

Central Zone, Central Reserve Police Force

Kolkata-700106

Telephone (Control Room)/Fax – 03323599005

Tender Enquiry No. B.IV-1 /2020-21-Bldg (GC SLG)

Dated, the 13th January, 2021



E-TENDER DOCUMENT

Name of works	Hiring of labours for 04 months (December 2020 to March 2021) for day to day or routine basis repairs & maintenance of the works which are to be attend on day to day basis such as removing chokage of drainage pipes, manholes, restoration, water supply and all type of electrical works including repair of faulty electrical accessories etc. at Group Centre,CRPF,Siliguri (W.B)
NIT for Rs.	Total Rs. 5,17,164.00 (Rupees Five Lakh Seventeen Thousand One Hundred Sixty Four Rupees only)

Signature of Tender Form issuing officer

Sd/-31-12-2020
DIG(ENGR.)
Dte CRPF, New Delhi.

Signature of Bidder

SCHEDULE TO TENDER**(Government of India, Ministry of Home Affairs)****GROUP CENTRE SILIGURI, CENTRAL RESERVE POLICE FORCE, KAWAKHALI,
SUSHRUTANAGAR, SILIGURI, DARJEELING-734012 (W.B).**

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Tele / Fax No. : 0353 2585407

ITEM RATE TENDER & CONTRACT FOR SERVICES**I). TENDER SCHEDULE:-**

e-Tender Enquiry No.	::	B.IV-1/2020-21-GC SLG BLDG	Dated the 13th January, 2021
Name of work/Services with its description and location	::	Hiring of labours for 04 months (December 2020 to March 2021) for day to day or routine basis repairs & maintenance of the works which are to be attend on day to day basis such as removing chokage of drainage pipes, manholes, restoration, water supply and all type of electrical works including repair of faulty electrical accessories etc. at Group Centre, CRPF, Siliguri (W.B)	
		Sl No.	Description
		1	Electrician
		2	Plumber
		3	Mason
		Category	Nos
		4	Sewer Man
		Skilled	2
		Skilled	1
		Skilled	1
		Skilled	1
Work schedule	::	Details as per Appendix -‘A’ of the Tender enquiry	
Estimated cost	::	Total Rs. 5,17,164.00 (Rupees Five Lakh Seventeen Thousand One Hundred Sixty Four Rupees only)	
Period of contract	::	December 2020 to March 2021 (i.e. Four Months) (period will count from the date of issue of work order).	
E.M.D (In INR)	::	2% to 5% Fixed Rs. 10,400.00 (Rupees Ten Thousand Four Hundred) only [Note: - EMD Should be valid at least for 90 days from the date of opening of tender. If thereafter validity of the E.M.D. requires extension, the participated firms will bound to extend the validity suitably].	
Tender fee [In INR & Nonrefundable]	::	Rs. 500.00 (Rupees Five Hundred) only.	
Date of Tender publishing in CPP portal		By 1800 Hrs on 13 /01 /2021	
Bid submission start date in CPP portal		By 1000 Hrs on 14 /01 /2021	
Last date & time of submission online documents in tender box	::	By 1600 Hrs on 21 /01 /2021	
Date & time of opening tender (Technical bid)	::	At 1600 Hrs on 22 /01 /2021	
Validity of offer	::	The tender shall remain open for acceptance till 90 days from the date of opening of bid and accepted rate shall remain valid during the services execution period including extended period if any.	

Signature of Tender Form issuing officer**Sd/-31-12-2020****DIG(ENGG.)****Dte CRPF, New Delhi.****Signature of Bidder**

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GOVERNMENT OF INDIA
CENTRAL RESERVE POLICE FORCE

1. Item rate tender and contract for work

(A) **Tender for the work : Hiring of labours for 04 months (December 2020 to March 2021) (period will count from the date of issue of work order) for day to day or routine basis repairs & maintenance of the works which are to be attend on day to day basis such as removing chokage of drainage pipes, manholes, restoration, water supply and all type of electrical works including repair of faulty electrical accessories etc. at Group Centre,CRPF, Siliguri (W.B).**

To be opened at **1600 hours** on **22 / 01 /2021** in the **Office of The DIGP Group Centre, CRPF, Siliguri, Kawakhali, Sushrutanagar, Siliguri, Darjeeling-734012 (W.B).**

(ii) Issued to : _____ (Contractor)

Signature of officer issuing the Document _____

Designation _____

Date of issue _____

Dear Sir,

On behalf of the President of India, I invite you to tender **online bid under two bid system (Technical Bid and Financial/Price Bid)** for the work of "Hiring manpower on day to day basis to run Unit installation & routine civil & electrical repairs works of DIGP Group Centre, CRPF, Siliguri, Kawakhali, Sushrutanagar, Siliguri, Darjeeling-734012 (W.B) for the period w.e.f. **December 2020 to March 2021 (i.e. Four Months) (period will count from the date of issue of work order).**". Details of residential & non residential buildings which are to be covered to attend complaints of day to day civil & Electrical nature AR & MO Works is 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,

Signature of Tender Form issuing officer

Sd/-31-12-2020
DIG (ENGG.)
Dte CRPF, New Delhi.

Signature of Bidder

I. IMPORTANT INSTRUCTIONS AND GUIDELINES:-

1. The intending Bidders must read all the terms and condition carefully and submit their tender through online tender (e-procurement web site in CPP Portal) before due date & time **i.e. by 1600 Hrs on 21 /01 /2021** if they consider themselves eligible and are in possession of all the required documents. Bidders are also advised to go through the Earnest Money, Payment terms and other clauses, terms and conditions of this tender enquiry carefully before participating in bidding process.
Bids (**Technical bids only**) against tender enquiry will be opened on the given date & time **i.e. at 1600 Hrs on 22 /01 /2021** in the Office of The DIGP Group Centre, CRPF, Siliguri, Kawakhali, Sushrutanagar, Siliguri, Darjeeling-734012 (W.B) However date of opening of financial bids will be intimated to the eligible Bidders only after technical bid evaluation.
2. Bidders are requested to submit their bid/tender documents online through e-procurement website in CPP Portal duly filled and completed in all respect as per norms and original which are required to be submitted manually in tender box of The DIGP Group Centre, CRPF, Siliguri, Kawakhali, Sushrutanagar, Siliguri, Darjeeling-734012 (W.B) duly sealed well before date of opening as specified in the tender enquiry to avoid last minute rush. In case date of opening of tender happens to be a closed holiday, the tender will be opened on next working day at the stipulated time. Late/Delay/Non submission of original documents manually in a sealed envelope in the tender box of DIGP,GC CRPF,SLG would result in rejection of bid during online bid opening. Department is not responsible for any postal delay.
3. All Tender documents attached with this invitation to tender including specifications are sacrosanct for considering any offer as complete offer. It is therefore important that Tender Acceptance Letter (**Appendix-‘C’ of T/E**) 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 with the bid.
4. Intending Bidder is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority of having satisfactorily completed similar works/services of magnitude specified.
5. The license 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, Siliguri, Kawakhali, Sushrutanagar, Siliguri, Darjeeling-734012 (W.B) after each renewal during contractual period. The contractor should produce valid trade licence with their bid.
6. Name and status of the person signing the tender documents should clearly be mentioned in the tender documents.
7. The contractor/firm shall employ the required workmen [Skilled] as per terms and conditions of the tender enquiry. Immediate after award of contract, the contractor/firm should intimate name of workmen to whom the firm has employed for the tendered work along with complete details in firm’s letter head and supporting papers of technical capabilities of the workmen where ever applicable against the contract. The workmen so engaged against the contract should maintain discipline inside of the campus.
8. The Contractor shall comply with the orders issued by **the Commandant (Engineer), Central Zone CRPF at Sector-III, Salt Lake, Kolkata-106** from time to time during the contractual period. If he fails to do so, his failure will be a breach of contract and the Commandant (Engineer), Central Zone, CRPF 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.
9. Agreement shall be drawn/work order will be issued to the successful Bidder. Bidders shall quote their rates as per terms and conditions which will form part of the agreement/contract.
10. The contractor shall obtain a valid license if applicable under the Contract Labour (R & A) Act, 1970 & the Contract Labour (Regulation and abolition) Act 1971 and subsequent amendments thereto if any before commencement of work or within 15 (fifteen) days after award of work contract which ever later.
11. The contractor shall comply with the provisions of Minimum Wages Act, 1948 and Contract Labour (Regulation and abolition) Act, 1970 amended from time to time and rule framed there under and other labour laws affecting contract labour that may be brought into force time to time. The contractor should also pay wages to his engaged labours against the contract as per existing notification of Ministry of Labour & Employment, G.O.I. including revision which takes place during the contractual period. Probable inflation of minimum wages during contractual period should be considered and taken into account while submitting bid. **At the time of claim bill it is required to produce documentary evidences (i.e. bank statement of employees) to the concerned authority, violation of which even can end with termination of contract.**
12. The applicable G.S.T (Goods & Services Tax) on account of providing services as per contract should be paid by the contractor to the concerned Govt. department and this department will not entertain any claim in this regard what so ever. While quoting rate the applicable G.S.T. should also be considered and add on with the quoted amount. Beside receipt of depositing G.S.T. against the contract is to be submitted to this office on demand even after termination of the contractual period.

13. The contractor shall have registration with EPFO and ESIC. The E.P.F & E.S.I contributions on the part of employer in respect of the contract shall be paid by the contractor to concerned department well in time. These contributions on the part of the employer, paid by the contractor shall be reimbursed by this department on actual basis and on producing receipt of the concerned department. But it should not be more than 17 % on total of existing minimum wages as per notification of Ministry of Labour & Employment, G.O.I against the services of the contract.

14. The contract for providing required services category wise as per schedule will be of 04 (Four) months i.e. w.e.f. December 2020 to March 2021 which can be further extended up to 06 (Six) Months more on mutual agreement.

15. 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 manually (already mentioned in schedule to tender) be sent in a sealed envelope superscripted with Tender Enquiry Number, Name of Work and date of opening etc. by registered post/speed post duly stamped or by courier/by hand to the DIGP Group Centre, CRPF, Siliguri, Kawakhali, Sushrutanagar, Siliguri, Darjeeling-734012 (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.

16. The contractor whose tender is accepted will be required to deposit PERFORMANCE GUARANTEE for an amount of equal to five percent (5%) of the value of the contract within 15 (Fifteen) days from the date of commencement of contract or issue of work order whichever is earlier. **Performance Guarantee may be furnished in the form of Account payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a commercial bank in an acceptable form, drawn in favour of DIGP, GC, CRPF, SLG (WB) Pin Code No.734012, payable at SBI NBMC BRANCH, SILIGURI (Code N0010421).** Performance Guarantee should remain valid for a period of 60 (Sixty) days beyond the date of completion of all contractual obligation of the contractor including warranty obligations if any. In case the contractor fails to deposit the performance Guarantee within the stipulated period including extended period if any, the Earnest Money deposited by the contractor along with his bid shall be forfeited automatically without any notice to the contractor. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.

17. 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.

18. 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.

19. 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.

20. 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/provide the same at the rate quoted by him/accepted by the department.

21. The bid for the work shall remain open for acceptance for a period of 90 days from the date of opening of the bid and rate of accepted bid shall remain valid during the proposed contractual period including extension period if any. If any bidder withdraws his bid before the said period or issue of 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 the said earnest money (bid security) as aforesaid. Further the bidder shall not be allowed to participate in the re-bidding process of the work.

22. The workmen 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.

23. The officer inviting bid or his duly authorized assistant will open bid in the presence of intending contractors who may be present at the time opening 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.

24. 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.

25. 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 outrightly.

26. Bidders 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 tender will be liable to be ignored.

27. Rejection/Cancellation/Scrap:-The Competent Authority has the right to accept or reject/cancel/scrape the tender as whole or part of it and no claims what so ever will be entertained on this account. The competent authority has also reserves the right to increase/decrease/alter the place of work/ quantity of work etc. and no claims what so ever will also be entertained.

28. Termination of contract on death of contractor :- Without prejudice to any of the right or remedies under this contract, if the contractor dies, the Commandant (Engineer) Central Zone CRPF at Sector-III, Salt Lake, Kolkata-106 (W.B.) shall have the option of terminating the contract without compensation to the contractor. If the contractor is an individual or proprietary concern and individual or the proprietor dies or if the contractor is a partnership concern and one of the partner dies then unless, the Commandant (Engineer) Central Zone CRPF at Sector-III, Salt Lake, Kolkata-106 (W.B.) is satisfied that the legal representative of the individual for the proprietary concern or the surviving partners are capable of carrying out and completing contract, the Commandant (Engineer) Central Zone CRPF at Sector-III, Salt Lake, Kolkata-106 (W.B.) is entitled to cancel the contract for the uncompleted part without being in any way liable for any compensation payment to the estate of deceased contractor or to the surviving partners of the contractor's firm on account of the cancellation of contract. The decision of the Commandant (Engineer) Central Zone CRPF at Sector-III, Salt Lake, Kolkata-106 (W.B.) in such assessment shall be final and binding on the parties. In the event of such cancellation the Commandant (Engineer) Central Zone CRPF at Sector-III, Salt Lake, Kolkata-106 (W.B.) shall not hold the estate of deceased contractor and/or the surviving partners of the contractor's firm liable for any damages for non-completion of contract.

29. If the Bidder want to mention any specific condition, it should be mentioned on the covering/forwarding letter in firm's 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.

Signature of Bidder

II. TERMS & CONDITIONS OF TENDER ENQUIRY:-

1	Terms of price	<p>1.1 <u>Price should be quoted only as per price bid format/B.O.Q provided along with tender documents at e-procurement site http://eprocure.gov.in/eprocure/app.</u> 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. No price bid is required to be submitted with offline bid documents under technical bid.</p> <p>1.2 <u>The lowest bidder will be decided on overall rate of entire work instead of item (category) wise. Rates quoted by the bidder must be inclusive of applicable G.S.T (Goods and Services Tax) and all other charges if any but excluding EPF & ESI Contributions on the part of employer as applicable against the contract with F.O.R (Site of work) at The DIGP Group Centre, CRPF, Siliguri, Kawakhali, Sushrutanagar, Siliguri, Darjeeling-734012(W.B). No re- imbursement claim in this regard will be entertained.</u></p> <p>1.3 The E.P.F & E.S.I contributions on the part of employer in respect of the contract shall be paid by the contractor to concerned department well in time. These contributions on the part of the employer, paid by the contractor, shall be reimbursed by this department on actual basis and on production of receipt of the concerned department. But it should not be more than 17% on total of existing minimum wages as per notification of Ministry of Labour & Employment, G.O.I against the services of the contract. At the time of claim bill it is required to produce documentary evidences (i.e. bank statement of employees) to the concerned authority, violation of which even can end with termination of contract.</p>
2	Payment terms	<p>2.1 Services category wise as per schedule to tender are to be provided on <u>credit basis</u> and <u>E.C.S payment will only be made through RPAO CRPF, Kolkata (W.B) monthly basis</u> after satisfactorily providing of services as per specification, on production of bill in triplicate, bank mandate form, cancelled cheque and <u>an undertaking in firm's letter head that the workmen engaged against the contract has been paid applicable minimum wages as per relevant existing notification of Ministry of Labour & Employment, G.O.I.</u> No interest will be payable on delayed payment.</p> <p>2.2 While making payment TDS under section 194 (C) of I/Tax Rule 1961 and CGST & SGST Act'2017 if any applicable will be deducted from the bill amount before release payment.</p> <p>2.3 No payment will be made for the contract till producing registration with EPFO & ESIC.</p> <p>2.4 Payment cannot be made in advance or immediately.</p>
3	Tender fees [Non refundable]	<p>3.1 Rs. 500.00 (Rupees Five Hundred) only in the form of <u>Account payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee</u> with required validity in favour of The <u>DIGP, GC, CRPF, SLG (WB) Pin Code No.734012, payable at SBI NBMC BRANCH, SILIGURI (Code N0010421).</u></p>
4	Earnest Money Deposit	<p>4.1 All the contractors are required to deposit earnest money (bid security) as specified in invitation/schedule to tender along with their bid if applicable failing which their offers will be summarily rejected.</p> <p>4.2 The earnest money (bid security) can be deposited by the bidders through any of the following alternative forms:</p> <p>a) Crossed bank draft/banker cheque drawn in favour of the DIGP, GC, CRPF, SILIGURI, Kawakhali, Darjeeling-734012 (WB) , payable at SBI NBMC BRANCH, SILIGURI (Code N0010421). (Personal Cheque will not be entertained and will result in rejection of bid.).</p> <p>b) Fixed deposit receipt drawn in favour of the DIGP, GC, CRPF, SILIGURI, Kawakhali, Darjeeling-734012 (WB) [Bankers: SBI, Payable at SBI NBMC Siliguri, Darjeeling.</p> <p>c) An irrecoverable bank guarantee of any nationalized/ scheduled bank or reputed commercial bank in the attached format as Annexure 'A'.</p> <p>4.3 The earnest money (bid security) shall remain valid for a period of 90 days from the date of tender opening and be deposited to the department. If the validity of the tender is extended, the validity of the BG/or any other alternate documents submitted in lieu of earnest money (bid security) will also be suitably extended by the Bidder, failing which their tender after the expiry of the aforesaid period shall not be considered by the purchaser.</p> <p>4.4 <u>No interest</u> shall be payable on the earnest money deposited by the Bidder.</p> <p>4.5 The earnest money (bid security) deposited is liable to be forfeited if the Bidder withdraws or amends/impairs or derogates from the tender in any respect within the period of validity of his tender.</p> <p>4.6 The Earnest Money (Bid Security) of the successful Bidder shall be returned after Security Deposit (Performance Guarantee) as required in terms of the contract is furnished by the Bidder.</p>

Signature of Bidder

	Earnest Money Deposit	<p>4.7 If the successful Bidder fails to furnish the Security Deposit (Performance Guarantee) 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>4.8 Earnest Money (Bid Security) deposit of all the unsuccessful bidders will be returned as early as possible after the expiry of bid's validity, but not later than 30 days after placement of contract. Bidders 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>4.9 Any tender, where the Bidder 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>
5	Performance security deposit clause	<p>5.1 The successful contractor shall have to deposit a Performance Guarantee equivalent to 5% of the contract value of the work 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 Performance Guarantee within stipulated time empowers the competent authority to cancel the contract.</p> <p>5.2 The Performance Guarantee submitted by the supplier will remain valid at least for 60 days beyond the date of completion of all contractual obligations of the contractor including warranty obligations.</p> <p>5.3 The Performance Guarantee can be deposited in any of the following alternative forms:</p> <p>a) A crossed bank draft drawn in favour of the DIGP, GC, CRPF, SILIGURI, Kawakhali, Darjeeling-734012 (WB) [Bankers: SBI, Payable at SBI NBMC Siliguri, Darjeeling.</p> <p>b) Fixed deposit receipt drawn in favour of the DIGP, GC, CRPF, SILIGURI, Kawakhali, Darjeeling-734012 (WB) [Bankers: SBI, Payable at SBI NBMC Siliguri, Darjeeling.</p> <p>c) An irrecoverable bank guarantee of any nationalized/ scheduled bank or reputed commercial bank in the attached format as at Annexure 'B'</p> <p>5.4 If the contractor fails to provide required services as per schedule from the contract commencement date 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 Guarantee has already been extended for sixty days beyond the guarantee/warranty period of the contract.</p> <p>5.5 The Performance Guarantee shall be withheld or forfeited in full or part in case the work order is not executed/complied satisfactorily within the stipulated period or requisite standard within the guarantee period is not undertaken to the best satisfaction of the user/department.</p> <p>5.6 Performance Guarantee will be returned to the bidder only after end of all contractual obligations.</p>
6.	System of bidding	<p>6.1 Bids are required to be submitted in two bid system i.e. technical & financial bid separately.</p> <p>6.2 In technical bid, the bid documents as per below mentioned details are required to be submitted only on CPPP in http://eprocure.gov.in/eprocure/app. Certain documents which are also mentioned below are required to be submitted in original manually and to be dropped in tender box at DIGP, GC, CRPF, SILIGURI, Kawakhali, Darjeeling-734012(WB) in a sealed envelope through by hand/registered post.</p> <p>6.3 <u>The composite bid i.e. rate indicating in the technical bid "OPENLY" shall be ignored and bid will be rejected summarily.</u></p> <p>6.4 <u>Price should be quoted only as per price bid (financial bid) format/B.O.Q provided</u> along with tender documents at e-procurement site http://eprocure.gov.in/eprocure/app. No price bid is required to be submitted with offline bid documents under technical bid.</p>
7.	Method of submission of bid.	<p>7.1 All bidders are required to submit their offer in two bid system i.e. technical & financial bid separately. <u>The composite bid i.e. rate indicating in the technical bid "OPENLY" shall be ignored and bid will be rejected summarily.</u></p> <p>First Cover (Technical bid):-</p> <p>7.2 The submission of technical bid will be entertained only online in e-procurement website. The tender enquiries duly filled in all aspects and having completed all applicable formalities along with scanned copy of required documents as per below mentioned details may be submitted online through CPP Portal as well as original as required and mentioned below be sent in 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, GC, CRPF, SILIGURI, Kawakhali, Darjeeling-734012 (WB) 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.</p>

Signature of Bidder

7.		<p>7.3 Details of documents required to be furnished/submitted by all the bidders in technical bid for participating in the bidding process are as under-</p> <p>a) Documents (Legible scanned copy, duly signed) required to be submitted online in CPPP under technical bid:-</p> <table border="1"> <tr> <td>1.</td> <td>All pages of the tender documents duly completed in all respect duly signed by the authorized signatory of the firm/contractor under the seal.</td> </tr> <tr> <td>2.</td> <td>Tender acceptance letter as per “Appendix-C” of Tender Enquiry (In firm’s letter head)</td> </tr> <tr> <td>3.</td> <td>Receipt of original EMD by Tender Inviting Authority. (As per schedule to tender).</td> </tr> <tr> <td>4.</td> <td>Copy of valid Trade licence.</td> </tr> <tr> <td>5.</td> <td>Copy of valid registration of the firm/contractor with CPWD/State PWD/Railways/MES/Any Govt. Organizations/ PSU/BSNL etc. on related works.</td> </tr> <tr> <td>6.</td> <td>Copy of registration certificate under GST Act & PAN Card.</td> </tr> <tr> <td>7.</td> <td>Past performance (if any) on similar works in the format enclosed with the tender as Appendix-D along with copy of work orders in supporting. Priority will be given to those with previous experience of similar works.</td> </tr> <tr> <td>8</td> <td>Copy of Latest ITR (ITR-V only) & last G.S.T return of the firm.</td> </tr> <tr> <td>9</td> <td>Last Annual Turnover statement (Only balance sheet to be submitted duly authenticated).</td> </tr> <tr> <td>10</td> <td>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 Proprietary and will held responsible if found false in later stage)</td> </tr> <tr> <td>11</td> <td>Specific Information as asked for as per Appendix-‘E’</td> </tr> <tr> <td>12</td> <td>Check list as per Appendix-‘F’ after showing compliance.</td> </tr> <tr> <td>13</td> <td>Any other relevant documents which the firms wish to submit as a part of offer.</td> </tr> </table> <p>b) Documents required to be submitted in original manually and to be dropped in tender box at DIGP, GC, CRPF, SILIGURI, Kawakhali, Darjeeling-734012 (WB)duly sealed under technical bid:-</p> <ol style="list-style-type: none"> 1 Tender acceptance letter (In firm’s letter head) 2 Original Earnest Money (Bid security) deposit if applicable (As per schedule to tender). <p>7.4 On due date & time, the technical bid will be opened and evaluated by the appropriate committee. Bids which will be accepted in technical bid evaluation stage will be considered for opening of financial bid. No financial bid will be opened in respect of bids which are technically disqualified.</p> <p>Second Cover (Financial bid):-</p> <p>7.5 <u>Price (financial) bid should be quoted only as per price bid format/BOQ provided along with tender documents at e-procurement site http://eprocure.gov.in/eprocure/app. 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. No price bid is required to be submitted with offline bid documents.</u></p> <p>7.6 Financial (Price) bid of technically qualified bid will be opened on due date and time which will be fixed after technical evaluation report and there after ranking statement will be prepared and other formalities will be completed before awarding the contract to the successful bidder.</p>	1.	All pages of the tender documents duly completed in all respect duly signed by the authorized signatory of the firm/contractor under the seal.	2.	Tender acceptance letter as per “ Appendix-C ” of Tender Enquiry (In firm’s letter head)	3.	Receipt of original EMD by Tender Inviting Authority. (As per schedule to tender).	4.	Copy of valid Trade licence.	5.	Copy of valid registration of the firm/contractor with CPWD/State PWD/Railways/MES/Any Govt. Organizations/ PSU/BSNL etc. on related works.	6.	Copy of registration certificate under GST Act & PAN Card.	7.	Past performance (if any) on similar works in the format enclosed with the tender as Appendix-D along with copy of work orders in supporting. Priority will be given to those with previous experience of similar works.	8	Copy of Latest ITR (ITR-V only) & last G.S.T return of the firm.	9	Last Annual Turnover statement (Only balance sheet to be submitted duly authenticated).	10	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 Proprietary and will held responsible if found false in later stage)	11	Specific Information as asked for as per Appendix-‘E’	12	Check list as per Appendix-‘F’ after showing compliance.	13	Any other relevant documents which the firms wish to submit as a part of offer.
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8.	Eligibility criteria of Contractor	<p>8.1 The Bidder should be a Govt. (central/state) contractor registered/enlisted with CPWD/State PWD/Railways/MES/ BSNL/ Any Govt. Organizations/ PSU etc. for similar works.</p> <p>8.2 The enlistment of the contractors should be valid on the last date of submission of tenders. In case only the last date of opening of tender is extended, the enlistment of contractor should be valid on the original date of opening of tenders. A copy of Registration Certificate/Trade License issued by State/Central Govt/ BSNL is mandatory to submit with the tender documents by the Bidder (s). In case validity of enlistment/registration/trade licence expired and the concerned firm has been applied for renewal to the concerned department or ministry, the relevant documents of such renewal application along with undertaking of the firm should be essentially submitted with their bid.</p>																										

Signature of Bidder

III. ADDITIONAL CONDITIONS

1. The prospective Bidder should visit the site and acquaint themselves of the conditions existing, restrictions in movement/working hours/security aspects/conditions of the contract. 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 Bidder should have adequate past experience in handling similar works.
2. The contractor shall employ qualified/trained/skilled personnel against the contract as specified in tender enquiry and will provide the working tools of standard ISI quality with safety precautions.
3. The strength of workmen to be deputed against contract of the tender enquiry shall be as per details (schedule quantities) mentioned in "Appendix-B".
4. The Periodicity/Work Timing of required services category wise shown in tender enquiry can be changed if desired by the Commandant (Engineer), Central Zone CRPF at Sector-III, Salt Lake, Kolkata-106 or by his authorized representative during the contractual period and the successful Bidder shall be 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 workmen, loss of working tools and/or other material etc.
6. Installations taken for attending compliant of **day to day civil and electrical nature AR & MO works** by the workmen engaged by the contractor should be handed over back to the authorities or the allottees of this department in good condition after rectification of complaints. It is the responsibility of the contractor to ensure it.
7. Preventive day to day & periodical maintenance of the various establishments of DIGP, GC, CRPF, SILIGURI Campus under AR & MO should be done by the engaged workmen as per **CPWD specification** and as per the technical circular and safety circular issued up to date. It is the responsibility of the contractor to ensure it.
8. 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.
9. The engaged Workmen (Electrician-Wireman) will carry out the following tests periodically or when directed by the competent authority or by his authorized representative.
 - a) Earth Test
 - b) Insulation resistance test.
10. Apart from above the engaged workmen will carry out other necessary service related works/tests periodically and when directed by the competent authority or by his authorized representatives. It is the responsibility of the contractor to ensure it.
11. The contractor shall bound to maintain the workmen attendance register, complaint booking register for each category of the services against the contract, 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 A.C Building/Building S.O/SI/Civil at a regular interval. 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 & ensure that the work should be taken up by his engaged workmen 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 in 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.

Signature of Bidder

13. The complaints of day to day civil & electrical nature AR & MO Works of various residential and non residential building have to be attended by the engaged workmen provided by the contractor by ensuring observance of all precautionary measures with wearing safety dress and using prescribed tools provided by contractor.
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 paid/provided to the engaged workmen for carrying out their job against the contract as per tender enquiry. These are deemed to be included within the quoted rates.
16. All types of **working tools (civil, electrical & mechanized cleaning) including bamboo strip for cleaning of sewerage/drainage line required etc.** for daily works to the engaged workmen category wise shall strictly be provided by the successful Bidder. No extra payment shall be made on this account. Ladder if required for the maintenance work under any category will be provided by the Department.
17. The contractor shall be responsible for payment of minimum wages to each worker employed by him. The contractor should ascertain the rate of current minimum wages as per Ministry of Employments, G.O.I before quoting bid against tender enquiry.
18. The rate quoted by the bidder will be inclusive of substitutes **on weekly off/ Holidays** of regular workers. The Contractor has to make alternative workmen arrangement on weekly off and leave period so that the services are maintained in holidays/ weekly off also.
19. The contract is **fully temporary** and no claim for regularization of workmen 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 Commandant (Engineer), Central Zone CRPF at Sector-III, Salt Lake, Kolkata-106 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 workmen 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 during attending complaints shall be brought to the notice of the A.C. Building/Building S.O., GC SILIGURI, CRPF promptly in order to avoid break down. It is the responsibility of the contractor to ensure it. It is the responsibility of the contractor to provide **extra workmen** to attend any urgent requirement/in the event of any break down and requisitioned by the department. Same will be adjusted with the periodicity of contract.
23. **No repeat no tips** will be demanded/ accepted by the workmen 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 for such misconduct by their engaged workmen.
24. 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.
25. The contractor shall strictly follow security instructions/standing order as directed by the Commandant (Engineer), Central Zone CRPF at Sector-III, Salt Lake, Kolkata-106. He shall follow all **local bylaws/ labour regulations** as prescribed by Central/ State Government/ BSNL authorities.
26. **Maintenance stores required for replacement/change during repair & maintenance work by the workmen 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 shortcomings.

Signature of Bidder

27. The contractor is bound to provide sundry items like cleaning materials viz, Duster cloth, cotton waste, detergent powder, brooms, grease, Kerosene etc. required for the workmen for day to day civil & electrical AR & MO works. Nothing shall be paid extra for the same.
28. The contractor and/or his engaged workmen 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 his engaged workmen at the time of initial taking over for its maintenance and operation. Utmost 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 due to carelessness of his engaged workmen.
29. Monthly payment by the contractor to his engaged workmen have to be made on or before **07th of every month**. Proper disbursement record should be kept in this regard and produce to the department on demand.
30. Immediate 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 in firm's letter head and relevant certificate of trade and experience (if any or specifically asked for as per clause of T/E). The whole process needs to be carried out to the entire satisfaction of the competent authority or designated staff by him.
31. In the event of absence 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. Per day expenses will be calculated by dividing the per month quoted rate proportionately with the day of engagement as per the contract.
32. 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 intimate his as well as his representative contact/mobile number to the department.
33. Electrician engaged by the contractor must hold an authorized & valid wireman license from the appropriate Govt. Authority along with having at least two years work experience with any Govt. or Govt. undertaking organization.
34. Street/Periphery/garden lights complaints shall be attended within 24 hours on receipt of complaints positively.
35. 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. However such visit will be adjusted from the total visits of sewer men shown in the schedule.
36. Petty repair in sewerage and drainage line will be done promptly by the sewer man in their routine regular visit.
37. All plumbing related complaints of residential and non residential buildings as well as entire campus should be attended by the engaged Plumber.
38. All other issues related to hiring/outsourcing required services which are not covered/incorporated in preceding Paras, the decision of the Commandant (Engineer), Central Zone CRPF at Sector-III, Salt Lake, Kolkata-106 in every issue will be final & binding to all concerned.

Signature of Tender Form issuing officer :

Sd/-31-12-2020
DIG(ENGR.)
Dte CRPF, New Delhi.

Signature of Bidder

Instructions for online bid submission**Instructions to the bidders to submit the bids online through the Central Public Procurement Portal for e-procurement at <http://eprocure.gov.in/eprocure/app>**

1)	Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractor/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering.
2)	Bidder should do the enrolment in the e-procurement site using the “Click here to Enroll” option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
3)	Bidder need to login to the site through their user ID/Password chosen during enrolment/registration.
4)	Then the Digital Signature Certification (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/n-Code/e-Mudra of any Certifying Authority recognized by CCA India on eToken/Smart Card, should be registered.
5)	The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6)	Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7)	After downloading/getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked , otherwise bid will be rejected.
8)	If there are any clarification, this may be obtained online through the tender site or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9)	Bidder then logs in to the site through the secured log in by giving the user id/password chosen during enrolment/registration and then by giving the password of the eToken/Smart Card to access DSC.
10)	Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘my tenders’ folder.
11)	From my tender folder, he selects the tender to view all the details indicated.
12)	It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13)	Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online from the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidders Bid documents may be scanned with 100 dpi with black and white option. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14)	If there is any clarification, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15)	The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

Signature of the Bidder

16)	Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the instruction should be uploaded as part of the offer.
17)	While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.
18)	The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instructions.
19)	The details of the DD/any other accepted instructions, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.
20)	The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21)	The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22)	If the price bid format is provided in a spread sheet file like BOQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/BOQ template must not be modified/replaced by the bidder, else the bid submitted is liable to be rejected for this tender.
23)	The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
24)	After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
25)	The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc. in the e-tender system. The bidder should follow this time during bid submission.
26)	All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27)	Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28)	The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
29)	The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
30)	For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone: 0120-4200462, 0120-4001002 or 91-8826246593 or send a mail over to – cphp-nic@nic.in

Signature of the Bidder

BID DATA SHEET

1. Schedule of quantities (Enclosed)
2. Schedule of materials to be issued
To the contractor

Sl No.	Description of item	Qty	Rates in figures at which the material will be charged to the Contractor	Place of issue
1	2	3	4	5
N/A				

3. Tools and plant to be hired to the contractor

Sl No.	Description	Hire charged per day	Place of issue
Nil			

4. Extra schedule for specific requirements documents for the work, if any:-

5. Name of Works : **Approximate estimate of labour wise rate for 04 months (December 2020 to March 2021) day to day or routine repairs are the works which are to be attend on day to day basis such as removing chokage of drainage pipes, manholes, restoration, water supply, all type of electrical works including repair of faulty electrical accessories etc. at Kawakhali, Siliguri, Darjeeling-734012(W.B).**

6. Estimated cost of work : **Rs. 5,17,164.00** /-
7. Earnest Money : **Rs. 10,400/-**
8. Performance Guarantee @ 5% of offered amount of tender to be deposited by a successful contractor/bidder before issuing a work order.
9. Security deposit @ 2.5% of offered amount of tender to be deposited by a successful contractor/bidder before issuing a work order.
10. Officer inviting Tender :- DIGP GC CRPF ,Siliguri.
Maximum percentage of quantity of item of work to be executed beyond which rates are to be determined in accordance with Clauses 12.2 and 12.3 as mentioned in CPWD, General Conditions of Contract.
11. Engineer in charge (Site Incharge) : INSP/ SI (Civil), Group Centre,CRPF,Siliguri
12. Accepting authority:- Commandant Engineer, CZ
13. Percentage on cost of materials and labours to coverall overheads and profits 15%
14. Department :- CRPF, Ministry of Home Affairs, Govt of India.
15. Standard schedule of rates: On the basis of AOR of CPWD
16. Standard schedule of rate :- DSR and AOR of CPWD
17. Time allowed for execution of work :- 04 month.
18. Authority to give fair and : _____
Reasonable extension of time: Commandant (Engineer), CENTRAL ZONE

For completion of work: 04 Month

19. Specification to be followed CPWD 2009 Vol –I and II/latest MES specification with its up to date correction slip /amendments /IScode.

For execution of work : 04 Month

20. Schedule of rates for _____ to be decided on the basis of analysis
Determining rates for _____ on approved labour rates.
Additional altered or _____ and market rates of material

Signature of Tender Form issuing officer

Sd/-31-12-2020
DIG(ENGG.)
Dte CRPF, New Delhi.

Signature of Bidder

NAME OF WORK:- Approximate estimate of labour wise rate for 04 months (December 2020 to March 2021) day to day or routine repairs are the works which are to be attend on day to day basis such as removing chokage of drainage pipes, manholes, restoration, water supply, all type of electrical works including repair of faulty electrical accessories etc. at , Kawakhali, Siliguri, Darjeeling-734012(W.B). (w.e.f. December 2020 to March 2021)

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

Residential :

SL	NAME OF BUILDING	QTY
1.	TYPE-II	256
2.	TYPE-III	32
3.	TYPE-IV	24
4.	TYPE-V	12
5.	TYPE-VI	02
	TOTAL	326

Non residential :

SL	NAME OF BUILDING	QTY
1.	ADM BLOCK	01
2.	SOs MESS	01
3.	ORs MESS	02
4.	GUARD ROOM	01
5.	TRANSFORMER ROOM, GENERATOR ROOM ,PUMP HOUSE	02
6.	OHT AND ITS CONNECTED FITTINGS	02
7.	UNDERGROUND WATER RESERVOIR	02
8.	ONE SEWERAGE TREATMENT PLANTS AND ITS CONNECTED FITTING.	01
9.	BED MINTON COURT, MENS CLUB	01
10.	RUNNING OF 200 KVA D.G. SET	02
11.	FWC	01
12.	10 BED HOSPITAL	01
13.	CYCLE PARKING	03
14.	ALL OTHER ESSENTIAL DUTIES ASSIGNED BY AC BUILDING/BUILDING SO OF WBS HQR	AS PER DIRECTION

Signature of Tender Form issuing officer

Sd/-31-12-2020
DIG(ENGR.)
Dte CRPF, New Delhi.

Signature of Bidder

**GROUP CENTRE SILIGURI, CENTRAL RESERVE POLICE FORCE, KAWAKHALI,
SUSHRUTANAGAR, SILIGURI, DARJEELING-743012 (W.B).****(BUILDING BRANCH)**e-Mail id – gcslg@crpf.gov.in

Tele / Fax No. : 0353 2585407

SCHEDULE OF WORK/QUANTITIES

NAME OF WORK:- Approximate estimate of labour wise rate for 04 months (December 2020 to March 2021) day to day or routine repairs are the works which are to be attend on day to day basis such as removing chokage of drainage pipes, manholes, restoration, water supply, all type of electrical works including repair of faulty electrical accessories etc. at Kawakhali, Siliguri, Darjeeling-734012(W.B). 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 04 months from December 2020 to March 2021.

Sl no	Description of item	No. of skilled(S)/ Semi-Skilled(SS)/ Unskilled (UnS) required per month	qt y	Unit	rate	amount	No of personnel proposed to be employed for the work
1	Day to day Electrical repair and maintenance viz MOEI & fans in residential and non-residential buildings at GC Siliguri. campus for as per details given in Appendix-'A'	A) Electrician(S) – 02	04	Mont hs			
2	Day to day Civil repair and maintenance of residential and non-residential buildings of GC Siliguri. as per Appendix-A	B) Plumber(S) – 01	04	Mont hs			
3	Day to day civil nature maintenance of all residential and non residential buildings of GC Siliguri. as per Appendix-A	C)Mason(S) – 01	04	Mont hs			
4	Day to day maintenance of Sewer lines residential and non residential buildings including cleaning of sewerage lines, Chambers & drainage of the entire campus GC Siliguri. as per Appendix-A	D)Sewer Man(S) –01	04	Mont hs			
Consolidated amount for one month Rs-							

Note: a) The Bidder 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 IGP WBS Hqr as per appendix-A and also the amount payable /charged per individual(category wise).

Note:-

i)The lowest bidder will be decided on overall rate of entire work instead of item (category) wise. Rates quoted by the bidder must be inclusive of applicable G.S.T (Goods and Services Tax) and all other charges if any but excluding EPF & ESI Contributions on the part of Employer as applicable with F.O.R (Site of work) at of DIGP, GC, CRPF, SILIGURI, Kawakhali, Darjeeling-734012 (WB).

ii)The E.P.F & E.S.I contributions on the part of employer in respect of the contract shall be paid by the contractor to concerned department well in time. These contributions on the part of the employer paid by the contractor shall reimbursable by this department on actual basis and on production of receipt of the concerned department. But it should not be more than 17% on total of minimum wages as per notification of Ministry of Labour & Employment, G.O.I.

Signature of Tender Form issuing officer

Sd/-31-12-2020

DIG(ENGR.)

Dte CRPF, New Delhi.

Signature of Bidder

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, GC, CRPF, SILIGURI, Kawakhali, Darjeeling-734012 (WB).
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 all 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.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Signature of Bidder

PERFORMANCE STATEMENT OF SIMILAR COMPLETED WORKS

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 on :

Signature of the Bidder

**QUESTIONNAIRES THAT REQUIRES SPECIFIC ANSWER BY THE BIDDERS
FOR PATICIPATION IN BID FORMALITIES**

[Bidder may please note that if the answer so furnished are not clear and/or are evasive, the tender will liable to be ignored]

S/N	Questions/Information that require specific answer	Specific answer by the Bidder/Vendor/Contractor
1.	e-Tender Enquiry No. and date in which firm is participating	
2.	Name & full address of the firm/contractor along with contact number and e-mail id	
3.	What is the permanent Income Tax A/C No? (Copy of PAN must be uploaded with the bid in e-procurement portal)	
4.	Status of the firm (Single proprietary/ partnership firm)	
5.	Deptt./Organization (Central/State Govt. or other PSU etc) with which the firm is registered for the tendered work along with following details	
	i) Registration No. with date of issue	
	ii) Registration issued by	
	iii) Registration valid up to	
6.	What is the GST Registration No. of the firm? (Copy of GST registration certificate must be uploaded with the bid in e-procurement portal)	
7.	Banker details of the firm:-	
	i) Bank Name, Branch and Bank Account No. (Core branch only)	
8.	ii) IFSC Code of the branch	
9.	iii) Whether branch is NEFT/RTGS enabled or not?	
10.	Full name & address of the person signing the bid documents (In block letters)	
11.	Whether signing as proprietor/partner/ constituted attorney/ duly authorized by company	
12.	Signature of the witness along with name and address in block letter along with contact number.	

Signature of the Bidder

Check list for Bidder/Vendor/Contractor

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

S/N	Requirements to be checked by the Bidder before submission of the tender	Compliance (To be indicated With “YES” after Compliance of the requirements)
1.	Whether Bidder has submitted required Earnest Money Deposit (Bid security) if applicable as specified in Schedule to Tender? If not then for getting exemption whether relevant papers with the bid documents has been submitted?	
2.	Whether the Bidder has quoted rate (monthly rate of each category of service) only as per price bid format/B.O.Q along with tender documents at e-procurement site http://eprocare.gov.in/eprocare/app.?	
3.	Whether the rates have been quoted inclusive of applicable G.S.T (Goods and Services Tax) and all other charges if any but excluding EPF & ESI Contributions on the part of Employer as applicable with Site of work at The DIGP, GC, CRPF, SILIGURI, Kawakhali, Darjeeling-734012 (WB)?	
4.	Whether the Bidder is agreed with the condition of the tender that the offer is valid for acceptance till 90 days from the opening of bid and subject to acceptance of bid for purchase the rate will remain valid during the entire contractual period also?	
5.	Whether the Bidder is agreed with the Tolerance Clause of the Tender Enquiry?	
6.	Whether the bidder having past experience for <u>similar works</u> in Government department. [If yes, Bidders should give their past performance in the specified format given in the Tender documents (Appendix-D)]	
7.	Whether the Bidder is agreed to the Arbitration clause of the Tender Enquiry?	
8.	Business dealing with their firms has not been banned by any Government/ Private Agencies.	
9.	Whether each and every page of the Bidder documents has uploaded in e-procurement web site duly signed by the authorized signatory under the seal of the firm?	
10.	Whether the Bidder have mentioned their address for communication with Telephone and Fax Number?	
11.	Whether all the Points under heading “Terms & Conditions” and “Additional Conditions” are abided by the contractor?	
12.	Whether all the requisite documents as asked in Para 07 (a) of II (Terms & conditions of tender enquiry) have been submitted by the Bidder online as well as manually ?	

Signature of the Bidder

PERFORMA FOR BANK GUARANTEE FOR SUBMITTING EARNEST MONEY

(ON BANKS LETTER HEAD WITH ADHESIVE STAMP)

To

The Inspector General of Police,
Group Centre,CRPF
Kawakhali, Sushrutagar,
Darjeeling -743012 (W.B)

Dear Sir,

In accordance with your invitation to Tender No..... M/s. hereinafter called the Bidder 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 Bidder 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 Bidder 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 Bidder withdraws the said tender within 90 days after opening of tenders OR
- 3. The Bidder 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 of2020.

(Sig. of the authorized officer of the Bank)

Name and designation of the officer.....

Name and address of the Bank

.....
Banker’s common seal