



KERALA PAPER PRODUCTS LIMITED
NEWSPRINT NAGAR P.O. KOTTAYAM, KERALA – 686 616

INVITES BIDS AGAINST TENDER FOR EMPANELMENT OF CAR FOR OFFICIAL PURPOSE.

TENDER NO. KPPL/CC/812/2025

TENDER DOCUMENT EMPANELMENT OF CAR FOR OFFICIAL PURPOSE.

CORRIGENDA / CLARIFICATION IF ANY TO THIS TENDER SHALL BE
PUBLISHED IN GOVT/ KPPL SITE ONLY.

BIDDERS MAY COMMUNICATE VIA MAIL ID: contracts@kpplonline.in

FOR ANY CLARIFICATIONS AGAINST THE TENDER.

TENDER DOCUMENTS FOR EMPANELMENT OF CAR FOR OFFICIAL PURPOSE

TENDER NO.	:	KPPL/CC/812/2025
LAST DATE AND TIME FOR SUBMISSION OF BID	:	07/03/2025 15.00 HRS
DATE AND TIME OF OPENING OF PART I BID	:	07/03/2025 15.30 HRS
KPPL BANK DETAILS	:	Bank : Federal Bank Branch: Peruva A/c No: 11090200002986 IFSC: FDRL0001109

ENCLOSURES

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FOR KERALA PAPER PRODUCTS LIMITED

KERALA PAPER PRODUCTS LIMITED
 (A GOVERNMENT OF KERALA UNDETKING)
 NEWSPRINT NAGAR – 686 616
 DIST. KOTTAYAM, KERALA.
 E-mail: contracts@kpplonline.in

Part I**NOTICE INVITING TENDER**

KPPL/CC/812/2025

25/02/2025

NAME OF WORK: EMPANELMENT OF CAR FOR OFFICIAL PURPOSE

Item Rate **Tender**, under **two-bid system** are invited from Competent Contractors, with sound financial capacity and satisfying pre-qualifying criteria for executing the following work in accordance with the terms and conditions specified in the tender document.

TENDER NO. & DUE DATE	DESCRIPTION	EMD & COST OF TENDER DOCUMENT
KPPL/CC/812/2025 DATED: 25/02/2025	EMPANELMENT OF CAR FOR OFFICIAL PURPOSE.	EMD : ₹ 1000/- COST OF TENDER DOCUMENT: ₹ 118/- (Including GST)

Tender Documents can be downloaded from Kerala Products Limited Paper web site www.keralapaper.in or before the due date **07/03/2025**.

KPPL reserves the right to accept/reject any or all tenders at its own discretion without assigning any reason whatsoever. KPPL is not responsible for any delay in submission of bid on due date and time.

Bidders on their own interest should ensure that all the required documents are furnished. Tenders received without the relevant documents shall be summarily rejected. Bidders who don't comply with the conditions laid by KPPL will not be qualified in tender.

Price bid in the prescribed format of technically qualified bidders will only be opened.

KPPL is not bound to accept the lowest quotation and KPPL may accept or reject the lowest quotation or any quotation at its sole discretion and go for re-tendering in case the lowest rate obtained in the tender is considered higher or unacceptable.

Bidder should take into account any corrigendum published on the tender document before submitting their bid. Bidders are requested to go through the NIT and the tender document carefully to understand the documents required to be submitted as part of the bid. Any bid will be considered as valid, only if it is submitted in the prescribed format given in the Bid document.

Bidders are requested to sign in each page of the tender document and submit.

KPPL may at its discretion, extend the deadline for the tender by amending the bidding document, in which case all rights and obligations of KPPL and bidders subject to the previous deadline shall thereafter be subject to the deadline extended.

Sd/-

FOR KERALA PAPER PRODUCTS LIMITED

HoD (Commercial)

TENDER DETAILS

ANNEXURE I

1. Prequalification criteria

- a. The vehicles should be registered on or after 01/01/2020 and have not exceeded 60,000 kilometers.
- b. The bidder shall have the ownership of the vehicle or shall have a valid lease agreement with the original owner of the vehicle.
- c. In case the bidder does not meet the pre qualification criteria (b)at the time of submission of the bid, he shall submit an undertaking that he will meet the pre qualification criteria (b) within 15 days from the date of intimation that he/she is the successful bidder.

Documentary evidence for PQ criteria must be enclosed.

2. Earnest Money Deposit

Bidder should pay an amount of ₹1000/- against EMD to participate the tender. Bidder can make online payment on Bank: Federal Bank, Branch: Peruva A/c No: 11090200002986 IFSC: FDRL0001109 .

SSI/NSIC units/ancillary units, PSUS and co-operative societies shall be exempted from submission of EMD as per government guidelines only for the items for which they are registered. While participating in the tender such bidders shall submit self attested copy of valid NSIC/SSI/UDHOY AADHAR certificates as the case may be, with the techno-commercial bid(part-I)

3. Document to be submitted

- 3.1 Details of Earnest Money (EMD) for a value of ₹1000/- and Tender fee ₹118/- including GST.
- 3.2 Photo copy of GST registration certificate.
- 3.3 Photo copy of the PAN.
- 3.4 Bank account details such as Accounts Number, Name of Bank, IFSC code etc.

4. Submission of Bids

The bid is to be enclosed in two separate sealed covers superscribing clearly “Part I Pre-qualification bid” and “Part II Price bid”. The tenderer shall clearly indicate his name and address as well as the Tender number date and name of work on top of the cover. Both the covers of Part I & Part II shall be enclosed in another sealed cover superscribing the name of the work and Tender number. Completed Tenders are to be submitted to Commercial department of Kerala Paper Products Limited. KPPL reserves its right to reject any or all bidders without assigning any reason thereof.

In the absence of any one of the documents indicated above, the tender shall be rejected summarily without assigning any reasons whatever.

Note: Bids received not complying with the above qualifying conditions will be rejected and will not be eligible for participating in the Tender.

Once tender is submitted, bidder cannot withdraw. In case bidder withdraws from tender on any day for any reason after submitting tender; EMD submitted shall be forfeited without the prior written approval of KPPL.

KPPL will not entertain any request for adjusting the EMD from the bidder due/ running bills or from the EMD/ security deposit of any other tender participated by the bidder.

KPPL shall not be responsible for any delay/loss in submitting or non-receipt of tender document.

KPPL reserves the right to

- reject any or all tenders in part or in full without assigning any reasons therefore.
- reject the lowest quotation or any quotation at its own discretion and KPPL is not bound to accept the lowest quotation.
- waive any tender condition at its own discretion.

Before submitting the tender, bidders are advised to visit the site at Newsprint Nagar and contact concerned Engineer/ Office-in-charge to understand the nature of work involved.

5. PRICE

Price quoted shall be basic price with break ups such as taxes, duties etc. The basic price quoted by the bidder will only be considered for rate comparison. The lowest rate offered and who satisfies all other conditions prescribed in this tender will be the basis for issuing work order for Empanelment of car of AC with driver. The rate quoted shall be firm for the contract period.

Bidders can quote different rate depending on the category of the vehicle mentioned Sl.No.9.

6. VALIDITY

The rate quoted by bidders is not permitted to make any upward revision in the rates. The offer shall be valid for 60 days from the date of opening of price bid.

7. PAYMENT TERMS

Bidders shall raise bills in three days and the payments shall be effected as follows thro' RTGS. Certified bill value shall be released within 7 days from the date of preparation of bill certification. The statutory levies shall be deducted from each bill.

8. REQUIREMENT PATTERN

DESCRIPTION OF ITEM	
1	Providing one car with driver in good working condition with AC to HR Department, for local trips / outstation trips of the Company as and when required. For running upto 4 hours or 40 kilometers.

2	Providing one car with driver in good working condition with AC to HR Department, for local trips / outstation trips of the Company as and when required. For running upto 6 hours or 60 kilometers.
3	Providing one car with driver in good working condition with AC to HR Department, for local trips / outstation trips of the Company as and when required. For running upto 8 hours or 80 kilometers.
4	Providing one car with driver in good working condition with AC to HR Department, for local trips / outstation trips of the Company as and when required. For running upto 12 hours or 120 kilometers.
5	Rate per kilometer - extra journey over 120 KMS.
6	Rate for Night halt

9. CATEGORY OF CAR

- **CATEGORY I**
Wagonr / Tata Nexon / Indica /Similar hatch back (5 Seater)
- **CATEGORY II**
Swift Desire/Brezza/ Viro/Similar sedan (5 Seater)
- **CATEGORY III**
Innova Crysta/ Ertiga/Similar (7 Seater)

10. CONTRACT PERIOD

The contract shall be valid for a period of **365 DAYS (1 Year)** from the date of award of contract. However, the period may be extended on the existing terms and conditions if mutually agreed.

11. OTHER TERMS & CONDITIONS

Bidder shall quote their rate after thoroughly assessing the quantum/ nature of the work. The rate quoted by him shall remain firm and fixed without any escalation throughout the contract period. After submission of bid, in case the bidder withdraws from the tender during the process towards award of contract on a later date for any reason the EMD submitted by bidder shall be forfeited without any prejudice.

KPPL reserves the right to short close the contract at any time depending upon the necessity. Bidder is not eligible to claim any compensation on this account.

Sd/-
HoD (Comml)

ANNEXURE II**Scope & General Terms and conditions.**

The contract will be for a period of one year (365 days). However, the company reserves the right to extend the contract for a further period of one year with the same rate, terms and conditions.

1. Vehicles shall be registered on or after 01/01/2020 and have not exceeded 60,000 kilometer.
2. The agency who have valid GST, PAN only need to apply. (Attach copies for verification)
3. It is preferred that vehicle shall be owned by the agency. In case the vehicle is not owned by the agency, he/she shall submit a long-term lease agreement for at least one year
4. The base station of the vehicle shall be KPPL for the time being. Any change in the base station shall be intimated in advance. The kilometer calculation shall be done while considering the respective base station as reference.
5. For outstation duty, no special allowance shall be given. However, if there is night halt at a place outside the base station, Driver's allowance as per quotation or agreed rates will be paid extra.
6. Permanent driver should be posted for the vehicle, to the extent possible.
7. Insurance, Taxes, Fuel, Lubricants and maintenance of the vehicles in good condition shall be the responsibility of the Agency. Any unforeseen expenditure incurred on the vehicles while on duty, shall be debited to the account of the Agency. The agency shall do all repairs without any liability to the company.
8. The agency is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, accident or any other unforeseen happening.
9. The agency must ensure that the vehicle remain under insurance cover for the entire period of contract.
10. The liability arising out of accident of the hired vehicle under relevant sections of relevant motor vehicle Act and IPC shall solely be on the contractor. The hiring authority has no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.
11. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws or regulations shall be deemed to be breach of this contract, if not adhered to.
12. The vehicle shall always be provided with decent upholstery, clean seat covers, comfortable seat cushions and other basic fittings/accessories for maximum comfort of passengers.

13. The vehicle on hire shall be available at all time including Saturdays, Sunday and public holidays.
14. Payment will be made on weekly basis against submission of the bills statutory levies if any will be deducted.
15. For each journey, a Trip sheet is generated by the HR department, with two copies which has to be maintained by the driver during the entire journey. The driver has to enter the journey details including distance and time and the Officer using the vehicle should endorse the trip sheet. One copy of the trip sheet to be handed over to the officer availing the vehicle. The second copy is to be attached with the bill submitted to HR department.
16. The vehicles provided shall be in a very good condition with impressive interior. The agency shall ensure that the vehicle provided carries with it proper documents and logbook for verification by RTO authorities. Any embarrassment caused to guests / officials using the vehicle for want of proper documentation or conduct of the Driver shall be seriously viewed.
17. The Driver of the vehicle shall be in proper dress and shall not conduct in a manner which may breach Motor Vehicles Act and he shall maintain discipline and shall display courtesy to the Guests / Officials of Company while on duty.
18. The outstation journey permit fee and local toll charges will be reimbursed only the submission of the receipt copy. KPPL will handle the reimbursement process, ensuring that all applicable expenses related to outstation permit and toll charges are reimbursed.
19. The rates agreed to shall remain valid for a period of 1 year, However, Company shall reserve the right to terminate the agreement without notice, if the services of the agency is found to be unsatisfactory.
20. While under company's use, the company name board shall be fixed on the vehicle. The contractor shall not use the vehicle displaying the board, for purpose other than company's use.
21. Company reserves the right to accept any quotation and to reject any or all quotations with or without any reasons.

Bidder:

Sd/-
HoD (Comml)

ANNEXURE IV**Tender Conditions**

1. Tenders not received in time or incomplete in any respect, as well as conditional tenders are liable to be summarily rejected.
2. The decision of Kerala Paper Products Limited (“Company” for brevity) regarding the adequacy of experience, financial stability and other infrastructure requirement for carrying out the work within the prescribed period shall be final and binding on the bidders.
3. No tender can be withdrawn after it is submitted. The bidders will remain bound by the offer till the tenders are accepted/rejected by the company.
4. The tender shall be signed by the bidder himself or by his authorized agent. In the latter case, a certified copy of the power of attorney under which the said agent is authorized should also be filed. In the case of a firm, all the partners of or such or any of them as are authorized under the deed of partnership should sign. In case a co-operative society, the tenders should be signed by a person duly authorized by its general body.
5. No page of the tender documents shall be removed or altered and the whole set of tender documents given must be submitted after being duly filled in and signed. Failure to comply with these instructions may result in rejection of the tender.
6. The bidder shall quote rates both in figures as well as in words and in case the bidder has quoted two different rates in words and in figures, the lower of the two will be considered valid and binding on the bidder. All corrections and alterations made in the entries, by the bidder, must be attested with his/their full signature and date. Erasures and over-writings are not permissible and may disqualify the bidder.
7. The tender submitted by the bidders shall remain valid for acceptance for a period of 3 months from the date of opening of Part-II (price bid) of the tender. The bidder shall not be entitled during the said period of three months, without the consent in writing of the company, to revoke or cancel his tender or to vary the tendered rates given, or any terms thereof.
8. It is understood and agreed that contractor has after and visit to the site, satisfied himself to the nature of location of the work, the character, quality and quantity of the material to be handled, the character of equipment and facilities needed during the execution of works, the general and local conditions, in and all other matters which can in any way affect the works under the contract. No claim whatsoever on this account shall be entertained on a later date.
9. Accepting authority for the purpose of this contract shall be the **Special Officer**, Kerala Paper Products Limited, Newsprint Nagar P.O, Kottayam District or any officer authorized by him.
10. The acceptance of the tender will vest with the accepting authority, who does not bind himself to accept the lowest tender and reserves the right to reject all or any of the tenders without assigning any reason, whatsoever.
11. The EMD of the unsuccessful bidder will be refunded within a reasonable period of time. EMD will not carry any interest. The lowest bidder will be deemed to be the successful bidder. If the successful

- bidder fails to accept the work order or fails to commence the work as stipulated in the work order, the EMD deposited by him shall be forfeited.
12. The company will not be bound to give any explanation or assign any reason for accepting or rejecting any tender. The company also reserves the right to further negotiate with all or any of the bidders with regards to the rates and terms.
 13. The successful bidder, whose tender is accepted, will be intimated regarding the acceptance of his tender by a work order, issued by a registered letter/e-mail bearing the address mentioned in the tender. Within ten days of the issue of such intimation, the bidder should execute on a proper non-judicial stamp paper, to be supplied at his cost by him, an agreement in terms of the standard agreement form. If the contractor fails to execute the agreement and start the work within the said period of ten days or within such further period as the company may allow, the EMD furnished by the bidder shall stand forfeited and the acceptance of his tender shall be considered as withdrawn.
 14. The bidder will be deemed to have studied all the conditions of the tender, conditions of contract and terms of the agreement as contained in the draft agreement and also will be deemed to have studied the state of things in respect of the work, before submitting the tender. The act of tendering shall be deemed to be a complete and unreserved acceptance of the clauses of the tender, contract, work order and draft agreement.
 15. If the bidder is a firm, a copy of the deed of partnership and its registration certificate shall be filed with the tender form. If the bidder is a co-operative society, it should furnish certified copy of registration certificate from the Registrar of co-operative societies.

Bidder:

Sd/-

HoD (Commercial)

ANNEXURE-V

UNDERTAKING BY THE BIDDER

(To be submitted in bidder's letter head)

We have carefully gone through the terms and conditions attached along with this tender document and understood the same and hereby agree to abide by the same without any reservation.

The rates offered by us shall be firm without any escalation during the currency of the contract.

Signature of the Bidder

with Seal and Date

ANNEXURE VI**GENERAL TERMS & CONDITIONS OF CONTRACT**

- I. **Definitions and Interpretations:**
 - a) "Company" means Kerala Paper Products Limited.
 - b) "Contractor" means the individual, firm or a company, who has agreed to undertake certain specific work for the company on agreed terms and conditions.
 - c) Contract: shall mean the contract documents collectively, comprising of the Agreement, Tender Condition, General Conditions of contract, Special conditions of the contract, specification, time schedule of works, information and instructions to bidders, accepted schedule of rates, drawings, letter of intent and work order.
 - d) Work: means the work specified in the tender document and work order schedule.
 - e) Site: means the place or premises indicated by the company in the contract for performance of the work.
 - f) Work Order: shall mean the order in writing intimating the contractor award of the work, its scope, the date of commencement and completion of work and other terms and conditions of the work.
 - g) OIC: means the Officer in-charge of the work, nominated by the company.
 - h) Accepted Schedule: "Accepted Schedule" in relation to the contract means the schedule or schedules of quantities and rates quoted/modified by the contractor in respect of which the tender is accepted.
- II. **Rates for items of work:** The rates entered in the work order/ schedule of rates of the tender are intended to provide for the work duly and properly completed in accordance with the conditions of tender/contract. The rates quoted/accepted shall be deemed to have included all incidental charges or contingencies, which may have not been specifically provided for in the tender. The rate specified in the work order shall be fixed and firm till the completion of the entire work as per contract and no claim for enhancement/escalation on any ground whatsoever will be entertained and considered.
- III. **Contractors Understanding:** The contractor understands and agrees that by submitting the tender he is deemed to have visited the site and carefully examined the nature and location of work, the nature and quality of the materials to be encountered and of the equipment and facilities needed preliminary to and during the execution of work the general and local conditions, the labour conditions prevailing and, that the rates quoted by him in the tender will be adequate to complete the work according to the contract conditions and that he has taken into account all conditions and difficulties that may be encountered during the execution of the work etc.
- IV. **Commencement of work:** The contractor shall commence the work on the date/dates mentioned in the work order issued to him and shall proceed with the same with due expedition and without delay. (delay due to any reason, no right for compensation but only extension of time)
- V. **Compliance to Officer's Instruction:** The contractor shall be bound by and has to carry out the work as per the orders and /or direction if any issued by the OIC from time to time regarding the execution of the work under the contract.
- VI. **Alterations to be authorized:** No alterations in or additions to or omission or abandonment of any part of the work shall be deemed authorized unless the same is in

writing and duly signed by the EIC. The contractor shall be responsible to obtain such authorization in each and every case.

VII. **Taxes and Duties:** The contractor shall be responsible for the payment of all taxes and duties applicable for the work under the contract..

VIII. **General Obligation:**

- a) The contractor shall subject to the provisions of the contract execute with due care and diligence within the time for completion and provide all work force including the supervision thereof.
- b) The Contractor shall deploy appropriately qualified and experienced persons according to the requirements of work, enforce strict discipline and order among their employees, and observe safety and security strictly as per the instructions of the company while operating/working at the site.
- c) The contractor shall also comply with all applicable laws in the execution and performance of the work under the contract.

The contractor shall keep a competent and fully authorized representative available to the company and to supervise the work under the contract. Such representative shall be authorized to represent the contractor and all directions given to or received from the representative shall have the same effect as if given to or received from the contractor.

IX. **Materials brought by the contractor:** The Company shall not be responsible for protection against loss/damage of contractor's materials, equipments, tools etc. brought inside the company premises. The contractor shall make his own arrangements for the safe custody of all items brought by him.

X. **Objection to Contractor's Employees:** The OIC shall be at liberty to object to and require the contractor to remove forthwith from the work any person employed by the contractor in or about the execution of the work, who in the opinion of the OIC misconduct himself or is incompetent or negligent in the proper performance of his duties or whose employment upon the works without the written permission of the OIC. Any person so removed shall be replaced as soon as possible by a competent substitute approved by the OIC at no additional cost to the company.

XI. **Entry permit to site:** The contractor shall be in possession of necessary entry permits required by company's regulations before he allows or permits any of his employees enter the company's properties. The contractor for this purpose shall make necessary arrangement well in time.

These permits must be kept at the job site at all times and the contractor is to ensure that his personnel if any shall not enter site without a valid permit.

XII. **Local and other authorities notices and fees:** Contractor shall comply with and give notices required by any Act or by any regulations or bye-laws of any local or other public authorities who have any jurisdiction with regard to the contract work and shall pay and indemnify the company against any fees or charges legally demandable under such Act, Regulation Bye-law in respect of the work.

XIII. **EMD / Security Deposit:** Earnest money deposited by the successful contractor with his tender will be retained by the company as part of Security Deposit and shall be released after 30 days of successful completion of the work. Balance Security Deposit will be deducted @ 5% from the monthly running bills and shall be released after 30 days of completion of the work. Security Deposit will not bear any interest.

- XIV. **Compliance to Rules for Employment of Labour:** The contractor shall conform to all laws, by-laws rules and regulations for the time being in force pertaining to the employment of persons in the execution of the work under the contract and shall take all necessary precautions to ensure and preserve the health and safety of all persons employed by him in the execution of work.
- XV. **Labour Laws:** In respect of all labourers directly or indirectly employed in the works the contractor shall comply with all legislation and rules, regulations, notifications, directions of the state/central government or local authority framed from time to time governing in particular payment of wages compensation, welfare safety etc. All laws notifications, directions and other statutory obligations with regard to minimum wages, welfare and safety measures, maintenance of registers, hours of work on national and festival holidays will be deemed to be part of the contract. The contractor should obtain license from the Licensing Authority towards running the canteen as per Contract Labourers (Regulation & Abolition) 1970 Act (Central). The contractor will be fully responsible and liable to pay the wages and other benefits to the employees employed by him in the execution of the work and also to settle all disputes relating to payment of wages and other amenities and service conditions of the workers employed by him in the work. In case the contractor fails to make the payment of wages, compensation, contributions and other benefits due and payable to his worker under any applicable labour laws and the company is forced to pay the same then the company is entitled to recover from the contractor and/or otherwise in accordance with law.
- XVI. **Contractors Liability:** It is the responsibility of the contractor to meet all claims for compensation under the Workmen Compensation Act or under any other law in respect of accidents or injury suffered by workmen, including death, engaged by the contractor for carrying out the work. The contractor agrees to indemnify and keep the company indemnified fully in respect of all claims under the Workmen's Compensation Act and under other laws in respect of the aforesaid claims.
- XVII. **Assignment:** The contractor shall not assign or sublet the contract or any part thereof or allow any person to become interested therein any manner whatsoever without the written permission of the company.
- XVIII. **Document Mutually Explanatory:** The several documents forming part of the contract are to be taken as mutually explanatory of one another and in case of ambiguities or discrepancies the same shall be explained and adjusted by the OIC nominated by the company who has to there upon issue to the contractor instructions directing in what manner the work is to be carried out.
- XIX. **Termination of Contract:**
The company is entitled to terminate the contract at any time if the Contractor is not able to run the Canteen as per direction of the Company.
- XX All disputed differences arising under out of or in connection with the contract shall be subject to the jurisdiction of the courts at Kottayam.

Bidder:

Sd/-
HoD (Commercial)

ANNEXURE VII

CERTIFICATE OF DECLARATION CONFORMING THE KNOWLEDGE OF SITE CONDITION

(TO BE SUBMITTED IN LETTER HEAD)

We, M/s.....

hereby declare and confirm that we have visited the site under the subject namely,

..... and acquired full knowledge and information about the site conditions, wage structure, industrial climate and total work involved. We further confirm that the above information is true and correct and we will not raise any claim of any nature due to lack of knowledge of site condition.

Bidder's Name & Address:

Name & Signature of the bidder

(Seal)

ANNEXURE-VIII**SCHEDULE OF DEVIATIONS FROM GENERAL TERMS AND CONDITIONS**

All deviations from the General conditions shall be filled in by the Bidder clause by clause in this schedule.

Section Item No.	Clause No.	Deviation
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The Bidder hereby certifies that the above mentioned are the only deviations from the general terms and conditions of the tender document. The Bidder further confirms that in the event any other data and information presented in the Bidder's proposal and accompanying documents are at variance with the specific requirements laid out in the Purchaser's General Conditions of Contract, then the latter shall govern and will be binding on the Bidder for the quoted price.

Company Seal	Signature :
	Name :
	Designation :
	Company :
	Date :

ANNEXURE IX**PART II****KERALA PAPER PRODUCTS LIMITED****SCHEDULE OF WORK****NAME OF WORK : EMPANELMENT OF CAR FOR OFFICIAL PURPOSE.****CATEGORY OF CAR (As per Category mentioned SI.No.9):**

	DESCRIPTION OF ITEM	UNIT	QTY	Rate in ₹		Amount in ₹	
				in figures	in words	in figures	in words
1	Providing one car with driver in good working condition with AC to HR Department, for local trips / outstation trips of the Company as and when required. For running upto 4 hours or 40 kilometers.	TIME	1.00				
2	Providing one car with driver in good working condition with AC to HR Department, for local trips / outstation trips of the Company as and when required. For running upto 6 hours or 60 kilometers.	TIME	1.00				
3	Providing one car with driver in good working condition with AC to HR Department, for local trips / outstation trips of the Company as and when required. For running upto 8 hours or 80 kilometers.	TIME	1.00				
4	Providing one car with driver in good working condition with AC to HR Department, for local trips / outstation trips of the Company as and when required. For running upto 12 hours or 120 kilometers.	TIME	1.00				
5	Rate per kilometer - extra journey over 120 KMS.	KM	1.00				
6	Rate for Night halt	DAY	1.00				
TOTAL amount in words							
<u>Name & Address of Bidder</u>		Signature of Bidder					
		Bank Details					
		Name of Bank					
		Branch					
Contact Number :		Account Number:					
		IFSC code:					

The quantity indicated against each item are tentative and likely to change during execution as per requirements change . The Competent Authority reserve the right to regulate the quantity of any item as per requirement.

GST if applicable will be paid extra.

ANNEXURE X

Checklist to be filled up with Techno-Commercial with documentary evidences with Bid - Part I of the offer.

1.	Name of the Bidder	
2.	Address	
3.	Acceptance of General Conditions	
4.	Blank price Bid format (Part II) enclosed along with Part I bid duly sealed & signed	
5.	Acceptance of Payment terms with an Undertaking in the letter head	
6.	Acceptance to submit EMD	
7.	Acceptance to submit Tender Doc. Fee	
8.	Declaration (ITR) regarding Income Tax (Last three years)	
9.	Validity of Offer	
10.	GST Registration Certificates	
11.	Self attested copies of receipts indicating Work Order	
12.	Self attested copy of PAN card	

Annexure XI

(This agreement is to be executed if only this work is awarded to the bidder on Non Judicial Stamp Paper worth ₹200/-)

AGREEMENT

This Agreement made on this theday of(.....) by and

BETWEEN

KERALA PAPER PRODUCTS LIMITED, : a company incorporated under the Companies Act
Newsprint Nagar, Kottayam Kerala, Pin. 686 616 represented by its
..... (hereinafter referred to as the Company)

AND

.....(hereinafter referred to as the CONTRACTOR

WHEREAS;

- a) The company is, desirous that certain works should be executed as described in Tender Notice No.....dated.....and
- b) The contractor has submitted a tender expressing wiliness to undertake and execute the works/ services including rectification of all defects in accordance with the provision contained in the Tender documents for a PAC of ₹.....Rupees.....only)
- c) The company has accepted the tender so submitted by the contractor and has accordingly issued work order No.....dated.....awarding the work to the contractor.

NOW THIS AGREEMENT witnesses as follows:

- I In this AGREEMENT words and expressions shall have the same meaning as are respectively assigned to them in the General Conditions of contract and Tender Document.

- II The following documents shall be deemed to form and be read and construed as part of this AGREEMENT and all of them together with this AGREEMENT shall be compendiously referred to as the CONTRACT.
- i) Tender Notice No.....Dated.....
 - ii) Terms and conditions of tender.
 - iii) Tender submitted by the contractor

 - iv) General conditions of contract
 - v) Special conditions of contract

 - vi) Work order No.....dated.....issued in favour of the contractor.
- III. In consideration of the payment of ₹.....(Rupees.....) to be made by the company to the contractor, the contractor hereby covenant with the company to undertake and execute the work and /or services as specified in the Tender Document and guarantees the performance specified by the company and to carry out the rectification of all defects in the work to make it conform in all respects with the provisions of the contract.
- IV. The company hereby covenants to pay to the contractor, in consideration of the execution completion and maintenance of the work, the contract price at the time and in the manner prescribed in the contract.
- V. This AGREEMENT constitutes the entire agreement between the parties hereto and supersedes all prior negotiations, representations or agreement related to the contract either written or oral. IN WITNESS WHEREOF the authorized representative of the company and the contractor has signed this AGREEMENT in the present of the following witnesses on the day and year first above written.

For and on behalf of

KERALA PAPER PRODUCTS LTD.

By its.....

(Name of Contractor)

WITNESSES

- 1.
- 2.

WITNESSES

- 1.
- 2.

Annexure XIISAFETY REQUIREMENT

Safety Rules and requirements, contractor must comply while undertaking works at KPPL.

1. All the Contract workers are required to undergo safety Training prior to work from the Safety department.
2. Contractor must provide their workers with mandatory Personal Protective Equipments (PPE's) like Safety Helmets, Safety Shoes & Masks and ensure that they are wearing at all times.
3. Contractor must provide all other necessary PPE's like Safety harness/belt Ear plug, Gloves, Goggles, Face shields, Aprons etc as required for the job for their workers.
4. Safety work Permit must be taken in prescribed KPPL format for all works undertaken by the contractor.
5. All Lifting tools, Plant & Equipments used by the contractor must be tested and certified by Competent authority.
6. Unsafe acts and unsafe conditions must be avoided.
7. All accidents and incidents must be reported.

Sl. No.	<u>Unsafe act/ Unsafe condition</u>
1.	Smoking inside the Factory.
2.	Working with wearing loose clothing.
3.	Working without using Safety Helmet.
4.	Working without wearing Safety Goggles wherever required as per rule.
5.	Working at height without wearing Safety Harness/Belt.
6.	Working without using Face Shield while welding, cutting, chipping, hot works, grinding etc.
7.	Working without wearing Safety Shoes.
8.	Working without wearing Hand Gloves when required.
9.	Working without taking Safety Work Permit.
10.	Misuse of fire Hydrant/ Fire Extinguishers or any Fixed Fire Protection System (excluding the damage repair costs of the items)
11.	Working at heights without Safe Working platform.
12.	Creating Fire Hazard. Not providing Fire watch (Hot works)
13.	Over speeding the vehicles inside the factory premises.
14.	Riding over vehicles unsafely.
15.	others

The Company reserves the right to impose suitable penalty as deemed fit upon violation of any of the above unsafe act/ unsafe condition.

Sd/-
Authorized Signatory