



## INVITATION TO TENDER

(MHA, Govt. Of India)

OFFICE OF THE DY. INSPECTOR GENERAL OF POLICE, GROUP CENTRE, CENTRAL  
RESERVE POLICE FORCE, AMRAVATI, DURGAPUR, P.O:- DURGAPUR, PIN. 713214 (W.B).  
e-Mail id – [digblddpr@gmail.com](mailto:digblddpr@gmail.com) Tele / Fax No. : 0343-2500529

.....  
e-Tender Enquiry No. : W.V-1/2019-GCD-BLD (Wages) Dated, the 9<sup>th</sup> March' 2019.

To

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

Dear Sir,

On behalf of the President of India, I invite you to tender **online bid under two bid system** for execution of "day to day maintenance works of civil repairing, water pipe lines, plumbing, Electrical and Sewerage/ drainage , carpentry etc for residential and non-residential buildings at Group Centre, CRPF Durgapur, Durgapur-14, Bardhaman, (W.B) under Wages for the period from April 2019 to March 2020 (i.e. 12 months)". Details of residential & non residential buildings which are covered under above said services for day to day repair / maintenance are enclosed as Appendix-'A' of "Schedule to Tender".

02. If you are in a position to quote for providing required services in accordance with the requirements stated in the attached schedule to tender, all documents attached herewith should be properly filled in, signed and submitted through e-procurement site <http://eprocure.gov.in/eprocure/app>. You must also furnish with your tender all the information called for, attached list of questionnaire should also be answered and submit along with documents through e-procurement site <http://eprocure.gov.in/eprocure/app>, failing which your tender will liable to be ignored and not be considered.

03. This tender is not transferable.

Thanking you,

Yours faithfully,

( Vinay Kumar Singh )  
DIGP, G.C DPR, CRPF  
for and on behalf of the President of India.

**SCHEDULE TO TENDER (OPEN TENDER)****(Government of India, Ministry of Home Affairs)****GROUP CENTRE DURGAPUR, CRPF, AMRAVATI, DURGAPUR-14, BARDHAMAN, WEST BENGAL**e-Mail id – [digbiddpr@gmail.com](mailto:digbiddpr@gmail.com)

Tele / Fax No. : 0343-2500529

e-Tender Enquiry No. : W.V-1/2019-GCD-BLD (Wages)

Dated, the 09<sup>th</sup> March' 2019.**TENDER SET IS NOT TRANSFERABLE**

Tender Enquiry No.	::	W.V-1/2019-GCD-BLD (Wages )dated 09/03/2019.
Time and date of submission/receipt of tender up to	::	By 1600 Hrs on 23/03/2019
Time and date for opening of tender	::	At 1000 Hrs on 25/03/2019

01. The intending tenderers must read the terms and condition carefully and submit their tender if they consider themselves eligible and are in possession of all the required documents, through online tender (e-procurement web site in CPP Portal) before due date & time i.e. by 1600 Hrs on 23/03/2019. Tenderers are also advised to go through the Earnest Money, Payment terms and other clauses, terms and conditions of this Tender Enquiry carefully before filling the Tender Application.

Tender No with date	Name of work with its description and location	Category of service required/Quantity/ Work Timing/ Periodicity/ Period	Estimated cost put to tenderer	Earnest Money Deposit @2-5%	Procedure for Earnest Money Deposit (EMD)	Critical date
W.V-1/2019-GCD-BLD (Wages) dated 09/03/2019	"Day to day maintenance works of civil repairing, water pipe lines, plumbing, Electrical and Sewerage/ drainage , carpentry etc for residential and non-residential building at Group Centre, CRPF Durgapur-14, Bardhaman, (W.B) under Wages for the period from April 2019 to March 2020 (i.e. 12 months)"	As per attached Appendix-'B' of "Schedule to tender"	Rs. 28,81,780/- (Rupees Twenty Eight lakh Eighty one thousand Seven hundred Eighty) only.	Rs. 57,636/- (Rupees Fifty seven thousand Six hundred Thirty Six only) [Note: - EMD Should be valid for 90 days from the date of opening of tender. If there after validity of the E.M.D require extension, the firm will be extend the same suitably till the validity of the bid]	Rs. 57,636/- (Rupees Fifty seven thousand Six hundred Thirty Six only) <b>Original Demand Draft of Earnest Money Deposit (EMD) shall be deposited in the office of the DIGP, G.C DPR. CRPF on two days before the due date of submission / receipt of tender bids (i.e. on 21/03/2019) up to 1600 Hrs. In case firm is registered with MSME / NSIC then copy of registration should be deposited in the office of the DIGP, G.C DPR. CRPF on two days before the due date of submission / receipt of tender bids (i.e. on 21/03/2019) up to 1600 Hrs.</b>	Time & date of submission / receipt of tender – By 1600 Hrs on 23/08/2019 Time & date of opening of tender - At 1000 Hrs on 25/03/2019

02. Tenders will be opened online in presence of tenderers/their representatives on the given date & time i.e. 1000 Hrs on 25/03/2019 at GC, Durgapur, CRPF, Amravati, Durgapur-14, Bardhaman (W.B).

03. Tenderers are requested to submit their bid/tender documents online through e-procurement in CPP Portal and original are to be submitted manually in tender box well before date of opening to avoid last minute rush. In case date of opening of tender happens to be a closed holiday, the tenders will be opened on next working day at the stipulated time. Late/Delayed/Non submission of original documents would result in rejection of bid during online bid opening.

04. All Tender documents attached with this invitation to tender including the specifications are sacrosanct for considering any offer as complete offer. It is therefore important that Tender Acceptance Letter which is a written undertaking that all the terms and conditions of the tender are understood and accepted should be signed and submitted along with all documents as required through e-Procurement site <http://eprocure.gov.in/eprocure/app>.

Signature of tenderer

05. All firms who are not specifically registered for providing required services as mentioned in the tender enquiry either with DGS & D or with NSIC, are required to submit earnest money as mentioned above along with their offer. Earnest Money as well as performance security money will be exempted only **under single point registration scheme** in terms of GOI Ministry of Micro, Small & Medium Enterprises Circular No. F.No. 22(1)/2003/EP&M dated 29/07/2003 for which registration certificate will be submitted by the firm.

06. All bidders are required to submit their offer in **two bid system**.

07. The enlistment of the contractor should be valid on the last date of evaluation of the bid. In case only the last date of evaluation of bid is extended, the enlistment of contractor should be valid on the original date of evaluation of bid.

08. Details required to be furnished by all bidders in the bid (Technical bid & Price or financial bid together) are as under. The bid should contain the following:-

**Documents to be submitted online in scanned copy on CPPP:-**

1.	All Pages of the tender documents duly completed and signed by the authorized signatory of the firm under seal.
2.	Tender acceptance letter (In firm's letter head)
3.	Earnest Money Deposit. (As per schedule to tender failing which offers will be summarily rejected).
4.	Pre-receipt challan for refund of Earnest Money.
5.	Copy of valid Trade licence of similar nature of work.
6.	Copy of GST registration certificate, Professional Tax last paid challan and PAN Card.
7.	Copy of NSIC and MSME registration certificate of similar work if applicable. (As per schedule to tender failing which offers will be summarily rejected).
8.	Copy of registration of the firm/contractor with CPWD/State PWD/Railways/MES/Govt. Organizations/ PSU etc. on related works.
9.	Copy of registration of certificate registration for EPFO and certificate of registration for ESIC (failing to submit the certificates offers will be summarily rejected)
10.	The offered rates (Price Bid) in the B.O.Q format provided in CPP Portal.
11.	Past performance of last three years/experience for similar works in Govt. department in terms of Modified OM No. DG/MAN/261 dated 18/02/2013. Non CPWD registered contractors shall have to fulfill the criteria of satisfactory execution of works as given below :- (i) Three similar works, each of value not less than 40% of the estimated cost put to tender, or (ii) Two similar works, each of value not less than 60% of the estimated cost, or (iii) One similar work of value not less than 80% of the estimated cost, all amounts rounded off to a convenient full figure, in the last 7 years ending on the last day of the month previous to the one in which the tenders are invited. <b>[If yes, Tenders should give their past performance in the specified format given in the Tender documents (Appendix-D)]</b>
12.	Latest ITR (ITR-V) & GST Return paid challan of the firm.
13.	Last Annual Turnover statement (Only balance sheet to be submitted).
14.	Partnership Agreement of the firm if the firm is a partnership firm. (If no papers submitted with the bid it will be assumed that the firm is a Single/Sole Proprietary and will be fully responsible if found false in later stage)
15.	Check list as per Appendix-'E' after compliance.
16.	Any other relevant documents which the firms wish to submit as a part of offer.

**ii. Documents to be submitted in original manually and to be dropped in tender box at G.C DPR. CRPF, Durgapur-14, Bardhaman, (W.B):-**

	Tender acceptance letter (In firms letter head)
	Earnest Money deposit (As per schedule to tender if applicable)
	Pre-receipt challan for refund of Earnest Money

09. Following should be noted and kept in mind while submission of rate in price bid format of C.P.P Portal-

i) Price (Monthly rate of each service) should only be quoted as per price bid format/B.O.Q along with tender documents at e-procurement site <http://eprocure.gov.in/eprocure/app>.

**Note :-**

**(a) The lowest bidder will be decided on overall rate for the entire work instead of item wise.**

**(b) Rates quoted must be inclusive of all taxes & other charges including G.S.T and there will be no extra claim for GST.**

**(c) As per Clause-19L of General Conditions of Contract of the tender " The ESI and EPF contributions on the part of employer in respect of this contract shall be paid by the contractor. These contributions on the part of the employer paid by the contractor shall be reimbursed by the department to the contractor on actual basis with site of work at O/O DIGP, Group Centre, Durgapur. CRPF at Durgapur-14, Bardhaman, (W.B).**

ii) The price bid in B.O.Q format/template should not be modified and replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for the tender. Bidders are allowed to enter the Bidder Name and Values only.

10. Bidder should deposit earnest money with required validity along with their Tender. Earnest Money should be in form of **Account payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee** from any of the commercial banks in an acceptable form in favour of **THE DIGP G.C-DPR CRPF, Durgapur Campus at Amravati, Durgapur, Bardhaman, Durgapur-14 (W.B) [Bankers: SBI, payable at SBI Main Branch, Durgapur(0074).**

11. The tender documents is consisting of specification, schedule of quantities of various types of services to be provided and terms and conditions of this contract to be complied with other necessary documents.

**Signature of tenderer**

I. **IMPORTANT INSTRUCTION AND GUIDELINES:-**

1. Full Name and status of the person signing the tender documents should be clearly mentioned.
2. Intending tenderer is eligible to submit the tender provided that he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority of having satisfactorily completed similar works.
3. The licence issued by the State Govt./Union Territory should be kept renewed as per periodicity laid down by the authority concerned and submit an attested copy of the same to the DIGP, Group Centre. CRPF at Durgapur-14, Amravati, Bardhaman, (W.B) after each renewal during contractual period. The contractor should produce valid trade licence of similar nature of work, certificate of registration for GST, certificate of registration for labour licences, certificate registration for EPFO, certificate of registration for ESIC and Professional Tax last paid challan with tender.
4. The contractor shall employ the required staff/workmen [Skilled/Un-Skilled] as per terms and conditions of tender. The contractor should intimate names of person along with complete home address to whom employed by them in the said services. The workers should be maintained discipline inside of the campus.
5. The Contractor shall comply with the orders issued by the DIGP, Group Centre. CRPF at Durgapur-14, Amravati, Bardhaman, (W.B).from time to time during the contractual period. If he fails to do so, his failure will be a breach of contract and the DIGP, Group Centre. CRPF at Durgapur-14, Amravati, Bardhaman, (W.B)in his discretion without prejudice to any other right or remedy available in law can cancel the contract. The contractor shall be liable for any pecuniary liability arising on account of any violation by him.
6. Agreement shall be drawn & work order will be issued to the successful tenderer. Tenderers shall quote their rates as per terms and conditions which will form part of the agreement/contract.
7. The contractor shall obtain Labour Licence from Regional Labour Commission (Central) of Concerned Area if applicable under the Contract Labour Regulation and abolition) Act 1970 & 1971 and subsequent amendments thereto if any.
8. The Contractor should pay wages to his engaged workers against the contract as per latest notification of Ministry of Labour & Employment, G.O.I, Office of the Chief Labour Commissioner (C) and required to produce documentary evidences in this regard to CRPF authority whenever specifically asked for even after termination of contractual period. As per The payment of Wages(Amendment) Act,2017 "The Contractor should pay wages to his engaged worker only by cheque or by crediting the wages in his bank account". Submission of rates below the minimum wages as per the instruction of Ministry of Labour & Employment (Govt. of India) will be summarily rejected.
9. *The lowest bidder will be decided on overall rate for the entire work instead of item wise. Rates quoted must be inclusive of all taxes & other charges including G.S.T and there will be no extra claim for GST. As per Clause-19L of General Conditions of Contract of the tender " The ESI and EPF contributions on the part of employer in respect of this contract shall be paid by the contractor. These contributions on the part of the employer paid by the contractor shall be reimbursed by the department to the contractor on actual basis with site of work at O/O DIGP, Group Centre Durgapur. CRPF at Durgapur-14, Amravati, Bardhaman, (W.B).*
10. The contract for the work as per schedule to tender will be for a period from April 2019 to March 2020 (i.e. 12 months)
11. The tender enquiries / notice inviting tender duly filled in all aspects and having completed all applicable formalities may be submitted online through CPP Portal as well as original as required mentioned in schedule to tender be sent in a sealed envelope duly superscripted with tender enquiry number, Name of Work and date of opening by registered post/speed post duly stamped or by courier/by hand to the DIGP, Group Centre. CRPF at Durgapur-14, Amravati, Bardhaman, (W.B) so as to reach on or before the scheduled time and date as mentioned in the schedule to the tender enquiry. Department is not responsible for any postal delay.
12. The contractor whose tender is accepted will be required to deposit **PERFORMANCE SECURITY** for an amount of **five to ten percent of the value of the contract within 15 (Fifteen) days. Performance Security may be furnished in the form of an Fixed Deposit Receipt or Bank Guarantee from a commercial bank in an acceptable form.** Performance Security should remain **valid for a period of 60 (Sixty) days** beyond the date of completion of all contractual obligation of the supplier including warranty obligations if any. In case the contractor fails to deposit the performance security within the stipulated period including extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.
13. Intending bidders are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting their bids as to the nature of the ground and sub soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice with terms & conditions mentioned there in, all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant etc will be issued to him by the government and location conditions and other factors having a bearing on the execution of the work.

**Signature of tenderer**

14. The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assigning of any reason. All bids in which any of the prescribed conditions are not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
15. **Canvassing whether by bidders directly or indirectly in connection with bids is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.**
16. The competent authority on behalf of President of India reserves to himself the right or accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.
17. The bid for the works shall remain open for acceptance for a period of 180 days from the date of opening of the bid and shall remain valid during the proposed contractual period. If any bidder withdraws his bid before the said period or issue letter of acceptance whichever is earlier or makes any notifications in the terms and conditions of the bid which are not acceptable to the department, then the government shall, without prejudice to any other right or remedy, is at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the re-bidding process of the work.
18. The workers engaged by the contractor/agency shall be at their own risk and in case of any untoward incident, mishap the contractor/agency will be liable for such risks and the department will not be held responsible in any way for such mishap and untoward incidents.
19. The officer inviting bid or his duly authorized assistant will open bid in the presence of any intending contractors who may be present at the time and will enter the amounts of the several bids in a comparative statement in a suitable form, in the event of a bid being accepted, a receipt for the earnest money forwarded therewith shall there upon be given to the contractor who shall thereupon for the purpose of identification sign copies of the specification and other documents. In the event of a bid being rejected, the earnest money forwarded which such unaccepted bid shall thereupon be returned to the contractors remitting the same, without any interest.
20. The officer inviting bids shall have the right of rejecting all or any of the bids and will not be bound to accept the lowest or any other bid.
21. The contractor submitting the tenders against the subject tender enquiry are informed that all relevant details with reference to the tender enquiry stipulations are clearly responded to. In case any of the tender enquiry stipulation are not clearly stated to or replied to by any of the contractor, no repeat no clarifications will be sought from the concerned firm and its offer will be rejected out rightly.
22. Tenderers who have past experience of the above work as per T/E specification should furnish their performance statement attached as "Appendix-D". In case, it is found that information furnished is incomplete or incorrect, their tenders will be liable to be ignored.
23. As per Clause-19A of CPWD's General conditions of contract of the tender "no labour below the age of fourteen years shall be employed on the work".

#### II. TERMS & CONDITIONS OF TENDER ENQUIRY:-

1	<b>Terms of price</b>	<p>1.1 Price (Monthly rate of each service) should be quoted only as per price bid format/B.O.Q along with tender documents at e-procurement site <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>.</p> <p>1.2 The price bid in B.O.Q format/template should not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for the tender. Bidders are allowed to enter the Bidder Name and Values only.</p> <p>1.3 The lowest bidder will be decided on overall rate for the entire work instead of item wise. Rates quoted must be inclusive of all taxes &amp; other charges including G.S.T and there will be no extra claim for GST. As per Clause-19L of General Conditions of Contract of the tender " The ESI and EPF contributions on the part of employer in respect of this contract shall be paid by the contractor. These contributions on the part of the employer paid by the contractor shall be reimbursed by the department to the contractor on actual basis with site of work at O/O DIGP, Group Centre Durgapur. CRPF at Durgapur-14, Amravati, Bardhaman, (W.B).</p>
	<b>Payment terms</b>	<p>2.1 Works/Services are to be executed/provided on <b>credit basis</b> and <b>E.C.S payment will only be made through RPAO CRPF, Kolkata (W.B) monthly basis i.e. after satisfactory completion of the work/providing services as per specification after each month, on production of bill in triplicate with ESIC (ECR, ESI contribution payment challan), PF (ECR, ESI contribution payment challan), bank mandate form &amp; cancelled cheque. No interest will be payable on delayed payment.</b></p> <p>2.2 GST payment challan should be submitted along with monthly bill and without payment challan of GST, bill will not be forwarded to RPAO for payment action.</p> <p>2.3 Payment cannot be made in advance or immediately.</p>

Signature of tenderer

3	<b>Earnest Money Deposit</b>	<p>3.1 All the contractors are required to deposit earnest money as specified in invitation/schedule to tender along with the quotation, failing which their offers will be summarily rejected.</p> <p>3.2 The earnest money can be deposited through any of the following alternative forms:</p> <p>a) Demand draft/banker cheque drawn in favour of <u>THE DIGP G.C-DPR CRPF, Durgapur Campus at Amravati, Durgapur, Bardhaman, Durgapur-14 (W.B).</u></p> <p>b) Fixed deposit receipt drawn in favour of <u>THE DIGP G.C-DPR CRPF, Durgapur Campus at Amravati, Durgapur, Bardhaman, Durgapur-14 (W.B) [Bankers: SBI, payable at SBI Main Branch, Durgapur(0074).</u></p> <p>c) An irrecoverable bank guarantee of any nationalized/ scheduled bank or reputed commercial bank in the attached format as at Annexure 'A'</p> <p>3.3 The earnest money shall remain valid and be deposited to the purchaser/department for a period of 90 days from the date of tender opening. If the validity of the tender is extended, the validity of the BG/or any other alternate documents submitted in lieu of earnest money will also be suitably extended by the tenderer, failing which their tender after the expiry of the aforesaid period shall not be considered by the purchaser.</p> <p>3.4 <b>No interest</b> shall be payable on the earnest money deposited by the tenderer.</p> <p>3.5 The earnest money deposited is liable to be forfeited if the tenderer withdraws or amends/impairs or derogates from the tender in any respect within the period of validity of his tender.</p> <p>3.6 The earnest money of the successful tenderer shall be returned after security deposit as required in terms of the contract is furnished by the tenderer.</p> <p>3.7 If the successful tenderer fails to furnish the security deposit as required in the contract within the stipulated period, the earnest money shall be treated as performance security deposit for all practical purposes.</p> <p>3.8 Earnest money deposits of all the unsuccessful tenderers will be returned as early as possible after the expiry of bid's validity, but not later than 30 days after placement of contract. Tenderers are advised to send a pre receipt challan along with their bids so that refund of earnest money can be done in time.</p> <p>3.9 Any tender, where the tenderer is required to deposit earnest money in terms of conditions mentioned in proceeding paras, not accompanied with earnest money in any one of the approved forms acceptable to the competent authority, shall be summarily rejected.</p>
4	<b>Performance security deposit clause</b>	<p>4.1 The successful contractor shall have to deposit a performance security equivalent from 5% to 10% of the contractual value of the work to be executed within 15 (Fifteen) days from the date of commencement of contract or issue work order whichever is earlier for due performance failure on the part of the firm to deposit the security deposit within stipulated time empowers the competent authority to cancel the contract.</p> <p>4.2 The performance security deposit submitted by the firm will remain valid at least for 60 days beyond the date of completion of all contractual obligations of the firm including guarantee/warranty obligations.</p> <p>4.3 The performance security deposit can be deposited in any of the following alternative forms:</p> <p>a) Fixed deposit receipt drawn in favour of <u>THE DIGP G.C-DPR CRPF, Durgapur Bardhaman, Durgapur-14 (W.B) [Bankers: SBI, payable at SBI Main Branch, Durgapur(0074).</u></p> <p>b) An irrecoverable bank guarantee of any nationalized/ scheduled bank or reputed commercial bank in the attached format as at Annexure 'B'</p> <p>4.4 If the contractor fails to start the schedule work of providing services within the stipulated period and places requests for extension of time, he shall submit an undertaking on Non judicial stamp paper of Rs. 10/- only duly attested by the Notary Public stating that the performance security deposit has already been extended for sixty days beyond the guarantee/warranty period.</p> <p>4.5 The performance security deposit shall be withheld or forfeited in full or part in case the work order is not executed satisfactorily within the stipulated period or requisite standard within the guarantee period is not undertaken to the best satisfaction of the user/department.</p>
5.	<b>Two bid system</b>	<p>5.1. Bids are to be submitted in two bid system consisting of all the details along with commercial terms and conditions as mentioned in the tender enquiry, offered rate in B.O.Q format provided at CPP Portal, required documents as mentioned in Para 08 of schedule to tender.</p>

Signature of tenderer

6.	<b>Method of submission of tender enquiry</b>	<p>6.1 The submission of bid will be entertained online only. The tender enquiries duly filled in all aspects and having completed all applicable formalities may be submitted online through CPP Portal as well as original as required and mentioned in preceding paras be sent in a sealed envelope duly superscripted with tender enquiry number, Name of Work and date of opening by registered post/speed post duly stamped or by courier/by hand to the THE DIGP G.C-DPR CRPF, Durgapur Campus at Amravati, Durgapur, Bardhaman, Durgapur-14 (W.B) so as to reach on or before the scheduled time and date as mentioned in the schedule to the tender enquiry/notice inviting tender. Department is not responsible for any postal delay.</p> <p>6.2 The bid will be opened on due date and time and evaluated by the competent authority. There after ranking statement will be prepared and other formalities will be completed before awarding the contract to the successful bidder.</p>
----	---	---

### III.ADDITIONAL CONDITIONS

1. The prospective tenderer should visit the site and acquaint themselves of the conditions existing, restrictions in movement/working hours/security aspects/ conditions of the job. No complaints of losses of labour items of work not included in the scope of work, variation etc., will be entertained at a later date. The prospective tenderer should have adequate past experience in handling similar works.
2. The contractor shall employ qualified/trained/skilled personnel for the labour work as specified in tender enquiry and will provide the tools of standard ISI quality with safety precautions.
3. The minimum strength to be deputed for providing schedule services shall be as per details mentioned in "Appendix-B".

The duty hour/timing for providing services shown in tender enquiry can be changed if desired by THE DIGP G.C-DPR CRPF, Durgapur Campus at Amravati, Durgapur, Bardhaman, Durgapur-14 (W.B) or by his authorized representative during the contractual period and the successful tenderer shall bound to provide the same service in changed timing in the same rate quoted during the bid submission.

5. The contractor shall be responsible for setting all claims and indemnify the department against any claims arising out of any accidents to the hired staff/labours, loss of tools and/or other material etc.
6. Installations taken for attending complaint of related to plumbing and sewerage related work **under AR & MO (Civil)** should be handed over back to the authorities/the allottees of this department in good condition after rectification of complaints.
7. The contractor shall strictly provide staff for manning installations as per the requirements of shift and qualification prescribed in the tender documents.
8. Preventive maintenance should be done as per **CPWD specification**, General condition of contract (upto date amendment) of CPWD manual and as per the technical circular and safety circular issued up to date and all the records shall be maintained and shall be produced for verification to the Department.
9. The work includes routine maintenance and check as per the CPWD maintenance practices or as specified in the schedule and replacement of defective/worn out parts/spares. In addition call back service shall be provided by the contractor and the repair work commenced within **12 hours** of such calls and completed as expeditiously as possible. The call back shall be for **24 hours** in a day including Central/ State Government holidays.
10. Apart from above contractor shall also carry out other necessary tests periodically and when directed by the competent authority or by his authorized representatives.
11. The contractor shall bound to upkeep/maintain the worker attendance register, complaint booking register for each category, log book (if any) and periodical inspection registers in a neat and presentable manner as per the proforma decided by the competent authority which shall be got invariably signed by the O.C Building/Building S.O daily. All the above forms are part of the office record. However, a copy of the attendance can be handed over to the contractor for the purpose of disbursement etc.
12. The contractor shall note that the work should be taken up in its true spirit therein promptness, punctuality and professionalism are of utmost significance and which cannot be compromised upon. The workmen employed on the job shall be of polite nature and well mannered. In case it is observed that one or more workmen are felt to impolite or badly behaved, the competent authority or his authorized representative will be authorized to issue notices to the contractor in writing directing immediate replacement such workmen.
13. The job (attending complaints and execute civil repair & maintenance) have to be attended by the workmen provided by the firm by ensuring observance of all precautionary measures with wearing safety dress and using prescribed tools provided by contractor.

**Signature of tenderer**



14. This contract can be terminated by the competent authority without assigning any reasons by giving a notice of a period of **one month** at any time during the period of contract. No claim for any compensation will however be entertained on such termination prior to the expiry of stipulated period of contract.
15. No travelling allowance, overtime allowance, dearness allowance, transport facilities etc., shall be provided for carrying out the routine civil maintenance works. These are deemed to be included within the quoted rates.
16. All **plumbing & sewerage tools including bamboo for cleaning of sewerage/drainage line required** for attending day to day complaints of plumbing & sewerage related works shall be strictly provided by the successful tenderer. No extra payment shall be made on this account. Ladder if required for the maintenance work will be provided by the Department.
17. **The contractor shall be responsible for payment of minimum wages (including EPF & ESI) to each worker employed by him The contractor should ascertain the rate of current minimum wages from CLC before quoting.**
18. **The rates tendered for will be inclusive of substitutes on weekly off if any or holidays or leave period of regular workers. The Contractor has to make alternative labour arrangement on weekly off and leave period so that the services could not get hampered in weekly off in any, holidays and leave period also.**
19. The contract is **fully temporary** and no claim for regularization of worker employed by the Contractor will be entertained after expiry of the contractual period.
20. The Contractor has to remove/replace the **erring staff** employed by him if they misbehave, refuse to do the work related to the contract as per the instructions of the Department. The decision of the DIGP G.C-DPR CRPF, Durgapur Campus at Amravati, Durgapur, Bardhaman, Durgapur-14 (W.B) will be final & binding in this regard to all concerned.
21. **Utmost care shall** be taken to avoid any accident/damage etc. if any accident/ injury occurred to the worker in course of duty, the sole responsibility rest with the Contractor, the Department is no way responsible to such accident/injury, and no claim for any kind of compensation will be entertained.
22. The **abnormal defects** noticed in the buildings or other installations and systems shall be brought to the notice of the O.C Building of G.C DPR, CRPF promptly in order to avoid break down.
23. It is the responsibility of the contractor to provide **extra staff** to attend any urgent requirement/in the event of any break down. **No extra payment in this regard will be made.**
24. **No repeat no tips** will be demanded/accepted by the maintenance staff on providing their services in various residential and non-residential buildings. Such cases will be viewed seriously and the Contractor will be squarely held responsible.
25. All the workmen engaged for the work shall be **group insured** by the contractor during the period of contract. In case, the contract is extended beyond the period stipulated in the agreement, the contractor shall extend the group insurance for the extended period of contract.
26. The contractor shall strictly follow security instructions/standing order as directed by DIGP G.C-DPR CRPF, Durgapur Campus at Amravati, Durgapur, Bardhaman, Durgapur-14 (W.B). He shall follow all **local bylaws/ labour regulations** as prescribed by Central/ State Government authorities.
27. **Plumbing & Sewerage maintenance stores required for replacement/change during day to day repair & maintenance work shall be issued by the department free of cost.** Such materials will be issued as per the daily requirement and all dismantled materials against issue of new materials shall be returned to the department immediately after rectification of observation.
28. The contractor is bound to provide sundry items like cleaning materials viz, Duster cloth, cotton waste, detergent powder, brooms, grease, Kerosene etc. required for day to day civil repair & maintenance work.
29. The contractor and / or his representative labour should not remove/disturb/dislocate the existing installation and its parts from its locations until and unless it is authorized by the competent authority. The entire installation should be intact at any time of inspection and as handed over to him at the time of initial taking over of its maintenance and operation. Care should be taken to not to damage, improper handling etc. The contractor shall be responsible for any damage or theft and shall have to make good to its original shape and description as and when damage/theft etc., takes places/is noticed.

Signature of tenderer



30. Monthly payment by the contractor to his engaged worker have to be made on or before **07<sup>th</sup> of every month**. Proper record should be kept in this regard and produce to the department on demand.
31. Immediately after award of the work, the contractor shall, submit the list of persons to be employed on the job, along with their **government issued photo identity card, present and permanent address details, contact no and relevant certificate of trade and experience (if any)**. The whole process needs to be carried out to the entire satisfaction of the competent authority or designated staff by him.
32. In the event of absent of the maintenance staff from his duty a **penal recovery** will be made from the Contractor's bill @ twice times of the per day expenses on wages. The per day expenses will be calculated by dividing the per month rate with 26.
33. The contractor or his representative should be available on mobile phone round the clock to register the complain. Immediately after award of work the contractor shall intimated his as well as his representative contact/mobile number to the department.
34. In case of any sudden blockage in the sewer/drain line which needs an immediate clearance, same shall be attended within 24 hours by the sewer man. If extra man power required for such kind of emergency, may be engaged. Such visit will be adjusted from the routine visit of sewer men shown in the schedule.
35. Petty repair in sewerage and drainage line will be done by the sewer man in his routine visit. **No additional amount will be paid for such petty repairs done by him.**
36. All plumbing complaints of residential and non residential buildings as well as entire campus should be attended by the plumber and his helper.
37. All other issues related to execution of scheduled work / providing services which are not covered/incorporated in preceding paras, the decision of the DIGP, G.C DPR. CRPF in every issue will be final & binding to all concerned.

**(Vinay Kumar Singh )**  
DIGP, G.C DPR, CRPF  
for and on behalf of the President of India.

**Details of Residential & Non-residential buildings for “day to day maintenance works of civil repairing, water pipe lines, plumbing, Electrical and Sewerage/ drainage , carpentry etc of Group Centre, CRPF Durgapur, Durgapur-14, Bardhaman, (W.B) under Wages for the period from April 2019 to March 2020 (i.e. 12 months)”.**

**Residential Buildings :-**

SL/NO	NAME OF BUILDING	QTY
01	TYPE-I	78
02	SPL TYPE-I	400
03	TYPE-II	476
04	TYPE-III	30
05	TYPE-IV	20
06	TYPE-V	04
07	TYPE-VI	03
<b>TOTAL</b>		<b>1011</b>

**Non-Residential Buildings :-**

SL/NO	NAME OF BUILDING	QTY
01	ADM BLOCK & MAIN OFFICE	01
02	DIGP RANGE OFFICE	01
03	STORE BUILDING	01
04	QUARTER GUARD	01
05	FWC BUILDING	01
06	MEN'S CLUB WITH CANTEEN	01
07	MEN'S BARRACK	08
08	M.T GARRAGE, MT OFFICE & WORKSHOP	01
09	BADMINTON COURT BUILDING	01
10	OFFICER'S MESS	01
11	SO'S MESS & LINE	01
12	H.C MESS & LINE	01
13	HOSPITAL	01
14	GUARD ROOM OF GATE NO-1 & 2	02
<b>TOTAL</b>		<b>22</b>

( Vinay Kumar Singh )  
DIGP, G.C DPR, CRPF  
for and on behalf of the President of India.

**Name of Work :- Execution of "day to day maintenance works of civil repairing, water pipe lines, plumbing, Electrical and Sewerage/ drainage , carpentry etc for residential and non-residential building at Group Centre, CRPF Durgapur, Durgapur-14, Bardhaman, (W.B) under Wages for the period from April 2019 to March 2020 (i.e. 12 months)".**

**SCHEDULE QUANTITIES OF SERVICES:-**

Her. No	Description of work	No of person Skilled unskilled to be hired	Work Timing	Periodicity	Period
1A.	Day to day maintenance works of civil repairing, water pipe lines, Plumbing, Electrical and Sewerage/drainage, etc for residential and non-residential buildings at G.C Durgapur CRPF, Durgapur-14, Bardhaman, (W.B)				
(i)	Maintenance of water supply line, sanitary fittings, and fixtures in all residential and non residential buildings.	<b>Plumber-1</b> (Skilled)	Day worker [0900 to 1700Hrs]	Weekly 06 (Six) days [Except Sunday] i.e. 26 (Twenty Six) days in a month	April 2019 to March 2020 (i.e. 12 Months)
(ii)	Maintenance of water supply line, sanitary fittings, and fixtures in all residential and non residential buildings.(assist to skilled Plumber)	<b>Plumber-1</b> (unskilled)	-do-	Weekly 06 (Six) days [Except Sunday] i.e. 26 (Twenty Six) days in a month	-do-
(iii)	Attending to all minor repairs for maintenance works in residential and nonresidential buildings. (like masonry and plastering works)	<b>Mason-2</b> (Skilled)	-do-	Weekly 06 (Six) days [Except Sunday] i.e. 26 (Twenty Six) days in a month	-do-
(iv)	Attending to chokages in swer lines, manholes, sanitary lines etc.	<b>Sewer Man-3</b> (unskilled)	-do-	Weekly 06 (Six) days [Except Sunday] i.e. 26 (Twenty Six) days in a month	-do-
(v)	Attending to regular complain for minor repair, fittings of switches and others elec. items etc.	<b>Electrician-2</b> (Skilled)	-do-	Weekly 06 (Six) days [Except Sunday] i.e. 26 (Twenty Six) days in a month	-do-
(vi)	Attending to all minor repairs for maintenance of carpentry works (doors, windows, ventilators, partitions ) Aluminum/steel/iron works .	<b>Carpenter 2</b> (Skilled)	-do-	Weekly 06 (Six) days [Except Sunday] i.e. 26 (Twenty Six) days in a month	-do-

**Note:-**

- i. The lowest bidder will be decided on overall rate of providing of entire services instead of item/per service wise.
- ii. The lowest bidder will be decided on overall rate for the entire work instead of item wise. Rates quoted must be inclusive of all taxes & other charges including GST. As per Clause-19L of General Conditions of Contract of the tender " The ESI and EPF contributions on the part of employer in respect of this contract shall be paid by the contractor. These contributions on the part of the employer paid by the contractor shall be reimbursed by the department to the contractor on actual basis with site of work at O/O DIGP, Group Centre, Durgapur-14, Bardhaman, (W.B)
- iii. The minimum strength to be deputed for providing schedule services shall be as per details mentioned above. However quantum of staff can be increased by the bidder if he desire so and no extra payment for the same will be made.

Signature of tenderer

( Vinay Kumar Singh )  
DIGP, G.C DPR, CRPF  
for and on behalf of the President of India.

**TENDER ACCEPTANCE LETTER**  
**(To be given on Firm's/Company's Letter Head)**

Date:

To,

Subject: **Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: - \_\_\_\_\_

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely..... as per your advertisement, given in the above mentioned website(s) or by registered post from O/O. The DIGP, Group Centre Durgapur, CRPF at Durgapur-14, Bardhaman, (W.B).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality/entirety.
5. In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)  
**SIGNATURE OF TENDERER**

**PERFORMANCE STATEMENT FOR LAST THREE YEARS**

Name of Firm: \_\_\_\_\_

1. Contract/Agreement No. :

2. Department/Ministry/PSU etc. where :  
works has been executed.

3. Description/Name of Work :

4. Value of the contract :

5. Due work completion period as per contract:

6. Works started on :

7. Works completed :

**SIGNATURE OF THE TENDERER**

**Check list for tenderer**

(Tenderers should check following requirements for compliance before submission of the tender documents)

Sl. No.	Requirements to be checked by the tenderer before submission of the tender	Compliance (To be indicated With "YES" after Compliance of the requirements)
1	Whether Tenderers has submitted required Earnest Money Deposit with their bid as specified? (Receipt copy by the department towards EMD be uploaded in CPP). (As per schedule to tender failing which offers will be summarily rejected).	
2	Whether rates (Monthly rate of each service) have been quoted only as per price bid format / B.O.Q along with tender documents?	
3	Whether rates have been quoted inclusive of all taxes & other charges including GST ? <b>Note :-</b> <i>(i) The lowest bidder will be decided on overall rate for the entire work instead of item wise.</i> <i>(ii) Rates quoted must be inclusive of all taxes &amp; other charges including G.S.T and there will be no extra claim for GST.</i> 5. <i>(iii) As per Clause-19L of General Conditions of Contract of the tender " The ES1 and EPF contributions on the part of employer in respect of this contract shall be paid by the contractor. These contributions on the part of the employer paid by the contractor shall be reimbursed by the department to the contractor on actual basis with site of work at O/O DIGP, Group Centre Durgapur. CRPF at Durgapur-14, Amravati, Bardhaman, (W.B).</i>	
4	Whether GST payment challan can be submitted along with monthly bill ? (Without payment challan of GST, bill will not be forwarded to RPAO for payment action by the department).	
5	Whether copy of valid Trade licence of similar nature of works submitted?	
6	Whether copy of GST registration certificate, Professional Tax last paid challan & PAN Card submitted ?	
7	Whether copy of registration of the firm/contractor with CPWD/State PWD/Railways/MES/Govt. Organizations/ PSU etc. on related works submitted ?	
8	Whether copy of registration of certificate registration for EPFO and certificate of registration for ESIC submitted? (Failing to submit the certificates offers will be summarily rejected).	
9	Whether agree to the Tolerance Clause of the Tender Enquiry?	
10	Whether past performance of last three years/experience for similar works in Govt. department in terms of Modified OM No. DG/MAN/261 dated 18/02/2013. Non CPWD registered contractors shall have to fulfill the criteria of satisfactory execution of works as given below :- (i) Three similar works, each of value not less than 40% of the estimated cost put to tender, or (ii) Two similar works, each of value not less than 60% of the estimated cost, or (iii) One similar work of value not less than 80% of the estimated cost, all amounts rounded off to a convenient full figure, in the last 7 years ending on the last day of the month previous to the one in which the tenders are invited. <b>[If yes, Tenderers should give their past performance in the specified format given in the Tender documents (Appendix-D)]</b>	
11	Whether agree to the Arbitration clause of the Tender Enquiry?	
12	Whether latest ITR (ITR-V) & GST Return paid challan of the firm submitted ?.	
13	Tenderers should mention that Business dealing with their firms has not been banned by any Govt/ private agencies.	
14	Tenderer should ensure to sign each page of the Tender documents with name, designation of the authorized signatory under his seal.	
15	If the tenderer want to mention any specific condition, it should be mentioned on the covering/forwarding letter in letter head only which will be placed on the first page of the bid. Such condition mentioned in any other document shall not be given any consideration.	
16	Tenderers should mention their address for communication with Telephone/Fax Number and e-mail address.	
17	Whether all the Points under heading "Terms & Conditions" and "Additional Conditions" are fully abided by the contractor or not?	
18	Whether all the requisite documents as asked in Para 08 of Schedule to Tender have been submitted by the tenderer?	
19	Whether the firm has enclosed valid documents if the firm is a partnership proprietary in nature? (If no papers submitted with the bid it will be assumed that the firm is Single/Sole Proprietary)	
20	Whether any other relevant documents which the firms wish to submit as a part of offer ?	
21	Tender acceptance letter (In firm's letter head) submitted?	
22	Whether Tenderers are agree to pay wages to his engaged worker only by cheque or by crediting the wages in his bank account.	
23	Whether Tenderers has submitted the bid including the minimum wages as per the instruction of Ministry of Labour & Employment (Govt. of India)	

SIGNATURE OF THE TENDERER

**PERFORMA FOR BANK GUARANTEE FOR SUBMITTING EARNEST MONEY  
(ON BANKS LETTER HEAD WITH ADHESIVE STAMP)**

To  
The Dy. Inspector General of Police,  
Group Centre Durgapur.  
CRPF at Durgapur-14, Bardhaman, (W.B).

Dear Sir,

In accordance with your invitation to Tender No..... M/S.  
..... here in after called the Tenderer with the following Directors on their Board of  
Directors/Partners of the firm.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_ : wish to participate in the said tender enquiry for the  
supply / execution of \_\_\_\_\_ as a bank guarantee against Earnest Money for a sum of Rs.  
\_\_\_\_\_ (in words) \_\_\_\_\_ Valid for 90 days from the date of tender opening  
viz. up to \_\_\_\_\_ is required to be submitted by the Tenderer as condition for the participation,  
this bank hereby guarantees and undertakes during the above said period of 90 days, to immediately pay on demand  
by \_\_\_\_\_ in the amount of without any reservation and recourse if,

1. The Tenderer after submitting his tender, modifies the rates or any of the terms and conditions thereof, except with the previous written consent of the purchaser.
2. The Tenderer withdraws the said tender within 90 days after opening of tenders or
3. The Tenderer having not withdrawn the tender, fails to furnish the contract security deposit imposed for due performance of the contract within the period provided in the general conditions of the contracts.

The guarantee shall be irrevocable and shall remain valid up to----- "We \_\_\_\_\_ Lastly undertake, not to revoke this Bank Guarantee, during its currency period except with the previous consent of the Government/Purchaser, in writing. Otherwise, the Guarantee shall remain revoked after 45 days, in case the Government does not present a request , in writing to the Bank, with reasons, during the currency period of the Guarantee or 30 days thereafter, to extend this guarantee up to such specific date or period as required by the Government/purchaser."

**Signature of the Bank Manager  
With office seal  
Full name of the signatory and full address of the bank**

Date. \_\_\_\_\_ Signature. \_\_\_\_\_  
Place \_\_\_\_\_ Printed Name. \_\_\_\_\_  
Witness \_\_\_\_\_ (Designation) \_\_\_\_\_

\_\_\_\_\_  
(Banker's Common Seal)



**PROFORMA OF BANK GUARANTEE FOR FURNISHING PERFORMANCE SECURITY DEPOSIT**

To

The President of India,

WHEREAS M/S-----  
(name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no.....dated..... to supply/execute .....description of works and services) (hereinafter called “the contract”)

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a nationalized or scheduled commercial bank of good repute and record recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract:

AND WHEREAS we have agreed to give the contractor such a bank guarantee:

NOW THEREFORE we hereby affirm that we are the guarantors and responsible to you, on behalf of the supplier/contractor, up to a total of .....  
(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier/contractor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the..... day of .....2020.

**(Sig. of the authorized officer of the Bank)**

**Name and designation of the officer.....**  
**Name and address of the Bank .....**  
.....

**Banker’s common seal**