



## NLC India Limited

(formerly Neyveli Lignite Corporation Limited)

('Navratna' - Government of India Enterprise)

Office of the Director / Planning & Projects  
Corporate Office, Neyveli

Circular No : New Tender system/proc & guidelines-01/2016

Dt.22.08.2016

Sub: New Tendering System- Procedure and guidelines issued.

\*\*\*\*\*

In order to cut down the processing time of the tenders, a new Tendering system has been approved by the Board. This new tendering system is applicable for all Procurement and Service contract tenders (LTEs & PTEs) floated by all the units of the company excepting in respect of tenders, where techno-Commercial conditions could not be firmed up and Equipment/Service to be availed is of complex nature.

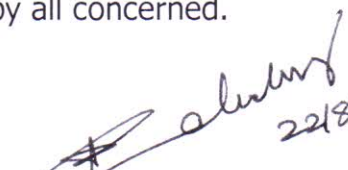
The modus operandi of the new tender processing system in line with the approval of the Board is given in **ANNEXURE-I**. Detailed procedure and guidelines applicable as per the new system is given for Purchase Tendering through MM in **ANNEXURE-II** and for Contracts Tendering in **ANNEXURE-III**.

Approval of Functional Director concerned has to be obtained with adequate justifications, for any exemption from the new tendering system for tenders, where techno-Commercial conditions could not be firmed up and Equipment/Service to be availed is of complex nature.

In the absence of availability of e-tendering system with Reverse auction for Contracts, as a stop gap arrangement, manual mode for new tendering process till Price cover opening and then by utilising the MSTC portal or any developed portal of NLC for reverse auction shall be adopted.

Further, for procurement tenders, the existing norm for reverse Auction (where estimate value of tenders is Rs 5 lakhs & above) shall be followed. Where as, in case of Contracts, Reverse Auction is applicable for Tenders of estimate value of Rs 1 Crore & above.

This New Tendering System shall be scrupulously followed by all concerned.

  
22/8/16.  
DIRECTOR / PLANNING & PROJECTS

Encl : ANNEXURE-I,II &III

To  
As per the list attached



To  
The Executive Director (Mines)  
The Executive Director/HR  
The Executive Director/Commercial  
The Executive Director/CP&PM  
The Executive Director (SME & Conveyor)  
The Executive Director (Thermal)  
The Executive Director (TA, PR, CSR & Education)  
The CGM/Mine-I / The CGM/Mine-IA  
The CGM/Mine-II / The CGM/Mine-II Expansion  
The CGM/Thermal (HR)  
The CGM/Barsingsar Project  
The CGM/P&BD  
The CRM/Chennai  
The CGM/Mines  
The CGM/IE Wing  
The CGM/Indcoserve & Howsicos  
The CGM/Chairman Secretariat  
The CGM/Geo & Coal Blocks  
The CGM/NNTPP  
The CGM/Safety Monitoring & ISO  
The CGM/PSE  
The CEO/NUPPL  
The GM/Finance (M)  
The GM/Finance (A)  
The GM/Finance (D)  
The GM/Finance (B)  
The GM/Contracts & Computer  
The GM/TA  
The CEO/NTPL  
The GM/TPS-II / The GM/TPS-II Expansion  
The GM/TPS-I / The GM/TPS-I Expansion  
The GM/MM  
The GM/Vigilance  
The GM/Geology  
The GS/Medical  
The GM/MS  
The GM/ES & C  
The GM/LA & RR  
The GM/Safety  
The GM/CARD  
The GM/Copr.Plan., Env. Cell & System Monitoring  
The GM/Technical/Mines  
The DGM/L&DC  
The RM/New Delhi  
The RM/Bangalore  
The RM/Mumbai  
The RM/Hyderabad  
The RM/Kolkata  
The RM/Lucknow  
The RM/Bhubaneshwar

Copy to:-.

The CVO/NLC

The Director (HR)

The Director (Mines)

The Director (Power)

The Director (Finance)

Copy Submitted to:-.

The Chairman and Managing Director

## **ANNEXURE – I**

### **MODUS OPERANDI OF THE NEW TENDERING SYSTEM**

- i. The new system shall be applicable for all procurement and service contract tenders (LTEs & PTEs) floated by all the units of NLC **except for contracts where standard techno-commercial conditions could not be framed.**
- ii. Terms & Conditions of tender submission, PQRs, Technical specifications and commercial specifications must be defined in clear terms and without any scope for misinterpretation and manipulation by the bidders.
- iii. The bidders will be asked to submit an Undertaking to the effect that they give assurance that they have submitted the bid in confirmation with the tender conditions in all techno-commercial aspects and that they have not taken any deviations from the tender conditions whatsoever. Only on submission of this undertaking the bidders offer will be processed further.
- iv. In the proposed system the bidders will be asked to submit their bids in two covers. **Part-I cover consisting of EMD/Bid-guarantee and undertaking in prescribed format for compliance of all terms & conditions. Part-II cover consisting of documents to satisfy QR and Techno-commercial aspects along with the prices offered.**
- v. On the scheduled date and time of tender opening, Tender opening committee will open the Part-I cover first. The bidders, who satisfy the EMD/Bid Guarantee conditions and have submitted undertaking for confirming all tender conditions will alone be considered as Responsive bidders and Part-II covers of the responsive bidders will be opened on the same day with the approval of an officer not below the rank of DGM. Other bidders who do not satisfy the EMD/Bid Guarantee and / or undertaking conditions will be treated as non responsive bids and will not be considered for further evaluation.
- vi. The prices of responsive bidders will be analyzed and comparative price statement will be prepared. The bidders will be ranked as R1, R2, R3..., starting from the lowest offered price and increasing in the ascending order.
- vii. The Reverse Auction will be conducted among the eligible bidders with a start price and decremented value arrived based on the R1 site cost.
- viii. At the end of Reverse Auction, the price ranking status of bidders will be displayed by the system and ranked as RL1, RL2, RL3..., starting from the lowest offered price in the reverse auction and increasing in the ascending order. All the bidders will be required to submit break

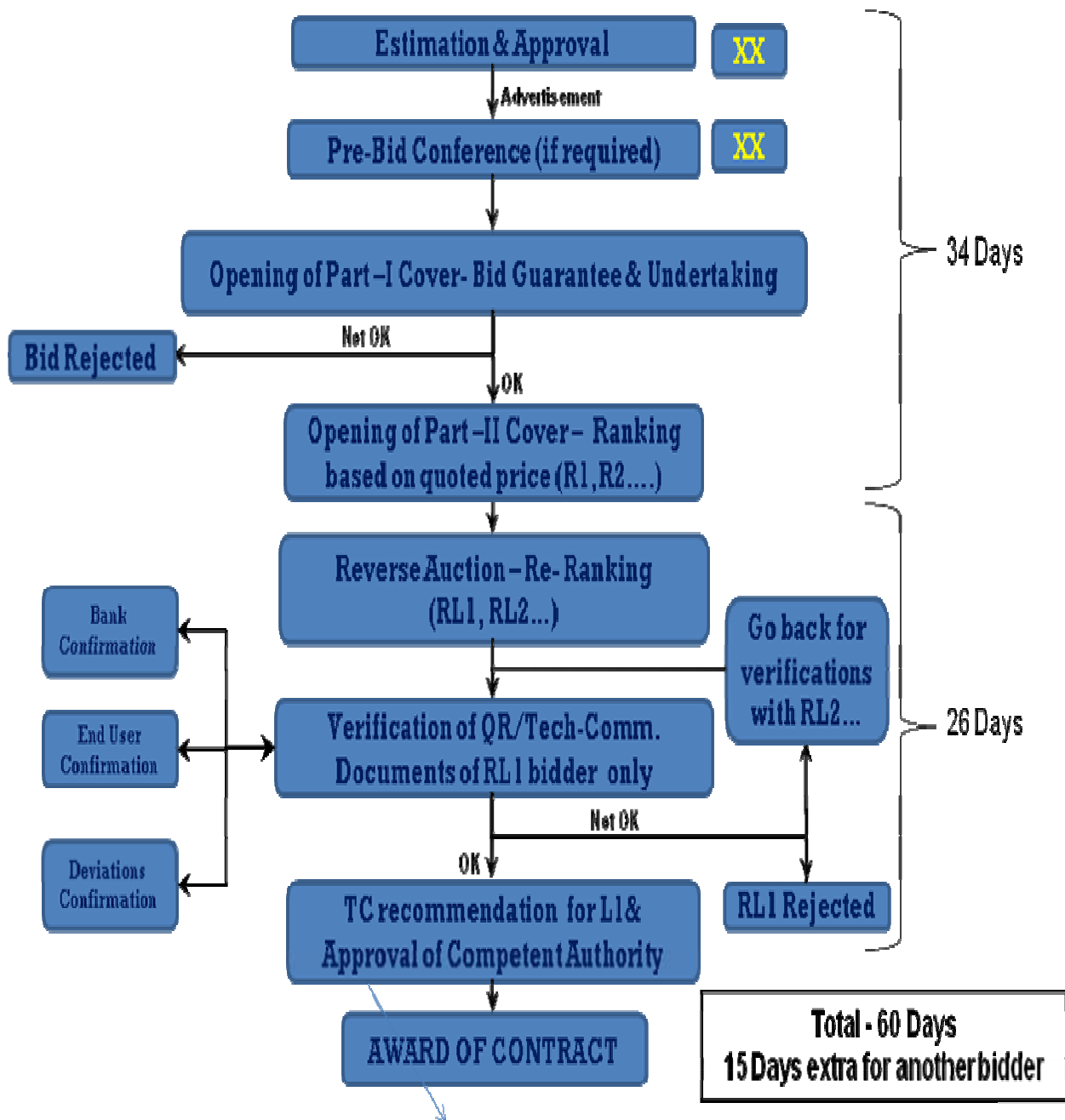
up of prices to arrive at their revised basic price and other elements matching the site cost quoted by him in the Reverse Auction.

- ix. After completing the above process, the entire bid details i.e., PQR documents, Techno-commercial bid and the final Price bid (Reverse Auction) of the RL1 bidder will be put up to the Tender Committee. The Tender Committee will examine the documents against the information / declaration furnished by the RL1 bidder.
- x. If RL1 bid conforms to all the information / declarations furnished and no mismatch affecting the eligibility status of the bidder is found, then the TC will recommend for declaring this bidder as L1 and for placement of order on the L1 bidder.
- xi. In case, if any of the information / declaration furnished by the RL1 bidder is found to be wrong or not in line with the tender conditions by the Tender Committee during evaluation of the documents submitted by the bidder, which changes the eligibility status of bidder, the bid shall be rejected and action deemed fit will be initiated on the bidder.
- xii. If RL1 firm does not qualify, the other bidders in their price ranking, one by one, will be evaluated by the tender committee, till a suitable bidder is identified as L1 in the order of Price Ranking.
- xiii. Since the RL1 turns out to be an invalid offer, their offer cannot be considered as the lowest bid. So, the next lowest bid will be considered for evaluation without further price negotiation.
- xiv. Tender committee's final recommendation on placement of order will be put up to the competent authority for approval. After getting approval of competent authority, order will be placed on the L1 firm.

\* \* \* \* \*

(For illustrative purpose **Flow Chart** is enclosed below)

## FLOW CHART







## **ANNEXURE-II**

### **PROCUREMENT OF SPARES AND CONSUMABLES THROUGH MM**

#### **TERMS AND CONDITIONS FOR AS PER THE NEW TENDERING SYSTEM:**

1. Offers will be received in Two cover system, which shall contain the details as follows:
  - a. **Cover-I:**  
PTE: Cost of Tender Document, EMD/Bid Guarantee and Letter of Undertaking.  
LTE: EMD/Bid Guarantee (if applicable) and Letter of Undertaking.
  - b. **Cover-II:**  
PTE : PQR documents, Integrity Pact, Techno-commercial details and Price schedule.  
LTE : Techno-commercial details and Price schedule.
2. **Cost of Tender documents, EMD / Bid Guarantee:**  
The Cost of Tender Document and EMD / Bid Guarantee amount (as per the existing guideline) shall be remitted. **Otherwise the bid shall be rejected.**
3. **Letter of Undertaking:** The bidders shall be asked to submit an undertaking in Cover-I as per the format enclosed. Offer received without the 'Undertaking' will be rejected.
4. On the scheduled date and time of tender opening, the Cover-I will be opened first and the bidders who satisfy the Cost of Tender documents, EMD/Bid Guarantee conditions and submission of letter of undertaking alone will be considered and shortlisted for Cover-II opening.
5. Cover-II will be opened on the same day and the prices of shortlisted bidders will be evaluated and comparative price statement will be displayed by the system. The bidders will be ranked starting from the lowest offered price and increasing in the ascending order.
6. The Reverse Auction will be conducted among the shortlisted bidders with a start price and decremented value.
7. At the end of Reverse Auction, the price ranking status of bidders will be displayed by the system. All the bidders should submit break up of prices to arrive at their revised basic price and other elements matching the site cost quoted by them in the Reverse Auction.
8. After completing the reverse auction, the lowest offered bid will be evaluated for PQR & Techno-commercial conditions.
9. If the lowest offered bidder satisfies all QR / Techno-commercial conditions, they will be considered for order placement.
10. If the shortlisted bidder fails to qualify on QR / Techno-commercial conditions, the next lowest bidder(s), one by one, in the ascending order of the offered price will be evaluated on QR / Techno-commercial conditions and order will be decided on the qualified bidder.

### **11.Actions to be taken on the shortlisted non-responsive bidders**

- a. In case the L1 bidder fails to qualify (for the first time in a tender) their bid will be rejected and their EMD or Rs.1.00 Lakh whichever is lower will be forfeited.
- b. If the L1 firm is disqualified in a subsequent tender, then the bids shall be rejected and entire EMD amount will be forfeited.
- c. For tender where EMD is not applicable, the default bidders will be asked to remit the amount as above. If the bidder fails remit the amount, they will be either debarred or banned for a specific period as deemed fit.

### **3. REVERSE AUCTION:**

- a) Reverse Auction will be conducted among the shortlisted bidders under Cover-I conditions.
- b) Reverse Auction will be on item-wise Site Cost basis.
- c) If the number of shortlisted bidders are more than **THREE**, H1 (highest quoted) bidder will be eliminated.
- d) An email containing the terms and conditions, date and time of Reverse Auction, the start price and decrement amount will be sent to all shortlisted bidders.
- e) The start price shall be visible to all the vendors during the start of Reverse Auction.
- f) Vendors shall be required to start bidding from the Start up price, reducing their price by minimum one decrement value.
- g) At the end of reverse auction, the lowest closing bid will be considered for further processing.

**All other terms and conditions of the tenders will be as per the purchase manual guidelines and existing procedures.**

## LETTER OF UNDERTAKING

(Firm Name & Address)

M/s.....

.....

.....

SUB : Supply of..... – Reg.

REF: Enq. No.

1. With reference to the aforesaid tender for the supply of ..... we, M/s. \_\_\_\_\_ Ltd., (the Company) having our Registered Office at \_\_\_\_\_ hereby give the following declarations and undertaking.

2. We have read and understood all the terms and conditions of the tender and hereby agree and undertake to confirm all PQR and Technical & Commercial conditions of this tender without any deviation. We also confirm and certify that all the relevant documents have been submitted in conformity to the Requirements of tender and as furnished in the Formats enclosed as part of the Bid.

3. We hereby agree and undertake that Neyveli Lignite Corporation Limited shall have the right to reject the offer and take penal action against us, if any deviation is noticed during evaluation of the tender in contradictory to the above undertaking.

4. The information and documents provided by us are correct and authentic to the best of our knowledge.

Authorized Signatory  
(Name & Designation)

Place:

Date :

Company Seal

Encl: Check list for compliance of important tender conditions

**Check list for Compliance of Important Tender Conditions**

(to be attached with the Letter of Undertaking)

Bidders to submit their bid accepting all the terms and conditions of the Tender and the required / relevant documents wherever required, as per the formats given below:

**EMD, COST OF TENDER DOCUMENTS & INTEGRITY PACT:**

Sl. No.	Description	Requirements	Details regarding payment / documents furnished
1.	Cost of Tender/NSIC	Rs.	
2.	Bid Guarantee / NSIC	Rs.	
3.	Integrity Pact	APPLICABLE	

**MANDATORY DETAILS:**

<b>Registration No. Details</b>	Excise duty	
	VAT - TIN	
	CST	
	Service Tax	
Bank Details	As per RTGS Payment / E Payment mandate form	

**PQR QUESTIONNAIRE:**

Sl. No.	Description	Whether documents enclosed	Whether documents confirm the PQR conditions
1.	PQR Condition -1	YES / NO	YES / NO
2.	PQR Condition-2	YES / NO	YES / NO
3.	PQR Condition-3	YES / NO	YES / NO

**TECHNICAL BID:**

Sl. No.	Technical factors as per enquiry	Bidder's response
1.	Material Specification	Confirmed / Not Confirmed
2.	Other parameters	
	a)	Confirmed / Not Confirmed
	b)	Confirmed / Not Confirmed
	c)	Confirmed / Not Confirmed
3.	Test Certificate	Confirmed / Not Confirmed

NOTE: Deviations of any nature taken on the Technical specification of the tenders is not acceptable and such bids will be rejected.

**Annexure-III**  
**(Applicable for Contracts Tendering)**

**Procedure of New Tendering System**

- ✚ Estimation, Approval and Document preparation, advertisement in daily newspaper & website and Pre-Bid Conference (if required) are same as that of existing method.
- ✚ Conditions in respect of new contract method and Reverse auction shall be incorporated in NIT are given under the heading **"INSTRUCTIONS TO THE BIDDERS FOR SUBMITTING OFFER"**.
- ✚ The bidders will be asked to submit **Letter of undertaking** accepting all techno-commercial conditions of the tender in the prescribed format. **Only on submission of this Letter of undertaking along with Bid Guarantee**, the bidders offer will be processed further.
- ✚ The bidders will be asked to submit their bid in two covers as below:
  - Part-I cover consisting of i) Details of payment cost of Tender document, ii) EMD/Bid-guarantee and iii) Letter of undertaking in prescribed format for compliance of all terms & conditions.**
  - Part-II cover consisting of documents to satisfy QR and Techno-commercial aspects along with the price schedule.**
- ✚ On the scheduled date and time of tender opening, **Tender opening committee will open the Part-I cover first and shall confirm Details of payment cost of Tender document, EMD/Bid Guarantee as in NIT, compliance of Letter of** and the same shall be got approved from the concerned contract division head not lesser than the rank of DGM level or GM concerned or from the Unit Head. The bids conforming all the above is treated as Responsive bids and **Part-II covers of the responsive bidders only will be opened on the same day.**
  - Other bidders who do not satisfy any one of the following:**

Cost of Tender document, EMD/Bid Guarantee, Letter of Undertaking conditions shall be treated as non-responsive bid and will not be considered for further evaluation. Their EMD and un-opened (part –II) cover shall be returned as per the existing guideline.
- ✚ The prices of responsive bidders will be scrutinized and ranking comparative price statement will be prepared. **The bidders will be ranked as R1, R2, R3...**, starting from the lowest offered price and increasing in the ascending order.
- ✚ The **Reverse Auction will be conducted** among the shortlisted bidders (defined in the reverse Auction procedure) with a start price and decremented value arrived based on the R1 site cost. Guideline given in under the heading **Reverse Auction**. At the end of Reverse Auction, the price ranking status of bidders will be ranked as RL1, RL2, RL3..., starting from the lowest offered price in the reverse auction and increasing in the ascending order. The Reverse Auction will not take place if the bid resulted in single Tender.
- ✚ In case of nonparticipation by all the bidder(s) for reverse auction (RA), then the bidder who has already quoted the overall lowest bid Amount will be declared L1 bidder.

- ✚ After completing the Reverse auction, **RL1** bidder's Bid guarantee, PQR & Techno-commercial conformance /authenticity shall be scrutinized.

The Tender Committee will examine the documents against the information. **If RL1 bid conforms to all the information/details/ declarations furnished, BG confirmation from Bank and end user confirmation** as called for in the tender and no mismatch affecting the eligibility status of the bidder is found, then the TC will recommend for **declaring this bidder as L1** and for placement of order. No further negotiation shall be allowed.

After approval from the competent authority as per DOP, order on the L1 bidder shall be placed.

- ✚ In case, if any of the information / details /declaration furnished by the **RL1 bidder is not found to be in order** with the tender conditions, **the bid shall be rejected** and action as mentioned below will be taken on the bidder.

-In case ,the **RL1**bidder fails to submit requisite documents as per NIT or if any of the information / declaration furnished by **RL1** bidder is found to be wrong by Tender Committee during evaluation of documents submitted by the bidder, which changes the eligibility status of the bidder (for the first time),consider as defaulted, then his bid shall be rejected and **EMD or Rs 1 Lakh, whichever is lower of RL1bidder will be forfeited.**

**For tenders where EMD is not applicable, the default bidder will be asked to remit Rs 1 lakh. If the bidder fails to remit the amount, they will be either debarred or banned for a specific period as deemed fit.**

If any of the bidder defaulted **in two tenders**, floated by the same Tender Inviting Authority, unit head within a span of one year (to be counted with respect to date of publication of NIT), his bid shall be rejected and the **EMD of L-1 bidder will be forfeited.**

**If RL1 bidder does not qualify**, the other bidders offer in their price ranking, one by one, will be evaluated by the tender committee, **till a suitable bidder is identified as L1 and Tender committee's final recommendation on placement of order will be put up to the competent authority for approval.** After getting approval of competent authority, order will be placed on the firm.

**Note:-** For tenders of estimate value less than Rs.1 crore, all the procedures and guidelines above except Reverse Auction will be applicable including the existing practice of obtaining justification for price reasonableness from the contractor.

**ALL OTHER TERMS AND CONDITIONS OF THE TENDERS WILL BE AS PER THE CONTRACT MANUAL GUIDELINES AND EXISTING PROCEDURES.**

**INSTRUCTIONS TO THE BIDDERS FOR SUBMITTING OFFER: (to be incorporated in the Contracts Tender**

1. a) Offer should be submitted in Two cover system, which should contain the details as follows:
  - 1) **Cover-I:**  
PTE: Cost of Tender Document, EMD/Bid Guarantee and Letter of Undertaking.  
LTE: EMD/Bid Guarantee (if applicable) and Letter of Undertaking.
  - 2) **Cover-II:**  
PTE : PQR documents, Integrity Pact (as per norm), Techno-commercial details and Price schedule.  
LTE : Integrity Pact(as per norm) ,Techno-commercial details and Price schedule.
- b) **Cost of Tender documents, EMD / Bid Guarantee:**  
The Cost of Tender Document and EMD / Bid Guarantee amount (as per the existing guideline) shall be remitted. **Otherwise the bid shall be rejected.**
- c) **Letter of Undertaking:** The bidders should submit an undertaking in Cover-I as per the format enclosed. Offer received without the 'Undertaking' will be rejected. **(Sample Format enclosed)**
- d) On the scheduled date and time of tender opening, the Cover-I will be opened first and the bidders who satisfy the Cost of Tender documents, EMD/Bid Guarantee conditions and submission of letter of undertaking alone will be considered and shortlisted for Cover-II opening. On the scheduled date and time of tender opening, **Tender opening committee will open the Part-I cover first and shall confirm Details of payment cost of Tender document, EMD/Bid Guarantee as in NIT, compliance of Letter of undertaking.** The bids confirming all the above is treated as Responsive bids and **Part-II covers of the responsive bidders only will be opened .**
- e) Cover-II will be opened on the same day. The bidders will be ranked starting from the lowest offered price and increasing in the ascending order.
- f) The Reverse Auction, if required, will be conducted among the shortlisted bidders with a start price and decremented value. The Reverse auction procedure is detailed under the heading " Reverse auction".
- g) After completing the reverse auction, the lowest offered bid will be evaluated for PQR & Techno-commercial conditions.
- h) If the lowest offered bidder satisfies all QR / Techno-commercial conditions, they will be considered for order placement.
- i) If the lowest offered bidder fails to qualify on QR / Techno-commercial conditions, the next lowest bidder(s), in the ascending order of the offered price will be evaluated on QR and Techno-commercial conditions and order will be decided on the qualified bidder at his offered rate after reverse Auction. This process will be repeated till the works is either awarded or all the eligible bidders are exhausted.

- j) If item wise rate and taxes & duties are called in the tender , then the successful bidder should submit break up of prices to arrive at their revised basic price and other elements matching the site cost quoted by them in the Reverse Auction.
- k) In case, if any of the information / details /declaration furnished by the RL1 bidder is not found to be in order with the tender conditions, the bid shall be rejected and action as mentioned below will be taken on the bidder.

-In case ,the RL1bidder fails to submit requisite documents as per NIT or if any of the information / declaration furnished by RL1 bidder is found to be wrong by Tender Committee during evaluation of documents submitted by the bidder, which changes the eligibility status of the bidder (for the first time),consider as defaulted, then his bid shall be rejected and EMD or Rs 1 Lakh, whichever is lower of RL1bidder will be forfeited.

For tenders where EMD is not applicable, the default bidder will be asked to remit Rs 1 lakh. If the bidder fails to remit the amount, they will be either debarred or banned for a specific period as deemed fit.

If any of the bidder defaulted in two tenders, floated by the same Tender Inviting Authority, unit head within a span of one year (to be counted with respect to date of publication of NIT), his bid shall be rejected and the EMD of L-1 bidder will be forfeited.

### **REVERSE AUCTION (for Contracts tenders)**

1. **RULES OF REVERSE BIDDING/AUCTION:** From the ranking, the Highest Quoted Bidder (H1) shall be eliminated, subject to ensuring minimum three(3) bidders participation in the reverse auction i.e H1 will be eliminated if 4 or more bidders participated.  
In case, participation is less than or equal to Three (3), all the bidders will be qualified for the reverse auction. All the short listed bidders for Reverse Auction, shall be intimated about their eligibility for participation in Reverse Auction.  
In case more than one bidder turn out to be H1 bidder (due to same quoted value),all H1 bidders will be eliminated subject to ensuring 3 (three) bidders participation. Due to such H1 bidders elimination, the available eligible bidders reduced to lesser than three, all will be included with out elimination.
2. **Schedule for Reverse Bidding:** After **confirming EMD/Bid Guarantee and undertaking of assurance** is in order, date and time of start of Reverse Auction shall be intimated to all the bidders. Scheduled duration of Reverse Auction shall be normally **one hour**.
3. **Auction extension time :** If a valid bid is placed within Five (5) minutes of End Time of the Reverse auction(RA), then RA duration shall get automatically extended for another Five (5) minutes from the existing end time. It may be noted that the auto-extension will take place only if a valid bid comes in those last Five (5) minutes. If a bid does not get accepted as the lowest bid, the auto-extension will not take place even if that bid might have come in the last Five (5) minutes. The above process will continue till no bid is received in last Five (5) minutes which shall mark the completion of Reverse Auction. However, bidders are advised not to wait till the last moment to enter their bid to avoid complications related to internet connectivity, their



network problems, system crash down, power failure etc.

4. **Bid price:** The Bidder has to quote single % of the estimate value or single total Price as called for in the tender schedule.

5. **Post Reverse Bidding Procedure:** After reverse auction, bidders would be ranked in ascending order as. RL-1, RL-2, RL-3, RL-4 and so on with RL-1 being the lowest.

After reverse auction, If item wise rate and taxes & duties are called in the tender then the bidder has to submit the price break up for all components of their quoted price including Taxes & Duties such that the summation of quoted price and Taxes & Duties shall be equal to the lowest quoted Bid Price during reverse auction. Also, the bidder has to furnish the price break-up in multicurrency as per the ratio quoted in the original price bid.

6. **PROCEDURE OF REVERSE AUCTIONING:**

All bidders are to submit their Price Bid including Price Schedule along with submission of Techno-Commercial bid as per the format mentioned in Price Schedule.

**A. Price-total value quoting method**

- i. The 'Opening Price' i.e. Start Price for RA (Reverse Auction) shall be Rs. 25,000/- lower than the lowest quoted bid.
- ii. Bid Decrement shall be Rs. 25,000/- and its multiples from the Opening Price, where contract estimate value is upto Rs. 5 crores and Bid Decrement shall be Rs. 50,000/- and its multiple, where contract estimate value is more than Rs. 5 crores.
- iii. "RL1" Bid is the last offered rate i.e. Further no bidders responds within the time limit.
- iv. After completion of the online Reverse Auction, the Closing Price (CP) shall be available for further processing.

**B. Percentage(%) quoting method**

In case of revealed tenders, where percentage quoting is being obtained, the bid decrement value for Reverse Auction shall be same as in para **A (i & ii)** above. After completion of Reverse Auction the lowest offered rate may be converted/computed to percentage.

7. **Transaction fee:**

Please note that vendors will have the access to reverse auction only after receipt of Transaction fee by MSTC Limited. The amount of transaction fee is Rs.15,000/- plus Service Tax.

The Bank details for paying Transaction fee by RTGS/NEFT to MSTC is detailed below:

BANK: INDUS IND BANK  
ADDRESS: NO. 3; VILLAGE ROAD, NUNGAMBAKKAM, CHENNAI - 34  
PH. NO.: 98842-10599 & 99413-19969  
IFSC CODE: INDB0000007  
ACCOUNT NAME: MSTC LIMITED  
ACCOUNT NUMBER: 200000598217

After making the transaction fee payment the transaction details(UTR NO, Remitted Bank, Amount, Date) along with Auction No. and Vendor Name have to be intimated through email to MSTC(below mentioned contact person's email) for verification and subsequent action.

V Vasanti, RM- (DGM)	044 25251910(D) 25219004/ 25231584	<a href="mailto:vvasanti@mstcindia.co.in">vvasanti@mstcindia.co.in</a>
J Damodaran, SM	044 25261005/ 9841002253	<a href="mailto:jdmodaran@mstcindia.co.in">jdmodaran@mstcindia.co.in</a>
N.Shanmugam, DM	044 25222842/ 9176397264	<a href="mailto:nshanmugam@mstcindia.co.in">nshanmugam@mstcindia.co.in</a>

8. NOTE : The bidders should submit the transaction fee well in advance before the last date of submission of reverse auction.
9. Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party's account will not be accepted. Transaction fee is non-refundable. Cash payments will not be accepted.
10. **Bidding in Reverse auction:** In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
11. During the entire e-reverse auction process, the bidders will remain completely anonymous to one another and also to everybody else.
12. The e-auction floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
13. All electronic bids submitted during the e-reverse auction process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply.
14. It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
15. NLC/MSTC reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
16. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-reverse auction by any bidder also confirms his acceptance of terms & conditions for the tender.
17. The e-reverse auction process shall remain open for bid submission for a pre-declared period and shall be subject to auto extension of bid closing time by 5 minutes from the last bid time if any bid is received in the last 5 minutes.
18. The prevailing / current lowest bid will be displayed on the bidding screen during the course of e-reverse auction and all subsequent bids shall have to be quoted lower than the prevailing / current lowest bid.
19. The server time shall be treated as final and binding. Bids recorded in the server before the bid closing time will only be treated as valid bid. Bidders are, therefore, advised to submit their bids well before the closing time of e-reverse auction. If any bid reaches the server after the bid closing time as per server time, the same will not be recorded and no complaint in this regard shall be entertained.
20. Bidders are advised to exercise caution in quoting their bids in e-reverse auction to avoid any mistake. Bids once submitted can't be recalled.
21. Any order resulting from this bidding process shall be governed by the terms and conditions mentioned in the NIT. No deviation to the technical and commercial terms & conditions are allowed. NLC/MSTC reserves the right to cancel this bidding process (e-reverse auction) or extend the due date of receipt of bid(s) without assigning any reason thereof.
22. It may be noted by the bidders that MSTC Limited is only a service provider for conducting the online bidding process against this tender and shall not be a party to any contract between NLC and the successful bidder(s) subsequent to the bidding process.

**LETTER OF UNDERTAKING (for Contracts Tenders)**

From:  
(Name & Address of Bidder)

.....  
.....  
.....

SUB : Tender for (Name of Work to be filled up). – Reg.

REF: Tender No \_\_\_\_\_.

1. With reference to the aforesaid tender for (Name of Work to be filled up) I/we, \_\_\_\_\_ Ltd., (the Company) having our Registered Office at \_\_\_\_\_ hereby give the following declarations and undertaking.

2. I/We have read and understood all the terms and conditions of the tender and hereby agree and undertake to confirm all the technical and commercial conditions of this tender without any deviation. I/We also confirm and certify that all the relevant documents have been submitted in conformity to the Qualification Requirements specified in the tender.

3. I/We hereby agree and undertake that Neyveli Lignite Corporation Limited shall have the right to reject the offer and take penal action against us, if any deviation is noticed during evaluation of the tender in contradictory to the this letter of undertaking.

4. The information and documents provided by us are correct and authentic to the best of our knowledge.

5. I/We attached duly filled in Check list for Compliance of Important Tender Conditions.

Authorized Signatory

(Name & Designation)

Encl.:- Check List.

Place:

Date :

Company Seal

**Check list for Compliance of Important Tender Conditions**

(to be attached with the Letter of Undertaking)

Bidders to submit their bid accepting all the terms and conditions of the Tender and the required / relevant documents wherever required, as per the formats given below:

**EMD, COST OF TENDER DOCUMENTS & INTEGRITY PACT:**

Sl. No.	Description	Acknowledgement for enclosing as per NIT (please tick)		Details if YES
1.	Cost of Tender/ Notary attested NSIC enclose as per NIT	YES	NO	<b>EMD</b> Cost : Bank : BG No : Validity : <b>NSIC</b> validity work Financial turn over
2.	Bid Guarantee / NSIC	YES	NO	<b>EMD</b> Cost : Bank : BG No : Validity : <b>NSIC</b> Validity work Financial turn over work Financial turn over
3.	Integrity Pact	YES	NO	_____
4	Bid Validity as in NIT	YES	NO	Date:-_____

**PQR QUESTIONNAIRE:**

Sl. No.	Description	Acknowledgement for enclosing as per NIT	Details of documents submitted in support of QR conditions
1.	PQR Condition -1	YES / NO	
2.	PQR Condition-2	YES / NO	
3.	PQR Condition-3	YES / NO	
4.	Financial condition-1	YES / NO	
5	Financial condition-2	YES / NO	
6.	Certificates any called such as electrical licence, welders certificate , Firm's grade	YES / NO	

Note for NLC officials:-

1. The details not relevant may be deleted from the format.
2. PQR conditions brief description shall be mentioned

Signature of bidder.