



NATIONAL FERTILIZERS LIMITED

( A GOVT. OF INDIA UNDERTAKING)

ZONAL OFFICE, GYAN BHAWAN, FIRST FLOOR, 8- KAPOORTHALA,

ALIGANJ, LUCKNOW

Ph. No. 2335157, 2324795 fax-(0522) 2334913, 2321105

**Appointment of Implementing Agency**

NFL, under its CSR program is searching for a Implementing Agency for implementation of its CSR activities at village Raghav Nagar, Block Rudrapur, Distt U.S. Nagar, (Uttarakhand). For detailed terms & conditions please visit our website [www.nationalfertilizerslimited.com](http://www.nationalfertilizerslimited.com) or contact at above address within Fifteen days after publishing of this advertisement.

ZONAL MANAGER



नेशनल फर्टिलाइजर्स लिमिटेड ऑ चेतक कार्यालय,

(भारत सरकारका उपक्रम)

ज्ञान-भवन, प्रथम तल, 8- कपूर स्थला, अलीगंज लखनऊ -226024

Ph. No. 2335157, 2324795 fax-(0522) 2334913, 2321105

कासोरेट सोशल रिस्थां सविल्टी कार्य हेतु एजेन्सी की नियुक्ति

एन0एफ0एल0 को जनपद अधमसिंह नगर (उत्तरखण्ड), के ब्लाक रूद्रपुर, के ग्राम राघव नगर मे कासोरेट सोशल रिस्थां सविल्टी (सी0एस0आर0)कार्यक्रम के कार्यान्वयन हेतु एजेन्सी की आवश्यकता है। इच्छुक पार्टियों विस्तृत विवरण, नियम एवं शर्तों हेतु कृपया हमारी वेब साइट [www.nationalfertilizers.com](http://www.nationalfertilizers.com) अथवा असेवत पते पर विज्ञापन प्रकाशन के 15 दिनों के अन्दर सम्पर्क कर सकती है।

ऑ चेतक प्रबन्धक

## **NOTICE INVITING TENDER**

**Tenders are invited from developmental Experienced Agencies/ NGOs for CSR work**

NFL zonal office Lucknow under its CSR activities is looking for experienced NGO s/ Experienced Agencies for implementation of various activities. The bid will be on two part system and the NGO Agency will be required to submit the tender documents as per procedure given below:

1. Cover No. 1 : Super-scribing as 'EMD for carrying out various proposed activities under CSR' with EMD as DD in favour of National Fertilizers Limited payable at Lucknow
2. Cover No. 2 : Shall contain all the documents as mentioned in minimum eligibility criterion for tenderers as Technical Bid. Every page of the tender should be duly signed by the tenderer. Cover 2 should Super-scribing as 'Technical Bid'.
3. Cover No. 3 : Shall contain Schedule of Rates (Annexure-II) duly filled in figures and words and signed by tenderers. The Sealed envelope should be super-scribed as 'Financial Bid'.

**The tenders should be unconditional. Conditional offers are liable to be rejected outrightly.**

**For detailed specifications and head wise activities under each CSR program for arriving at the likely expenses , agencies are advised to visit our Zonal Office address or our web site [www.nationalfertilizers.com](http://www.nationalfertilizers.com)**

**Proposed identified activities are as under:**

## **Tenders are invited from developmental Agencies for CSR work**

NFL zonal office Lucknow under its CSR activities providing support in a village Raghav Nagar, Block Rudrapur, Distt U.S. Nagar, (Uttarakhand). For implementation of our proposed activities of around Rs. 11.79 Lacs, we are looking for an experienced development partner / voluntary organization. However, actual amount may vary at the time of implementation. The service charges quoted by agency will be percentage of the value of activities i.e. Rs. 11.79 lacs. All the below listed CSR activities must be completed by **31.03.2013**.

**For detailed specifications and head wise activities under each CSR program for arriving at the likely expenses, agencies are advised to visit our office at above mentioned address.**

**Proposed identified activities are as under;**

### **1. Source of lighting & electrical goods & drinking water facility in the school**

**This will cover**

- (i) Installation of one Syntex tank of 1000 liters in school
- (ii) Installation of water purifier & cooler in school
- (iii) One Electricity connection
- (iv) Installation of five no. of ceiling fans in the school classes
- (v) Supply of furniture in the school
- (vi) Installation of swings & sliders in the playgrounds

### **2. Women Empowerment**

- (i) Skill Development, stitching & embroidery training
  - A. Distribution of ten sewing machine
  - B. Mentor & training hall charges for 15 days
- II) Monthly legal awareness camp for women One program

One programme for one day for 30 women beneficiary

### **3. Skill development programme for adolescent boys & girls**

- 1) Two no. of Beauty training programme for 15 girls/women for 15 days
- 2) One training programme for mobile repairing centre for 10-12 boys

### **4. Organizing annual Health Camps**

- 1) Arrangements of free annual health check up camps with min 150 units  
With all arrangements of Drs, medicines, venue, light snacks/foods for resource persons & guest, publicity, banners, photographs tents & seating arrangements.

### **5. Human Health Camps**

Arrangements of free health check up camps for min. of 200 persons  
With all arrangements of Drs, medicines, venue, publicity, banners, photographs, light snacks/foods for resource persons & guest, tents & seating arrangements.

### **6. Installation of Solar Lights**

15 no. of solar lights of min 12V/80 Ah tubular will be installed at common place as per our instruction

**Note; Agency will be required to submit reports of all programmes in hard as well as soft copies along with photographs , CD/DVD of initial stage and after completion of activities and press reports as per our requirements.**

**TERMS AND CONDITIONS**

1. Agency, if an NGO should be registered as NGO with the Government authorities/ Registrar of societies etc. Copy of valid Registration certificate to be submitted. Name, address, contact person, phone no.'s, RTGS/ Bank details to be provided along with technical bid. Other experienced agencies should be as per DPE guidelines for CSR activities.
2. Past Experience of carrying out similar jobs is required for minimum one year, preferably in the Government sector. Copy of experience certificate is to be enclosed.
3. Balance sheet showing turnover of at least Rs.5 lakhs during any of the last three years is required to be submitted.
4. Details of Technical /Finance/ Administrative staff available with the agency need to be submitted to ascertain staff capability with years of experience in rural development. Successful Agency would have to engage appropriate expert depending up on type of job to be executed.
5. EMD of Rs.25000/- by Demand Draft favoring National Fertilizers Limited Lucknow is to be attached.
- 5(a) The successful tenderer will have to deposit security deposit of minimum 10 percent of value of contract within one week. EMD of successful tenderer will be adjusted against security deposit. The security deposit shall be refunded after successful completion of work and when defect liability period is over. However no interest on SD will be paid by NFL.
6. Normally the defect liability period would be three months from the completion of work. However, in case of construction/ repair of building the defect liability period would be one year or one monsoon period whichever is later.
7. EMD of unsuccessful tenders will be refunded within 30 days of date of opening of tender. Security deposit will be refunded within a week after successful completion of job and defect liability period is over and Guarantee/ Warranty is recd.
8. Duration to complete the activities shall be before 31.03.13, within mutually agreed time schedule for each activity. However, this period may be extended at the discretion of NFL's management.
9. Agency will be required to submit periodical progress on monthly basis.
10. The agency would have to submit audited expenditure statement duly supported by all invoices after completion of the job.
11. Agency will be required to submit completion certificate for each activity undertaken from the institution/ gram panchayat where the job is executed under the supervision of NFL's committee, who will ensure that standard/specified quality of material/ items are used, along with the required reports & other related items as specified separately.

12. The agency/firm/company will be required to submit copy of By-laws/ Partnership deed/ memorandum of article of Association that governs their functioning
13. The party shall also enclose one duly notarized affidavit on stamp paper of Rs.10/- declaring legal status of the agency/firm/company along with certification that agency has not been blacklisted by CAPART/ Central Social Welfare Board/ State Government in past at any time ,irrespective even if it has been revoked in past . The prospective tenderer is required to submit the declaration as per attached Annexure III in this regard
14. Agency will submit step wise procedural details of implementation for getting the job executed
15. **The payment will be made periodically, against duly checked running bills produced for the work done after getting duly verified & confirmed by NFL committee comprising of a civil engineer/technical expert (for construction works) or by Standing Area office Committee for other non-technical works, .**
16. **TDS shall be deducted as applicable from the bills of the agency/ party.**
17. The agency would have submitted Copy of PAN along with the tender. The other statutory certificates such as, VAT No/ Service Tax No etc. would have to be submit, if required
18. In case of any dispute or differences the matter would be referred to Sole Arbitrator. Arbitration shall be appointed at the whole discretion of National Fertilizers Limited. The venue for arbitration will be Lucknow
19. The quotation indicating service charges in % terms of estimated value of tender ( which is sum of activities mentioned in annx II) will be submitted at zonal office address on dated 13/12/12 by 3.00 PM and will be opened on the same day at 3.30PM, in the presence of parties or their authorized representative, who wish to be present there.
20. NFL reserves the right to reject all or any of the offers without assigning any reason thereof.
21. The quotation shall be valid for a period of 90 days from the date of opening.
22. All the statutory liabilities pertaining to contract and associated activities will be whole and sole responsibility of tendered and NFL will not be responsible for non fulfillment of any statutory/other act by any mean during the execution/completion of activities of contract. Prospective tenderer will absolve NFL from any such liability/daim if arises, at his own cost. Even liabilities arising to NFL, being principal agency, for contract work will have to be exhausted financially by the successful tenderer.
23. **The successful tenderer will be required to submit reports of all executed programmes in hard as well as soft copies along with photographs , CD/DVD of initial stage and after completion of activity and press reports as per our requirements.**

**Annexure -II****Technical Bid**

Technical bid enclosing the below mentioned documents should be submitted in a sealed envelope No. 1, superscribing heading “**Technical bid**” and signed by the party.

S. No	Particulars of required documents	Status
1	Copy of valid Registration certificate/ Partnership deed/ Memorandum of Article of Association etc. that governs their functioning	
2	Documents for work experience.	
3	Copy of one Balance sheet with minimum 5 lakh turnover	
4	Details of Technical/Finance/Administrative staff available with the agency	
5	EMD of Rs. 25000/- by Demand Draft favoring National Fertilizers Limited Lucknow	
6.	Status of NGO Propriety Firm/ Partnership Deed/ Company	
7	Notarized Affidavit on non-judicial stamp paper of Rs. 10/- declaring legal status	
8	Copy of statutory certificates such as PAN No./ VAT No./ Service Tax etc	
<b>9</b>	<b>Declaration as per annexure-III of Tender document duly signed &amp; stamped</b>	
<b>10</b>	<b>RTGS/ Bank details of party</b>	



## **Financial Bid**

The financial bid should be kept in a duly sealed envelope –III , super scribing heading “**Financial Bid**” and should be signed by the party .The financial bid shall be opened for those parties only whose technical bid is found eligible in all respects , after opening of the technical bid given in envelope.

In financial bid the agency will quote the rates as **service charge in %age terms of value of activities** to be charged by the agency on actual expenditure to be incurred on individual program within the given budget for all the above programs. **Value of activities shall not exceed Rs. 11.79 Lakhs.**

Liquidated damages: in case of delay in completion of job beyond the prescribed period LD @. 5 % per week subject to maximum 5 % of the value of work order shall be imposed.

Sr. No.	Scope of work	Service Charges ( % of Value of work executed) in Rs.
1	Implementation of CSR activities as per scope of work	

Note : If there will be any difference between rates quoted in figure and words (for the same item) then the rates quoted in words will be treated as final.

Signature & Stamp of Authorized Representative of NGO/ Agency

**Declaration**

- (a) That no other Firm/Sister concern/ Associate belonging to the same group is participating/submitti ng thi s tender.
- (b) That the bidders, their associates, sister concerns etc. have not been black listed by any Institutional agency/ Govt. Depart ment/ Public Sector Undertaki ng i n the last t wo years.

In case of conceal ment of any fact, if detected later on, such tenderer will be blacklisted and no payment will be made to the m

Si gnat ure of Aut horized Represent ative of NGO/ Agency