissioning or operator training) within the time frame(s) incorporated in the contract, MDL shall, without prejudice to other rights and remedies available to MDL under the contract, deduct from the contract price, as agreed liquidated damages, but not as a penalty, a sum equivalent to the 0.5% percent of the delivered price of the delayed Goods and/ or incidental Works/ Services for each week of delay or part thereof until actual
- delivery or performance, subject to a maximum deduction of the 10% of the delayed Goods' or incidental Works/ Services' contract price(s)
- (c) LD will be calculated on item wise delayed Goods.
- (d)Liquidated Damage (LD) period to be counted from the date of Bidder order confirmation i.e. 10 days from the order date.

#### 12.Option Clause

MDL retains the right to place orders for an additional quantity up to 50% of the originally contracted quantity at the same rate and terms & conditions of the contract, during the validity of the contract. Refer detailed clause in GeM Bid under heading "Buyer Added Bid Specific Terms and Conditions".

#### 13.Inspection and Testing

- i) Supplier to submit: -
- a) Certificate of Conformity as per MDL format at **Enclosure-17** conforming that the items supplied are as per the specification and description mentioned in the order signed by supplier.
- b) Warranty certificate as per **Enclosure-12**
- c) 3.1/3/2 Mill test certificate from OEM
- c) Shelf life details as per Enclosure-19
- ii) MDL (QA-EY) and IN rep shall carry out necessary inspection of the items on receipt, on the basis of an appropriate quality assurance system and inspection system requirements along with representative of the Owner. Any objection raised by MDL Quality Control Team against quality of materials or workmanship shall be satisfactorily corrected by the Contractor at his expense including replacement as may be required within shortest possible time within 30 days. Items damaged during transit shall also be rectified/replaced by the Contractor within shortest possible time. Goods accepted by the purchaser at

the initial and final inspections, in terms of the contract, shall in no way dilute the purchaser's right to reject them later, if found deficient in terms of the warranty clause of the contract.

#### 14.Shelf Life:

Firm to provide material with minimum 80% residual shelf life and detail storage and handling procedure.

15.Breach of Obligation Clause with respect to Bid Submitted: Not Applicable.

#### 16. Right to reject any or all bids

MDL reserves its right to accept or reject any or all bids, abandon / cancel the tender process, and issue another tender for the same or similar Goods/Services at any time before the award of the contract. It would have no liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for such action(s).

#### 17. Claims by firms

No claims by the firms will be entertained after 03 years from date of execution/completion of order.

#### 18. INTEGRITY PACT (IP):

The Integrity pact essentially envisages the agreement between prospective vendors / bidders & buyers committing the person/officials of both the parties not to exercise any corrupt influence on any aspects of the contract. Only those vendors/bidders who enter into such an integrity pact with the buyer would be competent to participate in the bid. The format of integrity Pact is enclosed with tender documents. IP shall be submitted on plain paper.

The 'Integrity pact' dully filled as per enclosed format (Enclosure-20) to be submitted along with the offer. Each page of Integrity Pact shall be duly signed by the bidder. In case of non-submission of Integrity Pact by the bidders, duly signed on each page, with Part-I of the bid, shall render the bid liable for rejection.

The original IP to be submitted or couriered to MDL within 15 days after tender closing date. Address: Material Department, Mazagon Dock Shipbuilders Ltd, Dockyard Road, Mumbai-400010.

#### **INDEPENDENT EXTERNAL MONITORS (IEM):**

Presently the panel consisting of the following Independent External Monitors (IEMs) has been appointed by MDL, in terms of Integrity Pact (IP) which forms part of MDL Tenders / Contracts.

i) Shri M.N.Krishnamurthy, IPS (Retd.)

Email ID: krishnamurthymn19@gmail.com

ii) Shri Deepak Kashyap, IRTS (Retd)

Email id: <a href="mailto:deepakkashyapnd02@gmail.com">deepakkashyapnd02@gmail.com</a>

This panel is authorized to examine / consider all references made to it under this tender / contract. The bidder(s), in case of any dispute(s) / complaint(s) pertaining to this tender falling under provisions of Integrity Pact may raise the same directly with the IEMs on the panel viz Shri M.N.Krishnamurthy, IPS(Retd.) Email ID: <a href="mailto:krishnamurthymn19@gmail.com">krishnamurthymn19@gmail.com</a>; Shri Deepak Kashyap, IRTS (Retd) Email ID: <a href="mailto:deepakkashyapnd02@gmail.com">deepakkashyapnd02@gmail.com</a>.

#### 19. Order Acceptance:

Successful bidder shall acknowledge the receipt and communicate in writing their unconditional acceptance of order within 10 working days from the date of placement of the order. If nothing to the

contrary is received within 10 working days from the date of placement of order, it shall be understood that the order has been accepted.

In addition to above clauses, the bid is further governed by GeM General Terms and Conditions(GT&C) and clauses mentioned in GT&C will be applicable.

We look forward to receive your most competitive and reasonable offer against this tender.

For MAZAGON DOCK SHIPBUILDERS LIMITED

Yogesh Patil, M (C-EY)

Email: ybpatil@mazdock.com

Phone: 022-2376-2613

(Purchase Executive)

#### List of enclosures:

- 1. Enclosure 1: TEF acceptance Format.
- 2. Enclosure 3: Rate sheet
- 3. Enclosure 6: Declaration of Compliance on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017
- 4. Enclosure 7: Declaration certificate for local content
- 5. Enclosure 8: Extract of provisions of the official secrets act, 1923
- 6. Enclosure 10: Performa bank guarantee for Performance Security
- 7. Enclosure 10.1: Proforma of Unconditional And Irrevocable Insurance Surety Bond For Performance Security
- 8. Enclosure 12: Format for warranty certificate
- 9. Enclosure 16: Deviation Sheet Performa
- 10. Enclosure 17: Format for Certificate of Conformity
- 11. Enclosure 19: Format of Shelf Life Certificate
- 12. Enclosure-20:-Integrity Pact

Note: Bidders have to upload filled and signed enclosures along with the offer

**Enclosure-1** 

#### **TEF ACCEPTANCE FORMAT**

TEF CLAUSE No.	BIDDER'S REMARK	TEF CLAUSE No.	BIDDER'S REMARK	TEF CLAUSE No.	BIDDER'S REMARK
1.	ACC / DEV	2.	ACC / DEV	3.	ACC / DEV
4.	ACC / DEV	5.	ACC / DEV	6.	ACC / DEV
7.	ACC / DEV	8.	ACC / DEV	9.	ACC / DEV
10.	ACC / DEV	11.	ACC / DEV	12.	ACC / DEV
13.	ACC / DEV	14.	ACC / DEV	15.	Not Applicable
16.	ACC / DEV	17.	ACC / DEV	18.	ACC / DEV
19.	ACC / DEV				

COMPANY'S NAME & ADDRESS:	
	SIGNATURE:
	DATE:
	NAME:
	DESIGNATION:
	BIDDER'S COMPANY SEAL:

#### Note:

- 1. Bidder confirms to have carefully read the Terms & Conditions enclosed only with this Tender Enquiry Form (TEF) prior to filling up this acceptance format.
- 2. Bidder confirms that this format has been **properly filled, signed and returned** along with our technical offer (Part-I) for considering the Bid.
- 3. Bidder confirms to have indicated "ACC" for Accepted, "DEV" for Deviation taken for each clause number in the above table.
- 4. In case of any deviations taken the bidder confirms to have attached **Separate Sheet** indicating all relevant details such as Number & Title / brief description of the Clause, **Reasons for Deviation and suggested alternative(s)**.
- 5. Clause numbers shown in the above format also includes the sub-clauses under these clauses. For example, Clause no. 8 means Clause nos. 8–a (i) to (iv), b (i) to (xiii)& c

**Enclosure-3** 

#### **RATE SHEET PRESCRIBED FORMAT**

#### (Please quote on your letter head only)

Sr. No.	Description	Qty.	Quoted/Not Quoted
10	Electrode E 20 10 3 B 4 2 (BH) D=2.5 mm		
	NGD: 0930 93 003 4256		
	NAME: SAFINOX B BLINDAGE DRY NG		
	STF 27- 60/EE0802E Rev.E		
20	Electrode E 20 10 3 B 4 2 (BH) D=3.15 mm or D=3.20 mm	700.00 KG	
	NGD: 0930 93 003 4257		
	NAME: SAFINOX B BLINDAGE DRY NG		
	STF 27- 60/EE0802E Rev.E		
30	Electrode E 20 10 3 B 4 2 (BH) D=4 mm	775.00 KG	
	NGD: 0930 93 003 4258		
	NAME: SAFINOX B BLINDAGE DRY NG		
	STF 27- 60/EE0802E Rev.E		

#### Note:-

The bidder hereby confirms to have quoted the unit rates and total item wise values only in the columns for delivery in MDL Mumbai East Yard stores excluding GST and taxes. Rate of GST and taxes applicable shall be indicated separately in terms of percentage of quoted basic price.

- (i) If, in the price structure quoted for the required goods, there is discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly;
- (ii) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
- (iii) If there is a discrepancy between words and figures, the amount in words shall prevail.
- (iv) Bidders are advised to check and quote the correct GST%. In case the bidder quotes incorrect GST% on lower side when compared to correct GST%, the difference in GST% will be adjusted by reducing the basic quoted price without increasing the Total quoted price (inclusive of Taxes). In case the bidder quotes incorrect GST% on higher side when compared to correct GST%, the correct GST% will be considered without change in the basic quoted price.

a.	The seller has read, understood and accept the complete Scope of work. (Yes/No)	

	Taxes & Dut	ies	
	Tax head	Rate applicable	Percentage of total Amount on which the tax is applicable
1	GST		
2	Any other Taxes/Duties (Bidder to specify)		

Name:	Designation:
Date:	Bidders Company Seal

Enclosure-7(a)

### **DECLARATION CERTIFICATE FOR LOCAL CONTENT**

### DECLARATION CERTIFICATE FOR LOCAL CONTENT

(Tender value Less than Rs 10 Crores)

This declaration must form part of all tenders & it contains general information and serves as a declaration form for all bidders. (Before completing this declaration, bidders must study the General Conditions, Definitions, Govt Directives applicable in respect of Local Content & prescribed tender conditions).

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CORPORATION, PARTNERSHIP OR INDIVIDUAL)
IN RESPECT OF BID / TENDER No. ISSUED BY: (Name of Firm):
NB: The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
I, the undersigned,
of
(a) The facts contained herein are within my own personal knowledge.
(b) I have read and understood the requirement of local content (LC) and same is specified as percentage calculated in accordance with the definition provided at clause 2 of revised Public Procurement (preference to Make in India) Order 2017.
"Local content" as per above order means the amount of value added in India which shall be the total value of items procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value in percent."
(c) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the local content requirements as specified in the tender for 'Class-I Local Supplier', and as above.
(d) I understand that a bidder can seek benefit of either Public Procurement Policy for MSEs –Order 2012 or Public Procurement (preference to Make in India) Order 2017 and not both and once the option is declared / selected it is not permitted to be modified subsequently. Accordingly, I seek the benefit from the below declared purchase preference policy only.
i) I seek benefits against the following policy only (Select only one Option):
1) PPP MSE Order 2012 (applicable for MSE manufacturers)
2) PPP MII 2017 (applicable for Class I suppliers as well as MSE manufacturers)
(Note: If not declared / selected it shall be deemed that purchase preference benefit is sought under PPP MII 2017 policy. However, selection of both the options will be treated as ambiguous and will result in rejection of bid)

Tender Item Sr No	Local content calculated as above %	Location of local value addition
01110	as above 70	
		t ed item wise or tender wise strictly as per the
equest that the Procurement (pref document / informalse declaration a	local content be verified in ference to Make in India) Ord nation on demand. Failure on	stitution / MDL / Nodal Ministry has the right to terms of the requirements of revised Public er 2017 dtd 16.09.2020 and I shall furnish the my part to furnish the data will be treated as a case of contract being awarded, I undertake m date of execution.
described in revise n the Procuremen	ed Public Procurement (prefer nt Authority / Nodal Ministry / use 9 of the Revised Public Pr	rrect data, or data that are not verifiable as rence to Make in India) Order 2017, may result MDL imposing any or all of the remedies as rocurement (preference to Make in India) Order
SIGNATURE	:	DATE:
	of Bidder	

Enclosure-7(b)

### **DECLARATION CERTIFICATE FOR ACTUAL LOCAL CONTENT**

# ACTUAL LOCAL CONTENT CERTIFICATE (Tender value Less than Rs 10 Crores)

Note 1: This certificate shall be submitted by the successful bidder post execution of the contract

tote it this certificate shall be	e submitted by the successful blader post exe	ecution of the contract.
OR OTHER LEGALLY RE	ARATION (post execution of contract ESPONSIBLE PERSON NOMINATED IN R/PERSON WITH MANAGEMENT VIDUAL)	NWRITING BY THE CHIEF EXECUTIVE RESPONSIBILITY (CORPORATION
	TRACT No./ PO No	
	ete, duly sign and submit this declaration car y other third party acting on behalf of the bidd	
do hereby declare, in m	y capacity as	
that:	d herein are within my own personal	
	ad declared the local content at the til	
	Local content calculated as above	
Tender Item Sr No	Declared minimum Local content at the time of bidding (%)	Achieved Local content of delivered items (%)
NB: Local content perce	entage shall strictly be declared item er.	wise or tender wise as was declared
request that the local Procurement (preference document / information	rocurement Authority / Institution / No content be verified in terms of the to Make in India) Order 2017 date on demand. Failure on my part to full MII Order 2017. I undertake to retail	the requirements of revised Public ed 16.09.2020 and I shall furnish the rnish the data will be treated as false
n revised Public Proc Procurement Authority	ne submission of incorrect data, or da urement (preference to Make in In / Nodal Ministry / MDL imposing any sed Public Procurement (preference	dia) Order 2017, may result in the or all of the remedies as provided for
SIGNATURE:	PHAD	DATE:
Stamp / Seal of th	ne company	property to be the special spe

Enclosure - 8

#### **EXTRACT OF PROVISIONS OF THE OFFICIAL SECRETS ACT, 1923**

### SECTION 2(B); "PROHIBITED PLACE"

It is defined as the place of any work of Defence Dockyard and other so belonging or occupied and used for the purpose of building, repairing, making or storing any ammunitions of war.

For the purpose of the above definition, sketch includes any photograph or other mode of representing any place or thing.

#### **SECTION 3: "PENALTIES FOR SPYING"**

If any person unlawfully - approaches, inspects, passes over or is in the vicinity of any clear place; or make any sketches intended to be directly or indirectly useful to an enemy; or c) Obtains collects records or communicates to any other person any secret official code.

Shall be liable for imprisonment of 14 years in case of Defence Installation.

#### SECTION 4: "COMMUNICATION WITH FOREIGN AGENTS"

If any person has been in communication with or attempted to communicate with foreign agents regarding the vital information of any "PROHIBITED PLACE" would be guilty of violating the provisions of this Act.

#### SECTION 5: "WRONGFUL COMMUNICATION OF INFORMATION"

If any person having in his possession or control any official document;

- a) Willfully communicates to any person, other than a person, who is authorised to communicate it.
- b) Used the information in his possession for the benefit of any foreign power.
- c) Retain in his possession when he has no power to retain it
- d) Fails to take reasonable care of it.

Shall be guilty of an offence under this Act.

#### **SECTION 6: "UNAUTHORISED USE OF UNIFORMS"**

If any person for the purpose of gaining admission or of assisting any other person to gain admission to a "PROHIBITED PLACE" wears uniforms without lawful authority shall be guilty of offence under this Section.

#### SECTION 7: "INTERFERING WITH OFFICERS OF POLICE"

No person in the vicinity of any "PROHIBITED PLACE" shall abstract any Police Officer engaged on guard, sentry or similar duty. If any people move in the provisions of this section, shall be punishable with imprisonment, which may extend up to 3 years.

#### **SECTION 8: "DUTY OF GIVING INFORMATION"**

It shall be duty of every person to give on demand to a superintendent of Police or any other Police Officer not below the rank of Inspector, any information in his power relating to an offence under this Act. If any person fails to give such information, shall be punishable with imprisonment to 3 years or fine or with both.

#### **SECTION 9: "INCITEMENT"**

Any person who attempts to commit or debate the commission of an offence under this Act shall be punishable with the same punishment and be liable to be proceeded against in the same manner as if he had committed such offence.

#### **SECTION 10: "PENALTY FOR HARBOURING SPIES"**

If any person whom he knows or has reasonable grounds for supposing to be person who is about to commit or who has committed offence under this Act shall be guilty of offence under this Section.

#### **SECTION 11: "SEARCH WARRANTS"**

If a presidency Magistrate, Magistrate First Class or Sub-Divisional magistrate is satisfied with the information that there is reasonable ground for suspecting that an offence under this Act has been or is about to be committed, he may grant search warrant to any Police Officer to enter at any time any premises to force to search premises or the places.

We accept and comply by the above clauses of EXTRACT OF PROVISIONS OF THE OFFICIAL SECRETS ACT, 1923.
Bidder's Signature
Bidder's Name
Company Seal

Enclosure-10

### PROFORMA BANK GUARANTEE FOR PERFORMANCE SECURITY

(ILLUSTRATIVE FORMAT)

(On Non-Judicial stamp paper of value Rs. 500/-. However, the value of stamp paper to be confirmed from Legal Department, MDL.)

IN CONSIDERATION OF MAZAGON DOCK SHIPBUILDERS LIMTED, a company incorporated under the
Companies Act 1956 and having its registered office at Dockyard Road, Mumbai 400010 (hereinafter referred
to as the "the Purchaser" which expression shall, unless it be repugnant or contrary to the subject or context
thereof, be deemed to mean and include its successors and assigns) having placed an order on Messers
a partnership firm/sole proprietor business/a company registered under the Companies Act,
1956 having its office at(hereinafter called "the Contractor/ Supplier" which expression
shall, unless it be repugnant or contrary to the subject or context thereof, be deemed to mean and include its
successors and assigns) vide order No
expression shall include any amendments/alterations to "the order" issued by "the Purchaser") for the supply
, delivery at site, installation and commissioning of certain equipment, item/services/civil works etc. as stated
in the said Order and the Purchaser having agreed with the Contractor/Supplier to accept a Bank Guarantee in
lieu of Performance Security payable under the said order for the fulfillment and performance of the said
order, We,
referred to as "the Bank" which expression shall
includes its successors and assigns) hereby agree to pay to the Purchaser without any demur on first demand
an amount not exceeding Rs (Rupeesonly) being 5% (10% in case of Capital
Procurement) of the order value against any loss or damage, costs, charges and expenses caused to or suffered
by the Purchaser by reason of non performance and non-fulfillment or for any breach on the part of the
Contractor / Supplier of any of the terms and conditions of the said order.
2. We, Bank further agree that the Purchaser shall be sole judge whether the said
Contractor/Supplier has failed to perform or fulfil the said order in terms thereof or committed breach of any
terms and conditions of the order and the extent of loss, damage, cost, charges and expenses suffered or
incurred or would be suffered or incurred by the Purchaser on account thereof and we waive in the favour of
the Purchaser all the rights and defences to which we as guarantors may be entitled to.
3. We, Bank further agree that the amount demanded by the Purchaser as such shall be
final and binding on the Bank as to the Bank 's liability to pay and the amount demanded and the Bank
undertake to pay the Purchaser the amount so demanded on first demand and without any demur
notwithstanding any dispute raised by the Contractor/Supplier or any suit or other legal proceedings including
arbitration pending before any court, tribunal or arbitrator relating thereto, our liability under this guarantee
being absolute and unconditional.
4. We, Bank further agree with the Purchaser that the Purchaser 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 order/or to extend time of performance by the Supplier from time to time or
to postpone for any time to time any of the powers exercisable by the Purchaser against the Contractor/
Supplier and to forbear to enforce any of the terms and conditions relating to the order and we shall not be
relieved from our liability by reason of any such variation or extension being granted to the Contractor/
Supplier or for any forbearance, act or omission on the part of the Purchaser or any indulgence by the
Purchaser to the Contractor/Supplier or by any such matter or things whatsoever which under the law relating
to sureties would have the effect of relieving us.
5. We, Bank further undertake not to revoke this guarantee during its currency except
with the previous consent of the Purchaser in writing.
6. We,
affected by any change in the constitution of the Contractor / Supplier or dissolution or winding up of the
business of the contractor/ supplier.
and the second of the second o

7. Notwithstanding anything contained herein above:
i) Our liability under this guarantee shall not exceed Rs
ii) This Bank Guarantee shall be valid upto and including; and
iii) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before(validity + 4 weeks from the date of expiry of this guarantee).
8. This Guarantee shall be governed by Indian laws and the Courts at Mumbai, India shall have the exclusive jurisdiction.
IN WITNESS WHEREOF the Bank has executed this document on thisday ofday of
For Bank
(by its constituted attorney)
(Signature of a person authorised
to sign on hehalf of "the Bank"

**Enclosure-12** 

### **FORM OF WARRANTY CERTIFICATE**

In accordance with the		placed by MAZAGON DOCK SHIPBUILDERS
(Namrelated to Submarine N	· ·	following Items identified by the following references
Description of Item(s)		
Manufacturer's Serial I	Number (OR any other suc	h ID No) of the Equipment / Item
Delivery Challan No. /	Bill of Lading No & Date / A	ir Way Bill No & Date
	(Name of firm) Invo	ice No & Date are warranted according to r.
The Date of issue of th	ne certificate: DD/MM/YYY	<b>/Y</b>
The Date of the end of	validity of the guarantee	: DD/MM/YYYY
For and on behalf of		
Order reference	Number	
Description of M	aterial	
Corresponding to	o Invoice No & Date	
		<u>'</u>

**Enclosure-16** 

### <u>DEVIATION SHEET FORMAT</u> (Bidders to fill, sign & stamp this form in their bid)

To, GM (C-EY) MAZAGON DOCK SHIPBUILDERS LIMITED COMMERCIAL DEPARTMENT-EAST YARD.

Deviation Sr. No.	Page Sr. No. or Enclosure Reference of the Tender Enquiry	Clause Number for Which the Deviation is Sought	Brief Text  Description  of  the Clause	Reasons for Deviation	Suggested Alternative
1.					
2.					
& so on					

DATE:
NAME:
DESIGNATION:
BIDDER'S COMPANY SEAL:

**Enclosure-17** 

#### FORM OF CERTIFICATE OF CONFORMITY

			ated plac idder's Name) invoice			RS LIMITED
1.			g to the Item descrip			are
	Item no as per PO	Item Description as per PO	Measurement Unit	Quantity as per PO	Quantity accepted	

#### 2. We further certify that: -

- a. Each of the items supplied has been identified by permanent marks (such as Manufacturer Name, Model No. and Sr. No. of Item / Material No. (SAP No) of MDL as per PO) with appropriate method such as engraving / non erasable ink/punching where permissible.
- b. Each of the items supplied is as per the specified make and model described in the tender.
- c. Technical file contains all the certificates, reports/results, User Manual and other listed documents in FULL CO-RELATION with EACH OF THE ITEMS SUPPLIED. In other words, the Technical file is complete for all items supplied and each of the documents, certificates, reports in Technical file contains identification number corresponding to each item supplied.

List of waivers accepted by the Buyer	List of waivers not accepted by the Buyer
Bidders to specify:-	NIL

For and On Behalf Of

Supplier's / Manufacturer's Name In Charge of Quality Seal Signature & Date

Enclosure-19

### FORMAT FOR SHELF LIFE CERTIFICATE OF ITEM

Sr. No	Material No.	Item Description	Batch No	 Date of Manufacture	Date of Delivery	Shelf Life
010						

For and on behalf of

(Supplier/OEM's name) In- charge of QUALITY Sign, Seal, signature & date

**Enclosure-20** 

#### **INTEGRITY PACT**

#### (On Company Letterhead)

Mazagon Dock Shipbuilders Limited (MDL) hereinafter referred to as "The Principal/Buyer" And ......hereinafter referred to as "The Bidder/ Contractor"

Preamble

The Principal/Buyer intends to award, under laid down organizational procedures, contract/s for.......The Principal/Buyer values full compliance with all relevant laws of the Land and, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and /or Contractor(s).

In order to achieve these goals, the Principal/Buyer will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

#### Section 1 - Commitments of the Principal/Buyer:

- (1) The Principal/Buyer commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - a) No employee of the Principal/Buyer, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b) The Principal/Buyer will during the tender process treat all Bidder(s) with equity and reason. The Principal/Buyer will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - c) The Principal/Buyer will exclude from the process all known prejudiced persons.
  - d) The Principal/Buyer undertakes to scrupulously follow the Purchase Manual containing Standard Terms & Conditions (STAC) and General Terms & Conditions (GT&C) in respect of procurement contracts for goods, services and civil works.
- (2) If the Principal/Buyer obtains information on the conduct of any of its employees which is a criminal offence under the relevant Anti-Corruption Laws of India, or it there be a substantive suspicion in this regard, the Principal/Buyer will inform the Chief Vigilance Officer, MDL and in addition can initiate disciplinary actions.

#### Section 2 - Commitments of the Bidder(s)/Contractor(s):

- (1) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
  - a) The Bidder(s)/Contractor(s) will not, directly or through any other persons or firm, offer promise or give to any of the Principal/Buyer's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage or any kind whatsoever during the tender process or during the execution of the contract
  - b) The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

- c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant Anti-Corruption Laws of India; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to other, any information or document provided by the Principal/Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All payments made to the Indian Agent/representative have to be in Indian Rupees only. Further details as mentioned in the "Guidelines of Indian Agents of Foreign suppliers" shall be disclosed by the Bidders(s)/Contractor(s). Copy of the "Guidelines on Indian Agents of Foreign Suppliers" as annexed and marked as Enclosure-21a.
- e) The Bidder(s)/Contractor(s) will when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- f) The Bidder (s)/Contractor(s), their agents, representatives shall not do such things so as to interfere with the procedures laid down in the Principal/Buyer's Purchase Manual containing the Standard Terms and Conditions (STAC) and General Terms and Conditions (GT&C) in respect of procurement contracts for goods, services and civil works.
- g) The Bidder commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- (2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlines above or be an accessory to such offences.

#### Section 3 - Disqualification from tender process and exclusion from future contracts:

If the Bidder(s)/Contractor(s) before contract award or during execution of contract has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility as Bidder(s) in question, the Principal/Buyer is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or to terminate the contract, if already signed for such reason, as per the procedure mentioned in the "Guidelines on Banning of business dealings" Copy of the "Guidelines on Banning of business dealings" is annexed and marked as Enclosure-21b.

- 1) If the Bidder(s)/Contractor(s) has committed a transgression through a violation of Section 2 such as to put his reliability or credibility into question, the Principal/Buyer is entitled also to exclude the Bidder(s)/Contractor(s) from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, in particular the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder(s) and the amount of the damage. The exclusion will be imposed for a minimum of six months and maximum of five years, which may be further extended at the discretion of the Principal/Buyer.
- 2) A transgression is considered to have occurred, if the Principal/Buyer after due consideration of the available evidence, concludes that no reasonable doubt is possible.
- 3) The Bidder (s) accepts and undertakes to respect and uphold the Principal/Buyer's absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground, including the lack of any hearing before the decision to resort to such exclusion is taken. This undertaking is given freely and after obtaining legal advice.
- 4) If the Bidder(s)/Contractor(s) can prove that he has restored/ recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Buyer may revoke the exclusion prematurely.

#### Section 4 – Sanctions for Violation:

(1) Any breach of the aforesaid provisions by the Bidder or any one employed by him or acting on his behalf (whether with or without the knowledge of the Bidder) or the commission of any offence by the Bidder or any one employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860

or the Prevention of Corruption Act 1988 or any other Act enacted for the prevention of corruption shall entitle the Principal/Buyer to take all or any one of the following actions, wherever required –

- a) 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.
- b) The Earnest Money Deposit/Security Deposit/Performance Bond shall stand forfeited either fully or partially, as decided by the Principal/Buyer, and the Principal/Buyer shall not be required to assign any reason there for.
- To immediately cancel the contract, if already signed, without giving any compensation to the Bidder.
- d) To recover all sums already paid by the Principal/Buyer, in case of an Indian Bidder with interest thereon at 2% higher than the prevailing Base Rate of SBI, and 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 Defence stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
- e) To encash the advance Bank Guarantee and Performance Bond/Warranty bond, if furnished by the Bidder, in order to recover the payments, already made by the Principal/Buyer, along with interest
- f) To cancel all or any other contracts with the Bidder.
- g) To debar the Bidder from entering into any bid from Principal/Buyer for a minimum period of five years, which may be further extended at the discretion of the Principal/Buyer.
- h) 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.
- i) If the Bidder or any employee of the Bidder or any person acting on behalf of the Bidder, either directly or indirectly, is closely related to any of the officers of the Buyer, or alternatively, if any close 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. Any failure to disclose the interest involved shall entitle the Buyer to rescind the contract without payment of any compensation to the Bidder. The term 'close relative' for this purpose would mean spouse whether residing with the Principal/Buyer's employee/employees or not, but not include a spouse separated from the Principal/Buyer's employee/employees by a decree or order of a competent court; son or daughter or step son or step daughter and wholly dependent upon Principal/Buyer's employee/employees, but does not include a child or step child who is no longer in any way dependent upon the Principal/Buyer's employee/employees or of whose custody the Principal/Buyer's employee/employees has been deprived of by or under any law; any other person related, whether by blood or marriage, to the Principal/Buyer's employee/employees or to the Principal/Buyer's employee/employees wife or husband and wholly dependent upon Principal/Buyer's employee/employees.
- j) The Bidder shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the Principal/Buyer, and if he does so, the Principal/Buyer shall be entitled forthwith to rescind the contract and all other contracts with the Bidder. The Bidder shall be liable to pay compensation for any loss or damage to the Principal/Buyer resulting from such rescission and the Principal/Buyer shall be entitled to deduct the amount so payable from the money(s) due to the Bidder.
- k) In cases where Irrevocable Letters of Credit have been received in respect of any contract signed by the Principal/Buyer with the Bidder, the same shall not be opened.
- (2) The decision of the Principal/Buyer to the effect that a breach of the provisions of this Integrity Pact has been committed by the Bidder shall be final and binding on the Bidder, however, the same Bidder can approach the Monitor(s) appointed for the purposes of this Pact.

#### Section 5 - Previous Transgression:

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the anti-corruption approach or with any other public section enterprise in India that could justify his exclusion from the tender process.

(2) If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process or further action can be taken.

#### Section 6 - Equal treatment of all Bidders/Contractor(s)/Subcontractors:

- (1) The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this integrity Pact, and to submit it to the Principal before contract signing.
- (2) The Principal/Buyer will enter into agreements with identical conditions as this one with all bidders, contractors and subcontractors.
- (3) The Principal/Buyer will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### Section 7 - Criminal charges against violation Bidder(s)/Contractor(s)/ Subcontractor(s):

(1) If the Principal/Buyer obtains knowledge of conduct of a Bidder, Contractor or subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor of subcontractor which constitutes corruption or if the Principal has substantive suspicion in this regard, the Principal/Buyer will inform the same to the Chief Vigilance Officer, MDL.

#### Section 8 - Independent External Monitor/Monitors:

- (1) The Principal/Buyer appoints competent and credible independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chairman & Managing Director of the Principal/Buyer.
- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal/Buyer including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality.
- (4) The Principal/Buyer will provide to the Monitor 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 Principal/Buyer and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal/Buyer and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action. However, the Monitor shall give an opportunity to the Bidder(s)/Contractor(s) to present its case before making its recommendation to the Principal/Buyer.
- (6) The Monitor will submit a written report to the Chairman & Managing Director of the Principal within 8 to 10 weeks from the date of reference or intimation to him by the Principal/Buyer and, should the occasion arise, submit proposals for correcting problematic situations.
- (7) Monitor shall be entitle to compensation on the same terms as being extended to / provided to Independent Directors on the Board of Principal/Buyer.

- (8) If the Monitor has reported to the Chairman & Managing Director of the Principal, a substantiated suspicion of an offence under relevant Anti-Corruption Laws of India and the Chairman & Managing Director of the Princi pal/Buyer has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner, Government of India.
- (9) The word 'Monitor' would include both singular and plural.

#### Section 9 - Pact Duration:

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 06 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 Chairman & Managing Director of the Principal/Buyer.

#### Section 10 - Other provisions:

- (1) This agreement is subject to Indian Law, place of performance and jurisdiction is the Registered Office of the Principal/Buyer, i.e. Mumbai. The Arbitration clauses provided in the main tender document/ contract shall not be applicable for any issue/dispute arising under this Integrity pact.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

#### Section 11 - Fall Clause:

"The Bidder undertakes that it has not supplied/is not supplying similar products/ systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems or sub systems was supplied by the Bidder to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance of elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the Bidder to the Principal/Buyer, if the contract has already been concluded."

For & on behalf of MAZAGON DOCK Shipbuilders LIMITED

for & on behalf of Bidder/Contractor

(Office Seal)	(Office Seal)
Place	
Date	
Witness 1:	Witness 2:
(Name & Address)	(Name & Address
<del></del>	
	<del></del>
•	

#### Annexure-A

#### **GUIDELINES FOR INDIAN AGENTS OF FOREIGN SUPPLIERS**

- 1.0 There shall be compulsory registration of agents for all Global (Open) Tender and Limited Tender. An agent who is not registered with MDL shall apply for registration.
- 1.1 An agent shall represent only one Foreign Supplier and not represent two suppliers or quote on their behalf in the same tender.
- However, either the Indian Agent on behalf of the Foreign Suppliers (also includes foreign manufacturers) or the Foreign Suppliers (also includes foreign manufacturers) directly could bid in a tender, but not both. In cases where an agent participates in a tender on behalf of one manufacturer, shall not quote on behalf of another manufacturer along with the first Manufacturer in a subsequent/parallel tender for the same item.
- 1.2 Registered agents will file an authenticated Photostat copy duly attested by a Notary Public/Original certificate of the principal confirming the agency agreement and giving the status being enjoyed by the agent and the commission/remuneration/salary/ retainer ship being paid by the principal to the agent before the placement of order by MDL.
- 1.3 Wherever the Indian representatives have communicated on behalf of their principals and the foreign parties have stated that they are not paying any commission to the Indian agents, and the Indian representative is working on the basis of salary or as retainer, a written declaration to this effect should be submitted by the party (i.e. Principal) before finalizing the order.
- 2.0 DISCLOSURE OF PARTICULARS OF AGENTS/ REPRESENTATIVES IN INDIA, IF ANY.
- 2.1 Tenderers of Foreign nationality shall furnish the following details in their offer:
- 2.1.1 The name and address of the agents/representatives in India, if any and the extent of authorization and authority given to commit the Principals. In case the agent/representative be a foreign Company, it shall be confirmed whether it is real substantial Company and details of the same shall be furnished.
- 2.1.2 The amount of commission/remuneration included in the quoted price(s) for such agents/representatives in India.
- 2.1.3 Confirmation of the Tenderer that the commission/ remuneration if any, payable to his agents/ representatives in India, may be paid by MDL in Indian Rupees only.
- 2.2 Tenderers of Indian Nationality shall furnish the following details in their offers:
- 2.1.1 The name and address of the foreign principals indicating their nationality as well as their status, i.e, whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal specifically authorizing the agent to make an offer in India in response to tender either directly or through the agents/representatives.
  - 2.2.2 The amount of commission/remuneration included in the price (s) quoted by the

Tenderer for himself.

- 2.2.3 Confirmation of the foreign principals of the Tenderer that the commission/remuneration, if any, reserved for the Tenderer in the quoted price (s), may be paid by MDL in India in equivalent Indian Rupees on satisfactory completion of the Project or supplies of Stores and Spares in case of operation items .
- 2.3 In either case, in the event of contract materializing, the terms of payment will provide for payment of the commission /remuneration, if any payable to the agents/representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligations under the contract.
- 2.4 Failure to furnish correct and detailed information as called for in paragraph-2.0 above will render the concerned tender liable to rejection or in the event of a contract materializing, the same liable to termination by MDL. Besides this there would be a penalty of banning business dealings with MDL or damage or payment of a named sum.

### Annexure-B

### **GUIDELINES ON BANNING OF BUSINESS DEALINGS**

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#### 1. Introduction

- 1.1 Mazagon Dock Limited (MDL), being a Public Sector Enterprise and 'State', within the meaning of Article 12 of Constitution of India, has to ensure preservation of rights enshrined in Chapter III of the Constitution. MDL as also to safeguard its commercial interests. MDL deals with Agencies, who have a very high degree of integrity, commitments and sincerity towards the work undertaken. It is not in the interest of MDL to deal with Agencies who commit deception, fraud or other misconduct in the execution of contracts awarded / orders issued to them. In order to ensure compliance with the constitutional mandate, it is incumbent on MDL to observe principles of natural justice before banning the business dealings with any Agency.
- 1.2 Since banning of business dealings involves civil consequences for an Agency concerned, it is incumbent that adequate opportunity of hearing is provided and the explanation, if tendered, is considered before passing any order in this regard keeping in view the facts and circumstances of the case.

#### 2. Scope

- 2.1 MDL reserves its rights to remove from list of approved suppliers / contractors or to ban business dealings if any Agency has been found to have committed misconduct and also to suspend business dealings pending investigation.
- 2.2 Similarly, in case of sale of material there is a clause to deal with the Agencies / customers / buyers, who indulge in lifting of material in unauthorized manner.
- 2.3 However, absence of such a clause does not in any way restrict the right of MDL to take action / decision under these guidelines in appropriate cases.
- 2.4 The procedure of (i) Removal of Agency from the List of approved suppliers / contractors; (ii) Suspension and (iii) Banning of Business Dealing with Agencies, has been laid down in these guidelines.
- 2.5 These guidelines apply to all the Divisions/Yards of MDL.
- 2.6 It is clarified that these guidelines do not deal with the decision of the Management not to entertain any particular Agency due to its poor / inadequate performance or for any other reason.
- 2.7 The banning shall be with prospective effect, i.e., future business dealings.

#### 3. Definitions

In these Guidelines, unless the context otherwise requires:

- i) 'Bidder / Contractor / Supplier / Purchaser / Customer' shall mean and include a public limited company or a private limited company, a firm whether registered or not, an individual, a cooperative society or an association or a group of persons engaged in any commerce, trade, industry, etc. 'Bidder / Contractor / Supplier / Purchaser / Customer' in the context of these guidelines is indicated as 'Agency'.
- ii) 'Inter-connected Agency' shall mean two or more companies having any of the following features:
  - a) If one is a subsidiary of the other.
  - b) If the Director(s), Partner(s), Manager(s) or Representative(s) are common;
  - c) If management is common;
  - d) If one owns or controls the other in any manner; iii) 'Competent Authority' and

'Appellate Authority' shall mean the following:

a) Functional Director shall be the 'Competent Authority' for the purpose of these guidelines. CMD, MDL shall be the 'Appellate Authority'.

- b) CMD, MDL shall have overall power to take suo-moto action on any information available or received by him and pass such order(s) as he may think appropriate, including modifying the order(s) passed by any authority under these guidelines.
- iv) 'Investigating Department' shall mean any Department or Unit investigating into the conduct of the Agency and shall include the Vigilance Department, Central Bureau of Investigation, the State Police or any other department set up by the Central or State Government having powers to investigate.
- v) 'List of approved Agencies 'Bidder / Contractors / Suppliers / Purchasers / Customers shall mean and include list of approved / registered Agencies 'Bidder / Contractors / Suppliers / Purchasers / Customers, etc.

#### 4. Initiation of Banning / Suspension

Action for banning / suspension business dealings with any Agency should be initiated by the department having business dealings with them after noticing the irregularities or misconduct on their part. Besides the concerned department, Vigilance Department may also be competent to initiate such action.

#### 5. Suspension of Business Dealings

- If the conduct of any Agency dealing with MDL is under investigation by any department, the Competent Authority may consider whether the allegations under investigation are of a serious nature and whether pending investigation, it would be advisable to continue business dealing with the Agency. If the Competent Authority, after consideration of the matter including the recommendation of the Investigating Department, if any, decides that it would not be in the interest to continue business dealings pending investigation, it may suspend business dealings with the Agency. The order to this effect may indicate a brief of the charges under investigation. If it is decided that inter-connected Agencies would also come within the ambit of the order of suspension, the same should be specifically stated in the order. The order of suspension would operate for a period not more than six months and may be communicated to the Agency as also to the Investigating Department. The Investigating Department may ensure that their investigation is completed and whole process of final order is over within such period.
- 5.2 The order of suspension shall be communicated to all Commercial Departmental Heads. During the period of suspension, no business dealing may be held with the Agency.
- As far as possible, the existing contract(s) with the Agency may continue unless the Competent Authority, having regard to the circumstances of the case, decides otherwise.
- If the gravity of the misconduct under investigation is very serious and it would not be in the interest of MDL, as a whole, to deal with such an Agency pending investigation, the Competent Authority may order suspension of business dealing with Agency and send his recommendation to Chief Vigilance Officer (CVO), MDL alongwith the material available, copy of which may be issued to the Agency concerned with intimation to CVO MDL. Such an order would operate for a period of six months from the date of issue.
- 5.5 If the Agency concerned asks for detailed reasons of suspension, the Agency may be informed that its conduct is under investigation. It is not necessary to enter into correspondence or argument with the Agency at this stage.

5.6 It is not necessary to give any show-cause notice or personal hearing to the Agency before issuing the order of suspension. However, if investigations are not complete in six months time, the Competent Authority may extend the period of suspension by another three months, during which period the investigations must be completed.

#### 6. Ground on which Banning of Business Dealings can be initiated

- 6.1 If the security consideration, including questions of loyalty of the Agency to the State, so warrants;
- 6.2 If the Director / Owner of the Agency, proprietor or partner of the firm, is convicted by a Court of Law for offences involving moral turpitude in relation to its business dealings with the Government or any other public sector enterprises or MDL, during the last five years;
- 6.3 If there is strong justification for believing that the Directors, Proprietors, Partners, owner of the Agency have been guilty of malpractices such as bribery, corruption, fraud, substitution of tenders, interpolations, etc;
- 6.4 If the Agency continuously refuses to return / refund the dues of MDL without showing adequate reason and this is not due to any reasonable dispute which would attract proceedings in arbitration or Court of Law;
- 6.5 If the Agency employs a public servant dismissed / removed or employs a person convicted for an offence involving corruption or abetment of such offence;
- 6.6 If business dealings with the Agency have been banned/blacklisted by Government Agencies/ Statutory bodies, DGQA, Defence Shipyards, DPSUs or with whom commercial transactions have been suspended for sufficient and justifiable reasons.
- If the Agency having same promoters/Directors /Partners as the barred/blacklisted Company as at 6.6 above for the duration for which the barring/ blacklisting of sister concern persists.
- 6.7 If the Agency has resorted to Corrupt, fraudulent practices including misrepresentation of facts; If the agency who had fraudulently dealt with the Company for pecuniary gains or had connived with dealing officers for mutual benefit.
- 6.8 If the Agency uses intimidation / threatening or brings undue outside pressure on the MDL or its official in acceptance / performances of the job under the contract;
- 6.9 If the Agency indulges in repeated and / or deliberate use of delay tactics in complying with contractual stipulations;
- 6.10 Wilful indulgence by the Agency in supplying sub-standard material irrespective of whether predespatch inspection was carried out by MDL or not;
- Based on the findings of the investigation report of CBI / Police against the Agency for malafide / unlawful acts or improper conduct on his part in matters relating to the MDL or even otherwise;
- 6.12 Established litigant nature of the Agency to derive undue benefit;
- 6.13 Continued poor performance of the Agency in several contracts;
- 6.14 If the Agency misuses the premises or facilities of the MDL, forcefully occupies, tampers or damages the Company's properties including land, water resources, forests / trees, etc.

If the Agency who knowingly collude to defeat competition with the aim of deriving undeserved profit or gain from doing business with MDL.

(Note: The examples given above are only illustrative and not exhaustive. The Competent Authority may decide to ban business dealing for any good and sufficient reason).

#### 7. Banning of Business Dealings

- 7.1 Decision to ban business dealings with any Agency would apply throughout the Company.
- 7.2 There will be a Standing Committee to be appointed by the CMD which may include HOD of respective Commercial Section/Capital Works/OTS, HOD (M), rep of Legal Deptt. and OIC (SR&R) for processing the cases of "Banning of Business Dealings". The functions of the committee shall, interalia include:
  - i) To study the report of the Investigating Agency and decide if a prima-facie case for banning exists, if not, send back the case to the Competent Authority.
  - ii) To recommend for issue of show-cause notice to the Agency by the concerned department.
  - iii) To examine the reply to show-cause notice and call the Agency for personal hearing, if required.
  - iv) To submit final recommendation to the Competent Authority for banning or otherwise.
- 7.3 If the Competent Authority is prima-facie of view that action for banning business dealings with the Agency is called for, a show-cause notice may be issued to the Agency as per paragraph 9.1 and an enquiry held accordingly.

#### 8 Removal from List of Approved Agencies - Suppliers / Contractors, etc.

- 8.1 If the Competent Authority decides that the charge against the Agency is of a minor nature, it may issue a show-cause notice as to why the name of the Agency should not be removed from the list of approved Agencies Suppliers / Contractors, etc.
- The effect of such an order would be that the Agency would not be disqualified from competing in Open Tender Enquiries but LTE may not be given to the Agency concerned.
- Past performance of the Agency may be taken into account while processing for approval of the Competent Authority for awarding the contract.

#### 9. Show-cause Notice

- 9.1 In case where the Competent Authority decides that action against an Agency is called for, a show-cause notice has to be issued to the Agency. Statement containing the imputation of misconduct or mis-behaviour may be appended to the show-cause notice and the Agency should be asked to submit within 15 days a written statement in its defence.
- 9.2 If the Agency requests for inspection of any relevant document in possession of MDL, necessary facility for inspection of documents may be provided.
- 9.3 The Competent Authority may consider and pass an appropriate speaking order:
  - a) For exonerating the Agency if the charges are not established;

- b) For removing the Agency from the list of approved Suppliers / Contactors, etc.
- c) For banning the business dealing with the Agency.
- 9.4 If it decides to ban business dealings, the period for which the ban would be operative may be mentioned. The order may also mention that the ban would extend to the interconnected Agencies of the Agency.

#### 10. Appeal against the Decision of the Competent Authority

- 10.1 The Agency may file an appeal against the order of the Competent Authority banning business dealing, etc. The appeal shall lie to Appellate Authority. Such an appeal shall be preferred within one month from the date of receipt of the order banning business dealing, etc.
- 10.2 Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the Agency as well as the Competent Authority.

#### 11. Review of the Decision by the Competent Authority

Any petition / application filed by the Agency concerning the review of the banning order passed originally by Competent Authority under the existing guidelines either before or after filing of appeal before the Appellate Authority or after disposal of appeal by the Appellate Authority, the review petition can be decided by the Appellate Authority upon disclosure of new facts / circumstances or subsequent development necessitating such review. The Competent Authority may refer the same petition to the separate Standing Committee which may be constituted by Appellate Authority for examination and recommendation.

#### 12. Circulation of the names of Agencies with whom Business Dealings have been banned

- 12.1 Depending upon the gravity of misconduct established, the Competent Authority may direct HOD (Materials)/OIC (SR&R) to circulate the names of Agency with whom business dealings have been banned, to the Government Departments, other Public Sector Enterprises, etc. for such action as they deem appropriate.
- 12.2 If Government Departments or a Public Sector Enterprise request for more information about the Agency with whom business dealings have been banned, a copy of the report of Inquiring Authority together with a copy of the order of the Competent Authority / Appellate Authority may be supplied.
- 12.3 If business dealings with any Agency have been banned by the Central or State Government or any other Public Sector Enterprise, MDL may, without any further enquiry or investigation, issue an order banning business dealing with the Agency and its interconnected Agencies.

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