



RASHTRIYA CHEMICALS & FERTILIZERS LIMITED  
(A Government of India Undertaking)  
CIN NO. L24110MH1978GOI020185  
Corp. Office : Priyadarshini Bldg. E.E. Highway,  
Sion –Mumbai -400 022 INDIA  
Website: [www.rcfltd.com](http://www.rcfltd.com)

Area Office: RCF Ltd, A2, Jahanvi Bungalow 4  
New C G Road, Chandkheda, Ahmedabad – 382424 (Gujarat)  
Email: [rcf1234@rediffmail.com](mailto:rcf1234@rediffmail.com) Ph: 079 23290132 / 23291145

**The tender submitted on this RCF website is for information only. Tenderer are requested to Participate in the tender through GeM portal only as per following instruction.**

**NOTICE INVITING TENDER FOR HIRING PRIVATE WAREHOUSE AT BARDOLI CENTER OF GUJARAT STATE FOR THE PERIOD OF 24 (TWENTY-FOUR) MONTHS.**

1. TENDER NO. Private\_Warehouse\_Bardoli\_2023-24
2. (TOTAL NO. OF PAGES **36** )

#### Important Dates

**Pre-Bid Meeting date : 02.01.2024 at 11 a.m.**

Website for Online bid Submission: <https://gem.gov.in>

1. Kindly note that only online bid will be considered against this tender.
2. No offer in physical form will be accepted and any such offer if received by RCF will be outright rejected.

**For any queries and help please contact:**

Name	Designation	Contact Nos. (Tel. nos. and Mobile Nos.)	E-mail address
Mr. S. K. Debnath	Chief Manager (Mktg-Guj)	Office Tel.: 079- 23290132 / 23291145 Mobile: 9727869085	skdebnath@rcfltd.com
Ms. Nidhi Shewade	Dy. Manager (Fin-Guj)	Office Tel.: 079- 23290132 / 23291145 Mobile: 7045205178	nidhi@rcfltd.com
Mr. Suraj Sangle	Sr. Officer (Mktg-Amd)	Office Tel.: 079- 23290132 / 23291145 Mobile: 9870164716	suraj.sangle@rcfltd.com

All bidders require GEM registration to participate in the bid. Bidders should get registered as “Seller” at <https://www.gem.gov.in>. The bids shall be uploaded in Two Bid System through GEM portal on [www.gem.gov.in](http://www.gem.gov.in) website.

The tenderer must study all tender documents carefully and satisfy himself by obtaining all clarifications in writing before tendering. Submission of tender implies that the tenderer has obtained all the clarifications required by him. No claim on ground of want of knowledge in such respect will be entertained. In the event of non-acceptance to all terms and conditions, all clauses of NIT, annexures, scope of work etc. of tender document, an offer is liable for rejection.

Bidders shall ensure that all documents related to pre-qualification (technical or commercial) are submitted at the first instance along with the original bids. However, RCF Ltd. may ask for the shortfall documents/clarifications to be submitted within the stipulated time from the bidders in order to get more competitive offers at the discretion of RCF with approval of competent authority.

## INDEX

Sr. No.	Item details	Page Nos.	Annexure No.
1	Information for tendering on GEM portal.	1	
2	Index	2	
3	Instructions to tenderer Instructions for submission of Bids- Techno Commercial Bid (PART-I) & Price Bid & Price break-up Sheet (PART-II). Definitions Scope of work Prequalification criteria and submission of documents Methodology of rates to be quoted Evaluation of criteria Basis of award of contract Other terms and conditions of NIT	3-17	
4	EMD	18	ANNEXURE - 1
5	Prequalification criteria details	19-23	ANNEXURE - 2
6	Price break-up sheet	24	ANNEXURE - 3
7	List of approved Banks for B.G.	25	ANNEXURE - 4
8	Benefits to Micro and Small Enterprises	26	ANNEXURE - 5
10	Format of Bank Guarantee	27-28	ANNEXURE - 6
11	Format of Agreement	29-30	ANNEXURE - 7
12	Debarment of firms from Bidding (Holiday/De-listing/Black-listing)	31-34	ANNEXURE - 8
13	Vendor Updating Format	35-36	ANNEXURE - 9

## INSTRUCTIONS TO TENDERERS

The bidders shall be required to submit their offers in 2 separate parts- **(1) 'Technical & Un-priced Commercial Bid'** and **(2) 'Price Bid'**.

The **Part-1 of Techno-Commercial Bid: i.e. Un-Priced Bid** shall be opened as per the date and time mentioned in the NIT and scrutinized for technical and commercial acceptability including the pre-qualification criteria. The offers not fulfilling these criteria as per the NIT shall be rejected outright.

The offer which meets the NIT requirements, technically (including pre-qualification criteria) & commercially, shall be eligible for further consideration. Before opening of the Price Bids, offers of all techno-commercially acceptable tenderers shall be at par.

The **Part-2 i.e. Price bids** shall be opened of participants who fulfill the pre-qualification criteria and techno-commercial requirement of NIT. The offers will be evaluated as per the price bid evaluation criteria mentioned in NIT. Please read instructions given below before submission of Price Bid i.e. Price bid evaluation criteria in NIT.

Based on quotations received and subsequent negotiations & finalization of rates, RCF reserves the right to award the said contract to the bidder on overall evaluated and negotiated lowest cost basis tender and who has agreed for scope of work and all terms & conditions given in Tender documents.

The company reserves the right to issue or reject the tender documents to any Party without assigning any reason thereof.

### **Definitions:**

The "Company" shall mean "Rashtriya Chemicals & Fertilizers Limited", having its Registered Office at "Priyadarshini", Eastern Express Highway, Mumbai-400022 & Gujarat State office at Address RCF LTD. **A2, Jahanvi Bungalow 4 New C G Road, Chandkheda, Ahmedabad - 382424 (Gujarat)**. (Which expression shall unless repugnant to the context or meaning thereof, include its successors and assigns).

'General Manager (Marketing)' shall mean the Officer in Administrative charge of the Fertilizer Division of Rashtriya Chemicals and Fertilizers Ltd.

The State In-charge shall mean Officer In-charge of state Office.

'Tenderer' shall mean the person(s), firm, or Company who offer(s) a tender or quotation duly signed in response to the invitation to tender issued by RCF and shall be deemed to include their representatives, heirs, executors and administrators, successors and permitted assignees of such person(s), firm, or Company.

The term 'Contract' shall mean and include the Notice Inviting Tender (NIT), the instructions to the Tenderer, the tender, letter of Intent accepting the tender, special and general terms and conditions, directions and comments conveyed in writing, the Work Order, and its subsequent variations, if any, or any other authorized contract documents, and those general and special conditions that may be added subsequently or such other documents, as may be prescribed.

The term 'Contractor' shall mean the person(s), firm, or company with whom the contract has been entered into and shall be deemed to include their representatives, heirs, executors and administrators, successors and permitted assignees of such person(s), firm, or company.

Warehouse: The place where the RCF Material is stored/will be stored.

**Common firms:** Participating firms will be considered as common firms or participating firms sharing common business facilities as under:

- a. Tenders are received from any Proprietorship / firms / companies, having / sharing one or more common Business facilities such as Telephone, fax, emblem, office address, mail ID etc.
- b. The firms are represented by a common representative while dealing in the market.

If any commonness is ascertained based on the above criteria the participating firms will be treated as under:

Tenders of participating common firms i.e. two or more tenderers participating in the same tender shall be considered as having been received from only one tenderer in different names and the lowest acceptable quotation of such common firm shall be considered.

**Scope of work:**

Rashtriya Chemicals & Fertilizers Ltd., A Govt. of India Undertaking having its Registered Office at Priyadarshini Building, Eastern Express Highway, Mumbai-400 022 and state office at RCFLTD. **A2, Jahanvi Bungalow 4, New C G Road, Chandkheda, Ahmedabad – 382424 (Gujarat).** desires to hire suitable pucca and approved go-down (warehouse) for the purpose of stocking of its fertilizers.

The contractor/ tenderer shall undertake the following activities:

- a) Receiving fertilizers and other products marketed by the Company dispatched by road from rake point to go-downs/ by road from factory to go-downs/by road from port to go-downs.
- b) Supervising Unloading from trucks & stacking in go-downs. (Operation will be done by authorized H & T contractor)
- c) Supervising De-stacking and loading into trucks for dispatches to the consignee as per delivery orders issued by the company representative. (Operation will be done by authorized H & T contractor).
- d) All dispatches will be as per the instruction of RCF Ahmedabad office against the valid delivery order only.
- e) To ensure proper handling, safe custody of goods including that of godowns and arrange for suitable watch and ward service.
- f) To keep proper records of receipts & dispatches and tender account of stock of fertilizers and empty bags received from the company as per the instructions issued from time to time.
- g) The tenderer must be aware and should have knowledge of fertilizers (control) order 1985 and the essential commodities act 1955 and its amendments so that fertilizers stocks and records should be maintained accordingly.
- h) The stock received in the godown are required to be stacked to a height of not more than 20 bags on scientific lines, leaving adequate space around the stacks for verification and stock are to be stacked in countable manner by providing suitable dunnage.
- i) The godown should be leak proof throughout contract period.

**Volume of work :** No guarantee can be given as to any definite reservation quantity, which will be entrusted to the contractor at any time or during the period of contract. But the present indications are that the reservation required at above center will be 500 MT per month.

**Prequalification Criteria [P.Q.C]:**

Applicants should fulfill the prequalification criteria as mentioned in Annexure-II and should provide detailed information with supporting documents AS GIVEN BELOW.

**The submission /Uploading of information, Undertakings, Documents, and Certificates etc. are given as under:**

Sr. No.	Description	Documents to be submitted
1	EMD: Value of Rs. 35000 /- or EMD exemption certificate	Scanned copy of duly filled in, signed and sealed by the authorized person of tenderer as per <b>Annexure-1</b> or Scanned copy of EMD exemption certificate.
2	“Application for PRE-QUALIFICATION of private warehouse at Bardoli Centre & General terms and conditions of the contract.”  Duly filled, Signed, sealed and Scanned copy of “Pre- qualification Details”.	Scanned copy of duly filled in, signed and sealed by the authorized person of tenderer as per <b>Annexure-2</b> on tenderer’s letterhead.
3	Constitution of the Firm: Proprietorship/Partnership/Pvt. Ltd. /Public Ltd. Co. /Co-operative etc.	Scanned copies of documents i.e. Registration certificate showing proprietorship of the firm, Partnership deed/Memorandum /Articles of Association /Bye Laws/Certificate of Registration under Shop & Establishment Act etc. as applicable.
4	Name & designation of Authorized person/signatory	Scanned copy of authorization letter in the name of authorized person/signatory.
5	<b>Godown registration no.-----</b>	<b>Scanned copy of godown registration certificate.</b>
6	Godown ownership documents or lease agreement incase of rented godowns.	Scanned copies of Godown ownership documents or lease agreement incase of rented godowns.
7	Declaration of having electricity, watch and ward and computer facility supported by internet services.	Scanned copy of declaration on bidder’s letterhead.
8	Self- certification regarding location of warehouse within 15 Kms from railhead on letterhead	Scanned copy of declaration on bidder’s letterhead.
9	a) The Tenderer should have Work	a) Scanned copies of work orders to be

	<p>experience of providing warehouse on rent during last 7 years ending last day of month previous to the one in which applications are invited.</p> <p>1 One similar completed work of Value: <b>NIL</b></p> <p>2 Two similar completed work of Value: <b>NIL</b></p> <p>3 Three similar completed work Value: <b>NIL</b></p> <p>b) Work experience certificate to be given as per format mentioned in Annexure-II.</p>	<p>submitted as mentioned in <b>Annexure-2.</b></p> <p>b) Work experience certificate from the client for the work orders as per format mentioned in <b>Annexure-2.</b></p>
10	<p>Average annual financial turnover during last 3 years ending 31st March of the previous year, should be at least of <b>NIL</b></p>	NOT APPLICABLE
11	<p>i. Condition in support of Financial Soundness: (The financial soundness should be CA Certified or Audited financial statement certified by CA). The net worth of the Bidder firm (manufacturer or principal of authorized representative) should not be negative on 'The Relevant Date'. It means the net worth of the Bidder should not be negative in the balance sheet of last financial year. AND Net Worth of bidder should have not eroded by more than 30% (thirty percent) in the last three years, ending on 'The Relevant Date'. It means the net worth of last financial year should not be less than 30% compared to the 3rd last financial year. In case the date of constitution/ incorporation of the bidder is less than 3 years old, the following will be applicable:</p> <ul style="list-style-type: none"> <li>• The Net Worth in each of these years should not be negative.</li> <li>• Net Worth in respect of the immediate previous financial year should not have</li> </ul>	NOT APPLICABLE

	eroded more 30 per cent than that of it's previously audited financial statement. In case the Bidder has completed financial statements of only preceding year, the clause of net worth erosion will not be applicable	
12	PAN card no. of the firm :-----	Scanned copy of PAN card to be submitted.
13	The Tenderer should have GST Registration Number of the concerned State in which the said warehouse is located.  GST Registration no.:----- -----  or Indemnity bond on Rs. 500/- stamp paper in absence of GST registration no.	Scanned copy of GST registration certificate to be submitted or Indemnity bond on Rs. 500/- stamp paper in absence of GST registration no.
14	Acknowledgements of Income Tax Returns filed for last 3 years ending 31st March of previous year.	Scanned copies of IT return acknowledgement for last 3 years ending 31st March of the previous year. ( 2019-20,2020-21 and 2021-22.)
15	MSE Registration Number:-----, if applicable	Scanned copy of MSE registration certificate to be submitted.
16	Audited P&L account and balance sheet for last 3 years ending 31st March of the previous year.	Scanned copy of audited P&L account and balance sheet for last 3 years ending 31st March of the previous year.( 2019-20,2020-21 and 2021-22.)
17	NIT	Scanned copy of NIT (all pages) duly signed and sealed by the tenderer as a token of acceptance of all terms and conditions of NIT.
18	<u>VENDOR UPDATION FORM :</u> <u>(WITH CANCELLED CHEQUE)</u>	Duly Signed and sealed Vendor Data in vendor updation form with scanned copy of cancelled cheque to be submitted Annexure-10.

**Price-Bid (Financial Bid):**

Price Bid/Financial Bid is to be submitted online on GEM Portal mandatorily.

**Rates to be quoted considering following activities:**

FOR WAREHOUSE RENT: per month/per MT inclusive other charges and GST but exclusive of Insurance and standardization charges. **At present, GST rate applicable on storage operations is 18%.**

Price Bid break-up sheet i.e (**Annexure – 3**) given with tender is to be uploaded after filling all relevant information in price break up format separately. The priced break up sheet should be strictly uploaded separately as per the format available with the tender, failing which the offer is liable for rejection (renaming or changing format of price break-up sheet (excel file) will not be accepted). The price quoted by the bidder should remain firm during the entire contract period of the contract and shall not be subject to variation on any account except statutory allowances and taxes as applicable from time to time. The bid submitted with a variation clause will be treated as non-responsive and may get rejected.

Please note that lowest bidder (L1) will be decided on over all lowest quoted price. Vendor should quote rate/value and upload price break up sheet separately. **Duly filled-in and signed Price-break-up sheet should be uploaded in the financial bid only. Offers indicating rates/price break-up anywhere else (in scanned documents as per prequalification criteria in Technical bid) shall be liable for rejection.**

The format of the Price Bid Sheet (to be uploaded only in Financial Bid) in excel format is given at **Annexure-3**.

**Evaluation of tenders:**

Lowest bidder (L1) will be decided on over all lowest total quoted rate/price.

**Basis of award of contract:**

The contract will be awarded based on lowest total evaluated value for the contract period at final Negotiated rates/prices.

**Submission and Validity of Tenders:**

Tenders are to be submitted as per the details given in the Instructions to the Tenderer. All rates/prices must be firm for a **period of TWENTY FOUR months (24 Months)** from the date of award of Work Order. No escalation will be given in the rates/prices on any grounds during the period of contract.

The rates/prices quoted in the tender are to hold good and valid for **75 days** (Seventy Five days) from the date of opening of the tender. Tenders of lesser validity period will not be considered. During this period of validity any withdrawal/revocation/revision of the tender rates/prices will be liable for de-listing from the current panel of pre-qualified warehouse service provider and will also not be eligible for immediate next empanelment. Tenders incomplete in any respect are liable to be rejected.

**Qualification for a Tenderer:**

The Tenderer shall be one who is not connected in any way with RCF employees. Where tenders are received from any proprietorships, firms, companies having the same proprietor or one of more partners/directors in the business organizations of any other tenderer (herein after called common firms), such tenders shall be considered as having been received from only one tenderer in different names and the lowest acceptable quotation of such common firms shall only be considered for further tender evaluation.

**Clarifications:**

In case clarifications are required on invitation to tender the Tenderer shall approach RCF in writing well before the opening of the tender, and RCF will provide the information required in writing. However, failure to receive any addendum or clarification shall not relieve the Tenderer of any of the obligations

stipulated in the invitation to tender. The invitation to tender with annexures and all attachments will be considered to have been read, understood and accepted by the tenderers unless otherwise specifically stated by them in writing well before the schedule opening of the tender. The terms and conditions as embodied in the CONTRACT shall be final and any other terms and conditions put by a Tenderer will be null and void unless expressly agreed to by the Company.

#### **Security Deposit (SD):**

The Security Deposit for proper and timely fulfillment of the CONTRACT has to be paid by every successful Tenderer. The SD in the form of draft/ BG **will be 25% of contract value**. The security deposit shall have to be furnished within 14 days from the date of intimation of the acceptance of offer / issue of work order or letter of intent in the form of either Demand Draft in favor of 'Rashtriya Chemicals & Fertilizers Ltd., payable **at Ahmedabad** or by means of Bank Guarantee as per the Company's format from the banks approved by the company. The Security Deposit shall be furnished to the Company for a suitable period as prescribed by the Company in the work Order i.e. contract period plus 3 months claim period. The Bank Guarantee should be forwarded by the CONTRACTOR's Banker directly to RCF with the covering letter of the Bank. In the event of any breach of any of the terms and conditions of the CONTRACT or the CONTRACTOR neglects, delays or fails to perform the Contract, 'Company' have the right to forfeit the security deposit. The Security Deposit shall not bear any interest. The Security Deposit shall remain at the entire disposal of the Company as a Security for the satisfactory execution and completion of the contract in accordance with the condition of the contract. The Company shall be at liberty to deduct and appropriate from the security deposit, such losses, damages, penalties and dues as may be payable by the contractor under this contract and the amount by which the security deposit is reduced by such appropriation will be made good by further deduction from the CONTRACTOR's subsequent interim bills in the same manner as aforesaid until the security deposit is restored to its full limit mentioned above.

#### **Refund of Security Deposit:**

On due satisfactory performance and completion of the contract in all respects, the security deposit will be returned to the contractor without any interest on presentation of an absolute no demand certificate from the State In-charge of Rashtriya Chemicals & Fertilizers Ltd., and upon return in good condition of any property belong to the company which may have been issued to the contractor.

#### **Earnest Money Deposit (EMD):**

Amount of EMD applicable for this tender is Rs. 35000/- to be submitted as per annexure-1.

#### **Period of Contract:**

The contract will be valid for the period of **TWENTY FOUR months**. However, reservation will be taken for three months on need base & could be extended for further period. If, the reservation is discontinued, then the godown rent will be payable as per over & above rent on actual stock basis.

RCF will have the right to terminate the contract, without assigning any reason, by giving 7 days' notice if in the opinion of the Company, the performance of the Contractor is not satisfactory and in such an event getting the job done by third party in part or full will be at the risk and cost of the contractor.

#### **Reservation of Storage space:**

The storage space to be hired by the company on need base shall be **500 MTs per month** for the period

of 3 months & could be extended for further period on need base. The contractor should keep the material at approved warehouse only which will be covered under floater insurance policy by RCF Ltd. The contractor shall permit the company to keep stocks in excess of committed space without prior clearance from contractor. The storage charges for excess quantity shall be paid as per agreed terms.

**RCF not responsible for Contractors Employees:**

The contractor may employ such employees as he may think for and the employees so employed shall be the employees of the contractor for all purposes whatsoever, and shall not be deemed to be in the employment or under the direct control of the company, for any purpose whatsoever.

The contractor shall abide by all Rules, Laws and Regulations that may be in force from time to time regarding the employment or condition of services of the employees. If under any circumstances whatsoever, the company, is held liable or responsible in any manner whatsoever, for the default or omission on the part of the contractors, in abiding by the aforesaid Rules, Laws and Regulations, or is held liable or responsible to the employees of the contractor in respect of any matter whatsoever, the company shall be reimbursed by the contract or for the same, as also any other expenses or costs incurred by the company, in any proceedings or litigation, as a result of any claim or act on the part of the employees of the contractor, the company shall be entitled to claim damages or compensation from the contractor in that event.

**Contractor to comply with all Laws etc.:**

The contractor shall be responsible to ensure compliance with all Central and State Laws as well as the Rules Regulations, Bye-laws and orders of the Local Authorities and Statutory Bodies as may be in force from time to time. The contractor shall give to the statutory bodies, local authorities, police and other relevant authorities all such notices etc, as may be required by law and obtain all requisite licenses and pay all fees, duties, taxes charges etc. in connection therewith as may be liveable on account of his operations involved under this contract. The contractor shall make or bear at his own cost any damage to the property of the Company or any other body, persons, local authorities, etc. due to or arising from his operations involved under this contract and the company shall have the right to recover the cost of damage from dues payable to Security Deposit of the contractor.

**Insolvency or inability to perform contract satisfactorily:**

Should the CONTRACTOR's preparation for the commencement of the work on any portion of it or his subsequent rate of progress, be for any cause, whatever, show in the opinion of the State In-charge (which shall be conclusive) that the contractor will be unable to complete the work or any portion thereof, as agreed upon or should not have the work ready for delivery in conformity with the contract or should he neglect to comply with any directions given to him by the Company or in any respect fail to perform the contract, the Company shall have power to declare the contract to an end, in which case the contractor shall be liable for any expenses, loss or damage which the Company may incur or sustain by reasons or, in connection with CONTRACTOR's default.

**Assignment or sub-letting of contract:**

The contractor shall not assign or sublet the contract or any part thereof or allow any person interested therein in any manner whatsoever without the previous consent in writing of the Company, which consent, the Company shall be entitled to withhold without assigning any reason or ground. Any breach of this condition shall entitle the Company to take such steps as may be necessary and also terminate the contract and also rendering the contractor liable for payment to the company in respect of any loss or damage arising or ensuing from such cancellation. The permitted subletting of work by the contractor shall not establish any contractual relationship between the sub-contractor and the Company and the Company shall not release the contractor of any responsibilities under the contract. In the event of sufficient dues not being available to reimburse the Company for the expenditure incurred by above, the contractor shall reimburse the Company for the same.

**Compensation for submission of tender:**

Tenderers shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their tenders even though Rashtriya Chemicals & Fertilizers may elect to withdraw the invitation to tender or reject all tenders.

**Pricing:**

Tenderers should quote rate/price considering the storage activities at warehouse. Please note that the payment of the rent of over & above stock than reserved space will be made on the basis of peak stock of the fortnight as per agreed rate. The unit rate quoted in the price break up sheet of tender will form the basis of compensation if the scope of work is altered within mutually acceptable limit.

**Agreement:**

The contractor shall execute an agreement in the format prescribed by the Company within ten days of receipt of the Work Order on a Non-Judicial Stamp Paper of the value of Rs.500/- to be provided by bidder. Pending execution of the agreement, when the Work-order / Letter of intent is issued to the Contractor, then in such case, the tender documents, letters of acceptance and other relevant letters and communications between the contractor and the company shall constitute a binding contract. The company reserves the right of placing the contract simultaneously or at any time during the period of the contract with one or more contractors as it may think fit.

**Right of Acceptance and Rejection of Tender:**

The company reserves the right to accept at their sole and unfettered discretion any tender for whole or part quantities or to reject any or all tenders without assigning any reason thereof. No claim for compensation etc. whatsoever will be entertained by the company from unsuccessful tenderers.

**Quality of Storage Space:**

The space offered should be fully covered. The godown should have concrete/cement flooring as well as RCC roof or roof covered by standard leak proof material. There should be adequate ventilation and free flow of air in the godown.

**Computer facility**

The godown premises should have computer with internet facility & printer for faster communication & for proper record.

**Custody and Maintenance of stocks in the godown:**

The total responsibility of maintaining the stocks in the said godown in a proper saleable condition shall be that of the Tenderer. In case of any signs of deterioration, the same shall be brought to the attention of the Company for immediate action.

The Tenderer will also arrange at their cost the necessary watch and word and shall take all necessary steps to prevent theft, pilferage etc. And shall at their cost arrange for proper maintenance/supervision of the stocks throughout contract period. The Tender shall also provide, at their cost, adequate dunnage for stacking the bags in accordance with the specifications provided by the company for dunnage. There should be proper lighting arrangements to facilitate inspection. Firefighting equipment should be provided in the godown.

**Stacking:**

Stacking should not be more than 20 bags height, separate stacks should be made for each product. If such height limit is not maintained by the contractor, he shall be liable to pay the company for damage, which may be caused to the material or its wastage or its non-usage. The stocking of bags should be in standard criss-cross method to ensure stability of the stocks and easy counting. Labels/cards on stacks giving the full details of the stocks must be used to facilitate inspection and orderly release. Adequate space should be provided between the stacks as well as from the wall to facilitate free movement.

Bags received in damaged condition should be stacked separately for inspection and standardization.

**No Use of Hooks:**

No hooks should be used while unloading, loading, stacking & unstacking operation. In case of use of hook, penalty will be charges for the use of hook upto 5% of the contractors bill and the penalty so charges shall be binding on the contractor without reference to the actual loss sustained by the company.

**Recovery of Losses:**

Tenderer will be responsible for safe custody of fertilizers as well as empty bags stored in the godown. In case of any loss or damage to the material, recovery shall be made by the Company at the rate of prevailing retention price per M.T plus freight subsidy in case of manufactured Urea or the comparable cost in case of Imported Urea and MRP plus subsidy in case of decontrolled fertilizers or such other rate as may be decided and communicated by the Company from time to time (GST as applicable).

**Insurance of Godown:**

The Contractor, at his own cost shall also insure the warehouse structure, premises and precincts against fire, floods, breakages, etc.

**Display of stock**

Day to day closing stock to be displayed on each variety of stock.

**Insurance of material:**

The comprehensive insurance for the stocks will be taken by the Company and such Policy shall be in the name of the Company. However the name of the warehouses premises, address etc., to be informed in advance to the company along with all documents of fitness certificates, licenses etc.

**Dispatch of fertilizers to the godowns**

The Company will from time to time give intimation to the contractor regarding the stocks of fertilizers dispatched by rail or road and it shall be the responsibility of the Tenderer to receive the stocks throughout the day and properly store them in said godown. The Contractor shall maintain regularly proper records of all stocks of fertilizers received in accordance with the instructions of the Company.

**Taking prompt delivery:**

Upon receipt of Communication / receipt of documents the contractor shall ensure taking delivery of fertilizers within the prescribed time limit. Any demurrage/ warfare and other charges levied by the railways or transport operators will be borne by the contractor.

**Short delivery:**

If any consignment is received in quantities lesser than that indicated in the accompanying record, the Tenderer shall record to that effect while giving acknowledgement.

**Dispatch of stocks against delivery instructions:**

The contractor will deliver the stocks to the consignee against and in accordance with the terms mentioned in the delivery orders issued by the company's authorized representatives only. No material should be delivered by on the oral instructions. FIFO principal should be strictly adhered for effecting delivery.

**Standardization:**

All leaky/torn bags and short-weight bags are to be separately stacked on receipt. The same may be standardized in the presence of company officer at the earliest. The record of such standardization done must be properly maintained by the contractor. Any stock is found to be short weighed on subsequent inspection by the Company, the same may be put to the standardization before the delivery is affected.

**Stock Registers/ Records/ Accounting procedure / Periodical statements:**

The Tenderer shall regularly maintain proper accounts giving full particulars of opening stocks, date-wise receipts, date-wise deliveries, balance stock, material in transit, etc., in the form and manner as may be instructed by the Company from time to time. The Tenderer shall also maintain stock records and all other

records in the form and manner as may be required by the company from time to time. All such accounts and records shall be open for inspection for effective delivery and receipt of stocks of fertilizers. The contractor shall maintain a telephone at his cost at the same godown for easy communication between the company and the contractor. Day-wise closing stock positions are to be daily updated and kept for company's inspection of the records.

**Inspection of godown:**

The Tenderer shall at all reasonable times, allow representatives of the company to have access to and inspect the said godown and records and accounts of stocks maintained by the stockiest and also for making physical verification of the stocks of fertilizers in the said godown. If on such inspection it is detected that the said godown or the stocks of fertilizers are not being maintained as per the terms and conditions, of the contract or if any discrepancy is found in the records / accounts, or if on physical verification any discrepancy is detected in the stocks of fertilizers then the company, without prejudice to any of its other rights may call upon the contractor to pay such amount by way of compensation as the company may determine and the contractor shall be liable to pay such amount forthwith on such demand.

**Periodical Reports to the Company:**

The Tenderer will submit periodically (Weekly/fortnightly/monthly/yearly as per the instructions of the Company) reports indicating the opening stocks, receipts, issues and closing stocks, stocks requiring standardization, stocks of empty bags, etc. in a given format, along with copies of goods receipt note, delivery order etc.

**Working hours and provision of communication devices:**

The Tenderer will keep open the said godown on all working days during usual working hours observed by the company for effecting delivery and receipt of stocks of fertilizers. Whenever required said godown will be kept open for receipts and deliveries of fertilizers even after working hours and on holidays. The tenderer should inform/give the details of name of contact person, contact number, mail/email address for correspondences. The contractor should have the facility of Internet connection with printing option for accessibility/sending/receiving reports.

**Payment Terms:**

The contractor shall prefer monthly bills together with the quarterly reconciliation statement supported by necessary documents as per the requirement which will be communicated from time to time and forward to the designated office for payment. Payment of the bills to the contractor will normally be made within **30** days from the date of submission of the bills, complete in all respect. The Contractor shall not claim any interest for delayed payments.

**Lien:**

The Tenderer or their creditors shall have no right on Company's stocks of fertilizers and / or other articles belonging to the company either by way of lien or otherwise, under any circumstances whatsoever.

**Appointment of Staff:**

The Tenderer shall engage the necessary staff for the purpose of carrying out their obligations under the agreement at their own risk and cost. All staff engaged by the stockiest for these purposes shall for all purposes, be deemed to be employed by the Tenderer and the Company will not be concerned in any manner whatsoever with such staff and no such engagement of the staff by the Contractor shall deem to have given any contractor or other relation between the company and the staff of the contractor.

**Indemnity**

With prejudice to any other provisions in these conditions, the contractor shall be bound to keep the company or any representative or employee of the company fully indemnified against any action, claim or proceedings under the provisions of any rules, regulations, bye-laws, notifications, directions or order having the force of law for anything done or omitted to be done to the contractor in contravention of such provisions etc., for the infringement or violation thereof by him in the course of the execution or completion of the work under the contract and if, as a result of any such action, claim or proceedings, the contractor or such representative of the company, as the case may be, adjudged to be liable to any penalties or to pay any penalties or to pay any compensation, such liability, the contractor and if, the company has to take-over the liability, the company shall deduct all amounts arising out of such liabilities from the Security Deposit of the Contractor or from any other amount due and payable by the company to the Contractor under this contract or any other contract and without prejudice to any other legal remedy available to the Company.

**Guarantee:**

In addition the Tenderer agree to indemnify and keep the indemnity against any loss or damage suffered by the company due to any default or other irresponsible activity of the representatives of the Tenderer and such indemnification shall be outside the purview of the Bank Guarantee amount.

**Appointment of Other Warehouse Contractors:**

If the services of the Tenderer are not found to be satisfactory, the company reserves the right to appoint a parallel contractor with or without terminating the contract by giving 15 days notice. In such an event company shall have the right to recover the additional cost incurred by the Company in entrusting the job to the other contractor.

**Force Majeure:**

Neither the CONTRACTOR nor the Company shall be considered in default in the performance of their contractual obligations under the order, so long as such performance is prevented or delayed for reasons, such as Acts of God, severe earthquake, typhoon or cyclone (except monsoon) floods, lightning, landslide, fire or explosion, plague or epidemic, sabotage, blockages, war, riots, invasion, act of foreign enemies, hostilities (whether war be declared or not) civil war, rebellion, revolution, insurrection or military usurped power or confiscation or trade embargoes or destruction on requisition by order of any Government or any public authority.

CONTRACTOR shall notify Company about the occurrence of the force majeure events and provide Company with the details of the arising and ceasing of the impediment. At the end of the impediment

CONTRACTOR shall provide justificatory documentation countersigned by the Local Chamber of Commerce.

Should one or both the parties be prevented from fulfillment of the contractual obligations by a state force majeure lasting continuously for a period of six weeks the two parties shall consult each other regarding the future implementation of the CONTRACT. The mere shortage of labour, materials or utilities shall not constitute force majeure unless caused by circumstances which are themselves force majeure.

**Arbitration:**

in case of any dispute, difference, or question which may at any time arise between the parties hereto or any person claiming under them, touching or arising out of or in respect of this agreement or the subject matter thereof shall be referred to the arbitration. Both the parties shall appoint the sole arbitrator with mutual agreement in line with the Arbitration and Conciliation Act, 1996. The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the proceedings conducted under the arbitration. In case the party (Parties) fail to appoint the sole arbitrator within 30 days from the date of request, the requesting party may approach the Court of Competent jurisdiction to appoint an Arbitrator.

The decision of such arbitrator shall be final and binding on the parties. The venue of the Arbitration shall be at Mumbai. The language of the Arbitration shall be English.

In the event of any dispute or difference relating to the interpretation and application of the provisions of Civil Contract(s) between Central Public Sector Enterprises (CPSEs/Port Trusts inter se and also between CPSEs and Government Departments / Organizations (Excluding disputes concerning Railways, Income Tax, Customs & Excise Departments), such dispute or difference shall be taken up by either party for resolution through AMRCD as mentioned in DPE OM No. 4(1)/2013-DPE(GM)/FTS-1835 dated 22.5.2018.

**Jurisdiction of Court:**

The contract shall be deemed to have been entered into at Mumbai and all causes of action in relation to the contract will thus be deemed to have been arisen only within the jurisdiction of the Mumbai Courts.

**Law Governing the Contract:**

This contract shall be governed by the laws of Union of India for the time being in force.

**Secrecy:**

Any information derived or otherwise communicated to the contractor in connection with the contract shall be regarded as secret and confidential and shall not without the written consent of the RCF be published or disclosed to any third party or made use of by the contractor except for the purpose of implementing the contract.

**Negotiations:**

RCF may conduct negotiation for this tender if the conditions so warrant.

**Termination:**

The Company shall terminate the agreement with the Tenderer at any time without any notice or assigning any reason in case of any default or breach of obligation on the part of the Tenderer, or if in the opinion of the company, the services of the Tenderer are considered unsatisfactory or if at any time any type of construction and / any other activity / work is made / or carried out by any one near the said godown, which in the opinion of the company, be dangerous and / unsafe or unsuitable for storage of fertilizers in the said godown premises and the locality where the said godown premises are situate become unsafe in the opinion of the company due to any reason whatsoever for storage of fertilizers and in any other case, by giving 30 days' notice in writing to that effect to the Tenderer. The Tenderer may terminate this agreement at any time by giving 90 days written notice to the Company.

Notwithstanding the aforesaid, the Company shall have the right to terminate the contract at any time before the expiry of the said period / extend the period, if in the opinion of the Company the performance of the contractor is not satisfactory, which opinion shall be conclusive and final and shall not be opened to challenge on any ground whatsoever. Such termination shall be effective on the date specified in the notice issued to the Contractor.

\* \* \*

**ANNEXURE-1**

**Duly Signed, sealed with UTR No. to be uploaded**

**EARNEST MONEY DEPOSIT (EMD) : 35000/-**

**E.M.D. –Scanned copy of EMD submitted to be uploaded.**

**RTGS/NEFT:** EMD to be deposited in RCF's account through RTGS/NEFT and details of this transaction with **UTR number** to be submitted along with technical bid for verification. Bank details for payment of EMD by RTGS/NEFT are as follows :

(I) (I) **Beneficiary Name : Rashtriya Chemicals & Fertilizers Limited**

Name of Bank : State Bank of India  
Branch : Ahmedabad Main Branch (00301)  
Branch Code : 00301  
IFSC Code : SBIN0000301  
A/c No. : 10041473656

**BANK & BRANCH NAME** \_\_\_\_\_

**NEFT /UTR No** \_\_\_\_\_

**Date of NEFT/UTR** \_\_\_\_\_

**OR**

**Upload the Valid MSME or NSIC CERTIFICATE -for exemption of EMD.**

Earnest Money shall not be accepted in any form other than specified above and tenders not accompanied by earnest money as above, are liable to be rejected.

1. Please Submit/upload the RTGS/NEFT receipt of EMD Payment.
2. No interest shall be payable on the earnest money deposit.
3. The earnest money deposit will be refunded to the unsuccessful tenderer/s after finalization /issue of work Order of the said contract.

**EMD SUBMITTED AS ABOVE**

**(Sign and Seal of Tenderer/Authorized person)**

<b>Please fill the details in front of each criteria mentioned below</b>	
<b>Please upload signed &amp; sealed copies of SUPPORTING DOCUMENTS as mentioned in NIT.</b>	
<b>PRE-QUALIFICATION DETAILS</b>	
<b>I- GENERAL INFORMATION DETAILS</b>	
<b>1. NAME OF BIDDER :</b> .....	
<b>2. Address of the Firm</b>	
<b>3. Office Tel. No.</b>	
<b>4. e- mail ID</b>	
<b>5. Year of Establishment</b>	
6. Constitution of the Firm: Proprietorship/Partnership/Pvt. Ltd./Public Ltd. Co./Co-operative. Enclose certified copies of documents i.e. Partnership deed Memorandum/Articles of Association /Bye Laws/Certificate of Registration under Shop & Establishment Act etc. as applicable	-----  Enclose certified copies of documents
7. Names of the Contact person:	Mr.-----
8. Telephone No. of contact person _____ Mobile No. _____	
9. Name & designation of Authorized signatory	Authorised Person : _____ Submit Authorization letter.
<b>II- INFRASTRUCTUREDETAILS</b>	
1. Name and address of the warehouse location	
2. <b>Total space available ( in MT) for stacking of 45 KG/25 KG/ 50 KG HDPE bags and Boxes of 10ltrs</b>	

3.	Space available for RCF occupation.	
4.	Year of construction and type of construction of warehouse .	
5.	Type of roof & flooring	
6.	Godown floor height from the ground level.	
7.	Whether electricity available	Yes/No
8.	Whether approach road is available for loading & unloading operation.	Yes/No.
9.	Distance from the nearest rake point in KM	
10.	Whether watch & ward is available	Yes /No
11.	Warehouse registration No. & date	
12.	Computer facility with internet service is available	Yes/No
<b>Sr.</b>	<b>III –CRITERIA FOR TECHNICAL EXPERTISE.</b>	
<b>1</b>	<b>WORK EXPERIENCE: The Tenderer should have Work experience of providing warehouse on rent. The Tenderer should submit the Work Orders and the corresponding Work Completion Certificates/ Experience certificate, duly obtained from Govt. Dept./ PSU/Public Ltd. Company dealing in Fertilizers, Food Grains, Cement or similar products. Such work experience should be during last 7 years ending last day of month previous to the one in which applications are invited.</b>	
	<b>A</b>	<b>One similar completed work costing not less than the amount of : <span style="float: right;">Rs. NIL</span></b>
	<b>OR</b>	
	<b>B</b>	<b>Two similar completed works each costing not less than the amount of : <span style="float: right;">Rs. NIL</span></b>
	<b>OR</b>	
	<b>C</b>	<b>Three similar completed works each costing not less than the amount of : <span style="float: right;">Rs. NIL</span></b>
	<b>EXPERIENCE CERTIFICATE to be given as under.</b>	
<b>Sr</b>	<b>Name of the Client served</b>	<b>Contract Period</b>
	<b>Product handled</b>	<b>Volume in MT</b>
	<b>Value of contract executed</b>	
<b>I</b>		
<b>Ii</b>		
<b>iii</b>		
<b>IV</b>		

<b>2</b>	Whether your Firm / Company is blacklisted by any other Public Sector, / Govt. / Quasi Govt. Organization or any other client.	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> (if YES please furnish details in packet-3)
<b>3</b>	Whether your contract was terminated before expiry of Contract period or Security Deposit / E.M.D. forfeited by RCF OR any other public sector / Govt./Quasi-Govt. organization / :any other client	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> (if YES please furnish details in packet-3)
<b>4</b>	Whether Proprietor/Partner/Director (as applicable) has been prosecuted by any Judicial Court for any Criminal Breach of Trust. :	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> (if YES please furnish details in packet-3)
<b>5</b>	DETAILS OF SISTER CONCERNS (if any) a) Name & Address b) Activities engaged in by Sister Concern c) Names, Addresses & Telephone Nos. of Proprietors/ Directors/ Partners of sister concern	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> (if YES please furnish details in packet-3)

**NOTE: (I) The blacklisted parties by RCF or Govt./Quasi Govt. Organization are liable for disqualification. RCF decision will be final in this regard.**  
**(II) The parties whose EMD is forfeited by RCF are also liable for disqualification.**  
**(III) RCF reserves the right not to consider parties having any dispute with RCF in order to protect it's interest**  
**(IV) The Proprietor/Partner/Director (as applicable), if prosecuted by any Judicial Court for any Criminal Breach of Trust, are liable for disqualification. RCF decision will be final in this regard**

**IV –CRITERIA FOR FINANCIAL WORTHINESS.**

<b>1</b>	Name of Bankers & Address & Tel. No.	
<b>2</b>	(2-a) <b>Average Annual Certified / Audited financial Turnover during last three years ending 31<sup>st</sup> March of the previous year , should be at least of : Rs NIL/- NOT APPLICABLE</b>	
<b>2</b>	(2-b) <b>Please upload Average Annual Certified / Audited financial Turnover Certificate during last three years ending 31<sup>st</sup> March of the previous year(certified by Chartered Accountant)</b>	
	<b>S</b>	<b>Audited Financial Year</b>
	<b>r</b>	<b>Turnover Amount ( Rs. )</b>
	<b>I</b>	NA
	<b>Ii</b>	NA
	<b>iii</b>	NA
	<b>Average Turnover for 3 years =</b>	
	NA	
<b>4</b>	<b>Income Tax PAN No. of the Firm</b>	<b>PAN No.</b>
		Enclose copy of PAN No.

5	The Tenderer should have GST Registration Number of the concerned State in which the said warehouse is located .		GST Registration No.		
			Enclose copy of GST Registration certificate		
6	Enclose copies of Acknowledgements of Income Tax Returns filed for last three years ending 31 <sup>st</sup> March of the previous year		Enclose copies of I.T. returns		
7	DETAILS OF IMMOVABLE PROPOERTY owned by Firm/proprietor/Director/Partners ; ORDeclaration that, We, proprietor/Director/Partner /firm do not own any property.				
	Sr. No.	Type of property	Identification No. with address	Owned in the name of	Present value (Rs.)
8	List of Partners / Directors				
	Sr. No.	Full name of Partner / Director			
	1				
	2				
	3				
9	DECLARATION ABOUT ANY OTHER FIRM/COMPANY WHO HAS APPLIED FOR THE SAME TENDER:- I / We hereby solemnly declare that the proprietor / Partner/ Director of this firm /company mentioned at Sl. Nos.1-4 above is / are <b>COMMON / NOT COMMON</b> (Strike off whichever is not applicable) with any other Firm / Company who has applied for the same Tender. In case of common Proprietor / Partner / Director in other firm who has also applied against same Tender, please mention the name of the firm / firms/Company. ( Tick as applicable)		<input type="checkbox"/> <b>COMMON</b>  <input type="checkbox"/> <b>NOT COMMON</b> (if Common -please furnish details.)		
	DECLARATION ABOUT RELATIONSHIP WITH EMPLOYEE OF RCF :- I / We hereby solemnly declare that the proprietor/ one or more Partners/ Directors of this firm / company <b>has relationship / has norelationship with the employee of RCF.</b> ( Tick as applicable )		<input type="checkbox"/> <b>has relationship</b>  <input type="checkbox"/> <b>has no relationship</b> (If has relationship - please furnish details.		

11	<p><b>Declaration about relationship with AUTHORISED FERTILIZER DEALER of RCF</b>  I / We hereby solemnly declare that the proprietor, /one or more Partner, / Director of this firm, / company is <b>COMMON / NOT COMMON</b>(Tick as applicable) with any other firm who is the authorised fertilizer dealer of RCF in <b>respective State</b> of said rake point.  <b>NOTE :</b> In case, subsequently if the declaration is given for pre-qualification is found incorrect OR false, then the EMD shall be forfeited and the applicant shall be immediately de-listed from RCF panel and will not be eligible for empanelment for a minimum period of 15 months.</p>	<input type="checkbox"/> <b>COMMON</b> <input type="checkbox"/> <b>NOT COMMON</b> (If COMMON -please furnish details)
12	<p><b>Declaration whether the applicant is RCF'S AUTHORISED H&amp;T CONTRACTOR FOR FERTILIZERS at any location.</b>  I / We hereby solemnly declare that the proprietor, /one or more Partner/ Director of this firm, / company is <b>COMMON / NOT COMMON</b> (Strike off whichever is not applicable) with any other firm who is the approved RCF's H&amp;T contractor at any rake-point / warehouse.  If common, Name of firm: _____  Destination for which contract is awarded : _____</p>	<input type="checkbox"/> <b>COMMON</b> <input type="checkbox"/> <b>NOT COMMON</b> <b>If common, name of Firm</b> ----- <b>&amp; Destination for which contract awarded.</b>
13	<p><b>Whether you are registered under Micro, Small &amp; Medium – MSME - Enterprise Act 2006, and if yes, please furnish the Registration Number &amp; Copy of Registration certificates and proof for Registration</b></p>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> (if YES please furnish details as attachments.)
14	<p>If MSME whether an SC/ST enterprises (Certificate from Tahsildar / Competent authority is to be furnished)</p>	<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> (if YES please furnish details)
<p>I/We certify that all information furnished by Me/Us is correct and true and in the event that the information given is found to be incorrect /untrue, RCF reserves the right to disqualify me/us or terminate our contract without giving any notice or reason thereof.</p> <p style="text-align: center;"><b>(Signature &amp; Seal of Proprietor / Authorised Signatory)</b></p>		

Please Note: In order to deliver Natural Justice to all the Tenderers and enable them to prequalify, RCF shall get Clarification(s) from all concerns and obtain supplementary proofs in support of documents earlier submitted by the Tenderer.

\*\*\*\*\*

### **Annexure-3**

<b>PRICE BREAK-UP SHEET IN EXCEL FORMAT</b>					
SN	SCOPE OF WORK/ACTIVITY	ESTIMATED QUANTITY PER MONTH(MT)	ESTIMATED QUANTITY FOR 24 MONTHS (MT)	RATE (RS./MT/MONTH)	TOTAL AMOUNT (RS.) FOR 24 MONTHS
<b>A</b>	<b>STORAGE</b>				
	Godown Rent for reservation Quantity	500	12000		0
<b>B</b>	GST as applicable on (A)	ENTER GST % →			0
<b>C</b>	Total cost for Godown Operation (storage) for 24 months, C=A+B				0
<b>D</b>	Standardization Rate Per/MTs inclusive of GST				
<b>E</b>	Over & above charges Per/MTs Inclusive GST				

**Note: Do not enter rates here. Kindly mention the rates in excel sheet separately on GeM portal.**

Total cost for Godown storage but exclusive of standardization and insurance charges for 24 months, C=A+B will be quoted by the bidder in the price bid.

**Evaluation Criteria:** - L1 will be decided based on the total lowest cost of storage, C=A+B as mentioned above.

Above mentioned 1) standardization rate and 2) Over & above stock qty. rate will not be the part of determining L1 position of the tender.

The tenderer has to quote all rates in price break-up sheet failing which their tender is liable to be rejected.

**ANNEXURE – 4**

**LIST OF RCF APPROVED BANKERS FOR BANK GUARANTEES**

BANK GUARANTEE from RCF's List of banks as above.

\* **BANK GUARANTEE should be attested by two officers from the same bank on stamp paper of Rs. 500/-.**

\* In case of Foreign Banks , the BANK GUARANTEE forwarded by them should be counter guaranteed by State Bank Of India Or any other bank from RCF's approved list.

Sr. No.	(A) NATIONALISED BANKS (13 Nos.)	Sr. No.	(B) OTHER PRIVATE BANKS (17 Nos.)	Sr. No.	(C) FOREIGN BANKS (15 Nos.)
1	Bank of Baroda (includes erstwhile Dena Bank & Vijaya Bank)	1	Axis Bank Ltd.	1	American Express Bank Ltd.
2	Bank of India	2	Catholic Syrian Bank Ltd.	2	Bank of America National Trust & Saving Association
3	Bank of Maharashtra	3	City Union Bank Ltd.	3	Bank of Tokyo - Mitsubishi UFJ Ltd.
4	Canara Bank (includes erstwhile Syndicate Bank)	4	HDFC Bank Ltd.	4	Barclays Bank PLC
5	Central Bank of India	5	ICICI Bank Ltd.	5	BNP Paribas
6	Indian Bank include erstwhile Allahabad Bank	6	IDBI Bank Ltd.	6	Calyon Bank
7	Indian Overseas Bank	7	Kotak Mahindra Bank Ltd.	7	Citibank N.A.
8	Punjab & Sind Bank	8	South Indian Bank Ltd.	8	Deutsche Bank
9	Punjab National Bank (include erstwhile Oriental Bank of Commerce & Union Bank of India)	9	Tamilnad Merchantile Bank Ltd.	9	Development Bank of Singapore (DBS)
10	State Bank of India	10	Federal Bank Ltd.	10	Hongkong & Shanghai Banking corporation Ltd.
11	UCO Bank	11	Jammu & Kashmir Bank Ltd.	11	JP Morgan Chase Bank
12	Union Bank of India (includes erstwhile Andhra Bank & Corporation Bank)	12	Karnataka Bank Ltd.	12	Royal Bank of Scotland
13	United Bank of India	13	Karur Vysya Bank Ltd.	13	Standard Chartered Bank
		14	YES Bank	14	Bank of America
		15	IDFC Bank	15	Emirates Bank NBD
		16	Indusind Bank Ltd		
		17	RBL Bank Ltd		

**BENEFITS TO MICRO AND SMALL ENTERPRISES (MSME)**

With reference to the Order of the Ministry of MSME , under the Public Procurement Policy March 2012 , Microand Small Enterprises shall be entitled for benefits, subject to terms and conditions, as under:

**a) Qualifying Criteria for MSEs ( Micro and Small), SC/ST vendors :**

i. MSE bidders must submit registration certificates from any of the following (or any other body specified by the Ministry of MSME) :

- National Small Industries Corporation (NSIC)
- District Industries Centres (DIC)
- Coir Board
- Khadi and Village Industries Commission(KVIC)
- Khadi and Village Industries Board(KVIB)
- Directorate of Handicrafts and Handloom
- AadharUdyog Memorandum

ii. SC/ST owned enterprises ( i.e. SC/ST proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Companies) shall additionally submit relevant SC/ST certificates issued by any of the following:

- District/Additional District Magistrate /Collector/Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub-divisional Magistrate / Taluka Magistrate / Executive Magistrate/ Extra Assistant Commissioner
- Chief Presidency magistrate /Additional Chief Presidency magistrate /Presidency magistrate
- Revenue Officer not below the rank of Tehsildar
- Sub-divisional Officer of the area where the individual and/or his family normally resides

iii. The registration shall be valid as on date of placement of order. A self- attested photocopy of the relevant certificate shall be submitted as a support document.

iv. The registration must be for the items/category of items /services relevant to the tendered items/category of items/services.

**(b) Purchase Preference for MSE:**

In tenders, where the L1 (evaluated price) bidder is a non-MSE, up to 20% of the tendered quantity shall be allowed to be supplied by participating MSEs provided that the tendered quantity is divisible into two or more orders and adequate for the purpose; all qualifying bidders have agreed for acceptance of part-order quantity and participating MSE matches the L1 rate.

A share of 4% out of this 20% shall be allowed to be supplied by participating MSEs owned by Scheduled Cast/Scheduled Tribe entrepreneurs. In the case of an SC/ST owned MSE failing to participate in the tender or not meeting the tender requirements, this 4% sub-target shall be met by other participating MSEs. The above shall be subject to that the participating MSE (including SC/ST) bidders shall have quoted a price within +15%of the L1 bid price and further that they shall agree to match their quoted price with the L1 price.

In case that two or more MSEs are within the L1 +15% band, all such MSEs will be offered the opportunity to match the L1 rate and 20% of the order will be shared equally by them. Where the MSE is SC/ST owned, they shall be exclusively awarded a share of 4% of the above 20% in addition to equally sharing the balance 16% with other non-SC/ST MSEs .

In case of more than one SC/ST MSE matching the L1 price, they shall equally share 4% of the order , and additionally share the balance 16% with other non-SC/ST MSE bidders.

**(c) Exemption from Earnest Money Deposit (EMD)/ Tender cost and Security Deposit (SD) for MSE:**

i) Tenders shall be provided free of cost and tender documents are downloadable from the websites of RCF (<http://www.rcftd.com>) and the Central Public Procurement (CPP) Portal (<http://www.eprocure.gov.in/epublish/app>) or can be obtained from the Office of Dy. General Manager (Marketing ).

ii) MSE units qualifying as at (a) above shall be exempt from paying EMD.NO EXEMPTION shall be allowed for the submission of SECURITY DEPOSIT /Performance BankGuarantee, if applicable in the particular tender.

**FORMAT OF BANK GUARANTEE**

- \* **BANK GUARANTEE - The Bank shall be selected from RCF's approved List of banks.**
- \* **BANK GUARANTEE should be attested by two officers from the same bank on stamp paper of Rs. 500/-.**
- \* **In case of Foreign Banks , the BANK GUARANTEE forwarded by them should be counter guaranteed by State Bank Of India, Or any other bank from RCF's approved list.**

Bank Guarantee No. \_\_\_\_\_ dated \_\_\_\_\_

M/s Rashtriya Chemicals & fertilizers Ltd,

.....,  
 .....

Dear Sirs,

In consideration of M/s Rashtriya Chemicals and Fertilizers Limited, [hereinafter referred to as '**RCF**', which expression unless repugnant to the context and meaning thereof shall include its successors and assigns], having agreed to exempt, M/s \_\_\_\_\_ having its registered/principal office at \_\_\_\_\_ [hereinafter referred to as '**Contractor**' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns], from depositing with **RCF** a sum of Rs. \_\_\_\_\_ towards security deposit in lieu of the said **Contractor** having agreed to furnish an irrevocable bank guarantee for the said sum of Rs. \_\_\_\_\_ as required under the terms and conditions of Contract / Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ [hereinafter referred as the '**Order**'] placed by **RCF** on the said Contractor, we, \_\_\_\_\_ [hereinafter referred to as '**the Bank**' which expression shall include its successors and assigns] do hereby undertake to pay **RCF** an amount not exceeding Rs. \_\_\_\_\_ [Rupees \_\_\_\_\_] on demand made by **RCF** on us due to a breach committed by the said **Contractor** of the terms and conditions of the **Order**.

1. We \_\_\_\_\_ **the Bank** hereby undertake to pay the amount under the guarantee without any demur merely on a demand received in writing from **RCF** stating that the **Contractor** has committed breach of the term(s) and/or condition(s) contained in the **Order** and/or failed to comply with the terms and conditions as stipulated in the **Order** or amendment(s) thereto. The demand made on **the Bank** by **RCF** shall be conclusive as to the breach of the term(s) and/or condition(s) of the **Order** and the amount due and payable by **the Bank** under this guarantee, notwithstanding any dispute or disputes raised by the said **Contractor** regarding the validity of such breach and we agree to pay the amount so demanded by **RCF** forthwith and without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ [Rupees \_\_\_\_\_].
2. We, \_\_\_\_\_ **the Bank** further agree that this irrevocable guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said **Order** and that it shall continue to be enforceable till all the dues of **RCF** under or by virtue of the said **Order** have been fully paid and its claim satisfied or discharged or till **RCF** certifies that the terms and conditions of the **Order** have been fully and properly carried out by the **Contractor** and accordingly discharge the guarantee.
3. We \_\_\_\_\_ **the Bank**, undertake to pay to **RCF** any money so demanded notwithstanding any dispute or disputes raised by the said **Contractor** in any suit or proceedings pending before any Court or Tribunal relating thereto as our liability under this present being absolute and unequivocal. The payment so made by us under this Guarantee shall be valid discharge of our liability for payment there under and the said **Contractor** shall have no claim against us for making such payment.
4. We \_\_\_\_\_ **the Bank** further agree that **RCF** shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the

**Order** or to extend time of performance by the said **Contractor** from time to time or to postpone, for any time or from time to time, any of the powers exercisable by the **RCF** against the said **Contractor** and to forbear or enforce any of the terms and conditions relating to the **Order** and shall not be relieved from our liability by reason of any such variation or extension being granted to the said **Contractor** or for any forbearance, act or omission on the part of **RCF** or any indulgence by **RCF** to the **Contractor** or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.

5. In order to give full effect to this guarantee, RCF will be entitled to act as if the BANK were the principal debtor and the BANK hereby waives all rights of surety ship.

6. Our liability under this bank guarantee is restricted to Rs. \_\_\_\_\_ [Rupees \_\_\_\_\_] and shall remain in force up to \_\_\_\_\_ and thereafter till the expiry of the extended period, if any, (hereinafter Validity period). Unless a demand is made under this guarantee on us in writing at any time from the date of issue of the guarantee till the expiry of the Validity period, we shall be discharged from all liabilities under this guarantee thereafter.

7. The claim, if any, under this guarantee, shall be lodged at (address of BANK & Branch) \_\_\_\_\_.

8. This guarantee will not be discharged due to change in the constitution in the **Bank** or the said **Contractor** or the provision of the contract between **Contractor** and **RCF**.

9. The BANK hereby agrees that the Courts in Mumbai shall have exclusive Jurisdiction in any matter of dispute between RCF and the Bank and the **Bank** hereby agrees to address all the future correspondence in regard to this bank guarantee to Chief Finance Manager (Marketing Finance) , Rashtriya Chemicals and Fertilizers Limited, 8<sup>th</sup> Floor, Marketing division, Priyadarshini Bldg., E.E. Highway, Sion-Mumbai 400 022. INDIA.

10. We have the power to issue this Guarantee in your favour under the Charter of our Bank and the undersigned has full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

11. We, \_\_\_\_\_ the **Bank** lastly undertake not to revoke this guarantee during its currency except with the previous consent of the RCF in writing.

SIGNED AND DELIVERED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

Yours faithfully,

For and on behalf of \_\_\_\_\_ . (bank)

Signature of Authorised Official of bank

Name of the Official:

Designation of the Official:

Name of Bank:

Branch:

Address of Branch:

Telephone / Mobile No :

Fax No:

Email Id:

\*\*\*\*\*

Rs,. 500/- STAMP PAPER

**AGREEMENT FOR STORAGE OF MATERIAL**

THIS AGREEMENT MADE THIS \_\_\_\_\_ between M/s. Rashtriya Chemicals & Fertilizers Limited, a company registered under Companies Act, 1956 having its Registered Office at 'PRIYADARSHINI', EASTERN EXPRESS HIGHWAY, MUMBAI-400 022, hereinafter called as "Company" which expression unless repugnant, thereto includes its Successors and assigns of the ONE PART

And

\_\_\_\_\_, hereinafter called the "Contractor" which expression unless repugnant, thereto includes its Successors and assigns of the OTHER PART.

WHEREAS the Company, have been manufacturing Ujjwala Urea, Suphala 15:15:15 and Suphala 20:20:0, importing DAP, MOP, Urea and marketing the above products, whereas

\_\_\_\_\_ is in the business of undertaking Warehousing Services.

Whereas the contractor is willing to undertake the work in accordance with the terms and conditions of NIT and the Work Order. This agreement now witnesses and it is hereby agreed that the said contractor shall work under the conditions hereafter appearing:

1. The Contractor agrees to abide by the company's notice inviting Tender No. -----, along with terms and conditions thereof, as per the company's work order No. -----, dated -----, both of which form part of this Agreement along with the contractor's quotation dated -----.
2. The Contractor has to furnish Security Deposit as per Clause security deposit on pg no. 09 of NIT it is agreed that the Contractor shall bear all Charges/Costs pertaining thereto and shall not demand any interest, charges, expense connected therewith.

3. The Agreement shall be valid upto----- --.
4. All disputes and differences arising out of the contract shall be settled as per Clause Arbitration point on pg. no. 16 of the NIT.
5. Due to Contractor's inability, failure or negligence to execute the contract any loss incurred by the Company, will be on Contractor's account. The Company or his authorized representative at his entire discretion may also terminate the contract in part or full, by giving 30 days notice, if in its opinion the work under the contract is not being done in accordance with the terms and conditions of the contract. The company also reserves the right to get work done by any other agency as and when the situation warrants, at the risk and cost of the contractor and any additional cost so incurred shall be recovered from contractor's bills/bank guarantee/security deposit.
6. The contract is entered into at ..... and competent courts of .....shall have jurisdiction.

IN WITNESS THEREOF, the parties have hereto set their hands and seals the days respectively appearing under their signature.

1. \_\_\_\_\_  
(Contractor)

2. \_\_\_\_\_  
(Company)

WITNESS:

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

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

**DEBARMENT OF FIRMS FROM BIDDING (HOLIDAY/DE-LISTING/BLACK-LISTING)**

1. Debarment is classified under following two types:

(i) In cases where debarment is proposed to be limited to only RCF, the appropriate Orders can be issued by RCF, thereby banning all its business dealing with the debarred firm.

(ii) Where it is proposed to extend the debarment beyond the jurisdiction of RCF i.e. covering to all central Ministries/ Departments, the requisite Orders shall be issued by Department of Expenditure (DoE), Ministry of Finance (MoF).

**Definitions**

2. Firm: The term 'firm' or 'bidder' has the same meaning for the purpose of these Guidelines, which includes an individual or person, a company, a cooperative society, a Hindu undivided family and an association or body of persons, whether incorporated or not, engaged in trade or business.

3. Allied firm: All concerns which come within the sphere of effective influence of the debarred firms shall be treated as allied firms. In determining this, the following factors may be taken into consideration:

- a. Whether the management is common;
- b. Majority interest in the management is held by the partners or directors of banned/ suspended firm;
- c. Substantial or majority shares are owned by the banned/ suspended firm and by virtue of this it has a controlling voice.
- d. Directly or indirectly controls, or is controlled by or is under common control with another bidder.
- e. All successor firms will also be considered as allied firms.

4. The terms "banning of firm", 'suspension', 'Black-Listing' etc. convey the same meaning as of "Debarment".

**Debarment by RCF, limited to only RCF-**

5. Orders for Debarment of a firm(s) shall be passed by RCF, keeping in view of the following:

- a. A bidder or any of its successors may be debarred from participating in any procurement process for a period not exceeding two years.
- b. Firms will be debarred if it is determined that the bidder has breached the code of integrity as per Rule 175 of GFRs 2017 given below-

*No official of a procuring entity or a bidder shall act in contravention of the codes which includes*

*(i) prohibition of*

- (a) making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.*
- (b) any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.*
- (c) any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.*
- (d) improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.*
- (e) any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.*
- (f) any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.*
- (g) obstruction of any investigation or auditing of a procurement process.*
- (h) making false declaration or providing false information for participation in a tender process or to secure a contract;*

*(ii) disclosure of conflict of interest.*

*(iii) Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (i) with any entity in any country during the last three years or of being debarred by any other procuring entity.*

- c. A bidder can also be debarred for any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of RCF, warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide "Bid Securing Declaration" etc.
- d. Before issuing the debarment order against a firm, reasonable opportunity shall be given to the concerned firm to represent against such debarment (including personal hearing, if requested by firm).

e. List of debarred firms will be maintained, which will also be displayed on RCF's website for all units of RCF.

6. Similarly, Government e-Marketplace (GeM) can also debar bidders upto two years on its portal as per their rules for GeM portal hence these debarred firms will not be eligible to participate in RCF's tenders in GeM only.

**Debarment across All Ministries /Departments / Other PSUs (State as well as Centre)/ Departments/ Central Public Sector Undertakings (CPSUs)/ State Public Sector Undertakings**

7. Where RCF is of the view that business dealings with a particular firm should be banned across all the Ministries/ Departments, RCF can forward such debarment proposal to DoE through DoF. DoE may issue the necessary orders after satisfying itself that proposed debarment across all the Ministries/ Departments is in accordance with Rule 151 of GFRs, 2017. Rule 151 of GFRs, 2017 is given below-

- (i) A bidder shall be debarred if he has been convicted of an offence— (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.*
- (ii) (A bidder debarred under sub-section (i) or any successor of the bidder shall not be eligible to participate in a procurement process of any procuring entity for a period not exceeding three years commencing from the date of debarment. Debarment of commerce (DGS&D) will maintain such list which will also be displayed on the website of DGS&D as well as Central Public Procurement Portal.*
- (iii) A procuring entity may debar a bidder or any of its successors, from participating in any procurement process undertaken by it, for a period not exceeding two years, if it determines that the bidder has breached the code of integrity. The Ministry/Department will maintain such list which will also be displayed on their website.*
- (iv) The bidder shall not be debarred unless such bidder has been given a reasonable opportunity to represent against such debarment.*

8. The firm will remain in suspension mode (i.e. debarred) during the interim period till the final decision taken by DoE, only in RCF.

9. Before forwarding the debarment proposal to DoE through DoF, reasonable opportunity shall be given to the concerned firm to represent against such debarment (including personal hearing, if requested by firm).

10. DoE can also give additional opportunity, at their option, to firm to represent against proposed debarment. DoE can also take suo-moto action to debar the firms in certain circumstances.

11. No contract of any kind whatsoever shall be placed on the debarred firm, including its allied firms by RCF after the issue of a debarment order.

12. DoE will maintain list of such debarred firms, which will be displayed on Central Public Procurement Portal.

**Revocation of Orders**

13. An order for debarment passed shall be deemed to have been automatically revoked on the expiry of that specified period and it will not be necessary to issue a specific formal order of revocation.

14. A debarment order may be revoked before the expiry of the Order, by the competent authority of DoE, if it is of the opinion that the disability already suffered is adequate in the circumstances of the case or for any other reason.

**Other Provisions (common to both types of debarment)**

15. No contract of any kind whatsoever shall be placed to debarred firm including its allied firms after the issue of a debarment order by competent authority. Bids from only such firms shall be considered for placement of contract, which are neither debarred on the date of opening of tender (first bid, normally called as technical bid, in case of two packet/two stage bidding) nor debarred on the date of contract. Even in the cases of risk purchase, no contract should be placed on such debarred firms.

16. If case, any debar firms has submitted the bid, the same will be ignored. In case such firm is lowest (L-1), next lowest firm shall be considered as L-1. Bid security submitted by such debarred firms shall be returned to them.

17. Contracts concluded (awarded) before the issue of the debarment order shall, not be affected by the debarment Orders.

18. The Debarment shall be automatically extended to all its allied firms. In case of joint venture/ consortium is debarred all partners will also stand debarred for the period specified in Debarment Order. The names of partners should be clearly specified in the "Debarment Order".

19. Debarment in any manner does not impact any other contractual or other legal rights of the procuring entities.

20. The period of debarment shall start from the date of issue of debarment order.

21. The Order of debarment will indicate the reason(s) in brief that lead to debarment of the firm.

\*\*\*\*\*

## ANNEXURE-9

<b>VENDOR DATA UPDATION FORM (Packet-4) – PLEASE SUBMIT CANCELLED CHEQUE</b>						
-	<b>Both New Vendors and Existing Vendors may please note that details listed below are required and will be used for making all payments POs / WOs, refund of EMDs / SDs, forwarding the details of payments by email, issue of TDS certificates, Works Contract TDS Certificate, C Form for CST purchases etc.</b>					
Vendors registered with RCF and currently receiving payment through Direct Bank Credit need to indicate only the RCF Vendor code and may not fill and furnish the other details again, if all the details as above are already furnished to RCF earlier and available in RCF SAP Vendor Master.						
Sr · N o	Title	Sub Titles		Purpose to be used for		
I	<b>NAME</b>	Title (Whether Company / M/s / Mr / Mrs / etc.)				
		Name ( As it appears on the Bank Cheque)	*			
		Type (Whether for Purchases or Services)		<i>will be filled by RCF</i>		
		<b>RCF Vendor Code</b> ( for existing RCF Vendors)				
		<b>RCF Vendor Code</b> ( for new Vendors, RCF will create and fill)	*	<i>will be filled by RCF</i>		
II	<b>ADDRESS</b>	House/ bldg. Number	*			
		Street	*			
		Street				
		City / Postal Code	*			
		District / State	*			
		Country				
		Region Code		<i>will be filled by RCF</i>		
III	<b>SUPPLY STATE</b>	District / State (If the state from which supplies are going to be made is different from the State given above, then specify the Place / State for C- forms.)	*	<i>To be given, if applicable.</i>		
		Other Region Code		<i>will be filled by RCF</i>		
IV	<b>COMMUNICATION</b>	Contact person	*			
		Telephone incl. ext.		<i>STD Code</i>	<i>Tel No</i>	<i>Extn</i>
		Mobile Phone	*			
		Fax		<i>STD Code</i>	<i>Tel No</i>	
		Email	*			
		Standard communication method		<i>by email only</i>		
V	<b>ACCOUNT CONTROL</b>	If also a RCF's Customer?		Yes / No		

		Group Key		<b>will be filled by RCF</b>		
<b>VI</b>	<b>TAX INFORM ATION</b>	CST Reg NO. for C forms				
		LST No. ( Local VAT REG NO)				
		GST Reg. No.				
		Excise Reg. No.				
		PAN NO.	*			
<b>VI I</b>	<b>DETAILS OF BANK</b>	Bank Key		<b>will be filled by RCF</b>		
		Bank Account No. of Vendor	*			
		Name of Bank	*			
		Name of Branch	*			
		Bank IFSC Code	*			
		Bank Branch Code (Only for SBI accounts)				
		Bank Address	*			
		BankCity	*			
		9 Digit code appearing on MICRcheque	*			
		Telephone No. of Bank		STD Code	Tel No	Extn
		Fax No. of Bank		STD Code	Fax No.	
		Type of Account (for SB A/c=10, Current A/c=11 or CC=13 )	*			
		Region		<b>will be filled by RCF</b>		
<b>VI II</b>	<b>REFEREN CE DATA</b>	Industry (whether PSU/Armed forces, Govt, others)				
		Micro / SSI Status (Whether Micro , Small, Medium Enterprise under Micro , Small and Medium Enterprises Development Act, 2006)				
	<b>For new vendors</b>					
1	It is mandatory ( Compulsory) to fill relevant data for item marked " * "					
2	Enclose a blank cheque / a photocopy of the cheque.					
3	Enclose a photocopy of Pass Book first page containing name and address of Account Holder					
4	We hereby authorize RCF Ltd to make all payments to us by Direct Credit to our Bank Accounts details of which are given above.					
5	We hereby authorize RCF Ltd to deduct bank charges applicable for such Direct Bank Payments					
				<b>Signature</b>	.....	
<b>Place</b>	Common Seal			<b>Name</b>	.....	
<b>Date</b>				<b>Designation</b>	.....	