



Telecommunications Consultants India Ltd.  
(A Government of India Enterprise)



**TENDER DOCUMENTS  
FOR  
INTERIOR WORKS INVOLVING CIVIL CONSTRUCTION,  
ELECTRICAL, FIRE FIGHTING AND AIR-CONDITIONING WORKS  
FOR  
CONSTRUCTION  
OF  
CALL CENTRE  
AT  
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE,  
NEW DELHI**

**Notice No. TCIL/05/ 261/2011/ARCH Dt. 28.12.2011**

**VOLUME – 1 (TECHNICAL BID)**

**Telecommunications Consultants India Ltd.  
TCIL Bhawan, Greater Kailash-I  
New Delhi – 110048  
Phone : 91-11-26202020, Fax No. : 91-11-26242266/26241776  
Email: [tcil@tcil-india.com](mailto:tcil@tcil-india.com)**

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**SECTION – 1**

**INVITATION**

**TELECOMMUNICATIONS CONSULTANTS INDIA LTD.  
(A Govt. of India Enterprise)**

**NOTICE INVITING TENDER**

**Notice No.** : **TCIL/05/ 261/01/2011/ARCH DT. 28.12.2011**

**Name of the Work (Subject)** : **Tender for Interior Works Involving Civil Construction, Electrical, Fire Fighting and Air-Conditioning Works for Construction of Call Centre at National Institute of Health and Family Welfare, New Delhi**

**Tender Category** : **Civil and Architecture**

Sealed Technical and Financial Bid is invited for the above work from experienced agencies.

Detailed terms and conditions, technical specifications, bill of quantity etc. are given in the tender documents.

For any queries regarding above said work may contact the following:

**The Joint General Manager (Arch)  
Telecommunications Consultants India Ltd.,  
TCIL Bhawan ,  
5<sup>th</sup> Floor,  
Greater Kailash,-I,  
New Delhi-1100 48  
Telephone: 26202573  
Email: indu.mathur@tcil-india.com**

➤ **Last date of tender submission is 19.01.2012 by 15:00 Hrs.**

**Concerned Officers:**

1. Ms.Rekha Dua, Mgr. (Arch ), Tel: 011-26202543
- 2.Mr.Sheetal Singh, Architect. Tel: 011-26202540

**SECTION - 2**

**DEFINITIONS**

## SECTION - 2

### 2.0 DEFINITIONS

- 2.1 The Purchaser or Client stands for Telecommunications Consultants India Limited, New Delhi.
- 2.2 The ultimate client stands for National Institute of Health and Family Welfare.(NIHFW)
- 2.3 The Tenderer stands for the party submitting a tender offer against a Tender Document.
- 2.4 The agency or contractor stands for the successful tenderer whose bid is accepted by the purchaser for placement of Purchase Order/Work Order.
- 2.5 Engineer-in-charge stands for the TCIL official in charge of the project.
- 2.6 Completion certificate stands for the certificate issued by the client certifying completion of interior works including electrical & LAN works.
- 2.7 Back to back payment refer to release of payment to the agency/contractor only on receipt of payments from the ultimate client.

Time of Completion refers to the period for Interior works including Civil, Electrical ,Air conditioning & Audio Visual Works **is 90 Days plus 7days from the date of work order.**

# **SECTION 3**

## **INSTRUCTIONS TO THE TENDERER**

### **3. INSTRUCTION TO TENDERERS**

3.1 Telecommunications Consultants India Limited (TCIL) is inviting you to tender for the following work with details as under :

- Name of work** : **Tender for Interior Works Involving Civil Construction, Electrical, Fire Fighting and Air-Conditioning Works for Construction of Call Centre at National Institute of Health and Family Welfare, New Delhi**
- Tender No.** : TCIL/05/ 561/2011/ARCH Dt.28.12.2011
- Estimated Cost of work** : **Rs.1,85,62,942/-** (*Rupees One Crore Eighty Five Lakh Sixty Two Thousand Nine Hundred Forty Two only*).
- Last Date of Sale of Tenders** : 18.01.2012 upto 17:00 Hrs.
- Date of receipt of Tender** : 19.01.2012 by 15:00 Hrs.
- Date of opening (Technical Bid)** : 19.01.2012 at 16:00 Hrs.
- E.M.D. (Earnest Money Deposit)** : 2% of the estimated value of work payable in the form of D.D in favour of "Telecommunications Consultants India Limited payable at New Delhi or BG in favour of Telecommunications Consultants India Limited, New Delhi (Bank Guarantee in prescribed format).
- Time Completion of** : 90 Days plus 7days from the date of work order.
- Tender Box** : TCIL, 5<sup>th</sup> Floor near Work Station 2536/41
- Tender Fee** : **Rs 1,000/-** by D.D in favour of Telecommunications Consultants India Limited payable at New Delhi.
- Defect Liability Period** : One year after completion & handing over.
- Validity Period** : 120 days from date of opening of tender.

The tenders must be submitted as under :

**A) Envelope – I (EMD + Tender fee if downloaded from web site + PQ Documents +Technical Bid )**

E.M.D. (Earnest Money Deposit) and Technical Bid along with (PQ Documents) in a sealed envelope marked as **Envelope-1** and Super scribed “TECHNICAL BID” for Tender for Interior Works Involving Civil Construction, Electrical, Fire Fighting and Air-Conditioning Works for Construction of Call Centre at National Institute of Health and Family Welfare, New Delhi.

**B) Envelope –2 (Financial offer)**

The Financial offer of tender documents shall be in a sealed envelope marked as **Envelope-2** , Super scribed “Financial Bid ” for Tender for Interior Works Involving Civil Construction, Electrical, Fire Fighting and Air-Conditioning Works for Construction of Call Centre at National Institute of Health and Family Welfare, New Delhi.

Both the envelopes should be sealed in third envelope addressed to Joint General Manager (Arch), TCIL, New Delhi and **Super Scribed Tender for “Tender for Interior Works Involving Civil Construction, Electrical, Fire Fighting and Air-Conditioning Works for Construction of Call Centre at National Institute of Health and Family Welfare, New Delhi”.** “Do not open before 19.01.2012” at 16:00 hrs.

➤ **Unsealed tenders are liable to be rejected.**

**3.2 ELIGIBILITY CRITERIA**

The agencies should have been existence of 5 years and completed similar works during last seven years ending 30<sup>th</sup> November, 2011 similar as per details below (To be supported with Clients Certificates).

i) One work of similar nature valuing not less than 80% of Estimated Cost  
OR

ii) Two works of similar nature each valuing not less than 50% of Estimated Cost.

OR

iii) Three works of similar nature each valuing not less than 40% of Estimated Cost.

➤ Similar works means Interior works involving civil Construction along with Electrical, Fire Fighting and Air-Conditioning works. Agency shall provide completion certificates and B.O.Q substantiating Interior works completed along with Electrical Fire Fighting and A/C works. Experience for Work in progress shall not be considered.

➤ **No Consortium or JV is permissible.**

3.3 Average Annual financial turnover during the last 3 years ( 2008-2009, 2009-10 & 2010-11) should not be less than 50% of Estimated Cost - in **Civil and Electrical Work**.

3.4 **TIME OF RECEIPT AND OPENING OF TENDER:**

Tenders will be received not later than 15:00 Hrs. on the specified date in the Tender Form. Tenders received later will be rejected even if they are dispatched before the fixed date. The Technical Bid shall be opened on same day at 16:00 Hrs. in the presence of representatives of the agencies.

2nd envelop containing 'Financial bids' of those firms shall only be opened who fulfill the eligibility criteria CONTAINED IN TENDER DOCUMENTS. THE TECHNICALLY QUALIFIED PARTIES SHALL BE NOTIFIED OF THE DATE, TIME AND VENUE OF OPENING FINANCIAL BID

3.5 **CONDITIONS:**

Conditional offers are liable to be rejected. In case the contractor still wishes to state certain conditions, he can state them under compliance statement. Conditions or statements made at pages other than Compliance Statement shall not be considered contractors should therefore refrain from making comment elsewhere in the tender.

3.6 **MODIFICATIONS:**

Tenders must conform to such information as included conditions, specifications, lists and drawings.

No modifications shall be allowed by the tenderer otherwise he must very clearly and in full detail define on which points his offer does not meet the conditions, terms, specifications etc.

These may be stated under the relevant clauses on the compliance statement.

3.7 **BASIS AND INTERPRETATION OF SIGNING THE TENDER FORM:**

The signing of the Tender Form by the tenderer shall be an acceptance of all stipulations and provisions of these conditions and associated documents as an integral part of the contract. No provision in these general conditions shall be rendered in applicable except only so far as these provisions are not consistent with provisions contained in any particular specifications, and Technical Conditions, in which case the latter shall be effective provision.

Once dispatched/submitted shall remain irrevocable and open for acceptance for a period of 60 days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender, which are not acceptable to the TCIL, the

TCIL shall without prejudice to any other right or remedy shall be at liberty to forfeit the tender deposit absolutely.

**3.8 PRICES:**

3.8.1 The tenderer shall quote his rates in English, (both in figures as well as in words) in the schedule of quantities forming part of the tender documents in such a way that interpolation is not possible. The amount for each items shall be worked out and total given for each subgroup. Tendered amount for the work shall be entered in the tender and duly signed by the tenderer. When a tenderer signs the tender in an Indian Language, the total amount tendered in the tender documents should also be written in same language.

3.8.2 In case discrepancies are found between the rates quoted in words and figures and the amount shown in any item, the following procedure shall be followed:

- a) When there is difference between the rates in figures & words, the rate in words shall be taken as correct.
- b) When the rates quoted by the tenderer in figures and words tally but the amount is incorrect, the rate quoted by the tenderer in words shall be taken as correct.
- c) When it is not possible to ascertain the correct rates by either of the above methods, the rate quoted in words shall be taken as correct.

3.8.3 In case of figures, the words Rs. should be written before the figures of Rupees and the word P. after the decimal figures, e.g. the figures Rs. 2.15 P. in case of words should be written like rupees two and fifteen Paisa only. While quoting the rate in schedule of quantities, the word 'only' should be written closely following the amount and it should not be written in the next line.

Item wise, sub total and grand total of prices are to be very clearly indicated. TCIL has the right to check the prices given in the tender forms and correct material error if any. All rebate or discounts, if offered by the tenderer, shall be mentioned and stipulated on the page where contractor quotes his rates.

Special care should be taken to write the rates in figures as well as in words, and the amount in figures only, in such a way that interpolation is not possible, the total amount should be written both in figures and in words.

### 3.9 ACCEPTANCE OF TENDER:

The acceptance of tender will rest with Chairman and Managing Director, TCIL who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reason. Tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

The TCIL does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

If any tender stipulates any conditions of his own, such conditional tender is liable to be rejected.

Unsealed tenders are also liable to be rejected.

### 3.10 TENDER DEPOSIT:

3.10.1 The tenderer shall deposit EMD along with the tender documents, as mentioned in the General Terms & Conditions.

3.10.2 The EMD of successful tenderer shall be returned without any interest after the required performance bond has been furnished by the tenderer as per Performa attached with this documents.

3.10.3 If the successful tenderer to whom the contract is awarded refuses or neglects to sign or fails to furnish the performance bond, his EMD shall be forfeited.

3.10.4 The EMD without any interest of unsuccessful tenderer will be returned as soon as practicable after the award of contract to successful party or termination of the validity of the tender proposal, whichever comes first.

3.10.5 Any tender without EMD (Earnest Money Deposit) is liable to be rejected.

### 3.11 PERFORMANCE GUARANTEE:

Validity of P.G. : Upto Expiry of Defect liability period.

The tenderer, whose tender is accepted, will be required to furnish security money by way of performance guarantee to be issued by nationalized scheduled bank for the due fulfillment of his contract such sum as will amount to 10% of contract value, within 7 days of receipt of the award letter from TCIL.

### **3.12 REPRESENTATION:**

3.12.1 On acceptance of the bid the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-In-Charge shall be intimated to the TCIL.

3.12.2 Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

### **3.13 TAXES:**

3.13.1 Sales Tax, Excise duty, Royalty, Work tax, Service tax or any other taxes and/or duties on any matter in respect of the contract shall be payable by the contractor and TCIL will not entertain any claim whatsoever.

1.13.2 Tenderer should quote all inclusive price including the liability of turnover tax, sales tax, excise duties, works tax on contract, royalty, Service tax charges and as a whole or part thereof. Contractor shall be providing Tax Invoice.

3.13.3 If tenderer is not already register in State of New Delhi, he shall be giving undertaking that he shall be registering in the State of New Delhi for VAT.

### **3.14 DOCUMENTS COMPRISING THE TENDER:**

3.14.1 The tender prepared by the tenderer shall consist of the following documents :

1. Original Tender form , technical bid, price schedule and EMD.
2. Power of attorney/certificates of signature of representative(s)

### **3.15 TENDER FORM:**

The tenderer shall complete the original tender and price schedule for each sub section, indicate the unit prices and the total tender price of works for all items covered under the scope of work. In the event of any discrepancy between the unit prices and the total price, the unit prices shall prevail.

3.16 The tenderer may obtain further ideas and more details by visiting the site.

# **SECTION 4**

## **GENERAL & COMMERCIAL CONDITIONS**

## SECTION – 4

### **GENERAL AND COMMERCIAL CONDITIONS**

- 4.0 All Works shall be carried out as per CPWD Specifications in general & specified items in particular.
- 4.1 A person signing the tender form or any other documents forming part of the contract on behalf of the agency shall be deemed to warranty that he has authority to bind the agency and if it subsequently comes to light that the person so signed had no authority to do so, the purchaser may without prejudice to any other civil and criminal remedies cancel the contract or the tender and hold the agency liable for all costs, charges and damages.
- 4.2 The Purchaser may reject the whole items on inspection, if after inspection of such portion, thereof as the purchaser may decide at its discretion, it is satisfied that the work is unsatisfactory.
- 4.3 Any item, submitted for inspection on site by the agency, on review by the purchaser's authorised representative, is found unsuitable and rejected, or any material submitted is found unsuitable and rejected, or any material submitted is found unfit for use, it shall be the duty of the agency, to remove the supply within 15 days from the date of intimation or rejection. In case the agency fails to remove the material within the specified period as mentioned above, the material shall lie on the agency's risk. The purchaser shall have the right to dispose off the supply which has not been lifted in the period stated above at the agency's risk and on his account.
- 4.4 The agency shall not sublet, transfer or assign the contract or any part thereof without the written permission of the purchaser.
- 4.5 Nothing extra shall be paid on account of any discrepancy in nomenclature of item. Contractor/Agency shall see the site of work before quoting the rates & seek clarifications before hand. All the taxes, duties etc. will be born by the Contractor/Agency.
- 4.6
- a) Electricity and water will be supplied at a point. However the contractor/agency has to make their own arrangements for the further use.
  - b) Quantities may be reduced or increased upto 25% depending on the descretion of Engineer-in-charge.
  - c) The work shall be carried out as per general CPWD specifications and to the satisfaction of Engineer-in-Charge.
  - d) Site shall be cleared off all dirt/dusts and debris and malba.
  - e) Sample of items shall be got approved in advance before taking up the item of work.

- f) Contractor shall be responsible for watch and ward of all existing fitting and any loss due to damage/theft has to be made good at his own cost.
- g) Any cutting, overwriting etc. in tender must be initialed.
- h) Prices should be quoted in figures as well as in words. In case of difference in figures and words, prices given in words shall be considered.
- i) The Purchaser reserves the right to distribute the supply to more than one party and reduce or increase the quantity without assigning any reason.
- j) The Tender along with all other associated documents being submitted by the tenderers should be in "English" language only.

#### 4.7 **PERFORMANCE BANK GUARANTEE**

The tenderer, whose tender is accepted, will be required to furnish a security by way of performance guarantee to be issued by Nationalized scheduled bank for the due fulfillment of his contract such sum as will amount to 10% of contract value, within 10 days of receipt of the award letter from TCIL.

#### 4.8 **TIME OF COMPLETION**

All the works must be executed and commissioned and made operational within (90) ninety days. Date of start shall be 7<sup>th</sup> day from the day of issue of Award Letter.

#### 4.9 **LIQUIDATED DAMAGES/FORFEITURE OF PBG/MONEY**

The PBG/Security Money will stand forfeited in case of violations of any of the terms and conditions. In case the agency fails to execute the work against order, the work will be executed from other agencies at his cost and risk, the excess money if any incurred will be recovered from any dues/PBG. For delay in completion of the work, liquidated damages at **2% per week** or part of a week subject to maximum limit of 10% of the total order value will be recovered from the agency. Purchaser also reserves the right to make purchases at the cost and risk of the defaulting agency and levy liquidated damages. In case of continued delay purchaser may cancel the order and forfeit the PBG/Security Deposit.

#### 4.10 **INSPECTION**

The agency will offer the material for inspection in writing to the authorized representative of Purchaser before use. Purchaser reserves the right to have the material inspected in any manner by their representative. Notwithstanding inspection as above, the agency shall furnish a Factory Test Report and Certificate that the materials are in conformity to the specifications.

#### 4.11 **WARRANTY**

The agency will have to give a declaration that the material supplied to the purchaser under this tender/contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications. The agency will guarantee that the said materials would continue to conform to the description and quality for a period of 12 months from the date of final completion of the work. The agency shall undertake to replace or rectify the defects, if any, free of cost during the warranty period.

#### 4.12 **ARBITRATION**

In the event of any dispute or difference arising between the purchaser and the agency in any matter covered by this contract or arising directly or indirectly there from or concerned with the said contract in any manner of the implementation of any terms and conditions of the said contract, the matter shall be referred to Sole Arbitrator nominated by CMD, TCIL whose decision shall be final and binding. The venue of Arbitration shall be New Delhi and arbitration will be conducted as per provision of Indian Arbitration and conciliation Act, 1996.

#### 4.13 **JURISDICTION OF COURTS**

It is agreed by the parties that only courts in Delhi shall have the jurisdiction.

#### 4.14 **Rates for altered, additional or substitute items of work shall be determined by the Engineer-in-Charge as follows:**

- i) If the rate for altered, additional or substituted item of work is specified in the schedule of quantities, the contractor shall carry out the altered, additional or substituted items at the same rate.
- ii) If the rate for any altered, additional, or substituted item of work is not specified in the schedule of quantities, the rates for that item shall be derived from the rate for the nearest similar item specified in the schedule of quantities.
- iii) If the rate for any altered, additional or substituted item of work cannot be determined in the manner specified in sub-para (i) and (ii) above, the contractor shall, within **7 days** of the date of receipt of the order to carry out the said work, inform the Engineer-in-Charge of the rate which he proposes to claim for such item of work, supported by analysis of the rate claimed and the Engineer-in-Charge shall, within **15 days** thereafter, after giving due consideration to the rate claimed by the contractor, determine the rate on the basis of market rate(s). In the event of the contractor failing to inform, the Engineer-in-Charge within the stipulated period of time, the rate, which he proposes to

claim, the rate for such items shall be determined by the Engineer-in-Charge on the basis of market rate(s) prevailing during the fortnight following the date of the order plus ten percent for profit and overhead.

#### **4.15 PAYMENT TERMS**

1. 90% of the actual value of work done & certified shall be released on submission of monthly bills at the end of each month.
2. Balance 10% of the actual value of work done shall be paid after satisfactory completion of the entire week and certification by client.
3. Performance Bank Guarantee will be release on expiry of Defect Liability period i.e, 12 (twelve) months from date of completion of work.

All payments and EMD shall be released on subject to receipt of PBG on receipt of payment from NIHFV

- 4.16** In case of any discrepancy between nomenclature of the item, drawing(s) and specification, instruction contained in the nomenclature shall supercede the other two.

# **SECTION 5**

# **SPECIFICATIONS**

## **SECTION 5**

### **SPECIFICATIONS**

#### **GENERAL INTERIOR WORKS SPECIFICATIONS**

##### **5.0 GENERAL**

This section of the Specifications covers all general civil work if any, for which no separate detailed specifications been included.

5.1 All these works shall be done in accordance with the drawings and instructions of the Engineer-in-Charge. The latest CPWD specifications for the particular item of work shall be followed in general. In case of any dispute regarding the intent of the specifications, the Engineer-in-charge decision shall be final.

5.2 All works shall be done with the best materials of its kind, to the best standards and by skilled workmen and shall be as acceptable to the Engineer-in-Charge.

All work shall be done as per approved drawings, specifications, site instructions and with specified materials/make as approved. In case the contractor desires to substitute an approved/specified material/make with an alternative one he must get specific approval of the same before its use in the work. Failure to do so will make the work liable to rejection at any stage when such unauthorized material is detected and rejected earlier.

5.3 All finished work must be truly vertical and horizontal or in any other plane as shown and required and true to lines and levels. The tenderers must inspect the various existing surfaces and areas on which he has work on and take whatever measures necessary to achieve the above objectives and include the cost of the same in his rates as no extra will be payable for this purpose.

5.4 Samples of all items of work shall be prepared and got approved before proceeding with the work. For partitions complete layout shall be marked on the floor at the site for inspection and checking and only after approval installation shall commence.

5.5 Teak wood used anywhere in the work shall be C.P. Teak wood and kail wood shall be JAMMU KAIL. If anything to the contrary is mentioned elsewhere in these documents or drawings the above shall prevail and the tenderer shall be deemed to have quoted their rates accordingly.

6.0 **WOODWORK AND JOINERY**

- 6.-1 This section shall cover all woodwork, joinery and similar work in the building, cabinets and built-in furniture work. All woodwork associated with work of all other sections shall also be done generally according to this specifications unless otherwise specified elsewhere. (Scope)
- 6.0 No woodwork shall be painted, varnished waxed or otherwise finished before specifically approved by the Engineer-in-Charge.
- 6.1 All wood shall be fixed in the manner shown in the drawings. If not shown, fixing with masonry or concrete shall be done with expansion plugs and screws of approved size, under no circumstances they shall be fixed with wooden plugs. (Fixing)
- 6.2 All work shall be done in workman like manner as per best trade practices by skilled workmen. (Workmanship)
- 6.3 Unless otherwise instructed, no finishing woodwork such as trims, finished etc. shall be started until all interior plastering and flooring is completed and cured and area cleared of all rubbish. (Starting of work).
- 6.4 All wood shall be best quality of its kind specified.
- 6.5 All timber shall be fully seasoned, if necessary, in kinds and the contractor shall produce satisfactory proof of seasoning having been done.
- 6.6 All wood members in contact with masonry shall have the unexposed parts painted with 2 coats of coal tar or approved bituminous wood preservative. Care shall be taken so that the parts of the wood which remain exposed is absolutely free from such paint (Protection).
- 6.7 Type of wood to be used unless otherwise specifically shown in the drawing shall be as follows. Prices or relevant items shall be as follows. Prices or relevant items shall be quoted accordingly.  
(Type of wood to be used)
- 6.7.1 All unexposed wooden main framework for partitions, paneling, false ceiling etc. shall be with 2<sup>nd</sup> class kail wood as per detail, wherever small portions of such framing is visible it shall be stained and treated to match adjacent C.P. Teak wood at no extra cost.
- 6.7.2 All kailwood framing shall be treated with viper's wood retar FR-881 fire and termite resistant coating. (Treatment of wood)

The rates of relevant items quoted shall be inclusive of this coating.

All exposed wood work shall be given suitable approved anti-termite taking care to ensure that the treatment do not adversely effect the quality of the final finish of the wood.

## 6.8 FLUSH DOORS

All flush doors shall be of approved make external quality, laminated full soiled core block board construction as per IS:2202 (Part-I) and IS: (Part-II). The block board core shall conform to IS:1659. They shall be faced on each face with high quality decorative or commercial veneers as required and shall have approved teakwood edge lipping. Block board core stock shall be of approved species of timber, well seasoned and proofed against termites by preservative chemical treatment. Veneers of decorative flush doors and block boards adjacent to one another shall be selected so that they match, to the satisfaction of the Engineer.

(Flush doors)

6.8.1 Flush door and block boards shall be of the required size and thickness. Flush doors shall be ordered to a size little more in width than shown on the scheduled so that after trimming it fit the opening between rebates perfectly. (Size and Thickness)

6.8.2 Where shown in the drawing and schedule flush doors shall be provided with kail seasoned hardwood louvers to match face veneer or glazed vision panels as per standard manufacturers' details. Size of openings shall be as shown in drawings. (Louvers and vision panels)

## 6.9 LAMINATE

Laminates where specified shall be of approved brand type, texture and thickness and manufactured as per IS: 2046-1969.

Fixing of laminates shall be done as per best trade particles and strictly as per printed instructions of the manufacturers using phenol formaldehyde synthetic resin adhesive of approved make. Unless otherwise indicated laminate shall 1.5 mm thick Neolux Stain Matt finish or equal approved.

## 6.10 JOINERY

6.10.1 All details shall conform to the drawings, but all measurements shall be checked at site. The scanting shall be accurately planned and finished smooth to hold full dimensions shown in the drawings after finishing and rebates, rounding and moldings made before they are framed. No patching or plugging of any

kind shall be permitted. Framing for false ceiling shall be clean sawn. Sample of frame shall be prepared and got approved by the Engineer before proceeding with bulk manufacture.

"Except at specifically shown and required visible gaps between members are to be avoided by proper workmanship. Where the Engineer-in-Charge agrees that such gaps are unavoidable these shall be properly and thoroughly sealed with approved sealant/putty colour matched to surrounds at no extra cost".

6.10.2 All members shall be assembled accurately and clamped together so as to be square flat and close joined. All corner joints shall be scribed and framed together with mortice and tenon joints well clamped.

6.10.3 Carpenter saw or regular circular of saw having straight teeth (as against leveled teeth) has to be used for cutting of particle boards. The pitch of the teeth should be as low as possible. The boards shall be fixed to frames by means of 15 mm x 40 mm x 1.5 mm thick M.S. cleats and metal screws. 5 pair of cleats shall be used for every 2.1 mm height of particle board panel. Fully threaded, counter sunk head metal screws shall be used for particle board panel fixing. The diameter and the length of the screw to be used for particle boards shall be 25 to 30% more than the diameter and lengths used in case of timber. Proper care shall be taken so that the boards are strongly fixed leaving minimum expansion allowances.

All work on particle towards shall be done as per manufacturers recommended methods.

Edges of all particular boards including prevaricated particle board shall be protected with 6 mm thick lapping or with a coat of copal varnish with 2 coats of approved oil base water resistant paint.

(Cutting & Fixing or particle boards)

#### 6.11 **Plywood/Teak Board/Commercial Board**

Plywood should be of premium quality, weather-proof, close-grained, suitable for veneering, polishing or bonding plastic laminate. Plywood/Teak board/Commercial Board [Duro (SARDA plywood Industries), swastik (kit ply industries Ltd), green (green ply industries Ltd.)] should be Phenol formaldehyde bonded.

Exposed edges of plywood shall be lipped by a strip teak wood of first quality, glued or detailed as specified in the item or as directed. The thickness shall be as mentioned in the drawings/BOQ items.

All exposed teakwood edging shall be polished/melamine finished as indicated in the drawings/ BOQ items.

Each plywood/teak board/ commercial board shall be legibly marked or stamped with the following:

Indication of the source of manufacture  
Year of manufacture  
Batch No and type of grade

When ply / teak board is used for paneling, partitions, cabinetry, cupboards, shelving, furniture etc. the same shall be of straight matching grains only.

The counters, shelving, cupboards, etc. shall be constructed of plywood/ commercial board as described and specified, properly housed, grooved, tongued, glued, blocked and screwed together, and entirely to the satisfaction of the Architect/ Engineer-in-charge.

Wherever in the bill of quantities or drawings, the term commercial block board is mentioned, the same shall be taken to mean only Phenol-formaldehyde bonded.

The decorative laminated sheets/ply boards shall have joints at the junctions of the two units only or as mentioned in the drawings and no intermediate or other joints shall be permitted.

## **7 PAVIOR**

### **7.1.0 GENERAL**

7.1.1. This section shall cover all flooring and wall tiling work as shown in the drawings. No work under this section shall be started until specifically allowed by the Engineer and until all other major works such as plastering, embedding of conduits and pipes, channels, window fixing etc. have been completed. Samples of adequate size representing the nature of variation of the flooring/wall tiling work fully shall be prepared for all work and got approved by the Engineer before proceeding. The approved samples shall be retained upto the end.

(Scope)

7.1.2 The base surface shall be prepared shortly before the flooring and tiling is to be laid after the base is smeared with a coat of cement slurry to provide a good bond between the base and the finish.

(Preparation of surface)

7.1.3 All work in this section shall be carried out by workmen specialised in the respective trade.

(Specialised Workmen)

7.1.4 All work under this section shall be suitable protected from damage as directed by the Engineer and shall be well washed and cleaned before handing over.

(Protection from Damage)

7.1.5 Where so shown in the drawing the flooring shall be laid in suitable slopes and falls.

(Proper Slopes)

#### 7.2.0 **VITRIFIED FLOOR TILES (GLAZED OR UNGLAZED)**

7.2.1 Vitrified floor tiles to be laid on floors and wall shall be approved make. Unless otherwise specified these shall be 10 mm thick and of size, type and colour as shown in the drawings or as approved by the Engineer.

(General)

7.2.2 The base shall first be prepared as required. For floors over the prepared base, 1:3:6 cement concrete screed shall be laid to make up the total thickness of floor finish specified. The surface shall be laid to fall and slopes as required and scratched for key.

(Sub-base)

7.2.3 After the base is cured and dried, 20 mm thick 1:5 cement : sand mortar shall be laid on the surface and spread evenly with a trowel. A neat cement slurry of honey like consistency shall be spread over. The tile previously cleaned and washed shall be placed over the mortar in the manner and pattern shown as required and brought to proper level by striking gently with a wooden mallet. However, manufacturer's instructions, if any, shall be followed strictly for laying of tiles and finishing.

(Laying of Tiles)

7.2.4 The sides shall be buttered with cement and adjacent tiles laid in the same manner with required pattern, with as thin a joint as possible and in a proper level and line. The joints shall than be thoroughly cleaned and pointed with neat cement of the same colour as the tile.

(Pointing)

7.2.5 Care shall be taken to see that full tiles are used as far as possible, if required, edge tiles shall be neatly cut with a tile cutter and the edge rubbed smooth. For floors the edge cut shall be under wall tiles. In case of patterned tiles, the tiles shall be laid in such a way that the patterns and symmetrically on both sides.

(Cutting of Tiles)

7.2.6 After pointing with neat cement, the surface shall be kept wet for seven days. After curing, the surface shall be washed and cleaned. The finished surface shall not sound hollow when tapped with wooden mallet.

(Curing)

### 8.3 **PAINING AND VARNISHING**

#### 8.3.0 GENERAL

8.3.1 This section shall cover all painting and similar finishing work.

(Scope)

8.3.2 All materials shall be the best of their kind and of approved manufacture for each item. Painting materials such as shellac, thinner, oils, driers, brushes etc. shall be of the best approved quality and type. If for any reason, thinning is necessary in case of ready mixed paint, the brand of thinner recommended by the manufacturer or as instructed by the Engineer shall be used.

(Material)

8.3.3 Approved paints, oils or varnishes shall be brought to the site of work by the contractor in their original containers in sealed condition. The material shall be brought in at a time in adequate quantities to suffice for the whole work or atleast a fortnight's work. The empty containers shall not be removed from the site of work, till the relevant item of work has been completed and permission obtained from the Engineer-in-Charge.

(Sealed Containers)

8.3.4 All materials shall be stored in a neat and orderly fashion in a clean space. Care shall be taken to maintain this place as clean and dust-free as possible.

(Storage)

8.3.5 All work shall be done by the contractor through specialised skilled workmen experienced in the trade.

(Specialised workmen)

8.3.6 All work shall be done strictly as per this specification and manufacturer's instructions. In case these specifications differ in any way from manufacturer's instructions, the latter shall apply.

(As per manufacturer's instructions)

8.3.7 All finished surface shall be smooth and of even shade to the satisfaction of the Engineer.

(Finished surface to Engineer's satisfaction)

8.3.8 All work done shall be thoroughly protected from damage at all times by suitable methods approved by the Engineer. All other adjacent work or materials not receiving the finish at that time shall also be thoroughly protected by suitable canvas or paper covering or by other approved method.

(Protection)

8.3.9 Any damage or disfigurement of other works shall be immediately made good. All paint and varnish spots and other stains shall be thoroughly and carefully removed from all doors, windows, fittings, furniture, glass, hardware and all other surfaces required by approved paint removers and the places left clean and tidy to the satisfaction of the Engineer.

(Damage to be made good)

8.3.10 No work under this section shall start without approval from the Engineer-in-Charge.

(Intimation before starting)

8.3.11 Before starting work under this section large size samples of all work shall be prepared by the contractor for approval. Only after specific approval has been given to the samples, work shall commence. The actual work done shall be done as per approved samples.

(Samples)

8.3.12 All surfaces to be finished shall be thoroughly brushed and cleaned or mortar drops, dust dirt, fungi, rust, mill-scale, effloescence and all other pxtraneous material. All loose pieces and scales shall be removed by scrapping. Surfaces shall be thoroughly land - prepared to a smooth finish. Further preparation work shall be done as specified under different types of finishes. Before starting painting all floors shall be washed clean and wiped dry.

(Preparation)

#### 8.4.0 **WHITE AND COLOUR WASHING**

8.4.1 The surface shall be thoroughly brushed free from mortar droppings and foreign matters. All plaster damages shall be made good to the satisfaction of the Engineer by cement sand mortar and curing. It sufficiently before the painting work is taken up.

(Surface preparation)

8.4.2 The white wash shall be prepared from fresh shell lime to which shall be admixed with sufficient quantity of whiting and Favicol adhesive. The lime and whiting shall be made into thin cream and screened through clean coarse cloth. 40 gms. Of gum dissolved in hot water shall be added to each 10 cu. Decieter of the cream. Indigo upto 3 gms. per kg. of lime dissolved in water shall then be added to the composition. Water at the rate of

about 5 litres per kg. of lime shall be added & the material thoroughly mixed to produce a uniform & homogenous milky solution.

(White wash)

8.4.3 The wash shall be applied with approved brush in 3 coats. Each coat shall be allowed to dry before applying the next. In case the surface does not present a smooth and uniform finish throughout to the satisfaction of the Engineer more coats shall be added as required at no extra cost.

(Application)

8.5.0 **PAINTING, PRIMING COAT ON WOOD, PLYWOOD BOARD, IRON OR PLASTERED SURFACES**

8.5.1 The primer for wood work, iron work or plastered surface shall be approved make.

(Primer)

8.5.2 The wood work to be painted shall be dry and free from moisture. The surface shall be thoroughly cleaned. All unevenness shall be rubbed down smooth with sand paper and shall be well dusted. Knots, if any, shall be sealed with permanent putty. Appropriate filler material with same shade as paint shall be used wherever required.

(Preparation of wooden surface)

The surface treated for knotting shall be dry before painting is applied. After the priming coat is applied the holes and indentation on the surface shall be stopped with approved glazier's putty or wood putty. Stopping shall not be done before the priming coat is applied as the wood will absorb oil in the stopping and the latter is thereto liable to crack.

8.5.3 All rust and scales shall be removed by scrapping or by brushing with steel wire brushes. Hard skin of oxide formed on the surface of wrought iron during rolling which becomes loose by rusting shall be removed.

All dust and dirt shall be thoroughly wiped away from the surface.

If the surface is wet, it shall be dried before priming coat is undertaken.

(Preparation of Iron and Steel surface)

8.5.4 The surface shall ordinarily not be primed until it has dried completely. Trial patches of primer shall be laid at intervals and where drying is taken in hand. Before priming is applied, holes and undulation, shall be filled up with plaster of paris and rubbed

smooth. The primer shall be applied with brushes, worked well into the surface and spread even and smooth. The painting shall be done by crossing and laying off as described before. For wood work shalimar pink primer or equal approved shall be applied. Similarly for steel work Shalimar special metal primer or equal approved shall be used.

(Application of primer)

#### 8.6.0 **PAINTING WITH ENAMEL PAINT**

8.6.1 Enamel paint (conforming to IS:2933) of approved brand and manufacture and of the required colour shall be used.

For the under coat, the paint of the same quality but of shade to suit that of the top coat shall be used.

Preparation of surface and application shall be as specified earlier.

(General)

#### 8.7.0 **VARNISHING OR WAXING**

8.7.1 Ordinary copal varnish or superior quality spar varnish shall be used. The work includes sizing of transparent filler.

Varnish shall conform to IS:347 for the finishing and under coats and shall be of the approved manufacture. Wax polish shall be of approved brand and make.

(Materials)

8.7.2 Wood work to be varnished shall have been finished smooth with a carpenter's planer. Knots shall be cut to a slight depth. Cracks and holes shall be cleaned of dust. The knots, cracks, etc. shall then be filled in with wood putty. The fillings when dry shall be rubbed down perfectly smooth alongwith the entire surface.

(Preparation of surface)

8.7.3 The varnish or wax shall then be applied carefully to the required number of coats. For waxing, after application the surfaces shall be rubbed with soft cloth to render a smooth glossy surface.

(Varnishing)

#### 8.8.0 **FRENCH POLISH**

8.8.1 Wherever required, French polish made of shellac dissolved in methylated spirit to proper consistency shall be prepared made smooth with sand paper and thoroughly wiped off. The polish is then to be applied with wadding covered with linen rag and well wetted with polish. The polishing process in this way is rubbed down and smoothed with fine sand paper after each coat until the final finish is achieved to the approval of the Engineer.

(General)

### 8.9.0 **PLASTIC EMULSION PAINT**

8.9.1 The plastered surfaces shall be allowed to dry out completely. Any cracks shall be cut out and made good with suitable filler or cement/sand mix as appropriate. Such repaired portion shall be allowed to dry out. Any mould or algae-infected surface shall be treated with an approved Fungicidal wash diluted according to Manufacturer's Instructions. Efflorescence shall be completely removed by rubbing down with dry coarse cloth followed by wiping down with damp clothes and allowed to dry. Approved putty and filler shall then be smeared over the whole surface. All surface shall then be rubbed down with fine sand paper and brushed free of dust before applying any form of decoration. No painting shall be carried out on plastering less than four week old.

(Surface preparation plastered walls)

8.9.2 Where so specified, lime putty coating shall be applied to prepared surfaces before decoration. The coat shall be prepared by mixing whiting (chalk), linseed oil, turpentine, zinc powder and glue in the required proportions to make a workable paste. A thin coat of this paste shall be applied to the prepared surfaces with steel trowel and worked to a smooth surface to the satisfaction of the Engineer.

(Lime putty)

8.9.3 After the prepared surface has dried reasonably, two coats of approved plastic emulsion paint shall be applied. The paint shall be thinned if necessary with water. The second coat shall be applied only after the first coat has dried.

# **GENERAL ELECTRICAL WORKS SPECIFICATIONS**

## **ELECTRICAL INSTALLATION**

1. The work shall be carried out as per latest CPWD specification.

A. Point Wiring:

The rate for all point wiring items shall include the supply and fixing of:

- 1.1 Conduit, all other accessories and other fittings.
- 1.2 Providing and fixing approved saddles, clamps and grouting the same for exposed conduit work including fixing screw if required at site.
- 1.3 Pull/Junction deep boxes with clear perspex sheet painted to suit interior walls, to draw and divert the wiring route as approved, if required.
- 1.4 Embedding conduits and accessories in walls, partitions, frames and floors etc., during execution and/or cutting chases and making good as necessary in the case of concealed conduit work including providing and pouring concrete.
- 1.5 1.5 sq.mm. PVC insulated copper wire for earthing light fixture, switch outlet boxes and third pin of socket outlet boxes and third pin of socket outlet and connecting to common earth.
- 1.6 I.S.I. marked PVC insulated copper conductor with stranded wires in coloured coded for R.Y.B. phases, neutral and green coloured insulated earth wire.
- 1.7 Spray painting all MS/GI outlet boxes, conduit pipes and junction boxes including touching/repairing of conduits having scratches/damages of paints.

B. Supplying & fixing of lighting fixtures.

The rates shall include of:

- i) All components that may be required to make the installation complete in all respects such as:
  - a) Internal wiring between accessories.
  - b) Wiring upto the fixtures and connection blocks near the fixture for tap connection.

- c) All metal blocks/suspenders to serve as base for hanging type fixtures.
  - d) Bonding the fixtures
  - e) All accessories like ballasts, capacitors, lamp holders, control gears, internal wiring etc., complete in all respects as required.
- ii) Drilling holes in supports wherever required.
  - iii) Fixing clamps, GI bolts and nuts brass screws, saddles rawl plug – bolts, metallic fasteners and other fixing accessories as required.
  - iv) Approved shade of enamel painting of hanger rods, clamps and other components and fixing accessories as called for.
  - v) Testing of all fixtures and fans before and after installation.
  - vi) All fluorescent lamp should be PHILIPS TRUSLITE Lamps and all CFL fitting should have copper ballasts.
- C. Conduits/wiring & cabling for low voltage system.
- i) All necessary specials and fittings.
  - ii) Approved cover plates for inspection, junction and outlet boxes.
  - iii) Inspection, junction and outlet boxes.
  - iv) All fixing accessories such as clips, nails screws etc.
  - v) Providing and fixing approved saddles, hooks and grouting the same as required in the case of all exposed conduit work.
  - vi) Embedding conduit and accessories, in walls, floors etc., during construction and/or cutting chases and making good as necessary in the case of all concealed conduit work.
  - vii) Zinc chromate painting all exposed conduits, inspection, junction and outlet boxes.

The contractor should inspect the site carefully before quoting the rates. The rates shall includes all accessories & fitting wherever required to match with the interior work. No extra payment shall be made other than the quoted rates in any case.

**SECTION -6**

**F O R M A T**

[EMD]

**BID BOND (EMD)**

Whereas ..... (Hereinafter called “the Bidder”) has submitted its bid dated ..... For the supply of ..... Vide Tender No. .... dated .....

KNOW ALL MEN by these presents that WE ..... OF ..... Having our registered office at ..... (Hereinafter called “the Bank”) are bound unto Telecommunications Consultants India Limited (hereinafter called “the Purchaser”) in the sum of INR/US\$ ..... for which payment will and truly to be made of the said Purchaser, the Bank binds itself, its successors and assigns by these present.

THE CONDITIONS of the obligation are:

1. If the Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid form or
2. If the Bidder, having been notified of the acceptance of his bid by the Purchaser during the period of bid validity
  - (a) **Fails or refuses to execute the Contract, if required; or**
  - (b) **Fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidders.**

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand, the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including THIRTY (30) days after the Period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Name & Signature of witness Address of witness	Signature of the Bank Authority. Name Signed in Capacity of Full address of Branch Tel No. of Branch Fax No. of Branch
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**SECTION 7**

**PROFORMA**

**[PERFORMANCE BANK GUARANTEE]**

**PERFORMANCE BANK GUARANTEE**

**M/s Telecommunications Consultants India Ltd.,  
TCIL Bhawan, Greater Kailash-I, New Delhi – 110 048 (INDIA)**

(With due stamp duty if applicable)

**OUR LETTER OF GUARANTEE No. :** \_\_\_\_\_

In consideration of TELECOMMUNICATIONS CONSULTANTS INDIA LIMITED, having its office at TCIL Bhawan, Greater Kailash-I, New Delhi – 110 048 (INDIA) (hereinafter referred to as "TCIL" which expression shall unless repugnant to the content or meaning thereof include all its successors, administrators and executors) and having entered into an agreement dated \_\_\_\_\_/issued Purchase Order No.TCIL/15/\_\_\_\_\_ dated \_\_\_\_\_ with/on M/s.\_\_\_\_\_ (hereinafter referred to as "The Supplier" which expression unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

WHEREAS the Supplier having unequivocally accepted to execute the contract as per terms and conditions given in the Agreement dated \_\_\_\_\_ /Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_ and TCIL having agreed that the Supplier shall furnish to TCIL a Performance Guarantee for the faithful performance of the entire contract, to the extent of 10% (ten percent) of the value of the Purchase Order i.e. for \_\_\_\_\_.

We, \_\_\_\_\_ ("The Bank") which shall include OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No. \_\_\_\_\_ in your favour for account of \_\_\_\_\_ (The Supplier) in cover of performance guarantee in accordance with the terms and conditions of the Agreement/Purchase Order.

Hereby, we undertake to pay upto but not exceeding \_\_\_\_\_ (say \_\_\_\_\_ only) upon receipt by us of your first written demand accompanied by your declaration stating that the amount claimed is due by reason of the Supplier having failed to perform the Agreement and despite any contestation on the part of above named Supplier.

This Letter of Guarantee will expire on \_\_\_\_\_ including 30 days of claim period and any claims made hereunder must be received by us on or before expiry date after which date this Letter of Guarantee will become of no effect whatsoever whether returned to us or not.

\_\_\_\_\_  
**Authorized Signature  
Manager  
Seal of Bank**

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**SECTION 8**

**FORM OF AGREEMENT**

## **SECTION - 8**

### **FORM OF AGREEMENT**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 2009 between TELECOMMUNICATIONS CONSULTANTS INDIA LIMITED, NEW DELHI (hereinafter called the purchaser) of the one part and M/s \_\_\_\_\_ (hereinafter called "the agency") of the other part. Whereas the purchaser is desirous that certain works should be executed viz.

\_\_\_\_\_ vide Tender No. \_\_\_\_\_ and has accepted a Tender of the agency for execution, commissioning of such works.

NOW THIS AGREEMENT WITNESSETH as follows :

1. In this Agreement words and expressions and the same meanings as are respectively assigned to them in the conditions of the contract thereafter referred to.
2. The following documents shall be deemed to form and be read and construed as art of this Agreement viz.
  - Letter of Intent
  - Award letter.
  - The Tender
  - The Specifications
  - The Drawings.
  - Letter of Negotiation, if any
3. In consideration of the payments to be made by the purchaser to the agency as hereinafter mentioned the agency hereby convenants with the purchaser to execute complete and maintain the works in conformity in all respects with the provisions of the contract.
4. The Purchaser hereby convenants to pay the agency in consideration of execution, completion and maintenance of the works at the contract price at the times and in the matter prescribed by the contract.

IN WITNESS whereof the parties have hereunto set their respective hands and seals the day and year first above written.

**For & on behalf of the TCIL**

**For & on behalf of the Agency**

**SECTION-9**

**INTEGRITY PACT**

**INTEGRITY PACT**

**Between**

**Telecommunications Consultants India Ltd. (TCIL) hereinafter referred to as  
“The Principal”**

**And**

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

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for ..... The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and/or Contractor(s) and expects the Bidder(s) and/or Contractor(s) to reciprocate the same. The Bidder(s) and/or Contractor(s) also agree to the principles of integrity and transparency in the tender process.

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Further, the Principal and The Bidder/Contractor agrees to the following:

**Section 1 - Commitments of the Principal**

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - a. PRINCIPAL is committed to have ethical and corruption free business dealings with Bidder(s)/contractor(s).
  - b. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

- c. The Principal will, during the tender process treat all Bidder(s) with equity and reason and will deal with them in a fair and transparent manner. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - d. The Principal will exclude from the process all known prejudiced persons.
  - e. PRINCIPAL will honour its commitments and make due payments to The Bidder(s)/Contractor(s) in a timely manner.
  - f. PRINCIPAL will initiate action and pursue it vigorously whenever unethical behaviour occurs or is suspected to have occurred.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Corporate Vigilance Office and in addition can initiate disciplinary actions.

## **Section 2 - Commitments of the Bidder(s)/Contractor(s)**

- (1) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
- a. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use impropriety, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and

business details, including information contained or transmitted electronically.

- d. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - e. The Bidder(s)/Contractor(s) will not make any false or misleading allegations against the principal or its associates.
  - f. The Bidder/Contractor will not bring any Political, Governmental or Diplomatic influence to gain undue advantage in its dealing with PRINCIPAL
  - g. The Bidder(s)/Contractor(s) will promote and observe best ethical practices within its organization.
  - h. The Bidder(s)/Contractor(s) will promptly inform the Independent Monitor(of PRINCIPAL) If he receives demand for a bribe or illegal payment/benefit and
    - i. If comes to know of any unethical or illegal practice in PRINCIPAL.
    - ii. If he makes any payment to any PRINCIPAL Associate.
- (2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 - Disqualification from tender process and exclusion from future contracts.**

If the Bidder(s)/Contractor(s) before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor (s) from the tender process or take action as per the procedure mentioned in the “Guidelines on Banning of business dealings”. Copy of the “Guidelines on Banning of Business Dealings” is annexed and marked as Annex-“A”.

### **Section 4 – Compensation for Damages:**

- (i) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- (ii) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the

Principal shall be entitled to demand and recover from the Contractor the amount equivalent to Security Deposit/Performance Bank Guarantee in addition to any other penalties/recoveries as per terms and conditions of the tender.

- (iii) The Bidders/Contractors in addition to above will also be liable to damages as determined by the Principal based on the recommendations of IEMs.

#### **Section 5 - Previous transgression**

- (i) The Bidder declares that no previous transgressions occurred in the last 3 years conforming to the anti corruption approach with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (ii) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

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

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

#### **Section 7 - Criminal charges against violating Bidder(s) / Contractor(s) / Subcontractor(s)**

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractors, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Corporate Vigilance Office and may initiate criminal proceedings against the violating Bidder(s)/Contractor(s).

#### **Section 8 – Independent External Monitor/Monitors**

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the CMD, TCIL.

- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality.
- (4) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (5) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit nonbinding recommendations. Beyond this the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (6) The Monitor will submit a written report to the CMD, TCIL within 8 to 10 weeks from the date of reference or intimation to him by the principal and, should the occasion arise, submit proposals for correcting problematic situations.
- (7) If the Monitor has reported to the CMD, TCIL, a substantiated suspicion of an offence under relevant IPC/PC Act, and TCIL has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Corporate Vigilance Office, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (8) The word '**Monitor**' would include both singular and plural.

### **Section 9 – Pact Duration**

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other unsuccessful bidders, 3 months after the contract has been awarded.

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

### **Section 10 – Other provisions**

- (1) This agreement is subject to Indian Law, place of performance and jurisdiction is the Registered Office of the Principal, i.e. New Delhi. The

arbitration clause provided in the tender document/contract shall not be applicable for any issue/dispute arising under Integrity Pact.

- (2) Changes and supplements as well as termination notice need to be made in writing.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

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**(For & On behalf of the Principal)      (For & On behalf of Bidder/Contractor)**

**(Office Seal)**

**(Office Seal)**

**Place -----**

**Date -----**

**Witness 1:**

**(Name & Address)** \_\_\_\_\_

\_\_\_\_\_

**Witness 2:**

**(Name & Address)** \_\_\_\_\_

\_\_\_\_\_

**GUIDELINES OF TCIL ON BANNING OF BUSINESS DEALINGS**

**1. Introduction**

1.1.1 Telecommunications Consultants India Limited (TCIL), being a Public Sector Enterprise and 'State', within the meaning of Article 12 of Constitution of India, has to ensure preservation of rights enshrined in Chapter III of the Constitution. TCIL has also to safeguard its commercial interests. TCIL deals with Agencies, who have a very high degree of integrity, commitments and sincerity towards the work undertaken. It is not in the interest of TCIL to deal with Agencies who commit deception, fraud or other misconduct in the execution of contracts awarded / orders issued to them. In order to ensure compliance with the constitutional mandate, it is incumbent on TCIL to observe principles of natural justice before banning the business dealings with any Agency.

1.2 Since banning of business dealings involves civil consequences for an Agency concerned, it is incumbent that adequate opportunity of hearing is provided and the explanation, if tendered, is considered before passing any order in this regard keeping in view the facts and circumstances of the case.

**2. Scope**

2.1 The General Conditions of Contract (GCC) of TCIL should generally provide that TCIL reserves its rights to remove from list of approved suppliers / contractors or to ban business dealings if any bidder/contractor has been found to have committed misconduct and also to suspend business dealings pending investigation. If such provision does not exist in any GCC, the same may be incorporated.

2.2 Similarly, in case of sale of material there is a clause to deal with the Agencies / customers / buyers, who indulge in lifting of material in unauthorized manner. If such a stipulation does not exist in any Sale Order, the same may be incorporated.

2.3 However, absence of such a clause does not in any way restrict the right of Company (TCIL) to take action / decision under these guidelines in appropriate cases.

2.4 The procedure of (i) Suspension and (ii) Banning of Business Dealing with Agencies, has been laid down in these guidelines.

2.5 These guidelines apply to all the Units of TCIL.

2.6 It is clarified that these guidelines do not deal with the decision of the Management not to entertain any particular Agency due to its poor / inadequate performance or for any other reason.

2.7 The banning shall be with prospective effect, i.e., future business dealings.

### 3. Definitions

In these Guidelines, unless the context otherwise requires:

- i) 'Party / Contractor / Supplier / Purchaser / Customer' shall mean and include a public limited company or a private limited company, a firm whether registered or not, an individual, a cooperative society or an association or a group of persons engaged in any commerce, trade, industry, etc. 'Party / Contractor / Supplier / Purchaser / Customer' in the context of these guidelines is indicated as 'Agency'.
- ii) 'Inter-connected Agency' shall mean two or more companies having any of the following features:
  - a) If one is a subsidiary of the other.
  - b) If the Director(s), Partner(s), Manager(s) or Representative(s) are common;
  - c) If management is common;
  - d) If one owns or controls the other in any manner;
- iii) 'Competent Authority' and 'Appellate Authority' shall mean the following:
  - a) For Company Wide Banning (entire TCIL) the **Director (Projects)** shall be the 'Competent Authority' for the purpose of these guidelines. **CMD, TCIL** shall be the 'Appellate Authority' in respect of such cases except banning of business dealings with Suppliers of Imported Equipment.
  - b) For Units level banning: Any **officer not below the rank of ED** shall be the 'Competent Authority' for the purpose of these guidelines. The Director (Projects) shall be the 'Appellate Authority' in all such cases.
  - c) For banning of business dealings with Suppliers of Imported Equipment, **TCIL Directors' Committee (TDC), consisting of Director(Technical), Director (Finance), Director (Projects)** of TCIL, shall be the 'Competent Authority'. The Appeal against the Order passed by TDC shall lie with CMD, as First Appellate Authority.
  - d) In case the foreign supplier is not satisfied by the decision of the First Appellate Authority, it may approach TCIL Board as Second Appellate Authority.
  - e) CMD, TCIL shall have overall power to take suo-moto action on any information available or received by him and pass such order(s) as he may think appropriate, including modifying the order(s) passed by any authority under these guidelines.

- iv) 'Investigating Department' shall mean any Department or Unit investigating into the conduct of the Agency and shall include the Vigilance Department, Central Bureau of Investigation, the State Police or any other department set up by the Central or State Government having powers to investigate.

#### **4. Initiation of Banning / Suspension:**

Action for banning / suspension business dealings with any Agency should be initiated by the department having business dealings with them after noticing the irregularities or misconduct on their part.

#### **5. Suspension of Business Dealings**

- 5.1 If the conduct of any Agency dealing with TCIL is under investigation by any department (except Suppliers of Imported Equipment), the Competent Authority may consider whether the allegations under investigation are of a serious nature and whether pending investigation, it would be advisable to continue business dealing with the Agency. If the Competent Authority, after consideration of the matter including the recommendation of the Investigating Department, if any, decides that it would not be in the interest to continue business dealings pending investigation, it may suspend business dealings with the Agency. The order to this effect may indicate a brief of the charges under investigation. If it is decided that inter-connected Agencies would also come within the ambit of the order of suspension, the same should be specifically stated in the order. The order of such suspension would operate for a period not more than six months and may be communicated to the Agency as also to the Investigating Department.

The Investigating Department may ensure that their investigation is completed and whole process of final order is over within such period.

- 5.2 The order of suspension shall be communicated to all Departmental Heads within the Units. During the period of suspension, no business dealing may be held with the Agency.
- 5.3 As far as possible, the existing contract(s) with the Agency may be continued unless the Competent Authority, having regard to the circumstances of the case, decides otherwise.
- 5.4 If the gravity of the misconduct under investigation is very serious and it would not be in the interest of TCIL, as a whole, to deal with such an Agency pending investigation, the Competent Authority may send his recommendation to Corporate Office along with the material available. If Corporate Office considers that depending upon the gravity of the misconduct, it would not be desirable for all the Units of TCIL to have any dealings with the Agency concerned, an order suspending

business dealings may be issued to all the Units by the Competent Authority of the Corporate Office, copy of which may be endorsed to the Agency concerned. Such an order would operate for a period of six months from the date of issue.

5.5 For suspension of business dealings with Suppliers of Imported Equipment following shall be the procedure: -

i) Suspension of the foreign suppliers shall apply through out the Company.

ii) If gravity of the misconduct under investigation is found serious and it is felt that it would not be in the interest of TCIL to continue to deal with such agency, pending investigation, Unit dealing with agency may send such recommendation on the matter to a Committee consisting of the following:

1. ED (TG)
2. ED (T)
3. ED (F&BD)
4. GGM (MM)

The committee shall expeditiously examine the report; give its comments/recommendations within twenty one days.

iii) The comments / recommendations of the Committee shall then be placed before TCIL Directors' Committee (TDC). If TDC opines that it is a fit case for suspension, TDC may pass necessary orders which shall be communicated to the supplier of Imported Equipment.

5.6 If the Agency concerned asks for detailed reasons of suspension, the Agency may be informed that its conduct is under investigation. It is not necessary to enter into correspondence or argument with the Agency at this stage.

5.7 It is not necessary to give any show-cause notice or personal hearing to the Agency before issuing the order of suspension. However, if investigations are not complete in six months time, the Competent Authority may extend the period of suspension by another three months, during which period the investigations must be completed.

## **6. Ground on which Banning of Business Dealings can be initiated**

6.1 If the security consideration, including questions of loyalty of the Agency to the State, so warrants;

6.2 If the Director / Owner of the Agency, proprietor or partner of the firm, is convicted by a Court of Law for offences involving moral turpitude in relation to its business dealings with the Government or any other public sector enterprises or TCIL, during the last five years;

- 6.3 If there is strong justification for believing that the Directors, Proprietors, Partners, owner of the Agency have been guilty of malpractices such as bribery, corruption, fraud, substitution of tenders, interpolations, etc;
- 6.4 If the Agency continuously refuses to return / refund the dues of TCIL without showing adequate reason and this is not due to any reasonable dispute which would attract proceedings in arbitration or Court of Law;
- 6.5 If the Agency employs a public servant dismissed / removed or employs a person convicted for an offence involving corruption or abetment of such offence;
- 6.6 If business dealings with the Agency have been banned by the Govt. or any other public sector enterprise;
- 6.7 If the Agency has resorted to Corrupt, fraudulent practices including misrepresentation of facts;
- 6.8 If the Agency uses intimidation / threatening or brings undue outside pressure on the Company (TCIL) or its official in acceptance / performances of the job under the contract;
- 6.9 If the Agency indulges in repeated and / or deliberate use of delay tactics in complying with contractual stipulations;
- 6.10 Willful indulgence by the Agency in supplying sub-standard material irrespective of whether pre-dispatch inspection was carried out by Company (TCIL) or not;
- 6.11 Based on the findings of the investigation report of CBI / Police against the Agency for malafide / unlawful acts or improper conduct on his part in matters relating to the Company (TCIL) or even otherwise;
- 6.12 Established litigant nature of the Agency to derive undue benefit;
- 6.13 Continued poor performance of the Agency in several contracts;
- 6.14 If the Agency misuses the premises or facilities of the Company (TCIL), forcefully occupies, tampers or damages the Company's properties including land, water resources, forests / trees, etc.

(Note: The examples given above are only illustrative and not exhaustive. The Competent Authority may decide to ban business dealing for any good and sufficient reason).

## **7. Banning of Business Dealings**

- 7.1 Normally, a decision to ban business dealings with any Agency should apply throughout the Company. However, the Competent Authority of the Unit except Corporate Office can impose such ban unit-wise only if in the particular

case banning of business dealings by respective Unit will serve the purpose and achieve its objective and banning throughout the Company is not required in view of the local conditions and impact of the misconduct /default to beyond the Unit. Any ban imposed by Corporate Office shall be applicable across all Units of the Company.

- 7.2 For Company-wide banning, the proposal should be sent through the Head of the Unit setting out the facts of the case and the justification of the action proposed along with all the relevant papers and documents except for banning of business dealings with Foreign Suppliers.

The Corporate Office shall process the proposal of the Unit for a prima- facie view in the matter by the Competent Authority nominated for Company-wide banning.

If the prima-facie decision for Company-wide banning has been taken, the Corporate Office shall issue a show-cause notice to the agency conveying why it should not be banned throughout TCIL.

After considering the reply of the Agency and other circumstances and facts of the case, a final decision for Company-wide banning shall be taken by the Competent Authority.

- 7.3 There will be a Standing Committee in Corporate Office and each Unit to be appointed by CMD, TCIL for processing the cases of “Banning of Business Dealings” except for banning of business dealings with suppliers of Imported Equipment. The functions of the committee shall, inter-alia include:

- i) To study the report of the Investigating Agency and decide if a prima-facie case for Company-wide / Local unit wise banning exists, if not, send back the case to the Competent Authority.
- ii) To recommend for issue of show-cause notice to the Agency by the concerned department.
- iii) To examine the reply to show-cause notice and call the Agency for personal hearing, if required.
- iv) To submit final recommendation to the Competent Authority for banning or otherwise.

- 7.4 If the Competent Authority is prima-facie of view that action for banning business dealings with the Agency is called for, a show-cause notice may be issued to the Agency as per paragraph 8.1 and an enquiry held accordingly.

- 7.5 Procedure for Banning of Business Dealings with Suppliers of Imported Equipment.

- i) Banning of the agencies shall apply through out the Company.
- ii) Depending upon the gravity of the alleged misconduct the investigation report with all relevant details shall be placed before a Committee consisting of the following :-

1. ED (TG)
2. ED (T)

3. ED (F&BD)
4. GGM (MM)

The Committee shall examine the proposal and give its comments / recommendations within 21 days.

- iii) The comments / recommendations of the Committee shall be placed before TCIL Directors' Committee (TDC). If TDC opines that it is a fit case for initiating banning action, it will direct to issue show-cause notice to the agency for replying within a reasonable period.
- iv) On receipt of the reply or on expiry of the stipulated period, TDC will consider & award decision on case.
- v) The decision of the TDC shall be communicated to the agency.

## **8. Show-cause Notice**

- 8.1 In case where the Competent Authority decides that action against an Agency is called for, a show-cause notice has to be issued to the Agency. Statement containing the imputation of misconduct or mis-behaviour may be appended to the show-cause notice and the Agency should be asked to submit within 30 days a written statement in its defence.
- 8.2 If the Agency requests for inspection of any relevant document in possession of TCIL, necessary facility for inspection of documents may be provided.
- 8.3 The Competent Authority may consider and pass an appropriate speaking order:
  - a) For exonerating the Agency if the charges are not established;
  - b) For banning the business dealing with the Agency.
- 8.4 If it decides to ban business dealings, the period for which the ban would be operative may be mentioned. The order may also mention that the ban would extend to the interconnected Agencies of the Agency.

## **9. Appeal against the Decision of the Competent Authority**

- 9.1 The Agency may file an appeal against the order of the Competent Authority banning business dealing, etc. The appeal shall lie to Appellate Authority. Such an appeal shall be preferred within one month from the date of receipt of the order banning business dealing, etc.
- 9.2 Appellate Authority would consider the appeal and pass appropriate order which shall be communicated to the Agency as well as the Competent Authority.

## **10. Review of the Decision by the Competent Authority**

Any petition / application filed by the Agency concerning the review of the banning order passed originally by Competent Authority under the existing guidelines either before or after filing of appeal before the Appellate Authority or after disposal of appeal by the Appellate Authority, the review petition can be decided by the Competent Authority upon disclosure of new facts /circumstances or subsequent development necessitating such review. The Competent Authority may refer the same petition to the Standing Committee for examination and recommendation.

**11. Circulation of the names of Agencies with whom Business Dealings have been banned.**

- 11.1 Depending upon the gravity of misconduct established, the Competent Authority of the Corporate Office may circulate the names of Agency with whom business dealings have been banned, to the Government Departments, other Public Sector Enterprises, etc. for such action as they deem appropriate.
- 11.2 If Government Departments or a Public Sector Enterprise request for more information about the Agency with whom business dealings have been banned, a copy of the report of Inquiring Authority together with a copy of the order of the Competent Authority / Appellate Authority may be supplied.
- 11.3 If business dealings with any Agency have been banned by the Central or State Government or any other Public Sector Enterprise, TCIL may, without any further enquiry or investigation, issue an order banning business dealing with the Agency and its inter-connected Agencies.
- 11.4 Based on the above, Units may formulate their own procedure for implementation of the Guidelines.

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**ANNEXURE – III**

**(REFERENCE TO INDEPENDENT EXTERNAL MONITOR)**

Date :

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Tender No. / Contract No. \_\_\_\_\_

- 1. No reference can be made to Independent External Monitor if the time to submit the tender / bid is less than 7 days. It may also be noted that no time extension will be allowed for submission of tender.**
- 2. Reference of only those bidders who have purchased the tender document and signed the Integrity Pact will be entertained.**
- 3. Application be made in triplicate – one shall be sent to TCIL and two copies of the same shall be sent to IEM.**

A) **PRE-TENDER STAGE**

I) Please provide the following information: -

- a) Whether tender document has been purchased.  
Yes / No  
(If Yes, indicate the Receipt No.)
- b) If downloaded from website, whether fee for the same has been deposited.  
Yes / No
- c) Whether the query has been given to TCIL before submission to IEM  
Yes / No (If Yes, please state the date of submission of query).
- d) If reply has been received, please attach a copy of the reply.

II) Please state the query in clear terms giving reference to the clause in the tender.

B) **ISSUES RELATING TO EVALUATION OF TENDERS :**

- I) Whether any reference has been made to TCIL Yes / No  
(If Yes, reply received from TCIL be attached.)

II) Issue on which reference is being made.

III) Documentary proof with reference to query be attached.

C) IN CASE CONTRACT HAS BEEN SIGNED/EXECUTATION STAGE

I) Date of signing of the contract.

II) Please state whether the Performance Guarantee has been submitted

in terms of the contract.

Yes /

No

III) Agreement Clause No. against which the complaint is being made.

IV) Integrity Pact clause under which reference is being made.

D) ISSUES REFERENCE : (Please State the query)

I) Please state whether any reference was made to TCIL.

Yes /

No.

(If Yes, reply of TCIL be attached)

II) In case no reference is made, please note that first reference is required to be made to TCIL unless the issue relates to any corrupt practice.

Signature \_\_\_\_\_

Name of the Company \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_

Mob. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-MAIL \_\_\_\_\_

(Please attach separate sheets for detailing the issues, if need be)

## SECTION-10

### Annexure – 1

#### Details of the Applicant

1	Name and address of applicant	
2	Telephone No./Fax No./E-mail/Telex No.	
3	Legal status of the applicant (attach copies of original documents defining the legal status)	
	<b>The applicant is:</b> (a) An individual (b) A Proprietary Firm (c) A firm in Partnership (d) A limited Company (Private or Public) or Corporation	
4	Particulars of Registration with various Government bodies/Organization. (attach attested photocopy)	
5	Name of Directors/Partners with their addresses, Telephone numbers, Fax, Email	
6	Designation of individuals authorized to act for the organization	
7	Was the applicant ever required to suspend any construction for a period of more than six months continuously after commencement of the construction? If so, give the name of the project & reasons of suspension of work.	
8	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.	
9	Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for tendering in any organization at any time? If so, give details.	
10	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.	
11	Other details: a) EPF No. valid up to b) TIN No. and certificate c) Clearance of sales Tax up to d) PAN No. and copies of IT return for last three years. e) Service Tax registration No. <b>(Copies to be enclosed)</b>	
12	Any other information considered necessary but not included above.	
	<b>Seal of the Applicant</b>	<b>Signature of Applicant</b>