

INVITATION TO TENDER
GROUP CENTRE, CENTRAL RESERVE POLICE FORCE,
A.B. ROAD, NAYAGAON,
GWALIOR (MADHYA PRADESH) – 475330
Telephone (Control Room)/Fax – 0751-2560283

Tender Enquiry No. B.V -4 /2018-19-Bldg (GC GWL)

Dated, the

March, 2019

DIGP, GROUP CENTRE, CENTRAL RESERVE POLICE FORCE, A.B. ROAD, NAYAGAON, GWALIOR (MADHYA PRADESH) – 475330 for and on behalf of the president of India, invites online tenders from approved/registered and eligible contractors for Day to day repair, maintenance & operation work of installations in Residential and Non-Residential Buildings (Civil & Electrical Works) and sub-stations at GC, CRPF, GWALIOR (MP) for a period of 11 months from **01/05/2019 to 31/03/2020** as per details given below :

Sl No.	Name of work & location and its description	No. of skilled(S)/ Semi-Skilled(SS)/ Unskilled (UnS) required per month	Earnest money deposit	Period
1.	Day to Day Civil & electrical repair & maintenance viz MOEI & fans in Residential and Non – Residential Buildings i/e operation and maintenance of water supply Pump sets, street lights, Under Ground Lines, 11KVA & 33 KVA sub-stations operators at GC, CRPF, GWALIOR (MP) as per Appendix-‘A’ & Work schedule – Attached as Appendix-‘B’	A) Electrician(S) – 03 B) Plumber(S) – 01 C) Mason(S) – 01 D) Sewerman (UnS) – 01	50,000.00	11 months from 01/05/2019 to 31/03/2020

2. Intending bidder must read the terms and conditions carefully and submit their tenders if they consider themselves eligible and are in possession of all the required documents by 1400 hrs on 22/04/2019.
3. Tenders will be opened in the presence of bidder at 1100 hrs on 23/04/2019 at Group Centre, CRPF, Nayagaon, Gwalior.
4. Tenderers are requested to submit Tender documents well before the opening tender to avoid last minute rush. In case date of opening of tender happens to be closed holiday, the tenders will be opened on second working day at the stipulated time.
5. Bidders should deposit Application fee (Rs.500/-) and earnest money along with their Tender offline. Application fee and 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 favor of DIGP, GC, CRPF, Gwalior.
6. TWO BID SYSTEM :- Tender will be processed as per two bid system and should be submitted as follows:-

The technical as well as the price Bid should be uploaded in different covers.

- a) The enlistment of the contractor should be valid on the last date of evaluation of technical bid.
- b) In case only the last date of evaluation of technical bid is extended, the enlistment of contractor should be valid on the original date of evaluation of technical bid.
- c) In case both the last date of evaluation of technical bid and price bid are extended, the enlistment of contractor should be valid for original date of evaluation of technical bid.

TECHNICAL BID :- Technical Bid Should contain:-

- 1.All tender documents duly completed and signed but without indicating the rated quoted.
- 2.Application fee and Earnest money deposited in original DD or BC.
- 3.Copy of License issued by State Govt./union territory/ CPWD registration details of appropriate class (Composite tenders).
- 4.Copy of last year VAT/Tax returns/GST or Certificate.
- 5.Any other relevant document which firm wish to submit. Registration of service Tax and updated return file.
- 6.Previous performances/experience. Registration of EPF.

PRICE BID:- Price Bid Should contain:-

- 1.Details of Price, Taxes, duties and discount if any, to be quoted clearly by the bidders on their letter pad.
- 2.Rates must be written in figures as well as in words clearly.
- 3.There should not be any cutting/overwriting/insertion etc. If by any change there is any over writing/cutting then a line should be drawn through the entire figure/word canceling the same word/figure should be freshly rewritten and initialed by the tenderer.
- 4.Bidders to quote the rate of providing single skilled and unskilled labour charges each per month in the price bid.

I. IMPORTANT INSTRUCTIONS AND GUIDELINES

1. Full name and status of the person signing the tender documents must be clearly mentioned.
2. Intending tenderer is eligible to submit the tender provided he has definite proof of the appropriate authority, which shall be to the satisfaction of the competent authority of having satisfactorily completed similar works.
3. License issued by State government/ union territory should be kept renewed as per periodicity laid down by the authority concerned and submit an attested copy of the same to DIGP, GC, Gwalior after each renewal. The contractor should produce valid license with tender.
4. They shall employ the required technical staff as per the term and conditions of each contract/agreement (No. of skilled(S)/Un-skilled (UnS) required mentioned at para 1 above. They should intimate names of personnel employed by them. The worker should maintain discipline inside the campus.
5. The contractor shall comply with the orders issued there by DIGP, GC, CRPF, Gwalior from time to time. If he fails to do same his failure will be breach of contract and DIGP, GC, CRPF, Gwalior 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 them.
6. To become eligible for submitting tender, the tenderer shall have to furnish an affidavit as under:-
 - a) I/We undertake and confirm that similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of department, I/We shall be debarred for bidding in CRPF in future forever. Also ,if such a violation comes to the notice of the department before the date of start of work,

the DIGP-Cum-Estate Officer shall be free to forfeit the entire amount of Earnest Money Deposit/ Performance Guarantee.

- b) Agreement shall be drawn with the successful tenderers. Tenderers shall quote their rates as per terms and conditions which will form part of the agreement.
 - c) Contractor shall obtain Labour License under the contract Labour (Regulation and Abolition) Act, 1970 & 1971 from Regional Labour Commission (Central) of area concerned.
 - d) Certificate of Registration for VAT/GST and Service tax and acknowledgement upto date of filed return.
7. Time allowed for carry out the work will 11 months wef 01/05/2019 to 31/03/2020.
 8. Tender Enquiry and EMD should be in sealed envelope duly superscripted with due mention of name of work, Tender Enquiry No. and date & time of opening of Tender and same send by registered post/courier/by hand to DIGP, GC, CRPF, Gwalior at Agra-Mumbai Road, Nayagaon, Gwalior (Madhya Pradesh) – 475330, Telephone(Control Room)/Fax – 0751-2560283 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.
 9. The Contractor whose tender is accepted will be required to furnish PERFORMANCE SECURITY for an amount of five percent of the value of the contract within 07 days. Performance security may be furnished in the form of an Account Payee Demand draft, Fixed deposit receipt from a Commercial bank, bank guarantee from commercial bank in an acceptable form. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the supplier including warranty obligations. 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.
 10. 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 charge 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 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.
 11. 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 reasons. All bids in which any of the prescribed condition are not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
 12. 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.

13. The Competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and bidder shall be bound to perform the same at the rate quoted.
14. The bid for the works shall remain open for acceptance for a period of 90(Ninety) days from the date of opening of bidder/ ninety days from the date of opening of financial bid in case bidder are invited on 2 bid system, if any bidder withdraws his bid before the said period or issue of letter of acceptance whichever is earlier is earlier, or makes any modifications 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.
15. The notice of inviting bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of work, sign the contract consisting of:
 - a) Notice inviting bid, all documents including additional conditions & specifications if any forming part of the bid uploaded at the time of invitation of bid and the rates quoted at the of submission of bid and acceptance thereof together with any correspondence leading thereto.
16. The Labour/workers engaged by the Contractor/Agency shall be at their own risk and in case of any untoward, incident, accidents the contractor/Agency will be liable for such risks and the department will not be held responsible in any way for such miss happening and untoward incidents.
17. 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 bid being accepted, a receipt for the earnest money forwarded therewith shall thereupon 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.
18. 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.
19. VAT/GST or any other Tax in respect of the contract shall be payable by the contractor, direct to the concerned Department/Government.
20. 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 stipulations 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 right.
21. Tenderers who have past experience of the above work as per T/E specifications should furnish their performance statement attached at Appendix 'D'. In case, it is found that information furnished is incomplete or incorrect, their tender will be liable to be ignored.

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II. TERMS AND CONDITIONS OF TENDER ENQUIRY

Terms of price	<p>1.1 Rates quoted by the Contractor should be quoted in Indian rupees both in figures as well as in words for complete units as per specifications. Any and every alteration in the rates should be signed in ink otherwise the offers will not be considered.</p> <p>1.2 Contractor should clearly indicate different taxes and duties, which they propose to charge as extra, along with the present rates thereof. Offers with such stipulations like 'as applicable' will be treated as vague and are liable to be ignored.</p>
Payment terms	<p>2.1 Works are required to be executed on credit basis only and payment will be made after drawl of amount from RPAO, CRPF, Raipur.</p>
Earnest money deposit	<p>3.1 All the contractors are required to deposit earnest money of Rs. 50,000/- of the works 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) An account payee demand draft, fixed deposit receipt, banker's cheque or bank guarantee from any of the Nationalized, Scheduled or Commercial bank in any acceptable form drawn in favour of The DIGP, GC, CRPF, Gwalior (MP) Pin Code No.475330, payable at SBI Gwalior Code No. 0377 (Personal/ Company Cheque will not be accepted)</p> <p>b) An irrevocable Bank Guarantee of any nationalized, scheduled bank or reputed commercial bank in the attached format as appendix-'c'</p>
	<p>3.3 The earnest money shall remain valid and be deposited with 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 Bank Guarantee or any other alternate document submitted in lieu of earnest money will also be suitably extended by the tenderer, failing which the tender after the expiry of the aforesaid period shall not be considered by the purchaser/department.</p> <p>3.4 No interest 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 the 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 made in time.</p>

4. Performance security deposit clause	<p>4.1 The successful contractor shall have to deposit a performance security equivalent from 5% of the estimated value of the work to be executed within 07 days from the date of acceptance for due performance. Failure on the part of the firm to deposit the security deposit within the stipulated time empowers the competent authority to cancel the contract.</p> <p>4.2 The performance security deposit submitted by the supplier will remain valid at least for 60 days beyond the date of completion of all contractual obligations of the supplier including guarantee/warranty obligations.</p> <p>4.3 The earnest money can be deposited in any of the following alternative forms :</p> <p style="margin-left: 20px;">a) An Account payee demand draft , fixed deposit receipt, banker’s cheque or bank guarantee from any of the Nationalized, Scheduled or Commercial bank in any acceptable form drawn in favour of The DIGP, GC, CRPF, Gwalior (MP) Pin Code No.475330, payable at SBI Gwalior Code No.0377 (personal/Company cheque will not be accepted).</p> <p style="margin-left: 20px;">b) An irrevocable bank guarantee of any nationalized/scheduled Bank or reputed commercial bank in any other form prescribed.</p> <p>4.4 If the contractor fails to start the work within the stipulated period and places request for extension of time, he shall submit an undertaking on Non- Judicial stamp paper of Rs. 10/- duly attested by the Notary Public stating that the performance security 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 satisfactory within the stipulated period or requisite tender within the guarantee period is not undertaking to the best satisfaction of the user/ department.</p>
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III ADDITIONAL CONDITIONS

01. The prospective tenderer should visit the site and acquaint themselves to the conditions existing, restriction 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 entertain at a later date. The prospective tenderer should have adequate past experience in handling similar work. The tenderer shall quote for operation and maintenance of the installation/ building without spares.
02. Separate complaint register for each of the above mention categories of works will be kept at Generator room 1 and 2 , GC CRPF, Gwalior campus.
03. All the complaints of above cited categories shall be attended by hired staff as soon as they are entered in the complaint register or when directed to do any work by concerned branch in-charges of CRPF or as directed by the AC(Genl/Bldg) or other officer of GC .
04. The contractor shall strictly provide staff for manning installations as per the requirement of shift and qualifications prescribed in the tender documents. He will follow the local labour laws, rule and regulations regarding such employment.
05. Hired persons/staff will report at designated place daily and take the assignments.

06. The contractor shall strictly follow the security instructions/standing orders as directed by DIGP cum Estate Officer, GC CRPF, Gwalior. He shall follow all local by-laws/labour regulations as prescribed by Central/ State Govt. authorities and MPMKVV/Electrical Inspector etc.
07. The prospective tenderer shall inspect the installations to be operated and list out the short coming and clearly state them in a letter separately on award of work, before taking over the installation. Any damage done to the existing installation/equipment/building particularly due to negligence of labour shall be entire responsibility of the contractor to make good the same free of cost.
08. Upkeep and maintenance of log books and periodical inspection registers in a neat and presentable manner is the responsibility of the contractor as per the performa decided by the competent authority, including maintenance of attendance register, which shall be got invariably signed by the AC(Genl/Bldg) concerned daily, all the above will form part of office records. However, a copy of attendance can be held by the contractor for purpose of disbursement etc.
09. As the maintenance has to be carried out with least down time of the installation, the competent authority shall have the right to get the installation operated by other agencies/departmentally if in his opinion, the contractor. Any operation will not be considered if it is only for a period of 4 months. For longer periods, 1/30 of the monthly contract amount shall be deducted for every day of default in operation. The work being such no notice is possible to be given before undertaking such operation/maintenance through other agencies arrangements are made during any emergency. The decision of Competent authority whether any situation warranted such an action and to be considered as emergency is final and binding on the contractor.
10. The work includes routine maintenance and check as per good and accepted maintenance practices of as specified in the schedule and replacement of defective/ worn out parts/spares free of cost. In addition call back service shall be provided by the contractor and the repair work commenced within 12 hours of such as call and completed as expeditiously as possible. The call back shall be for 24 hours in a day including central Government holidays.
11. The contractor shall clearly state details and periodicity of routine/ periodic maintenance proposed to be carried out by him and shall execute the same in the presence of the authorized representative of competent authority and his certificate obtain. In case the representative was not available the position should be indicated in the log book.
12. No advance payment shall be made. However, monthly payment or at such higher interval as desired by the contractor can be made within 15 days of succeeding month subject to satisfactory maintenance.
13. The contractor shall employ qualified/ trained persons for operation/maintenance and shall be fully responsible to be obtain such licenses for taking up the above work as prescribed by the State/ Local bodies/ CPWD both for execution and operating staff.
14. The contractor shall be fully responsible for settling all claim and indemnify the department against any claim arising out of any accident to the hired staff/ labourers.
15. The contract can be terminated by the competent authority without assigning any reasons by given a notice of a period of 15 days at any time during the period of contact. No claim for any compensation will however be entertained on such termination prior to the expiry of stipulated period of contract.

16. 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 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 place/is noticed.
17. The successful tenderer has to directly liaise with the local MPMKV, Gwalior authorities in case HT failures, load shedding etc.
18. The prospective tenderer shall be registered with MP Govt for service tax registration and should possess valid 33 KV HT electrical license from the competent authority of MP.
19. The successful tenderer has to monitor and record power factor on hourly basis and he has to bring any discrepancies to the knowledge of the competent authority and shall be responsible if the electricity board imposes any penal and the same may be recovered from their monthly bills. If the penalty is on account of negligence/bad maintenance by the staff engaged by contractor.
20. Material such as florescent tubes Bib cocks, unions, waste pipe, lamps, chokes, switches, starters, sockets, regulators, capacitors, aluminum/copper wiring cables, fuse carriers/base, ball bearing/bushes for ceiling fans etc. shall be issued by the department free of cost for use on works. Such materials will be issued as per daily requirement and all dismantled materials issued as per the site requirement shall be return to the department immediately. The contract includes providing following consumable materials by the contractor without claiming extra payment for it. These have to be replaced with new ones as and when the existing materials get unserviceable/ineffective in such as a way that the concerned service shall not get disturbed under any circumstances. All tools required for daily works viz plumber tools carpentry tools, masonry items, sewer man materials/ items, electrical tools shall be provided by the contractor. No extra payment shall be paid on this account.
21. Contractor to provide following sundries required for day to day maintenance:-
 - a) Indication lamps.
 - b) All cleaning materials viz. Duster cloth, Cotton waste, Detergent powder, Brooms, Grease, Kerosene etc.
22. No travelling allowance, EPF, ESI, Overtime allowance, Dearness allowance, Transport facilities etc. shall be provided for carrying out the work. These are deemed to be included in the quoted rates.
23. The contractor should carry out the following tests periodically and as directed by the competent authority or his authorized representatives.
 - a) Earth test.
 - b) Insulation resistance test.
24. The contractor shall also carry out other necessary tests periodically and as directed by the competent authority or his authorized representatives.
25. Preventive maintenance is the responsibility of the contractor. All log books, complaint register etc. shall be provided by the contractor for the work and shall be the record of the department and these shall be maintained in presentable form.
26. All tools required for daily works shall be provided by the successful tenderer. No extra payment shall be made on this account.

27. On any day during the contract period, if the number of staff present for shift is less than the minimum staff mentioned in additional condition. Recovery for less staff will be effected as per the rates quoted by the contractor and in addition 50% penalty shall be imposed in case absence is more than 4 days. However, if the department asks the contractor to reduce the staff, recovery at pro-rata basis as decided by the competent authority will be affected.
28. All safety measure shall be provided to the workmen where ever required during the course of the maintenance works by the contractor.
29. The minimum staff to be deployed shall be as per appendix-B.
30. The Contractor shall inform well in advance about the requirement of material at site which are required to be arrange by the department.
31. The contractor and/ or his authorized site engineer shall be regularly reviewing the complaint register/ site order book, thereby attending site requirements efficiently and effectively. Failing on which AC(Bldg) shall be free to take suitable action as per relevant terms and conditions of contract at his discretion as required.
32. The department will not pay beyond and above the quoted rates on account of provident fund, gratuity, paid holiday, weekly off reliving charges, medical charges, insurance charges etc.
33. The contractor has to maintain and operate the various changeover switches install at various location in the campus.
34. The contractor has to do all liaison work with market for repair of equipments from market as required and as directed by AC(Bldg).
35. The contractor has to provide & maintain the one of the mobile number at site labour. The person having mobile is bound to attend the call at any time and also do necessary in sorting out the work immediately.
36. OPERATION SHALL BE AS UNDER:-
- i) Timings will be decided by competent authority and the same shall be final and binding on the contractor.
 - ii) Authorized representatives from department:
 - 1)AC(Genl/Bldg)
 - 2)Building SO
 - 3)Any other officer deputed by Competent Authority.
 - iii) Details of equipments/places to be operated (Refer Annexure-A)
 - iv) Qualification and experience required for operation staff. The staff should possess the qualification and experience mentioned in CPWD manual vol-3.
 - v) Immediately after award of work, the contractor shall submit a list of persons to be employed on the job, along with relevant certificate of trade & experience, and also arrange to issue identity cards to such persons engaged on the job, the whole process, carried out to the entire satisfaction of the competent authority of his designate. The staff shall invariably display the identity card on his pocket when on duty.
 - vi) The contractor should make minimum fair wages to the staff as per prevailing labour laws, the wages shall be made in presence of the representative of the department.
 - vii) All the workmen engaged for the work shall be covered by group insurance 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 to the extended period of contract.
 - viii) Competent authority may require the contractor to dismiss or remove from the date of the work any person or persons in the contractors employ upon. Who may be

incompetent or misconduct himself and the contractor shall comply with such requirements.

- ix) Prospect of maintenance/repair or renovation works etc where the labour have easy and accessible to the individual houses, the contractor shall issue identity cards to the labours, whether temporary or permanent and he shall be responsible for any untoward incident on the part of such labour. Estate Officer/AC(Genl) will display a list of contractors working in the colony/blocks on the notice board colony and also at the service centre, to appraise the residents about the same.
- x) The contractor or his representative should be available on mobile phone round the clock to register the complaint. Immediately after award of work contractor shall intimate his present/permanent addresses as well as and his representative's contact telephone/mobile phone number to the department.
- xi) The contractor shall note that the work should be taken up in its true spirit wherein, promptness, punctuality and professionalism are of utmost significance and cannot be compromised. The workmen employed on the job shall be polite and well- mannered. In case it is observed that any worker found to be impolite, or behaving improperly, the competent authority or his authorized representative are liable to issue notices to the contractor directing immediate replacement of such workmen.
- xii) Successful tenderer should take over the above installation/buildings (residential and non-residential) for maintenance from the date of award of work and hand over to the department in good working condition after expiry of the contract.
- xiii) Street light complaints shall be attended to by the contractor, with crew, materials and support equipments within 24 hours of receipt of complaint positively.
- xiv) All the dismantled materials are to be returned back to the Department.

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IV STANDARD FORMS TO BE USED

The following forms mentioned in the Appendixes- A, B, C, D & E are required to be submitted along with the bid:-

Appendix-A :- Name of work/details of residential & non- residential buildings at GC Gwalior requiring day to day Civil & Electrical repairs & maintenance contract.

Appendix-B :- Requirement of skilled & un-skilled labour/their work distribution. Appendix-C:-

Performa of bank guarantee for submitting earnest money. Appendix-D:- Performa of bank guarantee for furnishing performance security deposit. Appendix-E:- Performance statement for last three years.

Signature of the Tenderer

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APPENDIX-‘A’

NAME OF WORK:- Day to day Civil & Electrical maintenance viz MOEI & fans in residential and non-residential buildings i/e operation and maintenance of water supply pump sets, street light. OH lines, underground lines, sub-stations, equipments, panels, operation of DG sets etc at GC CRPF Gwalior campus for 11 months wef 01/05/2019 to 31/03/2020.

a) Details of Buildings/ Electrical and Mechanical equipments to be maintained :-

S.No	Name of Building	Quantity
1.	240 Men Barrack	02 Nos
2.	SP Barrack(Old)	14 Nos
3.	Dhobi Ghat	01 Nos.
4.	SP barrack (New) for men	15 Nos
5.	Water Storage Tanks (PVC & Cemented)	04 Nos
6.	SO's Mess (New) with Dining Hall	01 No
7.	Men's Club	02 No
8.	Bathroom & Toilet Blocks(Old)	03 Nos
9.	FWC & Primary School	1 No
10.	10 bedded Hospital	1 No
11.	Boundary wall including 13 tower, 43 posts and 03 gates	1 No
12.	Grain Godown & Shopping Complex	1 No
13.	GO's Mess	1 No
14.	200 m Baffle firing range	1 No

b)GENERATOR SETS

S. No	Diesel Generator Set
1	180 KVA Kirlosker set Generator room No. 1 (inside)
2	180 KVA Cummins set Generator room No. 1 (inside)
3	125 KVA Cummins set at GC Main office
4	125 KVA Kirlosker set at Hospital
5	125 KVA Kirlosker set at GO's Mess
6	125 KVA Kirlosker DG set at swimming pool
7	20 KVA Kirlosker set at SO's Mess
8	20 KVA Kirlosker set at Mens Club
9	20 KVA Kirlosker set at 240 Men's Barrack No. 2
10	20 KVA Kirlosker set at GO's Mess

c)STREET LIGHT POLES:

All Street Lights of Group Center CRPF, Gwalior campus.

d)WATER SUPPLY SCHEME:

- 1.SO's Mess: 03 HP Submersible Pump + 05 HP Mono block Pump
- 2.GO's Mess: 10 HP Submersible Pump + 03 HP Mono block Pump
- 3.Morcha Tower No.1: 10 HP Submersible Pump
- 4.240 Men's barrack No. 2: 03 HP Submersible Pump + 05 HP Mono block Pump
5. 240 Men's barrack No. 1: 10 HP Submersible Pump + 05 HP Mono block Pump
6. Hospital: 05 HP Submersible Pump
7. Water Point: 03HP Submersible Pump + 03 & 05 HP Mono block Pump

E) Electric Sub Stations:

- 1) 11 KVA & 33 KVA Sub-Stations.

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SCHEDULE OF WORK/QUANTITIES

NAME OF WORK:- Day to day Civil & Electrical maintenance viz MOEI & fans in residential and non-residential buildings i/e operation and maintenance of water supply pump sets, street light. OH lines, underground lines, sub-stations, equipments, panels, operation of DG sets etc at GC CRPF Gwalior ,campus for as per details given in Appendix-‘A’.

SCHEDULE:- Day to day Civil Repairs & Electrical maintenance viz MOEI & fans in residential and non-residential buildings for a period of 11 months from 01/05/2019 to 31/03/2020.

S.No.	Description of Item	No. of skilled(S) / Semi-skilled (SS)/ Un-skilled (UnS) required per month	Qty	Unit	Rate	Amount	No. of personnel proposed to be employed for the work.
1.	Day to Day electrical repair & maintenance viz MOEI & fans in Residential and Non-Residential Buildings i/c operation and maintenance of water supply pump sets, street lights, OH lines, Under Ground Lines, Operation of DG Sets, 11 KVA & 33 KVA sub stations& Pump Sets, atGC,CRPF, GWALIOR (MP) as per Appendix-‘A’ & Work schedule – Attached as Appendix-‘B’	A) Electrician(S) – 03	–	11Month			
				11Month			
2.	Day to Day Civil repair & maintenance of Residential and Non-Residential Buildings of GC, CRPF, GWALIOR (MP) as per Appendix-‘A’ & Work schedule – Attached as Appendix-‘B’	A) Plumber(S) – 01	–	11Month			
		B) Mason(S) – 01	–	11Month			
		C) Sewerman (UnS) – 01	–	11Month			

(consolidated amount for one month_Rs. _____)

- Note: a) The tenderer will mention/furnish the details of the number of personnel he proposes to employ for undertaking the maintenance of residential and non residential buildings/ equipments of GC CRPF Gwalior as per appendix-A and also the amount payable /charged per individual(category wise).
- b) Consolidated amount charged for employing the total personnel as per column 8 above to be furnished in the price bid.

Sd-25/03/2019
DIGP, GC, CRPF, Gwalior(MP)
(AOL)

DISTRIBUTION OF MAN POWER/PERSONNEL PER MONTH FOR CIVIL & ELECTRICAL MAINTENANCE WORK OF BUILDINGS OF GC CRPF, GWALIOR (MP)

Sl. No.	Location	Electrician (Skilled)	Plumber (Skilled)	Sewerline man (Unskilled)	Mason (Skilled)
1.	11 KVA & 33 KVA Sub-stations all DG sets. (For Civil & Electrical Maintenance/ Operation of Nearby Buildings/ Equipments) as per appendix "A"	03	01	01	01

Sd-25/03/2019
DIGP, GC, CRPF, Gwalior(MP)
(AOL)

PROFORMA OF BANK GUARATEE FOR SUBMITTING EARNEST MONEY

(On banks letter head with adhesive stamp)

To

The Deputy Inspector General of Police,
Group Centre, C.R.P.F., A.B. Road,
Nayagaon,
Gwalior(MP)

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/work of (Annual Repair and Repair & maintenance of residential and non- residential buildings of GC CRPF at Gwalior(MP) (Civil & Electrical) work to you(here in after called “ The purchaser”). Whereas a bank guarantee against Earnest Money for a sum of Rs_50,000 (in words) Fifty thousand valid for 90 days from the date of tender opening viz up to 11/04/2018 is required to be submitted by “The tenderer” as a precondition for the participation, this bank hereby guarantees and undertakes to pay the purchaser upto the above amount upon receipt of its first written demand, without the purchaser/contractor having to substantiate its demand, provided that in its demand the purchaser/contractor will note that the amount claimed by it is due to it owing to the occurrence of any one of the three conditions mentioned below, specifying the occurred condition or conditions during the above said period of 90 days without any reservation and recourse.

- 1.If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of its validity.
- 2.If 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.
- 3.If the tenderer having been notified of the acceptance of this tender by the purchaser during the period its validity and
 - a)If the tenderer fails to furnish the performance security for the due performance of the contract.
 - b)If the tenderer fails or refuses to accept and or execute the contract as provided in the general conditions of the contract.

The guarantee shall be irrevocable and shall remain valid upto 90 days from the date of opening of tender. If further extension to this guarantee is required, the same shall be extended to such period on receiving instructions from the tenderer on whose behalf this

guarantee is issued and any demand in respect thereof should reach the bank not later than the above date.

Date: _____

Signature of authorized officer of the bank

Place _____

Printed Name-----

Designation

Name and address of the bank

Banker's common seal

Sd-25/03/2019
DIGP, GC, CRPF, Gwalior(MP)
(AOL)

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

To

The President of India,

WHEREAS M/S _____

(Name and address of supplier) (Hereinafter called “ The supplier”) has undertaken, in pursuance of contract No. _____ dated _____ to supply

(Day to day civil and electrical repair and maintenance of residential and non residential buildings of GC CRPF, Gwalior (MP)(Description of works and services) (Here in after 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 and schedule 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 to agree 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 return demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limit 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 perform 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.

The guarantee shall be valid until the _____ day of _____ 2019.

Signature of the tenderer

(Signature of authorized officer of the bank)

Name and designation of the officer _____

Name and address of the

bank _____

Banker’s Common Seal

Signature of the tenderer

Sd-25/03/2019
DIGP, GC, CRPF, Gwalior(MP)
(AOL)

PERFORMANCE STATEMENT FOR LAST THREE

YEARS

Name of firm :

M/S _____

1)Contract Number :

2)Description of stores/works:

3)Quantity on order:3

4)Value:

5)Original DP:

6)Quantity supplied/service provided within original DP:

7)Final Ext. D.P:

8)Last supply position:

9)Reason for delay in supplies(If any):

Sd-25/03/2019
DIGP, GC, CRPF, Gwalior(MP)
(AOL)

TENDER ACCEPTANCE LETTER
(To be given on Company letter Head)

Date:

To

Subject: - Acceptance of Terms and 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 website(s) namely:-

as per your advertisement, given in the above mentioned website(s).

2) I/We hereby certify that I/We have read the entire terms and condition of the tender documents form 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/organization 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.

6) I do propose Rs..... per Month for shop namely

Yours faithfully,

(Signature of the bidder, with official seal)