सीआईएन: यू27102सिटी1989जिओ1005468 फार्मेटसं: एफएसएनएल/क्यूएफ/पीयूआर/07

CIN: U27102CT1989GO1005468 FORMAT NO: FSNL/QF/PUR/07

फेरो स्क्रैप निगम लिमिटेड	FERRO SCRAP NIGAM LIMITED
(भारत सरकार का उपक्रम) इक्विपमेंट चौक, सेंट्रल एवेन्यू पोस्ट बॉक्स सं.37 भिलाई-490 001 (छ. ग.) (वेबसाइट- www.fsnl.nic.in)	(A GOVERNMENT OF INDIA UNDERTAKING) EQUIPMENT CHOWK, CENTRAL AVENUE POST BOX NO.37 BHILAI 490 001(C.G) (Website – www.fsnl.nic.in)
"इस्पाती इरादे से हर एक काम देश के नाम"	

फोन/PHONE :0788-2222474, 2222475
फैक्स/FAX :0788-2220423, 2223884
ईमेल/Email : **nivedit.mathur@fsnl.co.in**

एकल निविदा /SINGLE TENDER

इन्क्वायरी संदर्भ संख्या एफ.सी/ENQUIRY REF.NO. FC/4071/2020 दिनांक/DATE: 03-10-2020

Dear Sir,

Please submit your "Quotation" in "sealed cover" addressed to the **Deputy General Manager(MM)**, M/s. Ferro Scrap Nigam Ltd., with our Enquiry No., Date & Due Date and "Quotation" super scribed on cover, for the material(s) mentioned below.

The quotation in sealed cover as above should reach us latest by **2.30 P.M.** on **05-10-2020** and shall be opened on the same day at **3.00 P.M.**

S/n.	Description	Qty. (In Nos.)	Unit Rate (Rs.) [without GST]	Total Rate (Rs.) [without GST]
1.	Supply and installation of **Adobe Acrobat Pro DC Software** at our FSNL Corporate Office, Bhilai (C.G) for a period of 01 (one) year as per the technical specification given in **Annexure-I**.	05 Nos.	₹ _ _ _ _ _ _ _	₹ _ _ _ _ _ _ _ _
2.	GST @ _ _ _ _ _ % Extra on Sl.No. (1)			₹ _ _ _ _ _ _ _ _
3.	Grand Total Amount of [Sl.No. (1) + (2)]			₹ _ _ _ _ _ _ _ _

(निवेदित माथुर)/ (NIVEDIT MATHUR)
वरिष्ठ प्रबंधक(सा.प्र.)/SR.MGR(MM)

General Note :-

1. The above items are required for our Corporate Office situated at Equipment Chowk, Central Avenue, Bhilai (C.G.).

2. Bidders may visit our Corporate Office between **9 am** to **5 pm** on working days (except **2nd** & **4th** Saturdays and Sundays) for any clarification before submitting the offers.

3. Please refer to the terms & conditions in the **Annexure-II** enclosed herewith and confirm each point in your quotation.

4. Each page should be signed by authorised signatory of the tenderer and name & designation should be mentioned along with rubber stamp/seal of the tenderer as a token of acceptance.

Note:- Interested vendors for the item/job mentioned in this tender can apply for vendor registration by submitting vendor enlistment form available in our website www.fsnl.co.in for future participation in tenders after enlistment. Vendors who are already enlisted with FSNL can only participate in this tender.

(निवेदित माथुर)/ (NIVEDIT MATHUR)
वरिष्ठ प्रबंधक(सा.प्र.)/SR.MGR(MM)

ANNEXURE-I

Technical Specification :- For supply and installation of **Adobe Acrobat Pro DC Software** at our FSNL Corporate Office, Bhilai (C.G) for a period of 01 (one) year.

S/n.	Specification	Requirement
1.	Easily add licences as your team grows.	Yes
2.	Reassign licences in the web-based Admin Console.	Yes
3.	Access advanced 24/7 tech support.	Yes
4.	View, interact and comment on PDF content from your computer, mobile device or web browser.	Yes
5.	Store, manage and share files online with instant access to files across devices.	Yes
6.	Measure the distance, area and perimeter of objects in PDFs.	Yes
7.	Convert documents and images to PDF files.	Yes
8.	Create PDFs from any application that prints.	Yes
9.	Combine multiple documents and file types into one PDF file.	Yes
10.	Convert web pages to interactive PDFs, complete with link.	Yes
11.	Prevent others from copying or editing information in PDFs.	Yes
12.	Create a password-protected PDF.	Yes
13.	Edit PDF text and images with full-page paragraph reflow.	Yes
14.	Turn PDFs into editable Microsoft Word, Excel or PowerPoint files.	Yes
15.	Convert PDFs to JPG, TIFF or PNG image formats.	Yes
16.	Insert, delete and organise pages in a PDF.	Yes
17.	Split a PDF by extracting one or multiple pages.	Yes
18.	Add bookmarks, headers, numbering and watermarks.	Yes
19.	Add or edit text and images on your tablet and mobile phone.	Yes
20.	Reorder, delete or rotate PDF pages on your iOS or Android tablet.	Yes
21.	Share links of PDFs for viewing, reviewing and signing.	Yes
22.	Get real-time status and activity notifications for documents sent for viewing, comments or signature.	Yes
23.	Collect group feedback in one PDF file online with no reviewer log in required.	Yes
24.	Add comments to PDFs with a full suite of commenting tools including text editing, highlighter and sticky notes.	Yes
25.	Collect legally binding e-signatures from others and track responses in real time.	Yes
26.	Work with certificate signatures.	Yes
27.	Fill, sign and send forms faster using data from your autofill collection on your computer or mobile device.	Yes

Date :

Signature :
Name (in block letter) :
Designation : :
Rubber Stamp of the Co. :

ANNEXURE-II

TERMS & CONDITIONS

1. **Envelope containing quotation :-** Enquiry No., Date & Due Date must be super scribed on the envelope containing quotation.

2. **Firm price :-** The price quoted by the successful tenderer should remain firm through complete execution of the order.

3. **Validity :-** The quotation should be valid for a period of **90 days** from the date of opening of the Techno-commercial bids.

4. **GST :-** Tenderers are requested to provide GST details as per **Annexure-III** & **IV** and also mention the percentage of GST applicable extra separately & the rate should be quoted exclusive of GST.

5. **Preference to "Make in India" :-** Preference to Make in India will be given as per **Annexure-V**.

6. **Authorized channel partner/ dealer/ distributor :-** You may authorized your channel partner /authorized dealer/distributor for submitting the offer on behalf of you. You have to submit the copy of letter of authorization along with the offer and copy of the same to be faxed /E-mail to us directly.

7. **Delivery & installation :-** Delivery & installation are essence of this enquiry. Please confirm your delivery & installation period.

8. **Transit Insurance :-** Transit insurance of the consignment, if any, shall be arranged by you at your own cost. Transit damage/loss shall be entirely your risk.

9. **Manuals/Leaflets :-** Manuals/Leaflets for the subject item should be given along with your offer.

10. **Termination of order :-** FSNL reserves the right to terminate the order at 15 days notice without assigning any reason(s) or incurring any liability thereby.

11. **Payment :-** 100% Payment shall be made within **30 days** from the date of submission of your bill against satisfactory installation report dully certified by Corporate SA&P Deptt.

12. **Banker's Details :-** Tenderers are requested to state **Banker's Name**, **Branch**, **Account No.**, **PAN No.** & **IFS Code** for remittance of **payment though NEFT/RTGS**.

13. **Supply of material/Bills :-** The place of supply of material/services and place of submission of bill should be one and same i.e. Billed to & shipped to should be one and same. Tenderer should submit GST return mentioning the GST number of the State where the material has been supplied or services has been provided.

"The party has to submit GST Compliance Invoice & in case Liquidated damage is applicable, then GST on Liquidated damage will also be recovered from the party".

Date :

Signature :
Name (in block letter) :
Designation : :
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14. **Guarantee/Warranty :-**

a). The **Adobe Acrobat Pro DC Software** should be fully guaranteed/warranted. Please state the guarantee/warranty period. In case any defects are reported/noticed during the guarantee/warranty period, the same shall be rectified by the successful tenderer to provide suitable replacement(s). The to and fro transportation cost, if any, for such replacement(s) shall also be borne by the successful tenderer.

b). All certificates, licences, guaranties/warranties and other documents in respect of the hardware & software supplied under the order shall be issued only in the name of "FERRO SCRAP NIGAM LIMITED.

15. **Liquidated Damages :-** Penalty @ ½% per week of the value of the order shall be charged for delay in delivery beyond the scheduled delivery period, subject to a maximum of 5% of the value of the order. Proportionate penalty for delay for part of a week shall also be payable by you. The penalty falling due shall be recoverable from the successful tenderer.

However, L.D. is exempted on account of force majeure conditions i.e., Lockout, Strike, Transporter's strike, Riot, Civil War, Restrictions imposed by Govt. and acts of God like Flood, Earthquake, Fire etc. which are beyond the successful tenderer control.

16. **Risk Purchase :-** In the event, the successful tenderer fails to execute the order, FSNL reserves the right to procure the same from some other source and the extra cost, if any, incurred by FSNL on such account and the duties and taxes thereof shall be recoverable from the successful tenderer. Your offer shall be rejected if this Risk Purchase Clause is not accepted.

17. **Disputes :-** Should any dispute as regards quality, quantity, specification, interpretations of the purchase order terms or methodology for execution of supply arise, the decision of FSNL will be final and binding upon you.

18. **Arbitration :-** All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award given in pursuance thereof shall be binding on you.

19. **Tender acceptance :-** Ferro Scrap Nigam Limited does not bind itself to accept the lowest in or any of the tenders and reserves the right to reject any or all the tenders, reduce or increase the quantities without assigning any reasons whatsoever.

20. **Conditional Offer :-** Quotations containing any other conditions other than those stated herein will be treated as conditional offer, which will be rejected.

21. **MSME :-** Tenderer(s) falling under MSME category and having valid registration certificate with NSIC, are required to submit registration certificate to enable us to consider under MSME, so that applicable benefits/facilities shall be provided as per procurement policy of Government of India.

"All MSEs will have to make declaration of Udyog Adhar Memorandum (UAM) number on Central Public Procurement Portal (CPPP), failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy for MSEs order, 2012 for tenders invited electronically through CPPP".

Date :

Signature :
Name (in block letter) :
Designation : :
Rubber Stamp of the Co. :

22. **Environment, health and safety of the organization :-** The supply of materials/execution of the job as stipulated in this enquiry should not adversely affect the environment, health and safety of the organization.

23. **Blacklisting :-** The tenderer hereby declares that they have never been blacklisted and/or there were no debarring action against them by any Govt. organization/ CPSE/ Court. Further vendors who are found blacklisted at any later stage their bid/offer shall be liable for cancellation.

    Also those vendors who cannot execute the job/supply as per the order, FSNL in its sole discretion reserves the right to cancel the order and blacklist the firm without any notice.

24. **Jurisdiction :-** Disputes, if any, arising out of this transaction are subject to provisions of competent court having jurisdiction over Durg.

25. **Regret letter :-** Please forward your regret letter in case you do not wish to quote.

All the above terms & Conditions are acceptable to us.

Date :

Signature :
Name (in block letter) :
Designation : :
Rubber Stamp of the Co. :

ANNEXURE-III

Please indicate the @ …….% of GST applicable and provide copy of GST Registration Certificate. Tenderers are requested to provide following information for GST Compliance:-

Vendor Name	Name of Authorised Person under GST with Mobile No. & Email ID.	Place of Business		GST Regn No. (GSTIN)	Whether under Composition Scheme		HSN Code No.
		Principal Place of Business	Additional Place of Business		Yes	No	

Date :

Signature :
Name (in block letter) :
Designation : :
Rubber Stamp of the Co. :

ANNEXURE-IV

Following undertaking is to be provided by Contractor/ vendor's at the time of submission of quotation :-

1. (a) We agree to do all things not limited to providing GST invoices or other documentation as per GST law relating to the above supply, payment of taxes, timely filling of valid statutory returns for tax period on the Goods and Service tax portal etc. that may be necessary to match the invoice on GST common portal and enable FSNL to claim input tax credit in relation to any GST payable under this Agreement or in respect of any supply/ service under this agreement.

   (b) In case the Input Tax Credit of GST is denied or demand is recovered from FSNL on account of any non- compliance by the vendor/supplier/contractor, including non-payment of GST charged and recovered, the contractor shall indemnify FSNL in respect of all claims of tax, penalty and/or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance.

   (c) Contractor/Vendor shall maintain high GST compliance rating track record at any given point of time.

   (d) The Contractor/ Vendor shall avail the most beneficial notification, abatements, exemptions etc., if any, as applicable for the supplies/services under the Goods and Service Tax.

2. Any invoice issued in favour of FSNL shall contain the following particulars:-

   a. Name, address and GSTIN of the supplier;
   b. Serial number of the invoice;
   c. Date of issue;
   d. Name, address and GSTIN of the recipient (FSNL Unit/C.O)
   e. Name and address of the recipient and the address of the delivery, along with the State and its code,"
   f. HSN code of goods or Accounting Code of services;
   g. Description of goods or services;
   h. Quantity in case of goods and unit or Unique Quantity Code thereof;
   i. Total value of supply of goods or services or both;
   j. Taxable value of supply of goods or services or both taking into discount or abatement if any;"
   k. Rate of tax (Central Tax, State Tax, Integrated Tax (for inter-state supply), Union Territory Tax or cess);"
   l. Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax (for inter-state supply), Union Territory Tax or cess);"
   m. Place of supply along with the name of State, in case of supply in the course of inter-state trade or commerce;"
   n. Address of the billing where the same is different from the place of supply.
   o. Signature or digital signature of the supplier or his authorised representative on Invoice.

Date :

Signature :
Name (in block letter) :
Designation : :
Rubber Stamp of the Co. :

3. GST invoice shall be prepared in triplicate, in case of supply of goods, in the following manner:-

   a. The original copy being marked as ORIGINAL FOR RECIPIENT;
   b. The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
   c. The triplicate copy being marked as TRIPLICATE FOR SUPPLIER.

4. GST invoice shall be prepared in duplicate, in case of supply of services, in the following manner :-

   a. The original copy being marked as ORIGINAL FOR RECIPIENT; and
   b. The duplicate copy being marked as DUPLICATE FOR SUPPLIER.

5. In case of any advance given against any supplies contract, the supplier of the goods shall issue Receipt Voucher containing the details as prescribed in the GST Acts 2017 read with GST Rules, 2017.

6. For the purpose of the above mentioned requirements, the contractor/vendor shall provide necessary documents as may be necessary and shall allow inspection of the same to concerned authorities.

All the above terms & Conditions are acceptable to us.

Date :

Signature :
Name (in block letter) :
Designation : :
Rubber Stamp of the Co. :

ANNEXURE –V

PREFERENCE TO "MAKE IN INDIA"

1. **Purchase preference shall be given to local suppliers in all procurement in the manner specified hereunder**: -

(a) In procurement of goods where the estimated value of procurement is Rs. 50.00 lakhs or less, only the local suppliers shall be eligible. If the procurement of such goods is more than Rs. 50.00 lakhs, the provision as stipulated under shall be applicable as the case may be.

(b) In procurement of goods which are divisible in number, following procedure shall be adopted: -

(i). If the L1 bidder is from the local supplier, the contract for full quantity will be awarded to L1 bidder.

(ii). If L1 bidder is not from the local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local supplier will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference of 20% & contract for that quantity shall be awarded to such local supplier subject to matching the L1 price. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on local suppliers, then such balance quantity may also be awarded to L1 bidders.

(c) If the procurement of goods which are not divisible in number, such as procurement of services/repairs etc. following procedure shall be adopted: -

(i). If L1 is from the local supplier, the contract will be awarded to L1 bidder.

(ii). If L1 is not from a local supplier, the lowest bidder among the supplier will be invited to match the L1 price subject to local supplier's quoted price falling within the margin of purchase preference of 20% and the contract shall be awarded to such local supplier subject matching the L1 price.

(iii). In case such lowest eligible supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference of 20% shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local supplier within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.

2. **Verification of local content :-**

(i). The local supplier at the time of tender shall be required to provide self-certification that the item offered meets the minimum local content of 50% and shall give details of location(s) at which the local value addition is made.

Date :

Signature :
Name (in block letter) :
Designation : :
Rubber Stamp of the Co. :

(ii). In case the procurement for a value exceeds Rs. 10.00 Crores, the local supplier shall be required to provide certification from statutory auditor or cost auditors of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving percentage of local content.

(iii). False declaration will be in breach of the Code of Integrity under Rule 175(1) (i) (h) of the General Financial Rules for which a bidder or is successors can be debarred for upto two years as per Rule 151 (iii) of the General Financial Rules alongwith such other action as may be permissible under law.

3. **Exemption of small purchases :-** Not withstanding anything contained in paragraph 3, procurements where the estimated value to be procured is less than Rs. 5 lakhs shall be exempt from this order. However, it shall be ensured by procuring entities that procurement is not spilt for the purpose of avoiding the provisions of this clause.

Definition for this purpose will be: -

"Local Content" means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

"Local Supplier" means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed under this Order or by the competent Ministries/Departments in pursuance of this order.

"Margin of Purchase Preference" means the maximum extent to which the price quoted by a local supplier may be above the L1 for the purpose of purchase preference.

All the above terms & Conditions are acceptable to us.

Date :

Signature :
Name (in block letter) :
Designation : :
Rubber Stamp of the Co. :