

COMPETITIVE BIDDING

ENGAGEMENT OF REPUTED AGENCIES FOR PROVIDING WORKFORCE / OTHER MANPOWER

FOR

ARATI COTTON MILLS, Dasnagar, Howrah – 711105.
A UNIT OF NATIONAL TEXTILE CORPORATION LTD.
(A Govt. of India Undertaking)
CIN No. U74899DL1968PLC004866

REF. No ACM/HR/17-18/01



Arati Cotton Mills,
Dasnagar, Howrah -711105.
(A Unit of National Textile Corporation Limited)
(Govt. of India Undertaking)
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NATIONAL TEXTILE CORPORATION LTD

(A Govt. of India Undertaking)

CIN No. U74899DL1968PLC004866

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TENDER NOTICE

Sealed and super scribed Tenders are invited in prescribed format, under two bid system (**Technical Bid and Price Bid**) for undertaking the contract for supply of efficient and trained workforce (Specification of efficiency given in **Schedule-A**) to Arati Cotton Mills, Dasnagar, Howrah-711105 (hereafter **ACM**) **“ON NO WORK AND NO PAY BASIS”**.

The Terms & Conditions of the Tender and details of work involved are mentioned in the **Schedule-C**.

The Tenderer should be bonafide, reputed, well experienced and financially sound and should be registered under requisite Acts & Laws in undertaking manpower supply contracts. The Tender Document can be obtained from the office of ACM, Dasnagar, Howrah from 26/07/2017 to 23/08/2017 between 10:00 Hrs to 17:00 Hrs by paying a sum of Rs. 1000/- (Rupees One Thousand Only) in cash or banker Cheque in favour of NTC Ltd- Unit Arati Cotton Mills payable at Howrah towards the cost of the Tender Document. The Tender Document is also available at Company's website www.ntcltd.co.in and those who would download the Tender Document from the website shall ensure that the Technical Bid contains a demand draft for Rs.1000/- (Rupees One Thousand only) drawn in favour of **NTC Ltd. Unit - Arati Cotton Mills, payable at Howrah**, towards the cost of Tender Document. The Technical bid not accompanied by the demand draft (in case of those bidders who downloaded) or money receipt for Rs. 1000/- (Rupees One Thousand only) will be summarily rejected. Tender fee is non- refundable.

The time-schedule for this issue and submission of Tender Document are as under:-

1. **The date of issue of Tender Document** : 26.07.2017
2. **The last date & time of receipt of Bids**: 25.08.2017 at 14:00Hrs
3. **The date & time of opening of Technical Bid** :((same day as in (3)at 15:00 Hrs
4. **Place of submission of bid and opening of Technical bid**: Arati Cotton Mills
5. **Pre-Bid Meeting with interested bidders**: After 21 days (16.08.2017 at 14:00Hrs) of release of tender at ACM.
6. Date & time of opening financial bid will be intimated later to the qualified bidders after evaluation of technical bid.

ACM reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all the Tenders without giving any notice or assigning any reason. The decision of ACM in this regard shall be final and binding on all.

Contact Person: Sh B N Viswakarma Dy Manager (HR) –ACM, Cont No : 033 26530146
Sh A N Bajpai Dy Manager (Tech) – ACM , Cont No. : 033 26530146

INSTRUCTION TO BIDDERS (ITB)

INTRODUCTION

Arati Cotton Mills (hereafter **ACM**) is a unit of National Textile Corporation Ltd, New Delhi (hereafter NTC), (A Govt. of India Undertaking), having its factory at Dasnagar, Howrah- 711105 producing Cotton Yarn of various counts which was modernized during 2009, presently having capacity of 29520 spindles intends to engage about 362 Unskilled, Semi-skilled and Skilled Contractual workers in the shop floor for production, maintenance, engineering, electrical, quality control and other related areas of work of a spinning mill. The work norms and practices will be guided by SITRA norms. Engagement will be daily on three shifts as well as General Shift depending on work, as specified in Schedule-A

The wages of the said workforce under the Contractor(s) would be applicable as per the Minimum Wages prescribed by Govt. of West Bengal and as amended from time to time based on Notification(s) issued by the Govt.

The wages of the members of the workforce engaged by the Contractor(s) shall be borne by the Contractor(s) and they shall exclusively remain the employees of the Contractor(s) and shall not, in any event, deemed to be in the employment of ACM.

All members of the workforce engaged by the Contractor(s) shall be his/their own workers in all respects. All responsibility under The Indian Factories Act, The Workmen's Compensation Act, Employees Provident Fund Act, the Contract Labour (Regulation and Abolition) Central Rules, 1971, Payment of Bonus Act, The Payment of Gratuity Act, 1972 or any other Act(s) in respect of all such members of the workforce shall be that of the Contractor(s). The Contractor(s) shall be bound to indemnify and shall keep indemnified ACM against all such claims whatsoever in respect of the said members of the workforce as per Workmen's Compensation Act or any Statutory modification thereof or otherwise or in respect of damage or compensation payable in consequence of any accident or injury sustained by any member of the workforce.

1. Bids are invited by ACM for engagement of Contractor(s) having registration under required Acts & Rules from bonafide, reputed, well experienced and financially sound Manpower Supply Companies / Firms/ Agencies for supply of Unskilled, Semi-skilled, Skilled and trained workforce, on daily and '**no work and no pay basis**', having experience in modern cotton yarn producing machines for a period of **one year**.
2. This is a **TWO BID** system comprising of:
 - (a) **Technical Bid,**
 - (b) **Price Bid.**

3. The Technical Bid should accompany a demand draft of **Rs. 50,000/-** (Rupees Fifty thousand only), refundable to un-successful Bidders (without interest) **towards Earnest Money Deposit (EMD)** drawn in favour of **NTC Ltd., Unit - Arati Cotton Mills, payable at Howrah**. Those bids which are not accompanied with EMD of Rs, 50,000/- (Rupees. Fifty thousand only) and a demand draft for Tender Fees of Rs. 1000/- (for parties who downloaded from our website) will not be eligible for consideration.
4. Both the bids are to be submitted in sealed covers separately and be super scribed on the respective covers i.e. **“Technical Bid”** and **“Price Bid”** in order to identify two bids separately. The two separately sealed and super scribed bids are to be enclosed in a single cover sealed and super scribed with the Manpower Tender date 24.07.17 as mentioned in the top page, complete in all respect, addressed to The Incharge, Arati Cotton Mills, Dasnagar, Howrah,-711105, should reach ACM on or before the due date and time mentioned in the Tender notification. ACM shall not be responsible for any delay in delivery of the bidding documents or non-receipt of the same within due date.
5.
 - a. Demand drafts towards EMD and Tender fees shall be kept in the envelope meant for **Technical Bid**.
 - b. The last date and time of receipt of Bids is on 25.8.17 at 14:00 Hrs
 - c. The date and time of opening of Technical Bid is on 25.08.17 at 15:00 Hrs.
- 5.1 The interested bidders or their authorized representatives may present themselves at the time of opening of the Technical Bids at the stipulated date & time.
6. In case the date mentioned above is declared subsequently a holiday for ACM, the due date for sale / submission and opening of bids will be the next working day at the same venue and time. Bids received after the last date and time for submission shall not be considered.
7. The Tenderer is expected to examine all work/job requirements, Instructions, Forms, Terms and Conditions given in this Tender document. Failure to furnish all information required in the Tender document or submission of bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk. Incomplete and Conditional bids shall be deemed as non responsive bid and will be rejected.
8. A declaration as given in Schedule-C stating that ALL TERMS AND CONDITIONS of this Tender are acceptable unconditionally should accompany the Tender, failing which the Tender will be summarily rejected.
9. An authorized representative of the Contractor shall sign all pages of the Original Technical and Price Bids and all the other Declarations. The authorization shall be in the form of a written Power of Attorney

accompanying the Bids or in any other form demonstrating that the Representative has been duly authorized to sign the documents. The signed Technical and Price Bids shall be marked "ORIGINAL".

10. **Validity Period and Extension Clause:**
The validity of bid offer will be 120 days. The Contract shall be for a period of THREE years and ACM may renew after one year on mutually agreed Terms and Conditions incorporating revisions in wage rates as may be applicable.
11. The Technical Bid will be evaluated on the basis of criteria as prescribed in the Tender **(Schedule-D)**, and those Tenderer(s) **who would secure minimum of 70% score in the prescribed Parameters, will only be considered as "Qualified"**. Decision of ACM will be final and binding.
12. **The Price Bid of those Tenderer(s) who would qualify in the Technical Bid as mentioned in Cl. 9 above, will be opened.** The date and time of opening of Price Bids of those Tenderer(s) will be intimated separately. The EMD of the Tenderer(s) who would not qualify in Technical/Price Bids will be returned without interest.
13. The Tenderer(s) be kept informed that ACM reserves the right to empanel the Contractor(s) for respective category of post(s) as per their lowest rates for each category of post. The lowest rate for each post shall be the total CTC [Cost to Company] to ACM, as detailed in Schedule-A(under Description of work). In case two or more Contractors quote same rate (which is found to be lowest) for any particular category of post(s), then the right of selection of any one Contractor on the basis of merit is reserved by ACM and the same would be binding on the bidders.
14. The daily wages of members of the engaged workforce should not be less than Minimum Wages Act prescribed by the Govt. of West Bengal and would be revised from time to time only according to the changes in the West Bengal Government minimum wages rates and published in Official Gazette. This will have to be accepted by the Tenderer(s) and also considering the factors of contributions to P.F., ESI and monetary equivalent value of all other statutory benefits like Gratuity, Leave Encashment etc. as may be applicable to the pertinent category of workforce. However, during Pre-Bid meeting between the interested bidders and ACM to be held on 16.08.17, all necessary clarifications, if required, will be given. Therefore, **it is necessary for the interested Bidder(s) to attend the Pre-Bid meeting on stipulated date and time for obtaining further information from ACM officials before submission of Bids.** The Bids, offering rates, which are lower than the prevailing minimum wages as prescribed by the State Govt./Authority and without considering contributions towards EPF and ESI (as applicable), etc., for the pertinent category of workforce, would be rejected.
15. The selected Contractor(s) shall furnish the followings in respect of the individual category of workforce to be engaged in ACM within 7(seven)

days of receipt of Work Order or before the commencement of work whichever is earlier;

- a. List of members of workforce shortlisted by the selected Contractor(s) for engagement in ACM containing full details i.e. date of birth, marital status, address, photographs, AADHAR NO, identification mark etc.
 - b. Bio data of each member of workforce.
 - c. Certificate of verification of antecedents of member of workforce by local Authority/Police Station.
 - d. An Affidavit declaring that all the members of the workforce to be engaged are physically fit and free from any contagious disease(s)
16. In case, any member(s) of workforce engaged by Contractor(s), commit(s) any act of omission and/ commission that amounts to misconduct/ indiscipline/ incompetence/ insubordination/ malpractice/ fraud/ loss or any such other act which affects the security and trade/business secret of ACM, the Contractor(s) being their employer will be liable to take such appropriate disciplinary action against such person(s), even his/their removal from site of work, if required, as may be recommended by ACM. In such case, the Contractor(s) shall replace such person within 2 (two) days and any loss caused to ACM by such acts or omission shall have to be indemnified by the Contractor(s).
17. The Contractor(s) shall provide Photo Identity Cards (Employment Card) to each member of the workforce engaged in ACM carrying such personal information as specified in Rule 76 of Contract Labour (Regulation and Abolition) Central Rules, 1971.
18. The Contractor(s) shall ensure that any secret and confidential details of ACM, its operational process, technical know-how, security arrangements, and other administrative/organizational secrets are not divulged or disclosed to any outsider by any member(s) of the workforce engaged in ACM.
- 19. The Contractor(s) shall engage his/their own authorized and competent representative(s) for each shift to keep watch on his/their workforce to ensure proper conduct of member(s) of workforce within the mill premises, and enforce prohibition of consumption of alcoholic drinks, paan, tobacco chewing, smoking, and loitering without work, chewing gum or any other material which may cause unnecessary spitting. They should carry out their duties in a disciplined and diligent manner as directed by the ACM management and should strictly follow the SITRA Guidelines for maintaining production levels, both for quantity and quality, for each category of post, as displayed in prominent places within the Mill premises and not to indulge in any activities which may prove detrimental to the interests of ACM and its normal functioning. Any deviation adversely affecting the production and/or quality causing financial loss to ACM, will have to be compensated by the Contractor(s) and will be recovered from his/their dues or Security**

Deposit. Shortfall in production, if any, from the set norms, as mentioned earlier, will be calculated at the end of each shift and will be intimated to the Authorised Representative of the Contractor(s) in writing and to be recovered on pro-rata basis from the fortnightly wages payments of the very next due payment.

20. For all intents and purposes, it is to be declared unconditionally by the Contractor(s) that the Contractor(s) is the “**Employer**” at all times and for all purposes within the meaning of different Labour legislations in respect of entire workforce so employed by the Contractor(s) and engaged in ACM for a specific period purely on no work and no pay basis. The workforce so engaged by Contractor(s) in ACM shall not have any claims of Employer-Employee relationship with ACM nor have any Principal and Agent relationship with or against ACM.
21. Any issues related to the Trade Union bodies of the members of the workforce will have to be primarily dealt with by the Contractor(s).
22. In case of termination of this Contract or its expiry or otherwise, the Contractor(s) shall withdraw the entire workforce forthwith from ACM unconditionally. It is also to be ensured by the Contractor(s) that the member(s) of the workforce engaged in ACM shall not be entitled to and will have no claim for any absorption or for any consideration for absorption in the regular post or in any capacity in ACM.
23. The Contractor(s) will have to ensure that:
 - (i) All pages have been stamped and signed by the authorized person(s) as a token of acceptance of all terms and Conditions,
 - (ii) All pages have been numbered,
 - (iii) All the documents are legible (clearly readable).
24. The workforce of the Contractor(s) shall be selected after such test(s)/interview(s) as may be considered necessary, to be conducted at and by ACM and only those who would qualify the said test(s)/interview(s) shall be selected to be engaged at ACM. (Decision of ACM shall be final and binding).
25. In case of sudden disruption/shut-down of production at ACM for any reason(s)/circumstances beyond the control of ACM Management, the Contractor(s) shall withdraw the workforce within 24 hours of such decision taken by ACM and informed in writing, and in such case any compensation for the member(s) of the workforce of the Contractor(s) will not be acceptable to ACM after expiry of 24 hours.
26. During the period of normal overhauling/annual maintenance of the machinery ACM would follow the relevant and prevailing guidelines under various Labour Laws.
27. At present ACM working schedule are as under :-

- a) 1st Shift from 6.00 AM to 2PM, 2nd Shift from 2PM to 10PM and 3rd Shift from 10PM to 6AM of next day.
- b) General shift from 8AM to 4PM for those who are related with maintenance, electrical, quality control as may be specified by ACM.
- c) ACM follows 7(seven) days a week production schedule and weekly off-days are to be adjusted accordingly keeping required number of workforce engaged every day in each shift.
- d) Leave to be granted in conformity with The Factory Act 1948.

28. The Contractor(s) will submit his/their bills fortnightly with supporting documents as proof of payment made to the workforce according to the attendance certified by the officers of ACM by way of ECS, proof of payment of statutory dues etc., and his Service Charges payable per member of the workforce to ACM on fortnightly basis. ACM will check the details of the submissions and shall arrange payment to the Contractor(s) within 07 (seven) calendar days thereafter.

29. After award of the Contract, an Agreement will be executed between ACM and the Contractor(s) within 15(fifteen) days as per **Schedule-F**. This Agreement can be terminated by giving 1 (one) months' notice in writing by either Party. Either Party shall be deemed to have served with a notice in writing as envisaged in this Contract, in case the same is sent by Registered Post/Speed Post/Courier or facsimile transmission at the address given in this Contract.

30. **Minimum Eligibility of Bidders:**

S No	Minimum Eligibility
1	3 years experience in engaging professional manpower executives with State/Central Government departments or PSUs/Autonomous bodies (Attach Proof of exp)
2	Supply of 1 year experience in modern Textile Mill (ITB Clause 1)
3	100 contract workers in any single industry per day throughout 12 Months? (Attach Proof)
4	Consultancy/ Labour Supply turnover of minimum Rs.50 Lakhs per annum in last 3 years(Attach Proof)
5	Proof of Provident Fund Registration in favour of Bidder
6	Proof of ESI registration in favour of Bidder.
7	GST Registration No. :

31. Bidders are required to submit bids in **proper manners with all requisites documents**. All documents with be self attested by bidders. Bidders are advised to check legal statutory requirements like Minimum Wages Act, PF, ESI Acts, Employee Group Gratuity Scheme etc. with respect to this work before submitting bids. Bids without following will be treated non-responsive.:

SNo	Documents required
1	Attach Proof of experience working in PSU/ Govt/ Local Bodies and Supply labour in Industry as required under bidder's eligibility criteria.
2	Proof of labour supply in modern Textile Mill
3	Consultancy/ Labour Supply turnover of minimum Rs 50 Lakhs per annum in last 3 years.
5	DD/ Banker Cheque for Tender Cost of Rs 1000/ in case form is downloaded.
6	DD/ Banker Cheque of Rs 50000/ with technical Bids
6	IT returns of last 3 years
7.	Proof of Provident Fund Registration, ESI Registration, GST Registration, in favour of Bidder.
8.	Copy of Labour Supply License (Schedule B-16)
9.	Audited Balance sheet of Firm/ Company for last 3 years
10	Certificate of Incorporation of Company with CIN
11	Submission of complete tender document with all schedules and Annexures duly signed and stamped by bidder.
12	In case firm/ company, Authorization of bidding person by his firm/Company

Dated

Signature of the Bidder (with stamp/seal)

SCHEDULE - A

Arati Cotton Mills Man Power requirement as per Standard work load

For Running :	
Count	40 kh
Total spindle	29520
GPS	90
Utilisation	96%
Kg per day	7652

Category	Deployment/day
Skilled	248
High Skilled	22
Semi Skilled	54
Unskilled	31
Foreman/Ast foreman	7
Total	362

Department wise requirement of Manpower

Sl. no	Department	Activity wise engagement	Standard work load	Data regarding workload calculation			Rounding requirement/ shift	Req/ Day	Category
1	Blowroom	Mixing boy	10 bales of 170 Kg. each per operator/ 8Hrs.		Avg. Number of bales/ shift	52	1.7	5	Skilled
		Tenter	1 operative to feed 4000 Kgs of Mixing/ 8 hrs		Mxg fed per shift	2932	1	3	Skilled
2	Carding	Tenter	Upto 20 chuteteed cards fitted with auto leveller, auto can changer subject to maximum 4500 Kgs of silver production in 8 Hrs.		Number of Cards	14	1	3	Skilled

3	Braker Draw Frame	Tenter	4 machines (8delivery) /D/F per operator with auto can changer and upto 450mpm delivery speed		Number of Draw Frames (Breaker)	4	1	3	Skilled
4	Finisher Draw Frame	Tenter	6 machines (single delivery)/ D/F per operator with auto can changer and upto 500 mpm delivery speed		Number of Draw Frames (Finisher)	5	1	3	Skilled
5	Speed Frame	Tenter	Rov hk 1.00,2 machines per tenter (120 spindles each and upto 1100 RPM)		Speed Frames	8	4	12	Skilled
		Doffer	1200 Bobbin Load (2.00Kg. Content)		Total s/F Spindles* doffs/ shift	2004	2	6	Skilled
		Reliever	1/shift				1	3	Skilled
		Monitor	1/shift				1	3	High Skilled (JBR)
6	Blowroom to S/x	Anciliary heads	25 / day					25	
7	Ring Frame	Sider	21-36 No. cotton or 23-32 Ne Blends-4 sides (2016 spindles). 37-59 No. cotton or	2016	Number of Spindles	29520	15	45	Skilled

			33-43 Ne Blends 2520 spindles, 60Ne cotton or 44 Ne Blends - 3024 spindles.						
		Reliever	15% of above for 24 Hrs working		Average count	40	3	9	Skilled
		Doffer	4500 Spindles Doffs per doffer per 8Hrs	4500			16	48	Skilled
8	Ring frame	Draft zone Cleaners	5 per shift				5	15	Semi Skilled
		Anciliary heads	31 /day					31	
9	SQC	Wrapping Boy	1 per shift				1	3	Skilled
		Investiga tor	1 per day					1	Skilled
10	Winding	Shift Fitter	1Per Shift				1	3	Skilled
		Anciliary heads						4	Skilled
		Doff Carriers	4000 Ks/Shift				1	3	Semi Skilled
		Winders	40 Drums each		Windi ng heads	420	12	36	Skilled
		Rewindin g /Textool					6	14	Skilled
		Relievers	15% of Winders				2	6	Skilled
		Sorters	50,000 Bobbin per sorters				2	6	Semi skilled
		Monitors	1				1	3	JBR
		FC	1 per shift				1	3	Unskilled
		Fitter/he lpers	3				3	9	Skilled
11	Packing & Conditio ning	Checkers	5000Kg/ Worker				1	3	Skilled
		Packers/ Marker	1500Kg/ Worker					8	Skilled

12	Electrical and Engg							18	Skilled
13	Canteen							11	Semi Skilled
14	Contractual Sub-staff							10	Unskilled
15	Foreman		5/day					5	Foreman
16	Asst Foreman		2/day					2	
	Total							362	

**** Deployment shown for running 40 kh with 90 GPS @ 7.65 Ton production / day**

**For other counts with different Production rate (Kg / day)
Deployment will change accordingly maintaining the standard workload given above .**

GENERAL REQUIREMENTS

1. To provide required number of efficient High Skilled/Skilled/Un-Skilled/Semi skilled workforce by the Contractor(s) as and when required by the ACM, in addition to whatever indicated in Schedule A, without any delay (not beyond seven days from the date of requisition). Failure in providing manpower in time will attract penalty and / or may result in termination of contract without prior notice, forfeiture of EMD / Security Deposit and legal action for recovery of loss or damage suffered by the company on account of such failure.
2. The Contractor(s) shall ensure compliance of all statutory requirements, as applicable and suggested/instructed by ACM from time to time.

3. HEALTH CONDITION

All members of the workforce engaged by the Contractor(s) at ACM shall be physically fit and shall be free from any contagious diseases. This should be declared by the Contractor(s) (name wise basis) by an Affidavit.

4. RECORDS MAINTENANCE:

The Contractor(s) will be liable to keep updated Attendance Register, Wage Register and other Statutory Registers and any other Records to be maintained as required by ACM from time to time, and respective Statutory Authorities, in compliance with various applicable Labour Laws, and the Contractor(s) shall be bound to produce the same on demand to the concerned Authority of ACM or any other Authority under Law. Authorised person(s) of ACM will be at liberty to check such records any time. The Contractor(s) shall comply the Contract Labour (Regulation and Abolition) Central Rules, 1971 in this respect.

5. LEGAL COMPLIANCE:

(a) The Contractor(s) shall have license under the Contract Labour (Regulation and Abolition) Central Rules, 1971 from the competent Authority of Ministry of Labour (Central), P.F.code, Service Tax Registration and any and all other Statutory Approvals/Licences as may be required from time to time. The Contractor(s) shall produce proof to ACM of the items prescribed in the Schedule-E.

(b) The Contractor(s) shall take proper and adequate insurance cover for members of the workforce engaged by them at ACM against any eventuality of injury, accident, etc., and ACM will not be liable for any accident/injury sustained to such persons while on or out of the work during the contract period. The Contractor(s) has to cover all members of his/their workforce engaged in ACM under Personal Accident Insurance Policy/ESI and under such other applicable Act(s) Rules.

6. The Contractor(s) shall also arrange periodical training to the members of the workforce engaged at ACM for updating of the skill and keep records of the same.
7. The Technical Bid evaluation will be made as per requirements given in Schedule-E, and, therefore, any deficiency there will construe as incomplete Tender & hence will be rejected.

General information of the Bidders and Declaration

S No	Particular	
1	Name and Address of the Bidder	
I	Mobile No	
II	Land Line No	
III	Fax No	
IV	E- mail id (compulsory)	
V	Name of Contact Person with mobile no in case of firm/ company	
2.	Constitution: Whether Individual/Proprietor Partnership firm/Limited Co/Society/others	
I	(Give details and enclose copy (ies) of Trade License, Partnership Deed Registration of Society, Memorandum & Articles of Association, Certificate of Incorporation with CIN duly attested)	
II	Details of Partner/ Directors/ Proprietor/ others	
II(i)	PAN	
II(ii)	Income Tax Return of last 3 years	
II(iii)	Bank A/c. details	
II(iv)	Adhaar No. if applicable	
3.	Nature of Business	
4	Details of sister concerns/ subsidiary company ,if any	
i)	Name and Address	
ii)	Activities engaged in	
iii)	Names, addresses and telephone numbers of Proprietor(s)/Directors/Partners	
5	Code No (Certified registration copies to be attached)	
A	EPF Registration	
B	ESI Registration	
C	GST No	
6	No & date of license obtained under the Provisions of the Contract Labour (R&A) Act1970 from competent	

	Authority of Ministry Of Labour (Central), if any.(Please attach an Attested Photocopy of the license.)	
7	Details of Experience (attach Proof)	
I	Carrying out manpower supply contract in State /Central Government/ Institution/PSUs/ Autonomous body	
II	No. of persons engaged during last 3 years. (contract wise and year wise details)	
III	Details of experience in any modern textile Mills	
IV	Details of Supply in Industry with numbers of labour	
8	Details of turn over from consultancy / supply of labour in last 3 years (attach proof)	
9	Are you ready to undertake and carry out the work in this Tender by engaging adequate manpower within 7days without fail as per the terms and conditions given in the Tender Document?	Yes/No
10	On awarding the contract can you	
i)	Engage persons qualified and experienced as given in Schedule-A of this Bid?	Yes/ No
ii)	Ensure that the persons engaged by you are free from contagious diseases	Yes/ No
iii)	Ensure clean clothing on regular basis to the persons engaged by you?	Yes/ No
iv)	Prohibit smoking, chewing paan/ masala etc eating and Alcohol Drinking in the work area	Yes/ No
11	Do you agree to follow the provisions of all relevant laws in respect of labour, Payment of Minimum Wages/Payment of Wages Act and all other Acts	Yes/ No

	and Rules applicable to such engagement.	
12.	Have you read, understood and agreed to abide by the Terms and Conditions of the Agreement to be signed by the Contractor(s) and the Company, once the work is awarded?	Yes/ No
13.	Are you ready to give performance security of Rs 5 Lakhs in case of award of work?	Yes/ No
14	Whether any criminal case or FIR filed against any Partner, Proprietor, Director and whether he/they has/have been Convicted by any Court of Law or any other Act pending in any Court of Law, if so, gives details.	Yes/ No (If yes, Please give details)
15.	Have you been blacklisted by State/Central Govt/ PSU/ any Govt body.	Yes/ No (If yes pl give details and current status)

DECLARATION

I/We confirm having read and understood the work requirements, instructions, forms, terms and conditions, draft agreement and all relevant information regarding this Tender Document and agree to abide by all without any deviation from what are stated and contained therein in the Tender Document and draft Agreement.

Place:
Date:

Signature
Name & Address

Seal (in case of Company/Firm/Society/Organization/Firm)

GENERAL TERMS AND CONDITIONS

1. The Tender should be complete in at respect; Incomplete Tenders are liable to be rejected.
2. Unsealed Tenders received are liable to be rejected and this will be at the sole risk of the Tenderer,
3. The company shall have the right to inspect the authenticity and correctness of the details furnished in the Technical Bid, to determine the eligibility of the Tenderer prior to opening of Price Bid or the award of work and the Tenderer shall extend all cooperation in this respect. If any information provided in the Technical Bid is found to be false or incorrect at the stage of inspection, the Tenderer may be disqualified, If any information provided in the Technical Bid is found to be false at any point of time during the contract period, the same shall result in termination of contract with the Tenderer, disqualification of the Tenderer from future Tendering, forfeiture of EMD and security deposit paid besides Tenderer being liable to payment of compensation towards loss or damage caused to ACM on account of such false submissions.
4. The bidder who does not meet the minimum eligibility criteria as stated in Clause 30 of “Instruction to Bidders” shall be considered as **DISQUALIFIED** in Technical Bid. Their Price Bid shall be not opened.
5. The successful Tenderer shall provide **Performance Security** by Demand draft/Bank Guarantee drawn/executed in favour of NTC Ltd., Unit- Arati Cotton Mills, payable at Kolkata from Nationalized/scheduled Bank covering the period of contract for an amount of **Rs 5,00,000/- (Rs Five lakhs)** before execution of the Agreement. The Performance Security will remain with ACM till the completion of contract without interest. However, in case the contract is not renewed (as per Clause 10 under Instruction to Bidders) after expiry of contract period, the Performance Security would be returned without interest and or the bank guarantee would be discharged.
6. A declaration (as given in schedule-F) from the Tenderer that the offer is being submitted as per the requirements given in this Bid to be attached along with the Technical Bid.
7. Tenderer(s) should adhere the factors of contributions viz. P.F., ESI and monetary equivalent value of all other Statutory benefits like Gratuity, Leave Encashment etc. as may be applicable to the pertinent category of workforce and this should be binding upon the Tenderer.
8. The contract awarded shall not be subcontracted to any other person/organization. In case ACM finds at any point of time during the period of contract, that the contract undertaken by the Contractor has been subcontracted, the same will be treated as violation of the agreement,

resulting Contractor(s) liable for termination of contract, forfeiture of EMD, Security Deposit and disqualification from future Tendering to ACM.

9. **PRICE BID**

The Tenderer shall quote the lowest competitive rate as % age of service charge on the earned wages for providing workmen for each category of person requisitioned in the SCHEDULE-A.

10. Before quoting the rate in the Price Bid, the Tenderer should study the present working conditions/job schedule to each workers of ACM as mentioned in Schedule-A and understand well the nature of job work to be performed by his employees/workforce, Thereafter the bidder shall quote his/their service charge per head per day.

ACM shall have no obligation in respect of any statutory or other welfare measures of the employees/workforce provided by the Contractor(s). The Contractor(s) shall abide by the relevant sections of Contract Labour (Regulation and Abolition) Central Rules, 1971 regarding payment of wages of his employees/ workforce during the tenure of contract. The Contractor(s) should comply with all statutory obligations in respect of manpower so engaged,

11. On finalization, the Contractor(s) shall execute an Agreement as per draft Agreement available with Tender documents in **Schedule-F** on a stamp paper worth Rs.100.00. The Agreement shall contain the Terms & Conditions of this tender document and this Tender shall be part of the agreement. The agreement will be valid initially for a period of one year and extendable on same terms & conditions on mutual consent of Contractor(s) & ACM for subsequent year(s).

12. The rate quoted shall be valid till the completion of the contract. No enhancement in rate shall be claimed or payable during the period of contract except statutory payment based on submission by Tenderer.

13. **RECOVERY OF LOSS/DAMAGE TO COMPANY:**

The Performance Security shall be forfeited in case the Contractor(s) withdraws from the contract once it is awarded or fails in providing the sufficient number of persons in time as required by ACM or in case of any loss or damage is caused to ACM by the Contractor(s) or by his/her /its persons or on breach of any of the conditions of the contract. Loss or damage caused to ACM at the instance of the contract awarded to the Contractor(s) shall be recovered from Performance Security in proportion to the loss or damage sustained by ACM and the decision on the amount of compensation for the loss or damage shall be at the discretion of ACM. ACM shall also have the right to recover such loss or damage from the movable or immovable properties of the contractor and his heirs and legal

representatives if the loss or damage caused is in excess of security deposit.

14. **Risk and Cost** In the event of the failure of the contractor to provide required numbers of workmen after due intimation will be treated seriously and after further intimation, ACM will have right to engage another contractors at the risk and cost of contractors.
15. **Payments of service charges-** Payment will be reimbursed to the contractors within 7 days after submission of bill and proof of actual reimbursement to the workmen.
16. **Force Measures:** Neither party shall be responsible for failure to comply with the terms and conditions of the contract otherwise for any breach of any of the terms of contract for any unforeseen reason or act of God, natural calamity like fire, flood, inundation, typhoon, earthquake, riots, civil commotion, and malicious damage etc. by and reasonable control of either party.
17. **Arbitration-**
Any dispute or differences what so ever any of the parties hereto, which may at any time hereafter arise during the continuance or termination of his arrangements / contract touching and / or concerning this arrangement/contract, its construction or effect, the rights, duties or obligations of the parties hereto or any other matter in any way connected with or arising out of this arrangement shall be referred to the arbitration of arbitrator to be appointed by ACM. It will be no objection that the person so appointed is or was in the employment of the corporation had during the course of his duties expressed views on all or any of the matter in difference in dispute. The arbitration proceeding shall be held in accordance with and subject to provisions of Arbitrations and Conciliation Act, 1996 or any statutory modification / substitution or enactment thereof for the time being in force. The place of arbitration shall be at Kolkata. The English language shall be the language of arbitration and used throughout the arbitration proceedings. The Arbitrator shall have the summary power. The award passed by the Arbitrator shall be final and binding on both the parties.
18. Any disputes, the Courts of Calcutta shall have the jurisdiction.
19. **Impementation of Integrity Pact in NTC Bidders** are requested to go through the implementation of integrity pact in NTC which is attached as annexure. This tender is hosted on our website: www.ntcltd.org along with the copy of the Integrity Pact (IP), which may be downloaded and submitted dully signed with seal, along with the tender. "Only those venders / bidders, who commit themselves to Integrity Pact, would be considered competent to participate in the bidding process. The name of the independent External monitors (IEM) is Transparency International India. (TII). This tendering process is being monitored by IEM Sh. Ashok Tripathi,

Judge (Retd), at Corporation Office of NTC i.e. (5thfloor, Core –IV Scope complex, 7Lodhi Road, New delhi- 110003 M. No- +91 9968095320). If any party is aggrieved they are free to approach the said IEM in terms of Integrity Pact”.

20. GENERAL

This Tender is liable to be suspended or cancelled at any time at the discretion of the ACM Management, with or without assigning any reason. Also any technical Bid and Price Bid can be rejected or cancelled by him/her without assigning any reason.

SCHEDULE- D**TECHNICAL BID EVALUATION**

S1 No.	Criteria	Marks	Max Marks	Marks awarded
1	Experience in engaging professional manpower executives with State/Central Government departments or PSUs/Autonomous bodies (Attach Proof of exp)	3 Years- 20 Above 3 years – 10 Marks for every years	40	
2	Contract workers in any single industry per day throughout 12 Months? (Attach Proof)	100 Workers- 10 Above 100- 10 Marks for every 100	30	
3.	Contract of Supply of labour in modern Textile Mill.	For more than 2 years-5 More than 3 years- 10	10	
4	Consultancy/ Labour Supply turnover of minimum Rs.0.50 crore per annum in last 3 years. (Attach Proof)	Rs- 50 L/A- 10 Marks Rs 50 to 100- 10 L/A-	20	
		Total	100	

All the information provided herein above are true and correct.

Place

NAME & SIGNATURE OF THE BIDDER

Date

Notes: Please check eligibility attach as per ITB clause 30 and attach all relevant proof in support of Schedule B para 8 and Schedule D table points.

DECLARATION

I / We confirm having read and understood all the job work requirements, instructions, forms, terms and conditions and all other requirements of the above Tender in full and the offer being submitted is as per the requirements given in this bid and that I/we agree to abide by all without any deviation. I/We also confirm that my/our agency /firm have not been “blacklisted’ by any Govt. Dept. / PSU/Statutory organization.

SIGNATURE:
NAME & ADDRESS OF AUTHORISED PERSON

(Seal of the Authorized Person)

PRICE BID TENDER FORM – (to be submitted in sealed Envelope)
RATE SCHEDULE FOR PROVIDING CONTRACT MANPOWER

Name & Address of the Tenderer

.....

.....

.....

.....

1. The bidder shall quote his/their lowest competitive service charges in this price Bid, for providing executives and other category of persons given in Schedule A', The Tenderer should essentially understand the Tender conditions and other requirements with respect to this Tender.

- A) The bidder shall quote the service charges on percentages basis for wages earned by workman.**
- B) At present ACM is following minimum wages under minimum wages act of WB state Govt.**
- C) Service Charges will be paid only on the wage earned by the workmen. Any other amount paid to the workmen towards fringes and benefits (F& B) will not be considered for the payment of service charge.**
- D) GST will be paid extra as applicable.**
- E) NTC will pay wages to Contractor as per minimum wages notified by labour department of WB Govt.**
- F) Employers Contribution of PF & ESI will be paid by NTC subject to production of payment Challan.**

2. The bidder should study well all the following before submitting the Tender:

- I, the salary/wage to be paid to one person for a month as per respective Minimum Wages Act (Payment of Minimum Wages Act 1948)
- II. The liabilities and responsibilities of contractor on undertaking the work
- III. In case any clarification is required, the bidder may contact

ACM

c) The contractor should provide the workforce/other professionals in time to ACM, complying with relevant statutory requirement as applicable from time to time and as directed by ACM and other statutory authorities in this regard.

d) Rate Quoted (Rate on Monthly Basis)

Particulars & Category As per Schedule-A	%-age of Service Margin to the wage amount	
A) Workforce 1) Unskilled (Grade - 1) 2) Semi Skilled (Grade - 2) 3) Skilled (Grade - 3) 4) Jobber (Grade 4)		
B) i)Asst Foreman ii)Foreman		
C) Spinning Maint Supervisor		
D) Electrical Supervisor		

SIGNATURE:

NAME & ADDRESS OF AUTHORISED PERSON

(Seal of the Authorized Person)

DECLARATION

I/We am/are fully aware of the statutory obligation to be complied with respect to this offer and on awarding the contract to me/us. I/We will be responsible for all the statutory/legal aspects related to this offer and my employees/workforce engaged at ACM for job work basis for a period of contract. I/We have also fully understood the nature of contract and job work to be performed by my employees/workforce and costs involved. The rates quoted by me/us in this bid are all inclusive and in case contract is awarded, during the period of contract I/We will not claim anything in any manner economic in nature during the period of contract.

SIGNATURE OF THE BIDDER

NAME & ADDRESS

(SEAL OF THE BIDDER)

PLACE: _____

DATE _____

“AGREEMENT”

This agreement is executed on _____ at _____ between Arati Cotton Mills (ACM henceforth), a unit of National Textile Corporation Limited having its registered office at Core Scope Complex, 7 Lodhi Road, New Delhi -100 003 (hereinafter referred to as Corporation, which expression shall unless repugnant to the context or meaning thereof mean and, include its successor in interest and permitted assigns) and its factory at..... of **the First Part**

AND

_____ (hereinafter referred to as _____, which expression shall mean his successors also) of the Second Part.

The Arati Cotton Mills and _____ Agency are hereinafter collectively referred to as Parties and individually as Party.

WHEREAS ACM invited Quotations from reputed, well experienced and financially sound Manpower Supply Companies /Firms/Agencies registered under various Acts & Laws in under manpower supply contracts for executing various, types of job work as mentioned in schedule F.

AND WHEREAS, among that quotation of Second Party was accepted by the First Party

AND WHEREAS, the First Party Vide its Letter No, _____ Dated: _____ engaged the Second Party for providing manpower supply to ACM primarily for 03 year.

WHEREAS, both parties are now desirous of recording the terms and conditions of this agreement arrived at between them:

That the following documents/letters shall form part of this agreement and deemed to have been attached as an integral part and parcel of this agreement,

- A. Tender Notice issued by ACM dated: _____
- B. Instructions to Bidders, dated: _____
- C. Manpower Requirement as per Schedule A
- D. General Requirements to Bidders as per Schedule-B and Schedule B-1.
- E. Terms & Conditions as per Schedule - C
- F. Technical Bid as per Schedule – D
- G. Declaration as per Schedule –D1

- H. Price Bid submitted by Bidder as per Schedule-E
- I. Declaration of Price Bid as per Schedule-E1
- I. Letter of Award of Contract issued by ACM, dated: _____

Now, the parties have agreed that in consideration of the payments to be made by the First party as mentioned in letter no. _____ dated: _____ (Attached with this agreement), the second party shall provide the requisite number of manpower to the Corporation on the mutually agreed terms & conditions. –

IN WITNESS WHERE OF THE PARTIES HERE TO HEVE EXECUTED THIS AGREEMENT ON THE DATE AND PLACE ABOVE FIRST MENTIONED

Signed and delivered on behalf of the First Party, Arati Cotton Mills:
WITNESS:-

1)

II)

Sd. _____
(Name _____)
Designation/ Seal of ACM
For and on behalf of
National Textile Corporation Limited

2 Signed and delivered on behalf of the Second Party, the Agency :

WITNESS:-

1)

II)

Sd. _____
(Name _____)
Designation/ Seal of the Office
For and on behalf of Proprietor

**INTEGRITY PACT
Between
National Textile Corporation Limited (NTC) hereinafter referred to as
“The Principal”**

And
..... hereinafter referred to as
“The Bidder/Contractor”

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for The Principal values full compliance with all relevant laws of the land, 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 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

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
 - a. No employee of the Principal, 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 will, during the tender process treat all Bidder(s) with equity and reason. The Principal 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 will exclude from the process all known prejudiced persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief vigilance officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/contractor(s)

1. The Bidder(s)/Contractor(s) commit themselves 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 person or firm, offer, promise or give to any of the Principal'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 of 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 IPC/PC Act, further the Bidder(s)/contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is placed at **Annexure – B1**.
 - 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.
2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and execution from future contracts.

If the Bidder(s)/Contractor(s), before award or during the execution has committed a transgression through a violation of Section 2, above or in any other

form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action 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 **Annexure – B2**.

Section 4 – Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to performance Bank Guarantee.

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 Sector 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 action can be taken as per the procedure mentioned in “Guidelines on Banning of Business Dealings”.

Section 6 – Equal treatment of all Bidders / Contractors/Subcontractors

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

Section 7 – Criminal charges against violating Bidder(s)/Contractor(s)/ Subcontractor(s).

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor, which constitutes corruption, or if

the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor / Monitors

1. The Principal 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. It will be obligatory for him to treat the information and documents of the Bidder(s)/Contractor(s) as confidential. He reports to the Chairman, NTC.
3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, un restricted 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 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 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 and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit nonbinding 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.
6. The Monitor will submit a written report to the Chairman, NTC within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
7. If the Monitor has reported to the Chairman, NTC, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman NTC 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.

8. The word “**Monitor**” would include both singular and plural. Monitor would be entitled to receive such compensation as may be decided time to time by the CMD/Competent Authority.

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 or contract period (extended if applicable) whichever is later and for all other Bidders 6 months after the contract has been awarded.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairman of NTC.

Section 10 – Other provisions

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered office of the Principal, i.e. New Delhi.
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 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 reminder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. In the event of any contradiction between the Integrity pact and its Annexure, the Clause in the Integrity Pact will prevail”.

(For & On behalf of the Principal)

(Office Seal)

Place

Date

(For& on behalf of
Bidder/Contractor)
(Office Seal)

Witness 1. :

(Name & Address)

Witness 2. :

(Name & Address)

