

निविदा सूचना

सॉफ्टवेयर टेक्नोलॉजी पार्कस ऑफ़ इंडिया - चेन्नई

I	निविदा आमंत्रण अधिकारी, प्राधिकरण पदनाम और पता	निदेशक, एसटीपीआई संख्या 5, तीसरी मंजिल, राजीव गांधी सलाई, तारामणि, चेन्नई - 600 113. वेबसाइट: www.chennai.stpi.in
II	A. उपकरण / काम के नाम B. निष्पादन के स्थान	आवश्यकता के अनुसार अनुमानिक 25,000 लीटर डीसल की आपूर्ति एसटीपीआई, चेन्नई ।
III	निविदा दस्तावेजों की उपलब्धता की जगह और निविदा प्राप्त करने के लिए नियत तारीख	निविदा दस्तावेज दिनांक 06.05.2021 से 26.05.2021 तक, कार्य दिवसों में, 10.30 a.m. से 4.00 p.m. के बीच, ऊपर उल्लिखित पते से प्राप्त किये जा सकता है ।
IV	निविदा प्रस्तुत करने की नियत दिनांक, समय, और जगह	नियत तारीख : 27.05.2021 समय : 11.30 A.M. जगह : उपर्युक्त स्तंभ एक
V	निविदा खोलने की जगह, दिनांक, और समय	नियत तारीख : 28.05.2021 समय : 11.30 A.M. जगह : उपर्युक्त स्तंभ एक
VI निविदा आमंत्रण प्राधिकारी द्वारा निर्दिष्ट कोई भी अन्य महत्वपूर्ण मापदंड: 1. नियत तारीख और समय के बाद प्राप्त निविदा को सरसरी तौर पर खारिज कर दिया जाएगा.		

एसटीपीआई एक वर्ष की अवधि के लिए दो बोली प्रणाली के तहत एसटीपीआई-चेन्नई में आवश्यकता के अनुसार अनुमानिक 25,000 लीटर डीसल की आपूर्ति की दिशा में मुहरबंद निविदाएं आमंत्रित करता है। निविदा में “निविदा संख्या STPIC/PUR/010/2021-22/005 दिनांक 06.05.2021 और निविदा के नाम” उपरिलिखित किया जाना चाहिए।

निदेशक
एसटीपीआई, चेन्नई



SOFTWARE TECHNOLOGY PARKS OF INDIA

(An Autonomous Society under Govt. of India, Ministry of Electronics and Information Technology)

No.5, 3 rd Floor, Rajiv Gandhi Salai, Taramani, Chennai – 600 113

Phone No. (044)3910 3525 (Tele Fax). (044)3910 3505

TENDER No: STPIC/PUR/010/2021-22/005

Date: 06.05.2021

Name of the Tender:

Tender for Supply of approximately 25,000 litres of Diesel for a period of one year as per the requirement basis at STPI-Chennai.

NAME OF THE PARTY:

TENDER NOTICE
Software Technology Parks of India, (STPI)

I	Tender inviting officer, Authority, Designation and Address	The Director, STPI No.5, 3 rd Floor, Rajiv Gandhi Salai, Taramani, Chennai – 600 113. Website: www.chennai.stpi.in
II	A. Name of the work: B. Place of execution	Supply of approximately 25,000 litres of Diesel as per the requirement basis STPI - Chennai
III	Tender documents available place and due date for obtaining tender	Tender document can be obtained on working days between 10.30 AM to 4.00 PM from 06.05.2021 to 26.05.2021 at the address mentioned in column I
IV	Due Date, time and place of submission of Tender	Due Date : 27.05.2021 Time : 11.30 A.M. Place : At the above mentioned in column I
V	Place, date and time of Tender Opening	Due Date : 28.05.2021 Time : 11.30 A.M. Place : At the above mentioned in column I
VI	Any other important criteria specified by the tender inviting authority: 1. Tender received after due date and time will be summarily rejected.	

STPI invites sealed tenders for Supply of approximately 25,000 litres of Diesel at STPI-Chennai as per the requirement basis at STPI-Chennai under two bid system for a period of one year. The bid should be sealed by the bidder and duly superscripted as Tender No:STPIC/PUR/010/2021-22/005 dated 06.05.2021 and name of the tender.

DIRECTOR
STPI -Chennai

SECTION – I

1. THE ELIGIBILITY CRITERIA:

- 1.1 The bidder must have their Diesel bunk located in and around Chennai city & Kancheepuram District and within 10Km of range from STPI-Chennai
- 1.2 The bidder should agree for supply of the Diesel Oil within 10 hours from the time of intimation from the official of STPI as per the rate fixed by Govt of India (MoPNG) for Chennai & Kancheepuram District from time to time during the contract period. Declaration to be submitted for the same duly signed & affixing the office seal by the bidder as per the enclosed format.
- 1.3 The bidder should have executed similar work for **at least ONE client** pertaining to any Central / State Government organization / PSU /private organizations / autonomous bodies under Govt. of India as on the date of tender..
- 1.4 Average Annual Financial Turn Over during the last 2 years ending 31st March should be at least Rs.1.50 lakhs (i.e, 2017-18, 2018-19, & 2019-20),
- 1.5. Non Disclosure Agreement as per the format enclosed to be submitted.

Definition of similar work: Supply of Diesel / High Speed Diesel Oil to any central / state Govt offices / PSU / Private organizations under a single order / contract.

Documentary proof for the above shall be produced along with the offer, failing which the bid will be summarily rejected.

Documentary proof of necessary documents in the form of Invoices / acceptance report /agreement for having executed / supply of the diesel oil duly attested, failure of which the tender will be rejected.

Note : Relevant documents & certificate should be submitted as per the eligibility criteria by the bidder.

2. TENDERING PROCESS:

2.1 The tenders are invited on a two bid system i.e. qualifying bid and then the financial bid:

- a) The tender form for Technical bids prescribed at Annexure–I (Attached) complete in all respect should be submitted in a sealed cover super scribed–“**Technical Bid– Supply of Diesel Oil of approximately 25,000 ltrs as per the requirement basis at STPI-Chennai**”.
- b) The tender form for ‘Financial bids prescribed at Annexure–II (Attached) complete in all respect should be submitted in sealed cover super scribed–“**Financial Bid– Supply of Diesel Oil of approximately 25,000 ltrs as per the requirement basis at STPI-Chennai**”.

- c) The above two sealed covers should be put together in another big cover/envelope which should be sealed with wax sealed. The cover shall be super scribed as **“Tender No:STPIC/PUR/010/2021-22/005 dated: 06.05.2021 & Name of Tender “Supply of Diesel Oil of approximately 25,000 ltrs as per the requirement basis at STPI-Chennai”** and addressed to

“The Director,
Software Technology Parks of India
No: 05, Third Floor, Rajiv Gandhi Salai,
Taramani, Chennai 600 113”

Further the sentence **“NOT TO BE OPENED”** before due date and time of tender opening, should also to be indicated on this envelope.

- d) If the outer big envelope is not sealed and marked properly as above, STPI will not take any responsibility for its misplacement, premature opening etc. The Envelope should be dropped in the Tender Box of the STPI at Reception in the above address latest by **11.30 A.M. on 27.05.2021..**

2.2 Contents of Technical Bid: The bidder in this regard should submit the following documents in the Technical Bid.

- a) Documentary proof of the bidder having their Diesel Bunk office located in and around Chennai city & Kancheepuram District and within 10Km of range from STPI-Chennai
- b) Declaration from the bidder agreeing for supply of the Diesel Oil within 10 hours from the time of intimation from the official of STPI as per the rate fixed by Govt of India (MoPNG) from time to time for Chennai and Kancheepuram District during the contract period as per the enclosed format.
- c) Documentary proof of having successfully completed / executing similar works as on the date of the tender (**copies of the invoices / acceptance report/ agreements / orders or any similar proof for having executed / supply of diesel oil as mentioned in the eligibility criteria**) for at least ONE client
- d) The annual turnover of the bidder for the last three years. Copies of Profit & Loss A/c and Balance Sheet (OR) CA certificate for turnover for the last three years should be enclosed.
- e) Copy of the Non Disclosure Agreement as per the format duly filled and signed by the bidder affixing the office seal
- g) Copy of the PAN Card,
- h) Copy of the GST Registration number,
- i) Copy of Incorporation Certificate of the Company / Firm or Partnership Deed etc.,
- j) **Signed copy of the complete set of the tender document including blank financial page.**
- k) Bank Details for Making RTGS payment as per the format – Annexure V
- l) Any other related documents.

2.3 Contents of financial bid: The financial bid shall contain the financial details of the tender as per the format – Annexure II

SECTION- II
INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

1.1 Definitions:

- (a) “STPI” means the STPI, Chennai.
- (b) “Bidder” means any registered entity engaging in business such as a proprietorship, partnership, private concern or corporation who participates in this tender and submits its bid.
- (c) “Contractor” means any registered entity engaging in business such as a proprietorship, partnership, private concern or corporation who supplying the goods/services under the contract.
- (d) “Supply” means standards of works mentioned in Section IV, which the Contractor is required to take during the contract period.
- (e) “Price” means the price payable to the Contractor under the purchase order for the full and proper performance of its contractual obligations.

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. **Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect, will be at the bidder's risk, and may result in rejection of the bid.**

1.2 CLARIFICATION OF BID DOCUMENTS BY THE CONTRACTOR:

A prospective bidder, requiring any clarification of the Bid Documents shall notify STPI in writing or by Fax at STPI's mailing address indicated in the Invitation for Bids. The clarification will be accepted before 10 (ten) days of the due date of tender. The reply will be hosted in STPI official website and also communicated to respective bidders.

2. PREPARATION OF BIDS:

2.1 DOCUMENTS COMPRISING THE BID:

- a) **Bids and all accompanying documents of the tender shall preferably be in English language. The documents should be legible for reading. If the documents submitted by the bidders are not legible and readable, their bid will not be considered and stands rejected.**
- b) Bidders shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidder shall note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) The financial bid shall contain blank price schedule in which the values will be filled in the appropriate columns. **The bidders are cautioned that submission of the financial details elsewhere i.e. other than in cover 2 will result in rejection of the tender.**
- d) Clause by Clause compliance demonstrating substantive responsiveness to the financial condition by signing and stamping on all the pages of the original bid document No.STPIC/PUR/010/2021-22/005 (Containing 20 pages) by authorized person (s),

- e) The contractor shall submit his / her tender only after carefully examining the whole of the tender documents and the conditions of tender and of contract, scope of work etc.
- f) Conditional bids will not be accepted.
- g) More than one bid will not be accepted from one bidder.
- h) All the documents submitted (whether original or photocopy) in the bid must be legible & self attested.**

2.2 SITE VISIT or EQUIPMENT CHECKUP:

- a) Bidders are advised to inspect, examine the site/equipment/ items and its surrounding and satisfy themselves before submitting their tenders. A tenderer shall be deemed to have full knowledge of the site/equipment whether he inspects it or not and no extra charges consequent on misunderstanding or otherwise shall be allowed. For inspection, please contact @ Ph No.044-39103522 / 524.
- a) Proponents shall at all times be accompanied by an employee of STPI or other designated representative when undertaking site visits on all working days between 10.00 a.m. to 05.00 p.m.
- b) The contractor has to submit the non-disclosure agreement as per the format enclosed in Annexure –IV

3. BID PRICES:

- 3.1** *The bidder shall quote the basic price and applicable taxes separately. However, if there are any changes in the taxes during the contract period, the extra amount will be paid as per the notification of state/central government whichever is applicable, based on the request from the awarded bidder. The bidder shall quote only transportation & delivery charges against the price schedule in the financial bid..* The offer shall be in Indian Rupees only. No foreign exchange will be made available by STPI. Rates shall be quoted in words and figures. The amount to be worked out to whole number.

- 3.2** Prices indicated on the Price Schedule shall be entered in the following manner:

- a) *The basic price charged by the bidder while supplying diesel should be as per the rate fixed by Govt of India (MoPNG) for Chennai & Kancheepuram District from time to time and should be inclusive of all taxes.*
- b) Any increase in the transportation charges during the period of contract will not be allowed.
- c) The bidder shall quote only one price for each item.
- d) The rate of GST should be clearly indicated in the tender, if it's not mentioned, it shall be treated as inclusive**

4. PERIOD OF VALIDITY OF BIDS:

- 4.1** Bid shall remain **valid for 75 days after the date of bid opening** prescribed by STPI.
- 4.2** In exceptional circumstances, STPI may request the bidder's consent for an extension to the period of bid validity.

5. FORMATS AND SIGNING OF BID:

- 5.1 All pages of the Technical bid and financial bid, except for un-amended printed literatures, shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.
- 5.2 The bid shall contain no insertions, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid.

6. LATE BIDS:

Any bid received by STPI after the due date & time for submission of bids prescribed by STPI shall be rejected and returned unopened to the bidder.

7. OPENING OF BIDS BY STPI:

- 7.1 STPI shall open the bids in the presence of bidders or their authorized representatives who chose to attend, at **11.30 A.M. on 28.05.2021..** The bidder's representatives, who are present, shall sign in the register. Business card/Authority letter shall be submitted by the bidders before they are allowed to participate in bid opening.
- 7.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.
- 7.3 The date fixed for opening of bids, if subsequently declared as holiday by the STPI-Chennai, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.
- 7.4 The Two bid tendering process comprise the following,
 - a) The technical bids will be opened in the first stage, at **11.30 A.M. on the due date** and the same will be scrutinized and evaluated later by the competent committee/authority with reference to parameters specified in the tender documents and the offers received from the tenderers.
 - b) In the second stage, the financial bids of only the technically accepted offers (as decided in the first stage above) will be opened for further scrutiny, evaluation, ranking and placement of contract.
 - c) The financial bids of the eligible bidders will be opened only after intimating the date and time to bidder through mail/fax, etc.

8. CLARIFICATION OF BID DOCUMENTS BY STPI:

To assist in the examination, evaluation and comparison of bids STPI may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained after opening of the tender.

9.. TENDER EVALUATION:

- 9.1 STPI shall evaluate the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 9.2 Tender committee will scrutinize the bids based on the eligibility criteria and technical specification compliance. The technically qualified bidders only will be called for financial bid opening.
- 9.3 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by STPI. If there is a discrepancy between words and figures, the amount in words shall prevail. If the Contractor does not accept the correction of the errors, his bid shall be rejected.
- 9.4 The evaluation and comparison of responsive bids shall be done on the price of the goods/services offered inclusive of all Levies & Taxes as indicated in the Price Schedule of the Bid Document.
- 9.5 The STPI may waive any minor non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

10. CONTACTING STPI:

- 10.1 No bidder shall try to influence STPI on any matter relating to its bid, from the time of tendering till the time the contract is awarded.
- 10.2 Any effort by a bidder to influence STPI in STPI's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

11. STPI'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

- 11.1 STPI reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the bidder. **However, the bidder has the right to question the bidding conditions, bidding process and / or rejection of his / her bid.**
- 11.2 STPI reserves the right to receive and, if it thinks fit, to consider and accept a non-complaint proposal. The acceptance or rejection of a non-complaint proposal is entirely a matter for STPI in its absolute discretion.

Any deviations / irrelevant specifications in this tender will not be accepted. Final decision of accepting or rejecting any / all bid (s) will be at the discretion of STPI.

12. PLACEMENT OF ORDER:

STPI shall consider placement of order for the bidder whose offer has been found technically and financially acceptable for the supply of diesel. **STPI has full rights to place order on fully or partially.**

13. ANNULMENT OF AWARD:

- 13.1 STPI reserves the right to terminate the contract with two months notice if, the services are found dissatisfactory or in case of violation of the terms and conditions of the contract or non-fulfillment of the statutory requirement.
- 13.2 STPI reserves the right to disqualify the Contractor for a suitable period who habitually failed to complete the order. STPI reserves the right to blacklist a bidder for a suitable period in case he/she fails to honour his/her bid without sufficient reasonable grounds.

14. ARBITRATION:

If, a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be at Chennai. The language of the arbitration proceedings shall be in English

SECTION – III

CONDITIONS TO THE BIDDERS

1. GENERAL CONDITIONS:-

- a) **Supply & Delivery of Diesel :** The Supply & Delivery of Diesel will be made by the Supplier in accordance with the terms specified in the tender by the STPI. The delivery of diesel should be completed **within 10 hours from the date / time of intimation from the official of STPI or the representative by over phone / fax / email as and when demanded by STPI and the supply shall be made during the normal working hours.**
- b) The contractor should accept the Purchase order immediately from the date of issue.
- c) The items will be delivered at STPI-Chennai in the following location:
Software Technology Parks of India
3rd Floor, No.5, Rajiv Gandhi Road,
Taramani, Chennai 600 113
- d) The Telegraphic/Telex/Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received prior to closing time and date of the tenders will be taken as valid.

2. Renewal:

The contract will be for a period of one year initially and may be extended for further period of three years by renewal of every year, on the same rates, terms and conditions, subject to satisfactory performance. The further extension thereafter would be decided later, on satisfactory completion of the above tenure.

3. PAYMENT TERMS:

- a) Payment will be made within 15 days after submission of the invoice and successful delivery of diesel. Payments to the Contractor will be through NEFT or RTGS transfer only for which the bank details & account number etc. have to be submitted by the contractor as per the format enclosed herewith as Annexure - V
- b) **No advance payment** will be made by the STPI. Income tax as applicable will be deducted at the prevailing rate. No payment will be made for the items rejected at the site on testing.
- c) Any other applicable taxes will be deducted as per statutory norms.
- d) ***Price indicated in the tender is firm and no increase in the price is allowed during the period of contract other than taxes..***

4. Liquidity Damages:

Purchases / Contracts are subjected to Liquidity Damages. The following liquidity damages are levied if there is a delay in the delivery schedule defined in the Purchase Order:

- a) Up to 12 hours from scheduled delivery - 0.5% of order value
- b) Every successive hours - 0.5% of order value
- c) Maximum - 10% of order value

The Decision of STPI will be final and binding.

5. Scope:

The scope covers Supply of Diesel to STPI-Chennai as and when requirement arises. The details of the same are given in Section IV.

- 6. Agreement: The notice inviting tenders, conditions of the tender and the duly completed form of the tender will form part of the agreement to be executed by the successful contractor with STPI on non-judicial stamp paper of Rs.100/-. The format of the agreement is enclosed herewith as Annexure- III.

7. FORCE MAJEURE:

If, at any time, during the continuance of this Purchase, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the STPI as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

8. TERMINATION FOR DEFAULT:

The STPI may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.

9. TERMINATION FOR INSOLVENCY:

The STPI may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the supplier. If the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the STPI.

SECTION – IV

1. SCOPE OF WORK:

Scope :

Supply of approximately 25,000 ltrs of Diesel to STPI-Chennai for a period of one year. The actual requirement of quantity will be informed by the STPI-Officials as and when required. The bidder should agree for supply of the Diesel Oil within 10 hours from the time of intimation from the Official of STPI as per the rate fixed by Govt of India (MoPNG) for Chennai & Kancheepuram District from time to time during the contract period.

ANNEXURE - I

2. TECHNICAL BID:

(Self attested copies of the documents to be submitted)

- a) Turnover details for last three years
(Copies of P & L A/c and Balance Sheet for the turnover to be enclosed)

Financial Year	Turn over	Proof submitted
2017-18		Yes / No
2018-19		Yes / No
2019-20		Yes / No

- b) Proof of similar work as per the eligibility criteria. Copies of work Completion certificate or work order/agreements to be submitted.

Sl. No.	Period	Name of the client	Proof submitted
1)			Yes / No

- c) If it is noticed that any client did not carry out the work satisfactory, the tenders of such bidders will be treated as invalid
- d) Proof of the bidder's Diesel Bunk located in and around Chennai city & Kancheepuram District and within 10 KM of range from STPI-Chennai --- **Yes / No**
- e) Declaration by the bidder for agreeing to supply the Diesel Oil within 10 hours from the time of intimation from the official of STPI as per the rate fixed by Govt of India (MoPNG) from time to time for Chennai and Kancheepuram District during the contract period as per the enclosed format --- **Yes / No**
- f) Non Disclosure agreement as per the format – Annexure –IV --- **Yes / No**

g) Bank Details for the NEFT / RTGS payment along with the copy of the cancelled cheque --- **Yes / No**

h) Copies of the following documents to be enclosed:

Sl. No.	Particulars	Reg. No & date	Proof submitted
	1. PAN Card No		Yes / No.
	2. GST Registration Number		Yes / No.
	3. Certificate of Registration / Incorporation certificate of the Firm / Company/Partnership		Yes / No.

i) Complete set of the self attested tender documents including blank financial bid page and duly signed in all the pages with office seal **Yes / No**

I certify that the bid has been submitted after seen the samples from STPI and all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person

Date: Name :
Place: Designation :
Company Seal :

ANNEXURE - II**3. FINANCIAL BID:**

a) Name, address & Contact No. of the Firm / Company:

b) Rate shall include cost of transportation and other overheads etc.

S.No.	Particulars	Qty	Rate per litre.in Rs.	Total Amount in Rs.
1	Supply of Diesel	As per the rate fixed by Govt of India (MoPNG) for Chennai & kancheepuram District from time to time		
2	Transportation & Delivery Charges	1 Litre		
3	Taxes			
4	Total amount inclusive of taxes			

(Rupees _____ Only)

I certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person

Name :

Designation :

Company Seal:

Date :

Place :

AGREEMENT

Articles of agreement made this _____ day (date) between Software Technology Parks of India, No.5, 3rd Floor, Rajiv Gandhi Salai, Taramani, Chennai-600113, through Authorised Signatory (hereinafter called the “STPI”) of the one part and

_____ through
Authorised Signatory (hereinafter called the “Contractor”) of the other Part.

Whereas the employer is desirous of entrusting in providing supply of approximately 25,000 litres of Diesel for a period of one year as per the requirement basis at STPI-Chennai to the contractor under this agreement as per the tender conditions of contract.

And whereas the Contractor has agreed to execute supply of approximately 25,000 litres of Diesel for a period of one year as per the requirement basis (name of the work) in STPI-Chennai (places) as per conditions in the Tender No:_____, dated _____ (date) and Work Order No:_____, dated _____(date).

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration of the sum as per the purchase order No.2021-22/_____ dated _____ to be paid at the time and in the manner set forth in the said conditions of the tender, the contractor shall upon and subject to the said conditions execute and complete the work as per conditions in the tender.
2. STPI will pay to the contractor the said amount as per the purchase order No.2021-22/_____ dated _____ or such other sum as shall become payable hereunder at the times and in the manner specified in the said conditions.
3. The said conditions, shall be read and construed as forming part of this agreement, and the parties hereto shall respectively abide by and submit themselves to the conditions and stipulations and perform the agreement on their parts respectively in such conditions contained. The period of contract is from _____ to _____.

SCHEDULE I

1. Tender No. _____ dated _____
2. Purchase order No.____ dated _____
3. Acceptance of the order

(format is mentioned in Schedule-I) will vary on case to case basis

As witness our hand the day and year first above written

Signed by STPI: _____

In the presence of (witness):

Signature: _____

Name: _____

Occupation: _____

Address: _____

Signature: _____

Name: _____

Occupation: _____

Address: _____

Signed by the Contractor : _____

In the presence of (witness):

Signature: _____

Name: _____

Occupation: _____

Address: _____

Signature: _____

Name: _____

Occupation: _____

Address: _____

ANNEXURE –IV

NON – DISCLOSURE AGREEMENT

Date:

Contractor	STPI

We _____ hereby agree to keep all information confidential about STPI-Chennai learnt by below signed persons from this date _____ onwards, and at all times in future, in which _____ (the contractor) has an interest.

We hereby agree and undertake to maintain such information as confidential and undertake not to use any part or the whole of such information, directly or indirectly learnt about STPI-Chennai, for any other purpose other than for conducting work for Supply of approximately 25,000 litres of Diesel for a period of one year as per the requirement basis at STPI-Chennai.

We further agree that our personnel will only disclose confidential information on a need to know basis with the consent of STPI-Chennai.

ANNEXURE - V

BANK DETAILS FOR MAKING RTGS PAYMENT

Name of the Bank	:	
Branch Name	:	
Account Number	:	
Name of the Account Holder	:	
IFSC No.	:	
GST Registration Number (enclose the copy) HSN or Accounting Service Code	:	

The bidder is requested to enclose a cancelled cheque for verification along with this format.

Signed by:-
(Contractor)

ANNEXURE- VI

DECLARATION

We, _____ (Contractor) agree to supply the Diesel Oil within 10 hours from the time of intimation from the official of STPI as per the rate fixed by Govt of India (MoPNG) for Chennai & Kancheepuram District from time to time during the contract period.

Signed by:-
(Contractor) with date & office seal