



सीआईएन: यू27102सिटी1989जिओ1005468  
CIN: U27102CT1989GO1005468

फार्मेटसं: एफएसएनएल/क्यूएफ/पीयूआर/07  
FORMAT NO: FSNL/QF/PUR/07

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

फोन/PHONE :0788-2222474, 2222475

फैक्स/FAX :0788-2220423, 2223884

ईमेल/Email : nivedit.mathur@fsnl.co.in

<b>एकल निविदा /SINGLE TENDER</b>
<b>इन्क्वायरी संदर्भ संख्या एफ.सी/ENQUIRY REF.NO. FC/ 4666 /2021 दिनांक/DATE: 23-11-2021</b>

Dear Sir,

Please submit your "Quotation" in "Sealed Cover" addressed to the Assistant General Manager (MM), M/s. Ferro Scrap Nigam Ltd., with our Enquiry No., 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 **01-12-2021** and shall be opened on the same day at **3.00 P.M.**

S/n.	Description	Qty.	Total Rate (Rs.) (without GST)
1.	Development and Deployment of e-Office and HRMS (HR+Payroll) software packages for FSNL on MSTC's server for a period of 1 year from the date of successful installation and commissioning as per the Scope of Work given in <b>Annexure-I</b> .	1 LS	Rs. _____
2.	AMC for e-Office and HRMS (HR+Payroll) software packages for 2 <sup>nd</sup> & 3 <sup>rd</sup> years after successful completion of one year of deployment.	1 LS	Rs. _____
3.	Sub-Total of Sl. No.(1) & Sl No.(2)		Rs. _____
4.	GST @ _____ % Extra on Sl. No.(3)		Rs. _____
5.	Grand Total Amount with GST		Rs. _____

(निवेदित माथुर)/ (NIVEDIT MATHUR)  
वरि.प्रबंधक(सा.प्र.)/ Sr. MGR (MM)

**Note :-**

1. 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.
2. Please refer to the terms & conditions in the **Annexure-II** enclosed herewith and confirm each point in your quotation.
3. **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.**

(निवेदित माथुर)/ (NIVEDIT MATHUR)

वरि.प्रबंधक(सा.प्र.)/ Sr. MGR (MM)

## **ANNEXURE-I**

### **Development and Deployment of e-Office and HRMS (HR+Payroll) software packages along with 2 years AMC for FSNL on MSTC's server**

#### **Scope of Work for HRMS and E-office system**

#### **Units of FSNL**

---

The addresses of FSNL Corporate Office & 9 (nine) Units details as mentioned below:-

1. **Corporate Office** : Ferro Scrap Nigam Ltd., Equipment Chowk, Central Avenue, Bhilai (C.G)
2. **Rourkela Unit**: Inside Rourkela Steel Plant, Rourkela (Orissa).
3. **Burnpur Unit.**, inside IISCO, Burnpur (W.B).
4. **Bhilai Unit** : Inside Bhilai Steel Plant, Bhilai (C.G).
5. **Bokaro Unit**: inside Bokaro Steel Ltd., Bokaro (Jharkhand).
6. **Durgapur Unit** : inside Durgapur Steel Plant, Durgapur (W.B).
7. **Vizag Unit**: inside Visakhapatnam Steel Plant, Visakhapatnam (A.P).
8. **Salem Unit**: Inside Salem Steel Plant, Salem (Tamilnadu).
9. **Hazira Unit** : Inside AM/MS Steel Plant, Hazira (Gujrat).
10. **Hyderabad Unit (Midhani)**- Inside Midhani Steel Plant, Hyderabad (Telangana).

#### **A. HRMS Module**

---

The HRMS System application should have the following features:

1. Login Module: Web based user login (Authentication and authorization of FSNL users).
2. Home Screen/ Dashboard: The Home screen shall provide Employee's Salary, Leave Detail and Income Tax details. Latest Circular and Office Order shall also be visible.

#### **A.1. HR Module**

---

##### **1. Master Details**

- A. Employee Master
- B. Department Master (Create/View).
- C. Unit Master: Facility to add new Unit with Unit code, Office address and HRA percentage.
- D. Designation Master: Facility to add designation details.
- E. Grade Master
- F. Pay Scale: - Facility to add Pay Scale.
- G. HRA Slab

## **2. Employee Details**

- A. Add New Employee Details
- B. Employee Promotion/Transfer Details
- C. Previous Employment Details
- D. Dependent Details For Medical Reimbursement
- E. Nominee Details For PF/Gratuity/DRF/EFBS
- F. Employee Qualification
- G. Employee Address
- H. Upload Certificate And Attestation Of Employee
- I. Change Employee Status
- J. Training Details

## **3. Leave Details**

- A. Leave Master
- B. Leave Opening Balance/ Shift Opening Balance
- C. Weekly / Closed Holidays
- D. Unit Wise Holiday Master
- E. Leave Adjustment (add/update)
- F. Special Leave Credit
- G. Leave Increment ( For EL)
- H. Employee's Mapping for Approving Leave
- I. Monthly Attendance Entry
- J. Approving/View Monthly Leave
- K. IOW / C.OFF/Suspension Entry
- L. Absenteeism report
- M. Suspension Entry /view

## **4. Upload Circular and Office Order:** Facility to upload Circular and office order

## **5. MIS**

- A. FSNL Dashboard
  - a. Age Matrix
  - b. Gender Wise Manpower Status
  - c. Category Wise Manpower Status
  - d. Grade/Designation/ Unit Wise/Blood Group Wise/Cast Category Wise Manpower list
  - e. Employee Retiring List
  - f. Employee Joining List
  - g. Present Employee List
  - h. Employee Information/ Bio data
  - i. Employee Register
  - j. Attendance Register / Summary
  - k. Employee Leave Ledger
  - l. Overtime statement
  - m. Promotion Report (Employee/Unit/Grade Wise)
  - n. Statutory Report (same as MSTC)

## **6. Yearly Increment:**

- a. Granting Yearly Increment to Employee
- b. View Yearly Increment Report

## **A.2.PAYROLL:**

---

### **1. Master Details**

- A. Cafeteria Perks Master
- B. LIC Master
- C. DA Master
- D. Production Bonus Category Wise
- E. Production Bonus Slab
- F. LTE Master
- G. Bank Master
- H. Misc. Earning Master (Night Shift Master/ Canteen Master/Education Subsidy).

### **2. Loan Details**

- A. Loan Details/Master
- B. Monthly Loan Process
- C. View Loan Statement
- D. Enter Loan Repayment

### **3. Salary**

- A. Enter/View DA
- B. Enter/View Bank Details
- C. Monthly Earning details
- D. Monthly Deduction details
- E. Production Bonus Calculations
- F. Professional tax Calculation
- G. Slag Production Bonus Calculation
- H. Global Salary earning/deduction head Updation
- I. Enter/View Income Tax Deduction Amount form Salary
- J. Generate/Process Salary
- K. View Salary Statement before finalization
- L. Salary Finalization
- M. Arrears calculation.
- N. View Salary Slip/ Arrear Pay Slip
- O. JV Posting.

### **4. Income Tax Module.**

- A. Form 12 BB Approval
- B. Income Tax Statement
- C. Professional Tax Master
- D. IT Projection Calculation
- E. Annual Return Statement

### **5. PF Module**

- A. Shifting/Viewing Monthly PF Contribution
- B. PF Interest Rate Updation
- C. Financially Interest Calculation
- D. View/Print PF Statement
- E. PF Interest Report
- F. Statutory Report ( same as MSTC)

## **6. Bill Reimbursement**

- A. EL Encashment
- B. Medical Bill reimbursement

## **7. MIS**

- A. FSNL Finance Report
  - a. Electronic Challan cum Receipt (ECR)
  - b. View Employee Wise Wage Details
  - c. Financial Year/Month Wise Wage Details
  - d. Monthly Deduction Statement
  - e. Salary Register
  - f. Arrears register
  - g. LIC Register
  - h. Loan Register
  - i. Leave Encashment Report
  - j. Bank Statement (Bank Wise)
  - k. Statutory Report ( same as MSTC)

## **8. Employee Self Service**

- B. Payroll
  - a. View Payslip
  - b. View Arrear Pay Slip
  - c. View/Edit Perks
  - d. View Provident Fund Statement
  - e. View Monthly Provident Fund Details
- C. Income Tax
  - a. Income Tax Regime Selection
  - b. Investment Declaration(Form 12BB)
  - c. Income Tax Projection/calculation
  - d. Download Year end Income Tax Projection
  - e. Download Form16.
- D. Leave
  - a. View Leave Record
  - b. Apply Leave
  - c. Cancel leave
  - d. Leave Approver
    - i. Approve leave of subordinates
    - ii. View Leave records of subordinates
  - e. View Holiday List
- E. View Employee Personal Details
- F. View Imp Notice/Circular
- G. Bill Reimbursement
  - a. Apply Medical Reimbursement
  - b. Apply EL Encashment

## B. E-office

The E-Office application will have the following features:

1. **Login Module:** Authentication and authorization of FSNL users.
2. **Home Screen/ Dashboard:** The Home screen will provide manuals, application software , latest application updates and user dashboard.
3. **Department File Creation and File Documents/Reference:** facility to add files and associated documents to be used while creating notesheets.
4. **Create Note sheet:** A notesheet will have priority, File Name, Title, Description, attachments, Reference notesheets, documents etc.
5. **Sign and Submit Notesheets :** After creating a notesheet originator need to sign the notesheet using digital signature or OTP based signing. OTP will be sent to concerned users' official mobile and email. User will forward the notesheet after signing the notesheet.
6. **My Note Sheet List:** This page will provide the details of all the notesheets created by the user.
7. **Draft Note sheets list:** This page will provide the list of notesheets in draft stage. Modifications can be done at this stage.
8. **Pending Note sheet List:** This will provide the list and details of all the Pending Notesheets marked to the user. The User can either forward or approve and forward after providing his comments. Each and every comment of the user should be verified by OTP based authentication.
9. **Download Notesheet:** At each and every stage of a notesheet, a digitally signed copy/ OTP approved of all the comments provided by various users for that particular notesheet should be available to the concerned users.
10. **Forwarded Approved Note sheets:** This will provide the notesheet list which is forwarded to the user after being approved. After approval is given a notesheet can only be forwarded.
11. **Closure:** Closure of Notesheet after logical conclusion.
12. **ByPass a Note sheet:** A notesheet can be bypassed to avoid delay in its movement.
13. **Action Taken Notesheets:** This list will provide the details of all the notesheets on which the user had taken any action.
14. Note sheet Timeline
15. Note sheet Call-On: Designated higher authorities may Call on any notehsheet at any time based on their discretion.
16. MIS reports
17. Bi-Lingual

**Specific Requirement of FSNL :**

18. File created in the Unit level will be processed only at Units. It will come to Corporate Office (CO) only after forwarded by the concerned Unit Head. Similarly File created in the Corporate Office will be processed only at Corporate Office. It will go to Unit only after forwarded by the concerned CO HOD.
19. Require Separate File/Note sheet Number series for Corporate Office and Units.
20. Total file transfer option in case of transfer of employees so that the next person taking over the charge can move the files from his ID.
21. Alert for non-moving files after every 15 days.
22. Multiple attachment option to be made.
23. FSNL require OTP Based authorization.



## Master Details

### Employee Master:

1. Name
2. Designation
3. Grade
4. Employee category (Exe/non-Exe)
5. Unit ticket no
6. Scale of pay
7. Gender
8. Caste Category
9. Religion
10. Blood Group
11. Increment date
12. Date of Birth
13. House Rent
14. Bank – Name/Account no/IFSC.
15. P.F. A/c no,
16. Department
17. Employee Type
18. UAN
19. Consolidated employees
20. Date of joining
21. Date of last promotion
22. PAN number
23. Aadhar Card Number
24. Current Address
25. Permanent Address
26. Dependent Details
27. Nominee Details ( PF/ Gratuity/ DRF)
28. Employee joined from other PSU/Govt/Private for transfer of various amount
29. Employee Dependent details

### Attendance Component

1. Present days
2. Leave days: Casual leave, Earned leave, Optional Holiday, Festival Leave, Compensatory Off, Special Leave, Maternity leave, Injury on works, Transit Leave.
3. Suspension period (if any)
4. Extra days

### Earning Component

1. Basic pay
2. Dearness allowance
3. H.R.A. basic (current basic)
4. Production Bonus
5. Personal pay
6. Leave Encashment amount
7. IOW pay
8. P.F. Gross
9. Canteen allowance on physical attendance
10. Charge allowance

11. Transport subsidy
12. Education subsidy
13. Special incentive
14. L.T.E
15. Cafeteria
16. Night shift allowance
17. Production incentive (with optional facilities to exclude certain categories /all employees of a particular unit).
18. Slag incentive (-do-)
19. Reward (in case scrap production achievement is beyond 130% of Target production)
20. Extra day earning (not to be included in P.F. Gross)
21. Misc Earning1
22. Misc Earning2
23. Misc Earning3

#### **Deduction Component**

1. P.F
2. V.P.F.
3. House Rent
4. Electricity
5. Income Tax
6. Professional Tax
7. Garden maint. Charge
8. L.I.C. deduction (master for policy no. and premium)
9. House Building Loan
10. Consumer loan
11. Death Relief Fund (at flat rate)
12. Labour welfare fund
13. Club membership fee
14. Telephone bill
15. Vehicle loan
16. Festival advance
17. Salary advance (maximum 12 nos. of installment)
18. PF loan
19. Canteen allowance deduction
20. Other advance having installment-wise deduction facility.
21. Misc deduction 1
22. Misc deduction 2
23. Misc deduction 3

## **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(s) quoted should remain firm through complete execution of the order. The price quoted should be inclusive of all charges and applicable taxes. Acceptance of this clause should be specifically confirmed in the techno-commercial bid.
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 :-** Tenderer 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. **Period of Work Order :-** Period of work order will be initially for one year from the date of successful installation & commissioning of both e-Office and HRMS (HR+Payroll) software followed by AMC for 2<sup>nd</sup> & 3<sup>rd</sup> years after successful completion of one year of deployment and it can be extended for further period of one/two years subject to your satisfactory performance and mutual agreement.
7. **Delivery :-** Delivery is the essence of this enquiry. Hence tenderer are requested to quote the earliest delivery schedule.
8. **Payment :-**

1.	Development and Deployment of e-Office and HRMS (HR+Payroll) software packages for FSNL on MSTC's server for a period of 1 year from the date of successful installation and commissioning	<b>97% payment shall be made within 30 days</b> from the date of submission of your bill alongwith satisfactory installation & commissioning report and guarantee/warranty certificate from our SA&P Deptt.
2.	AMC for e-Office and HRMS (HR+Payroll) software packages for 2 <sup>nd</sup> & 3 <sup>rd</sup> years after successful completion of one year of deployment.	<b>97% payment shall be made within 30 days</b> on quarterly basis from the date of submission of your bill along with certificate from our SA&P Deptt.

9. **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.

Date :

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

10. **Performance Bank Guarantee:-** The successful tenderer will be required to submit a Bank Guarantee equivalent to 3% of the Invoice Value of the order of any Nationalized Bank, towards satisfactory performance of e-Office and HRMS (HR+Payroll) software packages valid for the guarantee/warranty period which will be applicable from the date of successful installation & commissioning of e-Office and HRMS (HR+Payroll) software packages. Alternatively, the successful tenderer should agree for retention of 3% of the value of the order until the guarantee/warranty period. Either of the two options should be confirmed.

11. **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".*

12. **Guarantee/Warranty :-**

- a). The e-Office and HRMS (HR+Payroll) Software packages 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 you to provide suitable replacement(s). The to and fro transportation cost, if any, for such replacement(s) shall also be borne by you.
- b). All certificates, 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.

13. **Liquidated Damages :-** Penalty @  $\frac{1}{2}\%$  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.

14. **Risk Purchase :-** In the event, you 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 you. Your offer shall be rejected if this Risk Purchase Clause is not accepted.

15. **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.

Date :

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

16. **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.
17. **Quotations Containing :-** Quotations containing any other conditions other than those stated herein will be treated as conditional offer, which will be rejected.
18. **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".
19. **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.
20. **Jurisdiction :-** Disputes, if any, arising out of this transaction are subject to provisions of competent court having jurisdiction over Durg.

**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 its 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 :-** Notwithstanding 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. :