

बिहार सरकार
नगर विकास एवं आवास विभाग

प्रेषक,

नरेन्द्र कुमार सिंह, भा०प्र०से०
अपर सचिव—सह—निदेशक
नगर विकास एवं आवास विभाग।

सेवा में,

निदेशक,
सूचना एवं जन संपर्क विभाग
बिहार,पटना।

दिनांक : 22/8/16

विषय : विज्ञापन प्रकाशन के संबंध में।

महाशय,

निदेशानुसार उपर्युक्त विषय के संबंध में कहना है कि दीनदयाल अंत्योदय योजना—राष्ट्रीय शहरी आजीविका मिशन के अन्तर्गत 42 नगर निकायों में गठित स्वयं सहायता समूहों एवं क्षेत्र स्तरीय संगठनों के लेखांकन पुस्तिकाओं की आपूर्ति हेतु एजेंसी के चयन के लिये निविदा संबंधी सूचना दी जानी है, ताकि लेखांकन पुस्तिकाओं की आपूर्ति हेतु निविदा के आलोक में एजेंसी आवेदन जमा करें, जिसके लिये विज्ञापन प्रकाशित किया जाना है। इस निमित्त उक्त विज्ञापन की छः प्रतियाँ तथा एक सी०डी० आवश्यक कार्यार्थ संलग्न है।

अनुरोध है कि इसे राज्य स्तर के चार समाचार-पत्रों में प्रकाशित कराने की कृपा की जाय।

अनु. - अग्रोकर ।

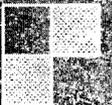
विश्वासभाजन,

अपर सचिव—सह—निदेशक
नगर विकास एवं आवास विभाग।

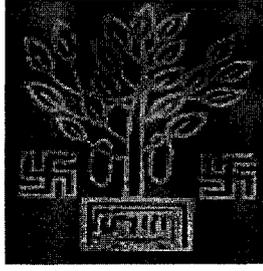
2016

Selection of Agency for the printing of books of account for SHGs and Area Level Organizations formed under DAY-National Urban Livelihood Mission (NULM)

State Mission Director
State Urban Livelihood Mission (SULM)
C/o Urban Development & Housing Department, Govt. of Bihar
#101, 1st Floor, Vikas Bhawan, Patna - 800 001
Phone: (0512) 2549376
Email: nimnimbha@visioneis.org & udhd-bh@gmail.com
Website: <http://www.urbanbh.nic.in/> & <http://sulm0131.in/>



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STATE URBAN LIVELIHOOD MISSION
Urban Development & Housing Department
(Government of Bihar)

Selection of Agency for the printing of books of account for SHGs and
Area Level Organizations formed under DAY-National Urban Livelihood
Mission (NULM)

--- *August* ----- '2016

State Mission Director,
State Urban Livelihood Mission (SULM)
C/o Urban Development & Housing Department, Govt. of Bihar
#101, 1st Floor, Vikas Bhawan, Patna – 800 001
Phone: (0612) 2547876
Email: pmc.nulmbihar@visioneis.org & udhd.bih@gmail.com
Website: <http://www.urban.bih.nic.in/>, <http://sulmbihar.in/>

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Tender Title: Selection of Agency for the printing of books of account for SHGs and Area Level Organizations formed under DAY-National Urban Livelihood Mission (NULM)

Tender no: No. NULM-PMC/005/SM&ID-Printing/2015-16

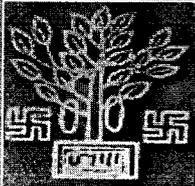
Contract period : Three Months

Date of Issue : ~~22/9/~~ 2016

Last Date & Time for Bid Receiving : ~~14/9/~~ 2016 up to 11:00hrs

Date & Time for Bid Opening : ~~14/9/~~ 2016 up to 11:30hrs

Notice Inviting Tender for Selection of Agency for printing of books of account for SHGs and Area Level Organizations formed under DAY-National Urban Livelihood Mission (NULM)



State Urban Livelihood Mission (SULM)
 Urban Development and Housing Department, Govt. of Bihar
 1st Floor, Vikas Bhawan, New Secretariat, Patna – 800 015
 (Phone: (0612) 2547876
 Email : pmc.nulmbihar@visioneis.org & udhd.bih@gmail.com
 Website : <http://www.urban.bih.nic.in/>, <http://sulmbihar.in/>)

No. NULM-PMC/005/SM&ID-Printing/2015-16 380

Date: 22/8/16 '2016

On behalf of State Mission Director, State Urban Livelihood Mission (SULM), proposals are invited for Selection of Agency for printing of account for SHGs and Area Level Organizations formed under DAY-National Urban Livelihood Mission (NULM)

1. which includes:-

- Schedule –I -Printing of books of account to keep record of Self-Help Groups (SHGs) formed in 42 ULBs (Urban Local Bodies) under DAY-NULM,

Particulars & Items		Number of units with Expected delivery from the date of purchase order			Place of Delivery
		Between 30 to 90 days	Between 90 to 120 Days	Total	
Development and Printing of SHGs Registers & Pass books	Meeting registers	5200	0	5200	It shall be delivered to the various ULBs. The list is attached as Section-VI- B (4)
	Attendance-cum-Saving Register	5200	0	5200	
	Group ledger	5200	0	5200	
	Cash Book	5200	0	5200	
	Pass books	52000	0	52,000	

Schedule –II -Printing of Meeting Register, General ledger, Cash book, Membership Register, Sub-ledger and vouchers to keep record of Area Level Federations (ALOs) formed in 42 ULBs (Urban Local Bodies) under DAY- NULM,

Particulars & Items		Number of units with expected delivery from the date of purchase order			Place of Delivery
		Between 30 to 90 days	Between 90 to 120 days	Total	
Development and Printing of ALO Registers & Ledgers	General ledger	410	0	410	It shall be delivered to the various ULBs. The list is attached as Section-VI-B (4).
	Cash Book	410	0	410	
	Membership cum-shareholder Register	410	0	410	
	Loan ledger	410	0	410	
	Receipt Voucher	1000	0	1000	No. Of 1000 Books including the no. of 50 vouchers in each book
	Payment Voucher	1000	0	1000	

A bidder can submit bid for one or both the schedules subject to relevant experience.

2. Pre-requisite eligibility criteria for Boxes Bidding Firms:

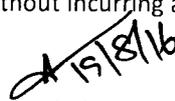
- The applicant should be a firm or legal entity registered under Companies Act, Societies or any other law and should have been working in the relevant field for printing of Books of Account for SHGs **more than 3 years** with the proof of incorporation/ commencement of business.

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- (ii) Average annual turnover of the Bidding Firms for the last three financial years ending on March 31st, 2016 should be equal to or greater than Rs. **20.00** Lakhs.
- (iii) The Bidding Firm should have successfully supplied similar materials in at least **3 similar assignments** in the **last three years of purchase order above 5 Lakhs**. Bidder should submit details of the assignments and completion certificate/work order/contract or any other related document issued by client.
- (iv) Bidder shall have and furnish PAN under Income Tax and TIN/VAT Number under Sales Tax along with respective three years return.

3. Pre-requisite eligibility criteria for SHGs registers Bidding Firms:

- (i) The applicant should be a firm or legal entity registered under Companies Act, Societies or any other law and should have been working in the relevant field SHGs registers – experience of developing and printing registers for **more than 3 years** with the proof of incorporation/ commencement of business.
 - (ii) Average annual turnover of the Bidding Firms for the last three financial years ending on March 31st, 2016 should be equal to or greater than Rs. **20.00** Lakhs.
 - (iii) The Bidding Firm should have successfully supplied similar materials in at least **3 similar assignments** in the **last three years of purchase order above 5 Lakhs**. Bidder should submit details of the assignments and completion certificate/work order/contract or any other related document issued by client.
 - (iv) Bidder shall have and furnish PAN under Income Tax and TIN/VAT Number under Sales Tax along with respective three years return.
4. Interested Bidding Firms may submit their proposals along with a Non-refundable Demand Draft of **Rs. 1,000/-** (Rupees one thousand only) drawn in favour of **Director, BUDA** payable at Patna, towards the cost of Tender Document and required Bid security of Rs 50000.00 (Rs fifty thousand Only) separately for each schedule. No proposals will be accepted without cost of Tender document and Bid security. No liability will be accepted for downloading the incomplete document.
5. Interested Bidder agencies may submit their sealed proposals(Schedule wise)at the address mentioned below on any working day up to 11:00 hours on ~~14/09/2016~~ **19/8/16** 2016 and proposals will be opened on same day at 11:30 hours at following Address:
- State Urban Livelihood Mission (SULM)**
C/O Urban Development & Housing Department,
Room No. 159, VikasBhawan, New Secretariat, Patna – 800 015, Bihar, INDIA
(Email: pmc.nulmbihar@visioneis.org & udhd.bih@gmail.com)
6. State Mission Director, UD&HD reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.


State Mission Director, UD&HD

Letter of Invitation

Invitation No:-NULM-PMC/005/SM&ID-Printing/2015-16

Patna, ----- 2016

[Insert: Name and Address of Consultant]

Dear Mr./Ms.:

The State Mission Director, State Urban Livelihood Mission (SULM) invites proposals for **Selection of Agency for the printing of books of account for SHGs and Area Level Organizations formed under DAY-National Urban Livelihood Mission (NULM)** which includes:-

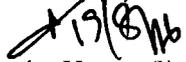
- **Schedule I - Developing and printing certain SHGs registers and pass books** to keep record of Self-Help Groups (SHGs) formed in 42 ULBs (Urban Local Bodies) under NULM,
- **Schedule -II -Developing and printing of Meeting Register, General ledger, Cash book, Membership Register, Sub-ledger and vouchers** to keep record of Area Level organizations (ALOs) formed in 42 ULBs (Urban Local Bodies) under NULM,

2. Further information regarding the number & specification of goods is available in the Request for Proposal (RFP).
3. The Supplier will be selected in accordance with the method and procedures described in the RFP.
4. The RFP includes the following:

- | | |
|---------------|-----------------------------------------|
| Section -I | : Instructions to Bidders. |
| Section -II | : Bid Data Sheet |
| Section -III | : Evaluation and Qualification Criteria |
| Section- IV | : Bid Forms |
| Section -V | : Schedule of Supply |
| Section -VI A | : General Conditions of Contract (GCC) |
| Section -VI B | : (1) Contract forms agreement |
| | (2) Performance Security |
| | (3) Advance Payment Security |
| | (4) List of ULBs |

5. Bids will be accepted only if prepared and submitted as per instructions provided in the RFP, before the due date of submission as indicated in the Bid Data Sheet. Late Bids will be summarily rejected.

Yours sincerely,


(Sri Narendra Kumar Singh)
State Mission Director

Section- I: Instructions to Bidders

1. General

- 1.1 Scope of Bid**
- 1.1.1 In support of the Invitation to Bid indicated in the Bid Data Sheet (BDS), the Purchaser, as indicated in the BDS, issues this Bidding Document for the printing of books of account for SHGs and Area Level Organizations there to as specified in Section V, Schedule of Supply (SS).
- 1.1.2 Through out this Bidding Document:
- i. the term “in writing” means communicated in written form with proof of receipt;
 - ii. if the context so requires, singular means plural and vice versa; and
 - iii. “day” means calendar day.
- 1.2 Source of Funds**
- 1.2.1 The expenditure on this project will be met by NULM.
- 1.3 Fraud and Corruption**
- 1.3.1 It is required that bidders, suppliers and contractors, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance to this, Government of Bihar:
- i. Defines for the purposes of this provision, the terms set forth below as follows:
 - a) “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - b) “Fraudulent practice” means any actor omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - c) “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - d) “Collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
 - e) will reject a proposal for award if it determines that the

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bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract;

- ii. Will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and
- iii. Will sanction a party or its success or, including declaring ineligible, either indefinitely or for a stated period of time, to participate in GoB-financed activities if It at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, an GoB-financed contract.

1.4 Eligible Bidders

1.4.1

A Bidder may be a natural person, private entity, Government-owned entity (subject to ITB Sub-Clause 1.4 [Eligible Bidders]) or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture (JV).

In the case of a JV:

- i. all parties to the JV shall be jointly and severally liable; and
- ii. a JV shall nominate a Representative who shall have the authority to conduct all businesses for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.

A Joint Venture will be allowed for procurement of Goods of an estimated cost of Rs. 2 Crores and above.

Conflict of Interest

1.4.2

A conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. Appropriate actions will be taken against the bidder if it is determined that a conflict of interest has flawed the integrity of any procurement process. Consequently all Bidders found to have a conflict of interest shall be disqualified. A Bidder may be Considered to be in conflict of interest with one or more parties in this bidding process if, including but not limited to:

- i. they have controlling partners in common; or
- ii. they receive or have received any director indirect subsidy from any of them; or
- ii. they have the same legal representative for purposes of this bid; or
- v. they have a relationship with each other, directly or through common third parties, that put them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Employer regarding

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This bidding process; or

- a) Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same sub contractor in more than one bid; or
- b) Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid; or
- c) Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Department as Engineer-in-charge for the contract.

1.4.3 All Bidders shall provide in Section-III and IV, Qualification Criteria and Bid Forms, a statement that the Bidder is neither associate nor has been associate directly or indirectly, with the consultant or any other entity that has prepared the design, specifications and other documents for the project being proposed as Project Manager for the Contract. A firm that has been engaged by the Employer to provide consulting services for the preparation or supervision of the work, and any of its affiliates shall not be eligible to bid.

1.4.4 Bidders shall provide such evidence of their continued eligibility satisfactory to the Employer, should the Employer request.

1.4.5 In case a prequalification process has been conducted prior to the bidding process, this bidding will be open only to the prequalified Bidders.

1.4.6 Each bidder shall submit only one Bid. A bidder who submits or participates in more than one Bid (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the Bidder's participation to be disqualified.

1.5 Eligible Goods and Related Services

1.5.1 For purposes of this Clause, the term "goods" includes commodities, raw material, machinery, equipment, and industrial plants; and "related services" includes services such as insurance, installation, training, and initial maintenance.

1.5.2 The term "origin" means the country where the goods have been mined, grown, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article or service that differs substantially in its basic characteristics from its imported components.

1.5.3 The nationality of the firm that produces, assembles, distributes, or sells the goods shall not determine their origin.

1.5.4 If so required in the BDS, a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Purchaser's country.

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2.1 Sections of the Bidding Document

2.1.1 The Bidding Document consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB Clause 2.3 [Amendment of Bidding Document].

Part I: Bidding Procedures

Section I. Instructions to Bidders (ITB)

Section II. Bid Data Sheet (BDS)

Section III. Evaluation and Qualification Criteria

Section IV. Bidding Forms

Part II: Supply Requirement

Section V. Schedule of Supply

Part III: Contract

Section VI A. General Conditions to Contract

Section VI B. Contract Forms agreement

2.1.2 The Invitation for Bids issued by the Purchaser is not part of the Bidding Document.

2.1.3 The Purchaser is not responsible for the completeness of the Bidding Document and its agenda, if they were not obtained directly from the Purchaser.

2.1.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document, may result in the rejection of the Bid.

2.2 Clarification of Bidding Document and Pre-Bid Meeting

2.2.1 A prospective Bidder requiring any clarification of the Bidding Document shall contact the Purchaser in writing at the Purchaser's Address indicated in the BDS. The Purchaser will respond in writing to any request for clarification, provide that such request is received no later than ten (10) days prior to the deadline for submission of Bids as specified in ITB Sub-Clause 4.2.1 [Deadline for Submission of Bids]. The Purchaser shall forward copies of its response to all Bidders who have acquired the Bidding Document directly from it, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Document as a result of a clarification, it shall do so following the procedure under ITB Clause 2.3 [Amendment of Bidding Document] and Clause 4.2 [Deadline for Submission of Bids].

2.2.2 The Bidder's designated representative is invited to attend a pre-bid meeting, if provided for in the BDS. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

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**2.3 Amendment of
Bidding Document**

- 2.2.3 Minutes of the pre-bid meeting or clarification, including the text of the questions raised, without identifying the source, and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Bidders who have acquired the Bidding Document. Any modification to the Bidding Document that may become necessary as a result of the pre-bid meeting shall be made by the Employer exclusively through the issue of an addendum and not through the minutes of the pre-bid meeting.
- 2.2.4 Non-attendance at the pre-bid meeting will not be a cause for disqualification of a Bidder.
- 2.3.1 At any time prior to the deadline for submission of the Bids, the Purchaser may amend the Bidding Document by issuing addenda.
- 2.3.2 Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document directly from the Purchaser.
- 2.3.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Purchaser may, at its discretion, extend the deadline for the submission of the Bids, pursuant to ITB Sub-Clause 4.2 [Deadline for Submission of Bids].

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3. Preparation of Bids

- 3.1 Cost of Bidding 3.1.1** The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conductor outcome of the bidding process.
- 3.2 Language of Bid 3.2.1** The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the BDS. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the languages specified in the BDS, in which case, for purposes of interpretation of the Bid, such translation shall govern.
- 3.3 Documents Comprising the Bid 3.3.1** The Bid shall comprise the following:
- (a) Bid Submission Sheet and the applicable Price Schedules, in accordance with ITB Clauses 3.4 [Bid Submission Sheets and Price Schedules], 3.5 [Alternative Bids], and 3.6 [Bid Prices and Discounts];
 - (b) Bid Security, in accordance with ITB 3.13 [Bid Security], if required;
 - (c) Alternative bids, if permissible, in accordance with ITB 3.5 [Alternative Bids];
 - (d) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB 3.14 [Format and Signing of Bid];
 - (e) Documentary evidence in accordance with ITB 3.8 [Documents Establishing the Eligibility of the Bidder] establishing the Bidder's eligibility to bid;
 - (f) Documentary evidence in accordance with ITB 3.9, that the Goods and Related Services to be supplied by the Bidder are of eligible origin;
 - (g) Documentary evidence in accordance with ITB Clauses 3.10 [Documents Establishing the Conformity of the Goods and Related Services to the Bidding Document] and 3.13 [Bid Security], that the Goods and Related Services conform to the Bidding Document;
 - (h) Documentary evidence in accordance with ITB 3.11 [Documents Establishing the Qualifications of the Bidder] establishing the Bidder's qualifications to perform the contract if its Bid is accepted; and
 - (i) any other document required in the BDS.
- 3.4 Bid Submission Sheets and Price Schedules 3.4.1** The Bidder shall submit the Bid Submission Sheet using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

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3.5 Alternative Bids
3.6 Bid Prices and Discounts

- 3.4.2 The Bidder shall submit the Price Schedules for Goods and Related Services, according to their origin as appropriate, using the forms furnished in Section IV, Bidding Forms.
- 3.5.1 Unless otherwise specified in the BDS, alternative bids shall not be considered.
- 3.6.1 The prices and discounts quoted by the Bidder in the Bid Submission Sheet and in the Price Schedules shall conform to the requirements specified below.
- 3.6.2 All items in the Schedule of Supply must be listed and priced separately in the Financial Schedules. If a Financial Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Items not listed in the Financial Schedule shall be assumed not to be included in the Bid, and provided that the Bid is substantially responsive, the corresponding adjustment shall be applied in accordance with IIB Sub-Clause 5.4.3 [Nonconformities, Errors, and Omissions].
- 3.6.3 The price to be quoted in the Bid Submission Sheet shall be the total price of the Bid excluding any discounts offered.
- 3.6.4 The Bidder shall quote any unconditional discounts and the methodology for their application in the Bid Submission Sheet
- 3.6.5 The terms EXW, CIF, CIP, and other similar terms shall be Governed by the rules prescribed in the current edition of Incoterms, published by The International Chamber of Commerce, at the date of the Invitation for Bids or as specified in the BDS.
- 3.6.6 Price proposed in the Price Schedule Forms for Goods and Related Services, shall be disaggregated, when appropriate, as indicated in this sub-Clause. This disaggregation shall be solely for the purpose of facilitating the comparison of Bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered:
- i. For Goods offered from within the Purchaser's country: *the price of the goods quoted EXW (exworks, exfactory, exwarehouse, exshowroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of goods quoted exworks or exfactory, or on the previously imported goods of foreign origin quoted exwarehouse, exshowroom, or off-the-shelf; sales tax and all other taxes applicable in the Purchaser's country and payable on the Goods if the Contract is awarded to the Bidder; and the total price for the item.*
 - ii. For Goods offered from outside the Purchaser's country: *the price of the goods quoted CIF (named port of destination), or CIP (border point), or CIP (named place of destination), in the Purchaser's country, as specified in the BDS; the price of the goods quoted FOB port of shipment (or FCA, as the case may be), if specified in the BDS.*

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the total price for the item.

iii. For Related Services:

the local currency cost component of each item comprising the Related Services;and

the foreign currency cost component of each item comprising the Related Services,

Inclusive of all custom duties,sales and other similar taxes applicable in the Purchaser's country, payable on the Related Services,if the Contract isawarded to the Bidder

3.6.7 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account,unless otherwise specified in the BDS.A Bid submitted with an adjustable price quotation shall be treated as nonresponsive and shall be rejected,pursuant to ITB Clause5.3[Responsiveness of Bids].However,if in accordance with the BDS,prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract,a Bid submitted with a fixed price quotation shall not be rejected,but the price adjustment shall be treated as zero.

3.6.8 If Bids are being invited for individual contracts(lots) or for any combinationof contracts(packages).Unless otherwise indicated in the BDS,prices quoted shall correspond to100% of the items specified for each lot and to100%of the quantities specified for each item of a lot.Bidders wishing to offer any price reduction for the award of more than one Contract shall specify the applicable price reductions in accordance with ITB3.6.4,provided the bids for all lots are submitted and opened at the same time.

3.7 Currencies of Bid **3.7.1** The unitrates and the prices shall be quoted by the bidder entirely in Indian Rupees.All payments shall be made in Indian Rupees.

3.8 Documents Establishing the Eligibility of the Bidder **3.8.1** To establish the ireligibility in accordance with ITB Clause3.6[Bid Pricesand Discounts],Bidders shall:
1. Complete the eligibility declarations in the Bid Submission Sheet, included in Section IV, Bidding Forms;and
2. If the Bidder is an existing or intended JV in accordance with ITBSub-Clause3.6.1[BidPrices and Discounts],submita copy of theJV Agreement,or a letter of intent to enter into such an Agreement.There spective document shall be signed by all legally authorized signatories of all the parties to the existing or intended JV, as appropriate.

3.9 Documents Establishing the Eligibility of the Goods and Related Services **3.9.1** To establish the eligibility of the Goods and Related Services,in accordance with ITB Clause1.5[EligibleGoods and Related Services],Bidders shall complete the country of origin declarations in the Price Schedule Forms,included in SectionIV, Bidding Forms.

3.10 Documents Establishing **3.10.1** To establish the conformity of the Goods and Related Servicesto the Bidding Document,the Biddershall furnish aspart of its

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The Conformity of the Goods and Related Services to the Bidding Document	3.10.2	Technical Proposal and, if required, as part of its Revised Technical Proposal, the documentary evidence specified in Section V, Schedule of Supply and any amendment thereof issued in accordance with ITB Clause 2.3 [Amendment of Bidding Document]. The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to those requirements, and if applicable, a statement of deviations and exceptions to the provisions of Section V - Schedule of Supply.	
	3.10.3	Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Supply, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Supply.	
	3.11	Documents Establishing the Qualifications of the Bidder	3.11.1
3.12	Period of Validity of Bids	3.12.1	Bids shall remain valid for the period specified in the BDS after the bid submission deadline date as prescribed by the Purchaser. A Bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.
		3.12.2	In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request Bidders to extend the period of validity of their Bids. Their request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 3.13 [Bid Security], it shall also be extended for a corresponding period. A Bidder may refuse their request without forfeiting its Bid Security.
		3.12.3	In case of fixed price contracts, if the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial bid validity, the Contract price shall be adjusted as specified in their request for extension. Bid evaluation shall be based on the Bid Price without taking into consideration the above correction.
3.13	Bid Security	3.13.1	Unless otherwise specified in the BDS, the Bidder shall furnish as part of its Bid, a Bid Security or if applicable a Bid Securing Declaration in the format specified [Form 4.11, Section IV] in original form and in the amount and currency specified in the BDS.
		3.13.2	If a Bid-Securing Declaration is specified pursuant to ITB 3.13.1 the Bidder shall use the form included in Section IV, Bidding Forms.

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- 3.13.3** The Bid Security shall be, at the Bidder's option, in any of the following forms:
- i. a bank guarantee;
 - ii. an irrevocable letter of credit; or
 - iii. a cashier's or certified check.
 - iv. all from a reputable bank from an eligible country. In case of a bank guarantee, the Bid Security shall be submitted using the Bid Security Form included in Section IV, Bidding Forms, or another form acceptable to the Purchaser. The form must include the complete name of the Bidder. The Bid Security shall be valid for twenty-eight days (28) beyond the end of the validity period of the bid. This shall also apply if the period for bid validity is extended.
- 3.13.4** If a bid Security is required in accordance with ITB Sub-Clause 3.13.1 [Bid Security], any Bid not accompanied by a substantially responsive Bid Security in accordance with ITB Sub-Clause 3.13.2 [Bid Security], shall be rejected by the Purchaser as non responsive.
- 3.13.5** The Bid Security of an unsuccessful Bidder shall be returned as promptly as possible upon the successful Bidder furnishing the Performance Security pursuant to ITB Clause 6.5 [Performance Security].
- 3.13.6** The Bid Security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required Performance Security.
- 3.13.7** The Bid Security may be forfeited:
- i. if a Bidder withdraws its Bid during the period of bid validity as specified in ITB Clause 3.12.1 [Period of Validity of Bids], except as provided in ITB Sub-Clauses 3.12.2 [Period of Validity of Bids] and 4.5.7 [Bid Opening]; or
 - ii. if the successful Bidder fails to:
 - a) *sign the Contract in accordance with ITB Clause 6.4 [Signing of Contract];*
 - b) *furnish a Performance Security in accordance with ITB Clause 6.5 [Performance Security]; or*
 - c) *accept the correction of its Bid Price pursuant to ITB Sub-Clause 5.4.1 [Nonconformities, Errors, and Omissions].*
- 3.13.8** The Bid Security of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security shall be in the names of all future partners as named in the letter of intent mentioned in ITB Sub-Clause 3.8.1 [Documents Establishing the Eligibility of the Bidder].
- 3.14.1** The Bidder shall prepare one original of the documents comprising the Bid as described in ITB 3.3 [Documents Comprising the Bid] and clearly mark it "ORIGINAL." In addition, the Bidder shall submit copies of the Bid, in the number specified in the BDS and clearly mark them "COPY." In the event of any discrepancy between the

3.1 Format and Signing of Bid

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original and the copies, the original shall prevail.

- 3.14.2** The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid.
- 3.14.3** Any amendments such as interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

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4. Submission and Opening of Bids		
4.1 Sealing and Marking of Bids	4.1.1	Bidders may always submit their bids by mail or by hand. When so specified in the BDS.
	4.1.2	The inner and outer envelopes shall: <ul style="list-style-type: none"> i. bear the name and address of the Bidder; ii. be addressed to the Purchaser in accordance with ITB Sub-Clauses 4.2.1 [Deadline for Submission of Bids]; and iii. bear the specific identification of this bidding process indicated in the BDS. iv. bear a warning not to open before the time and date for bid opening.
	4.1.3	Bidders submitting bids by mail or by hand shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB 3.5.1 [Alternative Bids], in separate sealed envelopes, duly marking the envelopes as "ORIGINAL", "ALTERNATIVE" and "COPY." These envelopes containing the original and the copies shall then be closed in one single envelope. The rest of the procedure shall be in accordance with ITB 4.1.2 [Sealing and Marking of Bids] and 4.1.4 [Sealing and Marking of Bids]
	4.1.4	If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for them in case of placement or premature opening of the envelopes.
	4.1.5	Alternative Bids, if permissible in accordance with ITB Clause 3.5.1 [Alternative Bids], shall be prepared, sealed, marked, and delivered with the inner envelopes marked in addition "ALTERNATIVE NO. ...", as appropriate.
4.2 Deadline for Submission of Bids	4.2.1	Bids must be received by the Purchaser at the address and no later than the date and time indicated in the BDS.
	4.2.2	The Purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document in accordance with ITB 2.3.3 [Amendment of Bidding Document], in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
4.3 Late Bids	4.3.1	The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids, in accordance with this Clause. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.
4.4 Withdrawal of Bids	4.4.1	A Bidder may withdraw its Bid Proposal after it has been submitted by sending a written Withdrawal Notice, duly signed by an authorized representative, and shall include a copy of the

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authorization in accordance with ITB Sub-Clause 3.14.3 [Format and Signing of Bid]. The Withdrawal Notice must be:

- i. submitted in accordance with ITB Clauses 3.14 [Format and Signing of Bid] and 4.1 [Sealing and Marking of Bids], except That Withdrawal Notices do not require copies and, in addition, There respective inner and outer envelopes shall be clearly marked "WITHDRAWAL"; and
- ii. received by the Purchaser prior to their respective deadlines Prescribed by the Purchaser for submission of Technical Proposals and Financial Proposals, and Modified Bid Proposals.

4.4.2 Bid Proposals that are withdrawn in accordance with ITB Sub-Clause 3.4.1 [Withdrawal of Bid] shall be returned unopened to the Bidders.

4.4.3 No Bid shall be withdrawn in the interval between the deadline for Submission of the Bid Proposals and the expiration of the period of bid validity specified in ITB Clause 3.12.1 [Period of Validity of Bids] or any extension thereof except as provided for in ITB Sub-Clause 3.12.2 [Period of Validity of Bids]

4.5 Bid Opening

4.5.1 The Purchaser shall conduct the opening of Bid Proposals in the Presence of Bidders' representatives who choose to attend, and at The address, date and times specified in the BDS.

4.5.2 First, envelopes marked "WITHDRAWAL" shall be opened, read out, and recorded, and the envelope containing the corresponding Bid shall not be opened, but returned to the Bidder. If the Withdrawal notice is not accompanied by a copy of the valid authorization pursuant to ITB 3.14 [Format and Signing of Bid], the Withdrawal shall not be permitted and the corresponding Bid will be opened. Next, envelopes marked "SUBSTITUTION" shall be opened, read out, recorded, and exchanged for the corresponding Bid being substituted, and the substituted Bid shall not be opened, But returned to the Bidder. No Bid shall be substituted unless the corresponding Substitution Notice contains a valid authorization to Request the substitution and is read out and recorded at bid opening. Envelopes marked "MODIFICATION" shall be opened, read out, and recorded with the corresponding Bid. No Bid shall be Modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and Recorded at bid opening. Only envelopes that are opened, read out, and recorded at bid opening shall be considered further

4.5.3 All other envelopes shall be opened one at a time, and the following read out and recorded: the name of the Bidder and whether there is a modification; the Bid Prices (per lot if applicable), any discounts and alternative offers; the presence of a Bid Security, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out and recorded at bid

opening shall be considered for evaluation.No Bid shall be rejected at bid opening except for late bids,in accordance with ITB44:3[Late Bids].

- 4.5.4 The Purchaser shall prepare a record of the opening of the bid opening that shall include,as a minimum:the name of the Bidder and whether there is a withdrawal or alternative offer.The Bidders' representatives who are present shall be requested to sign the record. The omission of a Bidder's signature on there cord shall not invalid at ethe contents and effect of there cord. A copy of the record shall be distributed to all Bidders.
- 4.5.5 The Purchaser will notify Bidders in writing who have been rejected on the grounds of being substantially non-responsive to the requirements of the Bidding Document.

5. Evaluation and Comparison of Bids

- 5.1 Confidentiality
- 5.1.1 Information relating to the examination, evaluation,comparison, and post-qualification of Bids,and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
- 5.1.2 Any attempt by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the Bidsor Contract award decisions may result in the rejection of its Bid.
- 5.1.3 Notwithstanding ITB Sub-Clause5.1.2 [Confidentiality],from the time of opening the Bid to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process,it should do so in writing.

5.2 Clarification of Bids

- 5.2.1 To assist in the examination, evaluation, comparison and post-qualification of the Bids,the Purchase rmay,at its discretion,ask any Bidder for a clarification of its Bid.Any clarification submitted by a Bidder that is not in response to a request by the Purchaser shall not be considered.The Purchaser'srequest for clarification and theresponse shall bein writing.No change in the prices or Substance of the Bid shall be sought,offered,or permitted,after the opening of the bid, except to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the Bids,in accordance with ITB Clause5.4[Nonconformities,Errors, and Omissions].

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5.3 Responsiveness of Bids

5.3.1 The Purchaser's determination of there sponsiveness of a Bid is to be based on the contents of the Bid it self,as defined in ITB3.3 [Documents Comprising the Bid].

5.3.2 A substantially responsive Bid is one that conforms without material deviation,reservation,or omission to all the terms, conditions, and specifications of the Bidding Document.A material deviation, reservation,or omission is one that:

i. affects in any substantial way the scope,quality,or performance of the Goods and Related Services specified in the Contract;or

ii. Limits in any substantial way,in consistent with the Bidding Document,the Purchaser's right or the bidder's obligations under the contract. or

iii. if rectified after opening of the bid would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

5.3.3 If a bid is not substantially responsive to the bidding document, it shall be rejected by the purchaser and may not subsquently be made responsive by the bidder by correction of the material deviation, reservation, or omission.

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**5.4 Non
conformities
, Errors, and
Omissions**

- 5.4.1 Provided that a Bid is substantially responsive, the purchaser may waive any non-conformity or omission in the Bid that does not constitute a material deviation.
- 5.4.2 Provided that a Bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the Financial Proposal and/or Supplementary Financial Proposal of the Bid. Failure of the Bidder to comply with this request may result in the rejection of its Bid.
- 5.4.3 Provided that a Bid is substantially responsive, the Purchaser will rectify non-material nonconformities or omissions. To this effect, the Bid Price shall be adjusted during evaluation of Financial Proposals and Supplementary Financial Proposals, for comparison purposes only, to reflect the price of the missing or non-conforming item or component. The adjustment shall be made using the method indicated in Section-III, Evaluation and Qualification Criteria.
- 5.4.4 Provided that the Bid is substantially responsive, the Purchaser will correct arithmetical errors during evaluation of Financial Proposals and Supplementary Financial Proposals on the following basis:
- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
 - ii. if there is a reisan error in a total corresponding to the addition or subtraction of subtotals, the subtotals 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, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 5.4.5 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security may be forfeited.
- 5.4.6 During the evaluation of bids, the following definitions apply:
- a. "Deviation" is a departure from the requirements specified in the Bidding Document;
 - b. "Reservation" is the setting of limiting conditions or with holding from complete acceptance of the requirements specified in the Bidding Document; and
 - c. "Omission" is the failure to submit part or all of the

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Information or documentation required in the Bidding documents.

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| 5.5 Preliminary Examination of Bids | 5.5.1 | The Purchaser shall examine the Bid Proposals to confirm that all documents and technical documentation requested in Sub-Clause 3.3 [Documents Comprising the Bid] have been provided, and to determine the completeness of each document submitted. |
| | 5.5.2 | The Purchaser shall confirm, following the opening of the Bid Proposals, that the following documents and information have been provided. If any of these documents or information is missing, the offer shall be rejected.
Financial Proposals and Modified Bid Proposals Submission Sheets, including: <ul style="list-style-type: none">i. Revised Proposalii. Price Schedules and Supplementary Financial Schedules, in accordance with ITB Clauses 3.4 [Bid Submission Sheets and Price Schedules], 3.5 [Alternative Bids], and 3.6 [Bid Prices and Discounts];iii. written confirmation of authorization to commit the Bidder; andiv. Manufacturer's Authorization, if applicable. |
| 5.6 Examination of Terms and Conditions; Technical Evaluation | 5.6.1 | The Purchaser shall examine the Bids to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation. |
| | 5.6.2 | The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clauses 3.3 [Documents Comprising the Bid] and 3.10 [Documents Establishing the Conformity of the Goods and Related Services to the Bidding Document], to confirm that all requirements specified in Section V, Schedule of Supply of the Bidding Document and all amendments or changes requested by the Purchaser in accordance with ITB Clause 2.3 [Amendment of Bidding Document], have been met without any material deviation or reservation. |
| | 5.6.3 | If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Revised Technical Proposal is not substantially responsive in accordance with ITB Clause 5.3 [Responsiveness of Bids], it shall reject the Bid. |
| 5.7 Margin of Preference | 5.7.1 | Unless otherwise specified in the BDS, a margin of preference shall not apply. |

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5.8 Evaluation of Bids

5.8.1 The Purchaser shall evaluate each Bid that has been determined, up to this stage of the evaluation, to be substantially responsive

5.8.2 To evaluate a Bid, the Purchaser shall only use all the criteria and Methodologies defined in this Clause and in Section III, Evaluation and Qualification Criteria. No other criteria or methodology shall be permitted.

5.8.3 To evaluate a Bid, the Purchaser shall consider the following:

- i. the bid Price quoted in the Financial Proposal;
- ii. price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 5.4.4 [Nonconformities, Errors, and Omissions];
- iii. price adjustment due to discounts offered in accordance with ITB Sub-Clause 3.6.4 [Bid Prices and Discounts]; and
- iv. application of all the evaluation factors indicated in Section III, Evaluation and Qualification Criteria.

5.8.4. In the calculation of the evaluated cost of the Bids, the Purchaser shall exclude and not take into account:

- i. in the case of Goods and Related Services offered from within the Purchaser's country, all sales tax and all other taxes, applicable in the Purchaser's country and payable on the Goods if the Contract is awarded to the Bidder;
- ii. in the case of Goods and Related Services offered from outside the Purchaser's country, all customs duties, sales tax, and other taxes, applicable in the Purchaser's country and payable on the Goods if the Contract is awarded to the Bidder; and
- iii. any allowance for price adjustment during the period of performance of the Contract, if provided in the Bid.

5.9 Comparison of Bids

5.9.1 The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB Clause 5.8 [Evaluation of Bids].

5.10 Post Qualification of the Bidder

5.10.1 The Purchaser shall determine to its satisfaction during the evaluation of the Bid whether Bidder are qualified to perform the Contract satisfactorily.

5.10.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 3.11 [Documents Establishing the Qualifications of the Bidder], and in accordance with the qualification criteria indicated in Section III, Evaluation and Qualification Criteria. Factors not included in Section III, Evaluation and Qualification Criteria shall not be used in the evaluation of the Bidder's qualification.

5.10.3 An affirmative determination shall be a pre requisite for a award for contract to the Bidder. A negative determination shall result into the disqualification of the Bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform

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5.11 **Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids**

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satisfactorily.

The Purchaser reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to Contract award, without there by incurring any liability to the Bidders.

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6. Award of Contract

- 6.1 Award Criteria
- 6.1.1 The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Bid and is substantially responsive to the Bidding Document, provided further that the Bidder has remained qualified to perform the Contract satisfactorily.
- 6.1.2 A Bid shall be rejected if the qualification criteria as specified in Section III, Evaluation and Qualification Criteria are no longer met by the Bidder whose offer has been determined to be the lowest evaluated Bid. In this event the Purchaser shall proceed to the next lowest evaluated bid to make a similar re-assessment of that Bidder's capabilities to perform satisfactorily.
- 6.2 Purchaser's Right to Vary Quantities at Time of Award
- 6.2.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services specified in Section V, Schedule of Supply provided this does not exceed the percentages indicated in the BDS, and without any Change in the unit prices or other terms and conditions of the Bid and the Bidding Document.
- 6.3 Notification of Award
- 6.3.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. At the same time, the Purchaser shall also notify all other Bidders of the results of the bidding.
- 6.3.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 6.3.3 The Purchaser will publish on his website the results identifying the bid and lot numbers and the following information: (i) name of each Bidder who submitted a Bid; (ii) bid prices as read out at bid opening; (iii) name and evaluated prices of each Bid that was evaluated; (iv) name of bidders whose bids were rejected and the reasons for their rejection; and (v) name of the winning Bidder, and the price it offered, as well as the duration and summary scope of the Contract awarded. After publication of the award, unsuccessful bidders may request in writing to the Purchaser for a debriefing seeking explanations on the grounds on which their bids were not selected. The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, after Publication of contract award, requests a debriefing.
- 6.4 Signing of Contract
- 6.4.1 Promptly after notification, the Purchaser shall send to the successful Bidder the Agreement and the Particular Conditions of Contract.
- 6.4.2 Within thirty (30) days of Notification of Award, the successful Bidder shall sign, date, and return it to the Purchaser.
- 6.5 Performance Security
- 6.5.1 Within thirty (30) days of notification of award from the Purchaser, the successful Bidder shall furnish the Performance Security in accordance with the BDS, using for that purpose the Performance Security Form included in Section V, Contract Forms, or another

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form acceptable to the Purchaser.

- 6.5.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

Section II: Bid Data Sheet

A. Introduction

- ITB 1.1.1 The number of the Invitation to Bid is : **NULM-PMC/005/SM&ID-Printing/2015-16**
- ITB 1.1.1 The Purchaser is: State Mission Director, State Urban Livelihood Mission (SULM)
- ITB 1.2.1 The expenditure on this project will be met by DAY-NULM
- ITB 1.2.1 The name of the Contract is: The printing of books of account for SHGs and Area Level Organizations.
- ITB 1.4.1 Joint Venture will not be allowed.
- ITB 1.5.4 The Bidder is required to include with its Bid, documentation from the Manufacturer of the Goods, that it has been duly authorized to supply the Goods indicated in its Bids.

B. Bidding Document

- ITB 2.2.1 For clarification purposes only, the Purchaser's address is:
- Attention : State Mission Director
- State Urban Livelihood Mission (SULM)
- C/o Urban Development & Housing Department, Govt. of Bihar
- #101, 1st Floor, Vikas Bhawan, Patna – 800 001
- Phone: (0612) 2547876
- Email: pmc.nulmbihar@visioneis.org
- Website: <http://www.urban.bih.nic.in/>, <http://www.sulmbihar.in>
- ITB 2.2.2 No Pre Bid meeting will be held. Clarification may be sought by mail before 10 days of Submission of Bid.
- ITB 3.2.1 The language of the Bid is : English
- ITB 3.3 (i) The Bidder shall submit with its Bid the following additional documents:
- As per GCC ITB 3.3 (i)
- ITB 3.5.1 Alternative Bids : not permitted
- ITB 3.7.1 The currency of the Bid shall be : INR (Rs)

- ITB 3.12.1 The bid validity period shall be 60 days.
- ITB 3.12.1 Bid Security is required, the amount and currency of the Bid Security shall be Rs 50000.00.
- ITB 6.5.1 The Supplier shall provide a Performance Security of Rs 50000.00, valid till two month from the end of contract.

C.Submission and Opening of Bids

- ITB 3.14.1 In addition to the original of the Bid, the number of copies is: One
- ITB 4.1.1 **No electronically Bid submission allowed.**
- ITB3.14.2 The written confirmation of Authorization to sign on behalf of the Bidder shall consist of : Authorization letter
- ITB 4.1.1 For **bid submission purposes** only, the Purchaser's address is:
State Mission Director
State Urban Livelihood Mission (SULM)
C/o Urban Development & Housing Department, Govt. of Bihar
#101, 1st Floor, Vikas Bhawan, Patna – 800 001
Phone: (0612) 2547876
Email: pmc.nulmbihar@vioneis.org
Website: <http://www.urban.bih.nic.in/>, <http://www.sulmbihar.in/>
- ITB 4.2.1 **The deadline for bid submission is:**
Date : 14/09 / ----- 2016
Time : 11:00 Hours
- ITB4.5.1 The bid opening shall take place at:
C/0 Urban Development & Housing Department,
Room No. 159, Vikas Bhawan, New Secretariat, Patna – 800 001, Bihar, INDIA
(Tel: 0612- 2547876 Email: pmc.nulmbihar@vioneis.org)
Date : 14/09 / ----- 2016 , Time: 11:30 hours

D.Evaluation, and Comparison of Bids

- ITB3.7.1 The currency shall be INR
- ITB5.7.1 A margin of preference *will not* apply.
- ITB6.2.1 The percentage by which quantities may be increased or decreased is: 20%

Section III: Evaluation and Qualification Criteria

Eligibility Criteria for Schedules I

Criteria		
	Requirement	Submission Requirement
Scope	1) Developing and printing of SHGs books of accounts and Pass book. 2) Developing and printing of Meeting Register, General ledger, cash Book, Membership register of Area Level Organizations	
Experience of working	Firm should have been working in the relevant field for more than 3 years (Developing and Printing of SHGs books of accounts)	With the proof of incorporation/commencement of business and work orders of last three years.
Margin of Preference	No Margin of Preference	NA
Financial Criteria	Average Turnover of 20 lakhs in last three years.	Audited Profit and Loss a/c of last three years
Supply Capacity	The Bidding Firm should have successfully supplied similar materials in at least 3 similar assignments in the last three years of purchase order above 5 Lakhs	Purchase order / supply completion certificate.
Other requirements	PAN under Income Tax and TIN/VAT Number under Sales Tax	Bidder shall have and furnish PAN number TIN/VAT number.
	Three years return of Income Tax and sales tax.	Copy of return.
Litigation History	Black Listing by Govt. department.	A self-certification letter of not being black listed.

Section IV – Bid Forms

1. Technical Proposal Submission Sheet

Date: Unique Bid No.: Alternative No.,if applicable:

To: _____

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No.: _____
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedules specified in Section V, Schedule of Supply, the following Goods and Related Services:
- (c) Our Bid shall be valid for a period of _____ days from the date fixed as deadline for the submission of the bid in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of _____ Percent of the Contract Price for the due performance of the Contract;
- (e) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Document, if applicable, as given in the BDS;
- (f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible as per the specifications of the ITB;
- (g) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (i) We agree to permit the Employer or its representative to inspect our accounts and records and other documents relating to the bid submission and to have the same audited by auditors appointed by the Employer.

Name : _____

In the capacity of : _____

Signed : _____

Duly authorized to sign the Bid for and on behalf of : _____

Date : _____

2. Financial Proposal Submission Sheet

Date:

Unique Bid No.:

Alternative No., if applicable:

To: _____

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No.: _____
- (b) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule specified in Section V, Schedule of Supply, the following Goods and Related Services:
- (c) The total Price for our original bid, excluding any discounts offered in item (d) below is: _____
- (d) The discounts offered and the methodologies for their applications are: _____
- (e) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract:

Name of Recipient	Address	Reason	Amount
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(If none has been paid or is to be paid, indicate "none.")

- (f) We agree to permit the Department or its representative to inspect our accounts and records and other documents relating to the bid submission and to have the same audited by auditors appointed by the Employer.

Name : _____

In the capacity of : _____

Signed : _____

Duly authorized to sign the Bid for and on behalf of : _____

Date : _____

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Price Schedule of the printing of books of account for SHGs and Area Level Organizations formed under NULM

3. Price Schedule For the printing of books of account To Be Offered.

Name of Bidder _____ ITB Number _____ Page _____ of _____

1	2	3	4	5	6	7	8	9
Item Description	Origin	Domestic Value Added in Percent	Quantity and Unit of Measurement	Unit Price EXW	Total EXW per item 5 x 6	Sales and Taxes Per Item	Other Taxes	Total Price per Item including Taxes (7+8)
Total Amount								

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid for and on behalf of _____

Signature

4. Bid Security

Bid Security

Date: _____ Invitation for Unique Bid No.: _____

To: _____

Whereas _____

(herein after "the Bidder") has submitted its Bid dated _____ for ITB No. _____ for the supply of _____ Herein after called "the Bid."

KNOW ALL PEOPLE by these presents that WE _____ of _____ having our registered office at _____ (herein after "the Guarantor"), are bound unto _____ (herein after "the Purchaser") in the sum of _____ for which payment well and truly to be made to the afore mentioned Purchaser, the Guarantor binds itself, its successors, or assignees by the se presents. Sealed with the Common Seal of this Guarantor this _____ day of _____, _____.

THE CONDITIONS of this obligation are the following:

1. If the Bidder with draws its Bid during the period of bid validity specified by the Bidder in the Bid Submission Sheet, except as provided in ITB Sub-Clause 3.12.2; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser, during the period of bid validity, fails or refuses to:
 - (a) execute the Contract; or
 - (b) furnish the Performance Security, in accordance with the ITB Clause 6.5; or
 - (c) accept the correction of its Bid by the Purchaser, pursuant to ITB Clause 5.4.

We under take to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser states that the amount claimed by it is due to it, owing to the occurrence of one or more of the above conditions, specifying the occurred conditions.

Handwritten signature/initials

This security shall remain in force up to and including thirty(30)days after the period of bid validity, and any demand in respect there of should be received by the Guarantorno later than the above date.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the Bid Security for and on behalf of _____

Date _____

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5. Manufacturer's Authorization (in case the bidder is not a manufacture

Manufacturer's Authorization

Date:

Unique Bid No.:

AlternativeNo.,if applicable:

To: _____

WHEREAS _____ who are official manufacturers of _____ having factories at _____ do Here by authorize _____ to submit a Bid in relation to the Invitation for Bids indicated above, the purpose of which is to provide the following Goods, manufactured by us _____ and to subsequently negotiate and sign the Contract.

We here by extend our full guarantee and warranty in accordance with Clause 4.6 of the General Conditions of Contract, with respect to the Goods offered by the above firm in reply to this Invitation for Bids.

Name _____

In the capacity of: _____

Signed _____

Duly authorized to sign the Authorization for and on behalf of : _____

Date _____

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6. Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Unique Bid No.: *[insert number of bidding process]*

Alternative No., if applicable: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Employer]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Security declaration

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Employer for the period of time of *[insert number of months or years]* starting on *[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (herein after "the ITB"); or
- (c) having been notified of the acceptance of our Bid by the *Employer* during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt to you notification to us of the name of the successful Bidder; or (ii) thirty days after the expiration of our Bid.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid-Securing Declaration]*

Name: *[insert complete name of person signing the Bid-Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of , *[insert date of signing]* _____

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]



Section-V: Schedule of Supply

List of Books of Account (SHGs) : Schedule-I

Schedule	Serial No.	Items	Specification
Schedule- I	1	Printing & Supply of Meeting Register	<ul style="list-style-type: none"> • Size:8" x 13 " • Pages : 200 (Including introductory pages) • Paper : 70 GSM Maplitho paper • Printing : Single colour • Binding: side cloth binding register type • Cover & Back: Rixin paper pasting on 24 oz board with single colour printing
	2	Printing & Supply of Attendance -cum- Saving Register	<ul style="list-style-type: none"> • Size:9" x 14 " • Pages : 200 (Including introductory pages) • Paper : 70 GSM Maplitho paper • Printing : Single colour • Binding: side cloth binding register type • Cover & Back: Rixin paper pasting on 24 oz board with single colour printing
	3	Printing & Supply of Member & Group ledger	<ul style="list-style-type: none"> • Size:9" x 14 " • Pages : 200 (Including introductory pages) • Paper : 70 GSM Maplitho paper • Printing : Single colour • Binding: side cloth binding register type • Cover & Back: Rixin paper pasting on 24 oz board with single colour printing
	4	Printing & Supply of Cash Register	<ul style="list-style-type: none"> • Size:8" x 13 " • Pages : 200 (Including introductory pages) • Paper : 70 GSM Maplitho paper • Printing : Single colour • Binding: side cloth binding register type • Cover & Back: Rixin paper pasting on 24 oz board with single colour printing
	5	Printing & Supply of Pass Book	<ul style="list-style-type: none"> • Size: 4.25" x 5.25 " • Sheets : 32 • Paper : 70 GSM maplitho paper • Printing : Single colour • Binding: Centre Stitch • Cover & Back: 180 GSM pulp board (Yellow, single colour printing with lamination)

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List of Books of Account (ALOs) : Schedule-II

Shedule	Serial No.	Items	Specification
	1	Printing & Supply of Member & General ledger	<ul style="list-style-type: none"> • Size:9" x 14 " • Pages : 200 (Including introductory pages) • Paper : 70 GSM Maplitho paper • Printing : Single colour • Binding: side cloth binding register type • Cover & Back: Rexin paper pasting on 24 oz board with single colour printing
	2	Printing & Supply of Cash Book	<ul style="list-style-type: none"> • Size:8" x 13 " • Pages : 200 (Including introductory pages) • Paper : 70 GSM Maplitho paper • Printing : Single colour • Binding: side cloth binding register type • Cover & Back: Rexin paper pasting on 24 oz board with single colour printing
	3	Printing & Supply of Membership register	<ul style="list-style-type: none"> • Size: 9" x 14 " • Sheets : 32 • Paper : 70 GSM maplitho paper • Printing : Single colour • Binding: Centre Stitch • Cover & Back: 180 GSM pulp board (Yellow, single colour printing with lamination)
	4	Printing & Supply of Loan ledger	<ul style="list-style-type: none"> • Size: 9" x 14 " • Sheets : 32 • Paper : 70 GSM maplitho paper • Printing : Single colour • Binding: Centre Stitch • Cover & Back: 180 GSM pulp board (Yellow, single colour printing with lamination)
	5.	Printing & Supply Receipt & Payment Voucher	<ul style="list-style-type: none"> • Size: 8" x 5.25 " • Sheets : 32 • Paper : 70 GSM maplitho paper • Printing : Single colour • Binding: Centre Stitch

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2. Delivery and Completion Schedule

The delivery period shall start as per the table below.
Schedule -I

Particulars & Items		Number of units with Expected delivery from the date of purchase order			Place of Delivery
		Between 30 to 90 days	Between 90 to 120 Days	Total	
Development and Printing of SHGs Registers & Pass books	Meeting registers	5200	0	5200	It shall be delivered to the various ULBs the list is attached as Annexure B.
	Attendance-cum-Saving Register	5200	0	5200	
	Group ledger	5200	0	5200	
	Cash Book	5200	0	5200	
	Pass books	52000	0	52,000	

Schedule -II

Particulars & Items		Number of units with expected delivery from the date of purchase order			Place of Delivery
		Between 30 to 90 days	Between 90 to 120 days	Total	
Development and Printing of ALO Registers & Ledgers	General ledger	410	0	410	It shall be delivered to the various ULBs the list is attached as Annexure B.
	Cash Book	410	0	410	
	Membership cum-shareholder Register	410	0	410	
	Loan ledger	410	0	410	
	Receipt Voucher	1000	0	1000	No. Of 1000 Books including the no. of 50 vouchers in each book
	Payment Voucher	1000	0	1000	

3. Drawings : These Bidding Documents includes "no Drawings".

4. Inspections and Tests

The inspections and tests procedure shall be performed:

- 1) Inspection of quality in regards to materials
- 2) Inspection of quality in regards to workmanship.
- 3) Inspection may be carried at manufacturing site or after the delivery at Delivery destination.
- 4) The Bidders has not intimate the purchaser for quality verification during manufacturing and before delivery.

The inspection may be carried by the PMC-NULM/ UDHD or any third party inspecting agency.

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Section VI A: General Conditions of Contract

I Introduction

1.1 Definitions

1.1.1 The following words and expressions shall have the meanings hereby assigned to them:

- i. "Contract" means the Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- ii. "Contract Documents" means the documents listed in the Agreement, including any amendments thereto.
- iii. "Contract Price" means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- iv. "Day" means calendar day.
- v. "Delivery" means the transfer of the Goods from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- vi. "Completion" means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- vii. "GCC" means the General Conditions of Contract.
- viii. "Goods" means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- ix. "Purchaser" means the entity purchasing the Goods and Related Services, as specified in the SCC.
- x. "Related Services" means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the Supplier under the Contract.
- xi. "SCC" means the Special Conditions of Contract.
- xii. "Sub contractor" means any natural person, private or government entity, or a combination of the above, including its

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legal successor or permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.

- xiii. "Supplier" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier.
- xiv. "The Site," where applicable, means the place named in the SCC.

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2. Interpretation

2.1 General

2.1.1. The Supplier shall permit the Department to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have the maudited by auditors appointed by the Department,if so required by the Department.

2.1.2. If the context so require sit, singular means plural and vice-versa.

2.1.3. Incoterms

i. The meaning of any trade term and the rights and obligations of parties there under shall be as prescribed by Incoterms.

ii. EXW,CIF,CIP,and other similar terms,shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce at the date of the Invitation for Bids or as specified in the SCC.

2.1.4. Entire Agreement

TheContract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral)of parties with respect thereto made prior to the date of Contract.

2.1.5. Amendment

No amendment or other variation of the Contract shall bevalid unless It is in writing,is dated,expressly refers to the Contract,and is signed by a duly authorized representative of each party thereto.

2.1.6. Non-waiver

i. Subject to GCC Sub-Clause 2.1.7 below, no relaxation, for bearance,delay,or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice,affect,or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.

ii. Any waiver of a party's rights, powers,or remedies under the Contract must be in writing, dated,and signed by a nauthorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

2.1.7. Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable,such prohibition, invalidity or unenforceability shall not affect the validity or enforce ability of any other provisions and conditions of the Contract.

2.2 Contract Documents

2.2.1 Subject to the order of precedence setforth in the Agreement,all documents forming the Contract (and all parts thereof)are intended to be correlative,complementary,and mutually explanatory.

2.3 Corrupt Practices

2.3.1 It isr equired that bidders,suppliers and contractors,observe the highest standard of ethics during the procurement and execution of suchcontracts.In pursuancetothis,Government of Bihar:

i. Defines for the purposes of thisprovision, the terms setforth

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below as follows:

- a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
- b) "fraudulent practice" means any actor omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- c) "Coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- d) "Collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
- e) will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract;
- ii. Will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and
- iii. Will sanction a party or its success or, including declaring ineligible, either indefinitely or for a stated period of time, to participate in GoB-financed activities if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, an GoB-financed contract.

2.4 Language

2.4.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be Written in the language specified in the SCC. Supporting documents and printed literature that are part of the Contract may be in another Language provided they are accompanied by an accurate translation of The relevant passages in the language specified in the SCC, in which case, for purposes of interpretation of the Contract, this translation shall govern.

2.4.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

2.5 Notices

2.5.1 Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term "in writing" means communicated in written form with proof of receipt.

2.6 Governing Law

2.6.1 The Contract shall be governed by and interpreted in accordance with the laws of India and the State of Bihar, unless otherwise specified in

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- the SCC.
- 2.7 Specifications and Standards**
- 2.7.1 Technical Specifications and Drawings
- i. The Supplier shall ensure that the Goods and Related Services comply with the technical specifications and other provisions of the Contract.
 - ii. The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
 - iii. The Goods and Related Services supplied under this Contract shall conform to the standards mentioned in Section V, Schedule of Supply and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the country of origin of the Goods.
- 2.7.2 Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Section V, Schedule of Supply. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with Clause 3.4.
- 2.8 Copyright**
- 2.8.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.
- 2.9 Confidential Information**
- 2.9.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontract or to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 2.9.
- 2.9.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to The Contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.

- 2.9.3 The obligation of a party under GCC Sub-Clauses 2.9.1 and 2.9.2 above, however, shall not apply to information that:
- i. the Purchaser or Supplier need to share with the Employer or other institutions participating in the financing of the Contract;
 - ii. now or here after enters the public domain through no fault of that party;
 - iii. can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
 - iv. otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

2.9.4 The above provisions of GCC Clause 2.9 shall not in anyway modify any undertaking of confidentiality given by either of the parties here to prior to the date of the Contract in respect of the Supply or any part thereof.

2.9.5 The provisions of GCC Clause 2.9 shall survive completion or termination, for whatever reason, of the Contract.

2.10 Packing and Documents

2.10.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.

2.10.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the SCC, and in any other instructions ordered by the Purchaser.

2.11 Insurance

2.11.1 Unless otherwise specified in the SCC, the Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the SCC.

2.12 Transportation

2.12.1 Unless otherwise specified in the SCC, obligations for transportation of the Goods shall be in accordance with the Inco terms specified in Sections V-Schedule of Supply.

2.13 Inspections and Tests

2.13.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in Sections V-Schedule of Supply.

2.13.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the final destination of the Goods, or in another place in India as specified in the SCC. Subject to GCC Sub-Clause 2.13.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and

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assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

2.13.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspection referred to in GCC Sub-Clause 2.13.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all travelling and board and lodging expenses.

2.13.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.

2.13.5 The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications, codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its or her obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.

2.14 Change in Laws and Regulations

2.14.1 Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 4.1.

2.15 Force Majeure

2.15.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

2.15.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to,

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Acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight tembar goes.

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

2.16 Assignment

2.16.1 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

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3. Contract Details

- 3.1. **Joint Venture, Consortium or Association** 3.1.1. Unless otherwise specified in the SCC, if the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.
- 3.2. **Sub contracting** 3.2.1. The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the Bid. Subcontracting shall in no event relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
3.2.2. Subcontracts shall comply with the provisions of GCC Clauses 2.3 and 3.1
- 3.3. **Scope of Supply** 3.3.1. Subject to the SCC, the Goods and Related Services to be supplied shall be as specified in Section V – Schedule of Supply
3.3.2. Unless otherwise stipulated in the Contract, the Scope of Supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Delivery and Completion of the Goods and Related Services as if such items were expressly mentioned in the Contract.
- 3.4. **Change Orders and Contract Amendments** 3.4.1. The Purchaser may at any time order the Supplier through Notice in accordance GCC Clause 2.5, to make changes within the general scope of the Contract in any one or more of the following:
i. drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
ii. the method of shipment or packing;
iii. the place of delivery; and
iv. the Related Services to be provided by the Supplier.
3.4.2. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery and Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.
3.4.3. Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to the parties by the Supplier for similar services.
- 3.5. **Delivery** 3.5.1. Subject to GCC Sub-Clause 3.5, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the

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Delivery and Completion Schedule specified in the Section V, Schedule of Supply. The details of shipping and other documents to be furnished by the Supplier are specified in the SCC.

3.6. Supplier's Responsibilities

3.6.1. The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 3.3 and the Delivery and Completion Schedule, as per GCC Clause 3.5.

3.7. Purchaser's Responsibilities

3.7.1. Whenever the supply of Goods and Related Services requires that the Supplier obtain permits, approvals, and import and other licenses from local public authorities, the Purchaser shall, if so required by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.

3.7.2. The Purchaser shall pay all costs involved in the performance of its responsibilities, in accordance with GCC Sub-Clause 3.7.1

3.8. Extensions of Time

3.8.1. If at any time during performance of the Contract, the Supplier or its Subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 3.5, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

3.8.2. Except in case of Force Majeure, as provided under GCC Clause 2.15, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 4.5, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 3.8.1.

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4. Contract Price and Payments

- 4.1. **Contract Price**
- 4.1.1. The Contract Price shall be as specified in the Agreement subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Contract.
- 4.1.2. Prices charged by the Supplier for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the SCC.
- 4.1.3. Price Adjustment shall be calculated as per Appendix A to the GCC.
- 4.2. **Terms of Payment**
- 4.2.1. The Contract Price shall be paid as specified in the SCC.
- 4.2.2. The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 3.5 and upon fulfillment of all the obligations stipulated in the Contract.
- 4.2.3. Payments shall be made promptly by the Purchaser, no later than sixty (60) days after submission of an invoice or request for payment by the Supplier, and the Purchaser has accepted it.
- 4.2.4. The currency or currencies in which payments shall be made to the Supplier under this Contract shall be specified in the SCC.
- 4.3. **Taxes and Duties**
- 4.3.1. For goods supplied from outside India, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside India.
- 4.3.2. For goods supplied from within the India, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- 4.3.3. If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in India, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.
- 4.4. **Performance Security**
- 4.4.1. The Supplier shall, within thirty (30) days of the Notification of Award, provide a Performance Security for the due performance of the Contract in the amounts and currencies specified in the SCC.
- 4.4.2. The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 4.4.3. The Performance Security shall be denominated in the currencies of the Contract, or in a freely convertible currency acceptable to the Purchaser, and shall be in one of the forms stipulated by the Purchaser in the SCC, or in another form acceptable to the Purchaser.
- 4.4.4. The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than sixty (60) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the SCC.
- 4.5. **Liquidated**
- 4.5.1. Except as provided under GCC Clause 2.15, if the Supplier fails to

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deliver any or all of the Goods or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the Percentage specified in the SCC of the Contract Price for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the SCC. Once the maximum is reached, the Purchaser may terminate the Contract Pursuant to GCC Clause 5.

4.6. Warranty

- 4.6.1. The Supplier warrants that all the Goods are new, unused, and of the Most recent or current models, and that they incorporate all recent Improvements in design and materials, unless provided otherwise in the Contract.
- 4.6.2. Subject to GCC Sub-Clause 2.7, the Supplier further warrants that the goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use
- 4.6.3. Unless otherwise specified in the SCC, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the Case may be, have been delivered to and accepted at the final destination Indicated in the SCC, or for eighteen (18) months after the date of Shipment or loading in the country of origin, whichever period Concludes earlier.
- 4.6.4. The Purchaser shall give Notice to the Supplier stating the nature of any Such defects together with all available evidence thereof, promptly Following the discovery thereof. The Purchaser shall afford all Reasonable opportunity for the Supplier to inspect such defects.
- 4.6.5. Upon receipt of such Notice, the Supplier shall, within the period Specified in the SCC, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
- 4.6.6. If having been notified, the Supplier fails to remedy the defect within the period specified in the SCC, the Purchaser may proceed to take Within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights Which the Purchaser may have against the Supplier under the Contract.

4.7. Patent Indemnity

- 4.7.1. The Supplier shall, subject to the Purchaser's compliance with GCC Sub-Clause 4.7.2, indemnify and hold harmless the Purchaser and its Employees and officers from and against any and all suits, actions or Administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, Which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or Otherwise existing at the date of the Contract by reason of:
 - i. the installation of the Goods by the Supplier or the use of the

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- ii. the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced there by in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

- 4.7.2. If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 4.7.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 4.7.3. If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- 4.7.4. The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 4.7.5. The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trade mark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

4.8. Limitation of Liability

- 4.8.1. Except in cases of gross negligence or willful misconduct:
 - i. neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and
 - ii. the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort, or otherwise, shall not exceed the amount specified in the SCC, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the Supplier to indemnify the Purchaser with respect to patent infringement.

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5. Termination and Disputes

- 5.1. **Termination** 5.1.1. Termination will occur as a result of the following:
- Termination for Default** 5.1.2. The Purchaser, without prejudice to any other remedy for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part:
- i. if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 3.8; or
 - a) if the Supplier fails to perform any other obligation under the Contract.
 - b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 5.12(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
 - ii. if the Supplier, in the judgment of the Purchaser has engaged in corrupt, fraudulent, collusive, or coercive practices, as defined in GCC Clause 2.3, in competing for or in executing the Contract.
- Termination for Insolvency** 5.1.3. The Purchaser may at any time terminate the Contract by giving Notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser.
- Termination for Convenience** 5.1.4.
 - i. The Purchaser, by Notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
 - ii. The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of the Notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
 - a) To have any portion completed and delivered at the Contract terms and prices; and/or
 - b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

Export Restriction 5.1.5. Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Purchaser, or to the use of the products/goods, systems or services to be supplied, which arise from trade regulations from a country supplying those products/goods, systems or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services, always provided, however, that the Supplier can demonstrate to the satisfaction of the Purchaser that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the export to the products/goods, systems or services under the terms of the Contract. Termination of the Contract on this basis shall be for the Employer's convenience pursuant to Sub-Clause 5.1.4.

5.2. Settlement of Disputes

- 5.2.1. The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between the Purchaser or in connection with the Contract.
- 5.2.2. If the parties fail to resolve such a dispute or difference by mutual consultation within twenty-eight (28) days from the commencement of such consultation, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

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Section- VI
1. Contract Forms Agreement

THIS AGREEMENT made the _____ day of _____, _____,
between _____ of _____
_____ (hereinafter "the Purchaser"), of the one part, and _____
_____ of _____ (herein
after "the Supplier"), of the other part:

WHEREAS the Purchaser invited bids for certain Goods and Related Services, viz.,
_____ and has
accepted a Bid by the Supplier for the supply of those Goods and Related Services in the sum of
_____ (herein after "the Contract
Price").

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Purchaser's Notification to the Supplier of Award of Contract;
 - (b) The Bid Submission Sheet and the Price Schedules submitted by the Supplier;
 - (c) The Particular Conditions to Contract;
 - (d) The General Conditions to Contract;
 - (e) The Schedule of Supply; and
 - (f) _____.

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Related Services and to remedy defects there in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and there me dying of defects therein, the Contract Price or such other sum as may be come payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with the laws of _____ on the day, month and year indicated above.

Signed by _____ (for the Purchaser)

Signed by _____ (for the Supplier)

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2. Performance Security

Date:

Contract Name and No. : _____

To: _____

WHERE AS _____ (herein after "the Supplier") has undertaken, pursuant to Contract No. _____ dated _____, _____ to supply _____ (herein after "the Contract").

AND WHERE AS it has been stipulated by you in the afore mentioned Contract that the Supplier shall furnish you with a security _____ issued by a reputable guarantor for the sum specified there in as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS the undersigned _____, legally domiciled in _____, (herein after "the Guarantor"), have agreed to give the Supplier a security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of _____ and we under take to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, without cavil or argument, any sum or sums within the limits of _____ as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

This security is valid until the _____ day of _____, _____.

Name : _____

In the capacity of _____

Signed Duly authorized to sign the security for and on behalf of : _____

Date

3. Advance Payment Security

Date:

Contract Name and No.: _____

To: _____

In accordance with the payment provision included in the Contract, in relation to advance payments, _____ (herein after called "the Supplier") shall deposit with the Purchaser a security consisting of _____, to guarantee its proper and faithful performance of the obligations imposed by said Clause of the Contract, in the amount of _____.

We, the undersigned _____, legally domiciled in _____ (hereinafter "the Guarantor"), as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligor and not assuery merely, the payment to the Purchaser on its first demand without what so ever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding _____.

This security shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until _____, _____.

Name _____

In the capacity of _____

Signed _____

Duly authorized to sign the security for and on behalf of _____

Date :

4. LIST OF URBAN LOCAL BODY (ULB)

S.no	Name of town	District
1	Arah	Bhojpur
2	Araria	Araria
3	Arwal	Arwal
4	Aurangabad	Aurangabad
5	Bagaha	West Champaran
6	Banka	Banka
7	Begusarai	Begusarai
8	Bettiah	West Champaran
9	Bhabhua	Kaimur
10	Bhagalpur	Bhagalpur
11	Biharsarif	Nalanda
12	Buxar	Baxure
13	Chapra	Saran
14	Danapur	Patna
15	Darbhanga	Darbhanga
16	Dehri	Rohtas
17	Gaya	Gaya
18	Gopalganj	Gopalganj
19	Hajipur	Vaishali
20	Jamalpur	Munger
21	Jamui	Munger
22	Jehanabad	Jehanabad
23	Katihar	Katihar
24	Khagaria	Khagaria
25	Kishanganj	Kishanganj
26	Lakhisarai	lakhisarai
27	Madhepura	Madhepura
28	Madhubani	madhubani
29	Motihari	East Champaran
30	Munger	Munger
31	Muzaffarpur	Muzaffarpur
32	Nawada	Nawada
33	Patna	Partna
34	Purnia	Purnia
35	Saharsa	Saharsa
36	Samstipur	Samastipur
37	sasaram	Rohtas

Handwritten signature

38	Seikhpura	sheikhpura
39	Sheohar	Sheohar
40	Sitamarhi	Sitamarhi
41	Siwan	Siwan
42	Supaul	Supaul

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