

Tender



**Annual Maintenance Contract (AMC) of 300 KL
UGT(WTP) at GC CRPF Sonapat (HR.)**

INDEX

S. No.	Particulars	Page No.
	PART 1 (TECHNICAL BID)	
1	Notice Inviting Tender and Schedule of Tender	01-05
2	Form of Tender	06
3	Prequalification criteria	07
4	General conditions of the contract	08-13
5	Special conditions of the contract	14
6	Basic Information about bidder	15
7	Performa of Bank Guarantee for furnishing performance security deposit	16
8	Work Experience	17-19
9	Tender Acceptance Letter	20
10	Bid Security Declaration Certificate	21
11	Affidavit on a non-judicial stamp paper of Rs.100/- Duly Notarized	22
	PART 2 – Price Bid	
12	Bill of Quantities	23

INVITATION TO TENDER
CENTRAL RESERVE POLICE FORCE
OFFICE OF THE DY. INSPECTOR GENERAL , GROUP CENTRE, CRPF, SONEPAT HARYANA-
131021, Tele/Fax : 0130-2973903.

Tender Notice No. B.V-1/2021-22-GC-SPT (BLDG)

Dated 24th November' 2021.

DIG cum Estate Officer , GC, CRPF Sonapat (HR.) for and on behalf of the President of India, invites online tenders under two bid system (Technical and Financial bid) from eligible, approved / registered contractors from Central or State Govt./ Union Territory / CPWD registration for Annual Operation and Maintenance Contract of existing UGT (WTP) (300 KL/Day Appx.). SH: Supplying of operators (Skilled labour), visit of Sr. technical executive, supplying of required material for bacteria development, analysis of treated water and maintenance of pumps, motors, starters etc. at GC, CRPF Sonapat (Haryana) for a period of 12 months w.e.f. "the date of start of the contract".

SCHEDULE OF TENDER

Name of Work	Annual Operation and Maintenance Contract (AMC) of existing UGT (WTP) (300 KL/Day appx.). SH: Supplying of operators (Skilled labour), visit of Sr. technical executive, analysis of treated water and maintenance of pump, motors, starters etc. for a period of 12 months w.e.f. "the date of start of the contract".
Plant Capacity	UGT(WTP) - 300 KL/Day (Approx.)
Estimated Cost	Rs. 12,92,808.00
Date of issue of tender document	On 24/11/2021
Due date & time for submission of tender online	On or before 1100 Hrs on 09/12/2021
Due date & time for submission of tender offline	On or before 1600 Hrs on 09/12//2021
Time and date of opening of online / offline e-tender	On 10/12/2021 at 1000 Hrs.

Deputy Inspector General, GC, CRPF Sonapat (HR.) invites tenders for Annual Operation and Maintenance Contract (AMC) of 300 KL UGT (WTP) at Group Centre, CRPF Sonapat (HR.). Intending tenderers must read the terms and conditions carefully and submit their tenders if they consider themselves eligible and are in possession to submit all required documents online by **time 1100 Hrs & offline 1600 Hrs on 09/12/2021.**

This NIT (tender document) can be downloaded from our website at <https://crpf.gov.in/tenders.htm> and <https://eprocure.gov.in/eprocure/app>. No separate hard copy of this tender shall be issued by Deputy Inspector General , GC, CRPF Sonapat (HR.) /CLIENT and tenderers are requested to submit Tender documents in online through <https://eprocure.gov.in/eprocure/app> in pdf form duly signed but EMD and Bank Guarantee required in both online and offline well before the date of opening tender to avoid last minute rush.

1. This contract is valid for one year period and may be extended by six months with the mutual consent of both parties and the contractor is responsible for Annual Operation and Maintenance Contract (AMC) of 300 KL UGT or WTP at Group Centre, CRPF Sonapat (HR.). for 1 year.
2. Bidders are requested to submit TECHNICAL BID online/offline to OFFICE OF THE DEPUTY INSPECTOR GENERAL, GC, CRPF, SONEPAT (HARYANA)-131021 and financial bid must be submitted through ONLINE at <https://eprocure.gov.in/eprocure/app> in pdf form duly signed. Last date for the submission of offline tender is **09/12/2021 by time 1600 Hrs.** and the technical bids shall be opened on next day at **1000 Hrs.** Representatives of the bidders may be present during the tender opening process. Price bids shall be opened after scrutiny of the Technical bids. Price bids will be opened only of those

Signature and Seal of the Tenderer

bidders who have successfully qualified the eligibility criteria in the Technical bid.

NOTE: - Bidders are requested to submit TECHNICAL BID online/offline to OFFICE OF THE DEPUTY INSPECTOR GENERAL, GC, CRPF, SONEPAT (HARYANA)-131021 and financial bid must be submitted through ONLINE only.

3. Bidder shall submit earnest money deposit (EMD)/Bid Security as per the amount mentioned here:

S.N.	Services	EMD amount (Rs.)
1.	Annual Operation and Maintenance Contract of Existing UGT(WTP) (300 KL/Day Appx.). SH: Supplying of operators (Skilled labour), visit of Sr. technical executive, supplying of required material for bacteria development, analysis of treated water and maintenance of pump, motors, starters etc. at GC, CRPF Sonipat (Haryana) for a period of 12 months w.e.f. "the date of start of the contract".	Nil. Bid security declaration certificate is required in lieu of EMD.

4. "Technical bid" shall contain:

- a) Original copy of Bid security declaration certificate in lieu of EMD as mentioned above should be submitted along with tender.
- b) Tender Document duly signed and stamped on each page without the price bid. Price bid is to be submitted separately through ONLINE.
- c) Power of attorney authorizing the person to sign the tender.
- d) Copy of License issued by Central or State Govt. /union territory / CPWD registration details of appropriate class (Composite tenders).
- e) Relevant document for past experience as per prequalification criteria.
- f) Copy of last year VAT/Tax returns or certificate.
- g) Certified copy of Average Annual Turnover of the firm.
- h) Any other additional documents which firm wishes to submit.
- i) Registration Certificate of GST No.
- j) Labour license.

5. "Price Bid" shall contain

- a. Financial Bid will be opened on some suitable date, which will be communicated later on, after scrutiny of the technical documents submitted by tenderers in Technical Bid. Price Bid shall be opened only in respect of those tenderers who are found to be eligible as per the criteria specified by User/CLIENT and have complied with all the requirements in tender documents.
- b. Price Bid should not contain any condition whatsoever it may. Conditional bids shall be rejected.
- c. "Price Bid" shall be submitted online only.

Note:-Tenders received in the single Bid system i.e. having the technical as well as financial bid in the same cover will be liable to be ignored. Incomplete/wrong technical bids/will also result in rejection of the bid.

6. If the last date of receipt or opening of the tenders happens to be a holiday for User/CLIENT, then the receipt and opening of the tenders shall be shifted to next working day without change of time and venue.
7. The tender for the works shall remain open for acceptance for a period of **180 Days** from the date of opening of tenders. If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the department, then DIG cum Estate officer GC, CRPF Sonipat (Haryana), shall, without prejudice to any other right or remedy, be at liberty to suspend the tenderer for the period of 02 Years from being eligible to participate and submit bids for T/E or any contract with the procurement entity (CRPF). Further the tenderer shall not be allowed to participate in the retendering process of the work.

Signature and Seal of the Tenderer

8. The tenderer should quote the rates in figures as well as in the words. In case, discrepancy is found in the rates in words and figures, then the rates quoted in words shall be taken as correct.
9. The tender document must be filled in English. If any of the documents are missing or un-signed in price bid, the bid shall be considered invalid. In case of technical bid, the details of incomplete or missing documents will be intimated to the tenderer and the tenderer has to submit all those documents within 4 days after communicating the same, in case the tenderer fails to submit the required documents within 04 days the tender is liable to be rejected.
10. The bid may be rejected if any bidder proposes any deviation from the prescribed requirement. User/CLIENT reserves the right to accept or reject any /all tender/s in part or whole of any firm / firms without assigning any reasons for doing so.
11. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.
12. Before quoting, the tenderer shall inspect the site, to fully acquaint himself about the condition in regard to accessibility of the site, working condition of site, locality including installations of tools and plants (T&P) and local authority regulations / restrictions if any , conditions affecting accommodations and movement of personnel etc. required for the satisfactory execution of the work contract. No claim whatsoever on such account shall be entertained by the User/CLIENT in any circumstances.
13. User/CLIENT does not bind itself to accept the lowest or any tender at all. User/CLIENT also reserves the right to negotiate or partly accept any bid or all tenders received without assigning any reasons thereof.
14. Any discrepancies, omissions, ambiguities in the tender documents, if any, or any doubt as to their meaning should be reported in writing to office of THE DEPUTY INSPECTOR GENERAL, GC, CRPF, SONEPAT (HARYANA)/Client who will review the queries and if information sought is not clearly indicated or specified, User/CLIENT will issue clarifications to all the tenderers which will become part of the Tender Document. User/CLIENT will not be responsible if the discrepancies, omissions, ambiguities in the tender documents or any doubts as to their meaning are not brought to the notice of User/CLIENT before three working days prior to the last date of submission of the tender.
15. User/CLIENT also reserves the right to divide and distribute the work to more than one tenderer at its sole discretion.
16. The Contractor whose tender is accepted will be required to furnish **PERFORMANCE SECURITY** for an amount of three percent (**03%**) of the value of the contract within **07 days**. This guarantee shall be in the form of Deposit at Call receipt of any scheduled /Banker's Cheque of any scheduled Bank/Demand DRAFT/Client or any scheduled bank/Pay Order of any scheduled bank or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled banker the State Bank of India in accordance with the form annexed hereto. In case a fixed deposit receipt of any Bank is furnished by the contractor to the Government as part of the performance guarantee and the Bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the Government to make good the deficit. 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.
17. 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.
18. Labour engaged should be multitasking in nature. They can be employed wherever is required.
19. THE OPERATION SHALL BE AS UNDER: -

Signature and Seal of the Tenderer

- i) The timing will however be decided by the Competent authority and the same shall be final and binding on the contractor
- ii) Authorized representative from department
 - A/C (Building)
 - INSP/CIVIL or SI/CIVIL
- iii) Qualification and experience and Physical fitness required for operation staff.
- iv) The UGT (WTP) shall be operated round the clock and the hired staff will attend to repairs (like replacing fuses, filling of lubricants, tightening of nuts, bolts etc. The hired staff/labour shall also take care of the upkeep of the area of the UGT (WTP) (cleaning of screens, grit chambers, surroundings etc.
- v) The UGT (WTP) have to be maintained round the clock in all the 3 shifts.
- vi) The prospective contractor shall undertake preventive maintenance of the equipment.
- vii) Third party sampling and analysis shall be got done by the prospective contractor once every month and will submit the original report (waste water analysis & treated water report) to DIGP, GC, CRPF, SONIPAT, (Haryana),
- viii) CRPF will not provide any accommodation and transportation for the operators during the contract period.
- ix) Immediately after award of work, the contractor shall submit a list of persons with police verification 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.
- x) All waste material will be disposed off by concern firm/agency.
- xi) The contractor should make minimum fair wages to the staff as per prevailing labour laws. He will be responsible for deduction of ESI, EPF etc of labour/worker and to comply labour laws issued by the concern departments.
- xii) All the workmen engaged for the work shall be group insured 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.
- xiii) The 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.
- xiv) 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.
- xv) The contractor shall note that the work should be taken up in its true spirit therein promptness; punctuality and professionalism are of utmost significance, and which cannot be compromised upon. The workmen employed on the job shall be polite natured and well-mannered. In case it is observed that one or more workmen are felt to be impolite, or behaving badly, the Competent authority or his authorized representative or INSP/Civil are liable to issue notices to the contractor in writing directing immediate replacement of such workmen.
- xvi) The successful tenderer should take over the UGT(WTP)/installation for operation and maintenance from the date of award of work and hand over back to the department in good working condition after expiry of the contract.
- xvii) The contractor/tenderer will be responsible for depositing all taxes related to CGST/SGST etc.
- xviii) All the workmen engaged for the work shall not use any android mobile phone (in built camera) during working hours in this campus. Photography and videography of this campus or any building is highly prohibited.
20. Labour/worker of Firm/agency will not be employee of CRPF and they will not ask any

Signature and Seal of the Tenderer

- employment in CRPF for doing above work.
21. In the count of contractor not completing the work successfully his performance security will be forfeited after issue of Notices & show cause Notice.
 22. The successful bidder(s) shall execute an agreement at its own cost on non-judicial stamp paper of Rs.100/- with User/CLIENT in accordance with the standard format provided by User/CLIENT within 10 days from date of issue of work order.
 23. For any clarification you may please contact Deputy Inspector General , GC, CRPF Sonapat (HR.) Tele/Fax: 0130-2973903.

Sd/-24/11/2021
DIG cum Estate Officer ,
GC, CRPF Sonapat (HR.)
For and on behalf of the President of India.

3. FORM OF TENDER

To,

The Deputy Inspector General ,
GC, CRPF , Sonepat (HR.)

R/ Sir,

Notice inviting tender – Annual Operation and Maintenance Contract (AMC) of 300 KL UGT (WTP) at Group Centre, CRPF Sonepat (HR.).

- 1 I / We have examined the Scope of Works, Schedule of Quantities and Terms and Conditions relating to the tender for the said works after having obtained the Tender document invited by you and are submitting our offer for the following services:-
 - a.
 - b.
 - c. etc.
- 2 I / We have visited the site, examined the site of works specified in the Tender Document and acquired the requisite information relating thereto as affecting the Tender.
- 3 I / We hereby offer to execute and complete the works in strict accordance with the Tender Document at the item rates quoted by me / us in the attached Schedule of Quantities in all respects as per the specifications and Scope of Works described in the Tender Document and the Annexure containing Terms and Conditions.
- 4 In the event of this tender being accepted, I/We agree to enter into and execute the prescribed Agreement with User/CLIENT as per the prescribed format.
- 5 I/ We agree to pay all applicable Government Taxes prevailing from time to time.
- 6 The rates quoted by me / us are firm and shall not be subjected to variations on account of fluctuation in the market rates, taxes or any other reasons whatsoever during the period of contract.
- 7 Should this tender be accepted, I / we hereby agree to abide by and fulfill all the Terms and Conditions and Provisions of the said Contract Document annexed here to.

Name of the person authorized to sign and submit the Tender

I).....
.....

II).....
.....

Yours faithfully

Place

Date

Signature

Seal

Signature and Seal of the Tenderer

3. PREQUALIFICATION CRITERIA

Service wise Minimum Eligibility Criteria for qualification of tenderers is as follows:

The Bidding Firm/Company:-

1. Should have experience during the last 03 years of experience in the respective field(s) in which bidder is quoting.
2. Should have successfully completed or currently providing services in last 03 Year, in the respective field, in which bidder is participating:
 - i. Three similar completed works costing not less than the amount equal to 40 % of the estimated cost.
 - Or**
 - ii. Two similar completed works costing not less than the amount equal to 50 % of the estimated cost.
 - Or**
 - iii. One similar completed works costing not less than the amount equal to 80 % of the estimated cost.
3. A Certified copy of Work/Purchase orders and Completion certificates issued by the client should be enclosed and need to be produced before User/CLIENT, whenever called for verification purposes.
4. Bidder should have annual average turnover during the last three years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost .
5. Bidder should submit audited balance sheets / P&L account and Income Tax Return certificates duly certified by the CA, for the last 3 financial years.
6. Bidder should submit list of all tools, plants, machinery and Technical personnel to be employed on the proposed work.

Note: Any false and/or inadequate information may result in rejection of the tender.

Signature and Seal of the Tenderer

4. GENERAL CONDITIONS OF THE CONTRACT

1. Tenderers are advised to visit the sites and thoroughly understand the nature and scope of the works and be familiar with the site conditions before quoting.
2. Quoted rates should be workable, reasonable and should include incidental and all overheads and profits. The Tenderer will furnish Rate Analysis for scrutiny of the rates by User/CLIENT.
3. Monthly payments will be made based on the bills submitted by the Contractor and certified by the concerned Estate officer to the effect that the works / complaints recorded in the registers/software are attended and rectified as per the scope of the work. The Contractor has to get the Signature of Estate officer after completion of the respective works on the formats enclosed/given for respective work and should submit all these with the bill. Same bill will be forwarded to PAO/RPAO for further drawl action and TDS, Labour Cess and other taxes will be deducted from the bill of contractor by PAO/RPAO, CRPF as per norms. Advance or immediately payment cannot be made.
4. Any discrepancy in settlement of bills may be brought to the notice of User/CLIENT within a period of one month after the settlement of the Bills. User/CLIENT will not entertain any claim regarding any dispute in settlement of the bills after stipulated time.
5. Income Tax, GST-TDS and other taxes, as applicable, will be deducted from total payment due to the Contractors.
6. All works, complaints / instructions given by the respective authorities covered under the Annual Maintenance Contract are to be attended on the same day. In case of delay in attending the work in time, User/CLIENT will be at liberty to get the work done through any other agency and the cost therefore shall be recovered from the Contractor at the discretion of User/CLIENT.
7. The Contractor should have valid license relating to his Contract as per the existing laws and the workmen employed by the Contractor should also have the experience in their trade.
8. The Contractor should arrange to obtain necessary **insurance cover i.e. (i) Workmen Compensation policy and (ii) Contractors All Risk Policy (CAR policy)** for his employees at his cost and should be responsible for the safety of persons employed by him. The original Insurance Policy should be submitted to User/CLIENT immediately after award of work. The CAR policies are required to be at least 1.25 times of the contract value.
9. Personnel employed for operation of 300 KL UGT (WTP) should have experience of Operation , maintenance & services of respective services and equipments and all personal records should be maintained by the contractor.
10. Technical man power should be provided by successful bidder to execute the specialized work.
11. User/CLIENT shall not be responsible for the release of benefits, such as salary, leave, Provident Fund, ESI, Pensioner benefits or allowances to the staff employed by the contractor. User/Client will not be held responsible for any Accident/injury / carrying out default work and any statutory levied by the govt./state government.etc. Excess payment due to any changes in the Minimum Wages Act or in any other labour legislation/provisions or other statutory obligations during the validity period of the contract shall be the responsibility of the contractor.
12. The Contractor shall be fully responsible and shall indemnify User/CLIENT with suitable Insurance cover in

Signature and Seal of the Tenderer

the event of any damage to men or material, injury / damage or death as the case may be, caused directly or indirectly due to the negligence of the Contractor or his agents and / or his employees or workmen. The decision of User/CLIENT in this regard shall be final and binding.

13. The contractor shall pay the personnel deployed in User/CLIENT premises, their wages in accordance with the **Minimum Wages Act, 1948** (amended time to time) on a monthly basis. The contractor shall also make PF contribution, ESI contribution and or any other statutory contribution in respect of the personnel deployed by them in User/CLIENT. Contractor shall indemnify User/CLIENT for this. Contractor shall present the proof of the same along with the bill.
14. The contractor will be responsible and ensure timely payment to its personnel deployed in the premises and compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance, etc. in respect of the persons deployed by them in User/CLIENT and under intimation/in the presence of User/CLIENT officer. The Contractor shall be responsible to fulfill all the obligations in connection with the workers employed by it for the purpose of the Contract and all the Statutory and other liabilities if any including minimum wages of Central/ State Govt. (whichever is higher shall be applicable) , leave, salary, uniform, identity cards, ex-gratia, ESI, Provident Fund, Workman Compensation, if any, etc. (as applicable) in connection therewith shall be on the Contractor account and payable by the concerned Contractor. The contractor shall liaise with Labour Deptt. of State Govt. / Central Govt. and comply with all necessary regulations/instructions in this regard.
15. All the Standard Conditions of the Contract shall be binding on the parties as per Indian Contract Act and prevailing Rules. The Contractor shall comply with all the applicable Acts, Rules, Regulations and Law (s) for entering into Maintenance Contract and the User/CLIENT will not in any way be liable or responsible for any default / irregularities / penalties on the Contractor's part.

The following requisites are to be fulfilled by the contractor:

- a. Time schedule of works.
- b. Presence of required number of the persons at the site as per contract.
- c. Maintain desired quality of the work as per specification.

The penalties for not complying with the above are indicated in Special Conditions of contract.

16. The contractor shall, for all intents and purposes, be the “Employer” within the meaning of different Labour Legislations in respect of skilled and unskilled personnel so employed and deployed in User/CLIENT and the manpower so employed and deployed in User/CLIENT shall remain under the overall control and supervision of the contractor. The persons deployed by the contractor in User/CLIENT shall not have claims of Master and Servant relationship (implicitly or explicitly) between him/her/them and User/CLIENT nor have any principal and agent relationship with or against the User/CLIENT. The contractor's personnel shall not claim any benefit/ compensation /absorption /regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
17. No additional payment shall be made if contractor keeps more staff at site for completing the pending work or if the minimum staff strength is not able to perform satisfactorily as per the contract provision.
18. The Contractor or his authorized representative should visit the site as per requirement and meet Estate officer with prior appointment for any clarifications and to receive instructions, etc. at the site.
19. Any act of indiscipline / misconduct / theft / pilferage on the part of any employee engaged by the Contractor resulting in any loss to User/CLIENT in kind or cash will be viewed seriously and User/CLIENT will have

Signature and Seal of the Tenderer

the right to take legal action along with levy damages or fine and / or even terminate the Contract forthwith, if necessary.

20. In the event of breach of contract by any of the party the aggrieved party has the right to go for arbitration.
21. The Contractor shall immediately give notice thereof in writing to the authority as indicated in Scope of work but shall never the less use constantly his best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Estate officer to proceed with the Works. Then EOT for that work is provided and no penalty imposed to him.
22. In case of any default or failure on Contractor's party to comply with all / any one of the Terms / Conditions, User/CLIENT reserves the right to take necessary steps to remedy the situation including, inter-alia, the deduction of appropriate amount/s from dues otherwise payable to Contractor and/or by taking recourse to appropriate recovery proceedings. The contractor shall keep User/CLIENT indemnified against all claims whatsoever in respect of the manpower deployed by it in User/CLIENT. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the contractor to contest the same. In case User/CLIENT or its employee is made party and is supposed to contest the case, User/CLIENT will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to User/CLIENT or any person authorized by User/CLIENT, on demand. Further, the contractor will ensure that no financial or any other liability comes to User/CLIENT or its employee in this respect of any nature whatsoever and shall keep User/CLIENT or any employee of User/CLIENT indemnified in this respect.
 - (a) For any dispute, the decision of User/CLIENT shall be final and binding upon the contractor. However, any dispute or difference whatsoever arising on any matter concerning this contract between the parties out of or relating to the services, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled through court of law Chandigarh.
23. The Contractor should not at any time do, cause or permit any nuisance on the site / do anything which shall cause unnecessary disturbances or inconvenience to the occupants/ visitors at site or near the site of work.
24. The personnel deployed by the Contractor can use the common facilities such as drinking water, toilet, etc. if any, provided at the premises. However, it should be ensured that the same should be kept in hygienic condition.
25. The work should be carried out with minimum inconvenience to the occupants. The workmen employed by the Contractor should abide by the Rules and Regulations maintained by User/CLIENT in the premises, especially in respect of working hours, entry of the workers to the premises, interpersonal relation with the occupants, etc.
26. The contractor shall promptly and timely obtain all such consents, permissions, approvals, licenses etc., as may be necessary or required, in accordance with this Tender. The Contractor should obtain approvals, if any, necessary for the work from the Statutory Bodies on behalf of the USER/CLIENT. The Contractor shall assist the User/CLIENT fully in respect of any liaison with the Municipal or any other Authority for necessary approval / permission with regard to the maintenance works. The fees and other statutory charges, if any, will be reimbursed to the Contractor based on the original receipts produced to the User/CLIENT.
27. The Contractor shall ensure that the employed staff shall not undertake any private work inside or outside User/CLIENT's residential/Office premises.

Signature and Seal of the Tenderer

28. The engaged staff shall also undertake other specific work related with/without housekeeping works and other works during working hours, if required.
29. **Termination of agreement:**“If the services of the contractor are not found to be satisfactory, the contractor will be given a notice, with a **notice period of 30 days**, to improve his services. If the contractor fails to improve his services within the Notice period, User/CLIENT shall have the discretion to terminate the contract either in part or in whole, on any day after the expiry of the said notice period. Also the contract may be terminated if :-
- (a) the contractor commits a breach of any terms and conditions of this agreement and/or
 - (b) the contractor is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed for any part of the assets or property of contractor and/or
 - (c) for any reason whatsoever, the contractor becomes disentitled in law to perform his obligations under this agreement and/or
 - (d) there is any variation in the ownership/partnership or management of the contractor or his business without the prior approval in writing of the User/CLIENT to such variation.
30. In the event of termination of this agreement for any reason whatsoever, the contractor/or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from the User/CLIENT by way of compensation, damages or otherwise.
31. On site storage space will be provided to the Contractor subject to availability. However, the Contractor may erect temporary sheds for storage purposes at his cost with the permission of the User/CLIENT. User/CLIENT will not be responsible for Contractor's materials. The Contractor may be required to vacate the storage space and sheds as per exigency without any extra cost to User/CLIENT. If any statutory charges are required to be paid for erection of sheds, the same should be borne by the Contractor.
32. The Contractor shall provide all necessary Tools & Plants materials or any other equipment, materials, labour, etc. and no payment in this regard will be made by User/CLIENT. The Contractor shall supply, fix and maintain all the scaffoldings, jhulla, safety belt, extra labour to hold ladders/jhoolas, T&P, etc., at his cost during the execution of any work and remove them as soon as the work is completed, without causing any damage to User/CLIENT's property.
33. The Contractor shall not directly or indirectly transfer, assign or sublet the Contract or any part of it, without written permission of User/CLIENT. But he can engage various licensed agencies/agencies for carrying out different works.
34. While submitting the monthly bill for AMC, the contractors have to submit all the required documents / statements as desired by User/CLIENT. Contractor will not link payments to his labours with the settlement of his bill by User/CLIENT.
35. It is the contractor's responsibility to co-ordinate with other service providers viz. companies, municipality etc. for completion of the work, if required and attending to the work along with liaisoning with local bodies including making payments to statutory bodies. shall reimburse the payments for such works on production of valid receipts. No other charges for such works shall be payable.
36. The Contractor will also provide a Tests Certificate every month of effluent water before and after treatment and certificate have to be obtained from the Pollution Control Board, For B.O.D, C.O.D, PH, TSS, and O&G etc as called for.
37. The Contractor should maintain logbook, on site test reports etc. up to date as per IS.
38. It will be the responsibility of the contractor for operating the pumps erected inside the pump house for water supply and constructed beside the tanks, taking care to check the levels of Water in the UG sump.
39. Maintaining of the pumps and clearing any chokes / blocks in the conveyance lines lying throughout the CRPF campus (refer as built drawings with CRPF) using suitable means as recommended by CRPF Campus.
40. Maintaining in a neat condition all the lightings / fittings as detailed below and handing over the same to CRPF on expiry of the O&M period.

41. Motors & Pumps:-

- a) Cleaning and tightening of all screw connections and terminals on controllers.
 - b) Examining of fuse contacts and terminals for cleanliness and tightness.
 - c) Checking the pump immediately after starting the motor, to see if the pump is generating the rated head, by reading the pressure gauge. Painting of pipes, motor covers etc once a year.
 - d) Checking for any undue vibration of stuffing boxes.
 - e) Checking of glands for overheating and leakage. Gland packing around the pump set is adjusted to permit only a slight leakage of droplets of water to cool and lubricate the shaft.
 - f) Checking if the voltage fluctuation is within the permissible limit of 420-440V.
 - g) Checking of current rating and actual loading of motor to prevent overloading, by frequently monitoring the ammeter reading.
 - h) Ensuring that the water level in the water source does not drop more than 1 meter above foot valve and water at the receiving end is not wasted by over flow. Checking the bearings of the pump periodically and applying grease sufficiently.
 - i) Checking the gland packing once in two months.
 - j) Checking the valves and pressure gauges and tightening the gland at closer intervals when too much leak of water occurs.
 - k) Checking the exhaust pump, its auxiliaries and impeller periodically.
 - l) Operating of submersible pump once a week, and its maintenance.
42. Other Duties: Daily entries will be recorded in the logbook as per CRPF requirement and get verified by the Engineer-in-charge of CRPF. Any complaint noticed shall be reported to Engineer-in-charge.
 43. The Contractor shall supervise and maintain the UGT (WTP) maintenance work every day and maintain a logbook as per guidelines of the Operation Manual.
 44. The short-listed contractor will submit a monthly maintenance schedule of all equipment's for approval before commencing operating of the system. Sump Pump required to be maintained by the Contractor installed in the UGT (WTP) plant.
 45. Precaution against any fire hazards or other damages to Plant and equipment shall be arranged by the firm/ agency / contractor. CRPF shall remain indemnified by the contractor from any encumbrances /loss on this account.
 46. The firm/ agency/ contractor shall fulfill the requirement of various law.
 47. Enforcing agencies / local authorities, such as Pollution Control Board, DPCC, Directorate of Electricity Safety, fire etc., by taking their approvals as required.
 48. The firm/ agency/ contractor will be responsible for the safety of their deputed staff during the performance of their duty at CRPF site.
 49. In case any of staff is not found up to mark and not able to do work properly, he will have to be changed as per the instruction of CRPF.
 50. In case of any problem with the equipment, the firm/agency/contractor shall inform IIITD immediately.
 51. Contractor should provide all tools and tackles as required for proper running to functioning of UGT (WTP). Also, minimum testing kits to be provided for onsite testing of water.
 52. Dismantled / replaced parts should be handed over to CRPF Engineer in- charge or its representative.
 53. Work involves running operation and maintenance of UGT (WTP), filtration Plant Pump Set, spare and Electric Driven Pump Set etc.
 54. The Contractor has to do all minor repairs, for which no additional labour charges will be paid. However, for any spares/materials replaced, actual charges will be paid as per the bills from the authorized/dealers after ascertaining the rates on submission of original bills (except damage caused to any machinery/plant due to negligence of contractor), and such materials to be checked-in through Security Department as evidence being materials brought in.
 55. The Contractor should make a service report for all the maintenance jobs carried out and get it counter signed by the Engineer-in-charge. The Institute will provide the necessary registers.
 56. The Contractor has to carry out testing of water at the regular interval of every month and whenever felt necessary as instructed to do so by the institute and furnish the test reports to the Engineer-In-

charge on priority. The cost of tests to be borne by Contractor.

57. Applicable Law: -

- a) The contract shall be interpreted in accordance with the Laws of the Union of India. Contractor shall be solely responsible for compliance of all labour laws, payment of fair wages/ salaries and allowances to his personnel that might become applicable under any new act, law or order of Government of State / Central. CRPF shall have no liability whatsoever in any manner.
- b) Central minimum wages to be complied with - The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, and Contract Labour (Regulation and Abolition) Act, 1970, amended from time to time and rules framed hereunder and other labour laws affecting contract labour that may be brought into force from time to time.
- c) Notwithstanding the provisions stated above, the service provider shall not be liable for forfeiture of its performance security, penalty or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of force majeure.

58. Security Deposit / Performance Guarantee:

The Agency shall furnish a Security Deposit in the form of Bank Guarantee within two weeks of award of work (from any one of the Nationalized Bank or SBI) or by Demand Draft for 3% of the total Contract value of one year. This Security Deposit should be furnished within 10 days of the issue of the contract order. This Security Deposit will not bear any interest. The Security Deposit will be refunded 60 days after satisfactory completion of the contract. In case the Security Deposit is to be furnished in the form of Performance (Bank) Guarantee, it should be valid for 2 months beyond the contract period for lodging the claims, if any.

We / I accept all the Terms and Conditions in all respects without any reservation.

Place:

Signature of the Tenderer:

Date:

Name and Seal:

Address: _____

Signature and Seal of the Tenderer

5. SPECIAL CONDITIONS OF THE CONTRACT

1. If a bidder / tenderer quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered”.
2. Temporary I-card will be issued by the estate officer to skilled labour /operators/ Supervisor, so that frequent movement can be done for the sake of speedy resolution of complaints. However labour camp will not be permitted in the CRPF premises CRPF is not responsible for any type of arrangement of labour camp. Contractor is solely responsible for the accommodation & timely wages to their staff.
3. User/CLIENT does not bind itself to accept abnormally low bids. The rates quoted by the tenderer/bidder should be able to demonstrate the capability of the tenderer/bidder to deliver the contract at the offered price. Abnormally low bids/rates will be subject to analysis by User/CLIENT. If required, User/CLIENT may call written clarification from bidder, including detailed price analysis of the bid price in relation to scope, schedule, allocation of risks and responsibilities and any other requirements of the bid document and tenderer/bidder shall have to furnish Rate Analysis for the scrutiny of rates by User/CLIENT within stipulated time. User/CLIENT reserves the right to reject the bid if bid is found to be abnormally low to deliver/perform the contract.”
4. The appointed contractor is required to generate End of the Day (EoD) reports on status of works, labour deployed, etc. to the concerned officer of the user/ client..
5. Contractor shall follow the prescribed formats/procedures for official documentation like registers, etc. as stipulated by User/CLIENT from time to time.
6. In case of emergency work, no extra payment for working in odd hour will be made.
7. The property will be handed over to the Contractor on 'as is where is' basis and the contractor shall ensure proper service to a reasonably satisfactory level.
8. User/CLIENT reserves to change scope of work or the number of labours during the contract period.

Declaration by the Contractor

We / I have read and understood the Scope of Work and special terms and conditions for the AMC works for 300 KL UGT (WTP) and we / I have taken into account the above while quoting the rates. We / I accept all the above points without any reservation from our / my side, in all respects.

Further, we / I also declare that no prohibitive things/banned chemicals will be used, which are harmful to human life.

Sign

Date & Place Address

Signature and Seal of the Tenderer

I. Basic Information about Bidder

Sr. No.	Particulars	Details
1	Name of the Applicant/Organization and address of their registered office	
2	Type of the Organization (whether Sole Proprietorship/ Partnership/Private Limited/ Limited or Cooperative Body etc)	
3	Name of Organization/ Firm of the Proprietor/ Partners/ Directors.	(a) (b) (c)
4	Details of Registration (Whether Partnership firm, Company, etc.) - Registering Authority, Date, Registration No., etc. mentioning the business/ activity of the firm	
5	Experience in the field of Repair Maintenance & Operation Works (Years)	
6	Technical personnel available in the organization (Details to be furnished in Part III)	
7	Address of office through which the proposed work of USER/CLIENT will be handled and the name and designation of the Officer-in-Charge	
8	Adequate and satisfactory evidence to indicate financial capacity of the Organization to undertake the said work with names of ers and their full address. (Solvency certificate from the and Income Tax clearance certificate shall be attached)	
9	Details of factory and its location, machinery, Technical Personnel employed	Attach a separate sheet
10	Yearly turnover of the company during last 3 years (Year-wise) – Attach balance sheet/P&L a/c statement and IT returns of the firm of last three years.	
11	Whether any Civil Suit/Litigation arisen in the contracts executed during the last 5 years/being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation	

Signature and Seal of the Tenderer

**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 Annual Operation and Maintenance Contract of existing UGT (WTP) (300 KL/Day Appx.) at office of the DIG cum Estate Officer , GC, CRPF Sonapat (HR.) (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 guarantee by a nationalized or scheduled commercial 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 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 of2021.

Signature of the tenderer

(Sig. of the authorized officer of the Bank)

Name and designation of the officer.....

Name and address of the Bank

.....

Signature of the tenderer

Banker's common seal

Signature of the tenderer

Signature and Seal of the Tenderer

II. Work Experience

a) Previous Experience

List of important works done in last three years (as per the prequalification criteria mentioned in this tender)

Sr. No.	Name & Location of work	Cost of work	Name of owner	Full address	Name of the contact person from owner's side for whom work was executed	Contact no. of the contact person of the owner (Mandatory)	Email id of the contact person (Mandatory)	Completion period		Whether the work was left incomplete (reasons if any for delay in completion of work) or contract was terminated from either side (give full details)	Any other relevant information
								Stipulated	Actual		
1	2	3	4	5	6	7	8	9	10	11	12

Note:- The supporting documents like experience certificate, completion certificate shall be enclosed mandatorily.

Signature and Seal of the Tenderer

TENDER ACCEPTANCE LETTER
(To be given on company Letter Head)

Date:

To,
DIG cum Estate Officer ,
GC, CRPF Sonapat (HR.)

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work:- Annual Operation and Maintenance Contract of existing UGT (WTP) (300 KL/Day Appx.) at GC CRPF Sonapat (HR.)

Respected Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: **e-procure** 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 conditions of the tender documents from Page No. 01 to 23 (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.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

Signature and Seal of the Tenderer

BID SECURITY DECLARATION CERTIFICATE

Date:

To,

Tender No: _____

Name of Tender / Work: -

We, M/s undertake that if we withdraw or modify our bid during the period of bid's validity, or if we are awarded the contract and we fail sign the contract, or fail to submit a performance security deposit as per term and conditions of T.E as well as before the deadline defined in bids documents, then we are liable to be suspended for the period of 02 Years from being eligible to participate and submit bids for T/E or any contract with the procurement entity (CRPF).

Yours faithfully

(Signature of the Authorized signatory of bidder with official seal)

Signature and Seal of the Tenderer

**III. AFFIDAVIT ON A NON JUDICIAL STAMP PAPER OF RS.100/-DULY NOTARIZED
DECLARATION**

I, _____ sole proprietor/partner/authorized signatory of M/s. _____ sole proprietorship/partnership firm/public/private limited company , having its principal place of business/ registered office at.....(Full Address) do hereby solemnly affirm and declare asunder:-

That I am the sole proprietor of M/s _____

Or

2. That ours is partnership firm having partners as under:-

Full Name of partners

- (a)
- (b)
- (c)

Or

3. That ours is a private limited/public limited company incorporated in terms of the provisions of the Companies Act,1956/Companies Act,2013.

(Delete which is not applicable while typing affidavit)

4. If proprietorship, a registration certificate for the same/if partnership Firm, partnership deed is to be enclosed, if private limited/public limited company, Certificate of incorporation and Memorandum & Articles of association to be submitted. All the partners/ directors should sign the affidavit or the person authorized by all the partners or one of the Directors duly authorized by Board Resolution in case of Company can sign with authority letter from all the partners/or Board Resolution in case of Company is to be enclosed.

5. That I hereby confirm and declare that my/our firm/company M/s..... is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. deptt. from participating in the tender as on date.

Signature and Seal of the bidder

5. I know that to swear false affidavit is crime sunder the law and with such knowledge only I have swear this Affidavit

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at on.....that the contents of paras 1 to 5 of this affidavit are true and correct and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

(Signature & Seal of Notary)

DEPONENT

Signature and Seal of the Tenderer

Bill of Quantities

Tender Inviting Authority: DIGP cum ESTATE OFFICER, GC CRPF SONEPAT (HR.)							
Name of Work: Annual Operation and Maintenance Contract (AMC) of existing UGT (WTP) (300 KL/Dav Appx.).at GC, CRPF Sonipat (Harvana).							
Bidder Name:							
PRICE SCHEDULE (This BOQ template must 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 this tender. Bidders are allowed to enter the Bidder Name and Values only)							
Sl. No	Description of Items	A/U	Qty	Basic Price (BP) Per Unit (in. Rs.)	GST/VAT /CST Applicable in Rs.	Amount Per Unit (Inclusive of all) in Rs. (Col. 5+6)	Grand Total Amount (Inclusive of all) in Rs.
1	2	3	4	5	6	7	8
A. Manpower							
i.	03 Operators (Skilled) per month	Job	36				
	In 03 shifts						
	1 st shift (06:00 am to 14:00 pm) 08 Hour						
	2nd shift (14:00 pm to 22:00 pm) 08 Hour						
	3rd shift (22:00 pm to 06:00 am) 08 Hour						
ii.	SR. Technical Executive Visit (01 Visit per Quarter)	Quarterly	04				
B. Repair & maintenance							
iii.	Maintenance of Air Blower, Electric panel/Faulty cable , Butterfly Valve ,all Horizontal/Vertical pumps, Filter pumps, Multi Grade Filter & all related machinery/equipment for better functioning of UGT.	Month	12				
Total in Figures							
Total in Words:- Rupees only.							

Important Notes:

1. Bidder may quote the rate for item. L1 will be decided based on the lowest rates quoted by bidders for total items.
2. AMC charges shall be inclusive of all taxes, duties, charges etc.
3. The contractor shall pay the personnel deployed in USER/CLIENT premises, their wages in accordance with the Minimum Wages Act, 1948 (amended time to time).

Signature and Seal of the Tenderer