



**North East Zone, Central Reserve Police Force**  
**Guwahati-781023**  
**Telephone (Control Room)/Fax – 03323599005**

**Tender Enquiry No. B.V-1/2021-22-GCG-BLDG**

**Dated, the 11 Nov, 2021**

Commandant (Engineer) NE Zone Guwahati-781023 on behalf of the President of India, invites online sealed tenders from approved/registered and eligible contractors for “Supply/Providing of Labour (Skilled) for Civil Works, Electrics and Plumbing works and Sewer line maintenance at GC CRPF Guwahati (**Assam**) – **781023, under AR & MO**. The details of Residential and Non Residential Building to be used for maintenance as per appendix – “A”. The following details of notice be kept in view :

NIT No.	Name of Works	Estimated cost put to tender	Earnest Money	Time of completion of work	Date of tender publishing in CPP portal	Bid submission start date in CPP portal	Last Date & Time of submission of Bid	Time & Date of opening of technical bid
T.E. No. B.V-1/2021-22-GCG-BLDG dated ...../2021	Supply/Providing of Labour (Skilled) for Civil Works, Electrics and Plumbing works and Sewer line maintenance at GC CRPF Guwahati	Rs. 16,92,480/-	Rs. 33,850/-	12 Month	24/11/2021 at 1800 hrs	25/11/2021 at 1000 hrs	08/12/2021 till 1800 Hrs	09/12/2021 at 1800 Hrs

Earnest Money : Rs. 33,850/-

Time Period of maintenance : a period of 12 months from **01/01/2022 to 31/12/2022**

02. Bids will be accepted only online at e-procurement web site <http://eprocure.gov.in/eprocure/app> (CPPP). (Certain documents are required to be submitted in original as per Sl.No 07 of tender enquiry).

03. All relevant details, including specification, terms & conditions etc are available on E-procurement website <http://eprocure.gov.in/eprocure/app>. (CPPP), same may be downloaded by the bidders. Details can also be seen at CRPF website [http://crpf.nic.in/tender\\_notices.html](http://crpf.nic.in/tender_notices.html).

4. For any changes in Tender Enquiry/specifications etc, tenderers are requested to visit the CRPF/CPPP web sites regularly.

5. Intending tenderers must read the terms and conditions carefully and submit their tenders if they consider themselves eligible and are in possession of all the required documents through on line tenders (e-procurement CPP portal) **by 1800 hours on 24/11/2021**.

6. Tenders will be opened through on line ( e-procurement site ) at **1800 hrs on 08/12/2021** at Group Centre, CRPF, Guwahati.

7. The tenderer may survey the site and decide the quantum of staff (skilled & unskilled) required for the work under the following categories: It is important that each page of the **tender acceptance letter which is a written undertaking that all the terms and condition of the tender are understood and accepted should be signed and submitted in original and online through e-procurement site <http://eprocure.gov.in/eprocure/app>**

Sl. No	Name of work & Location and its description	Category	No. of personnel proposed to be employed for the work	Period
1	"Supply/Providing of Labour (Skilled) for Civil Works, Electrics and Plumbing works and Sewer line maintenance at GC CRPF Guwahati (Assam)-781023"  <b>Work schedule- Attached as Appendix-"B"</b>	Electrician(S)	03	a period of 12 months from <b>01/01/2022 to 31/12/2022</b>
		Plumber (S)	02	

Note:- The above proposed, numbers of personnel will be reviewed on monthly basis and same can be increased or decreased as per actual requirement and availability of budget.

8. **The bids shall be submitted in two stages viz. (i) Technical Bid (ii) Price Bid.**

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

9. **TWO BID SYSTEM**

The offer has to comprise of two bids viz technical & financial bids

(a) **FIRST (Technical Bid)** should contain the following:

- i) **Earnest Money deposit.**
- ii) **Attested copy of registration** (Registration details showing appropriate class & amount).
- iii) GST Registration certificate & PAN Card.
- iv) Previous performances / experience if any. However priority will be given to those with previous experience of similar works.
- v) Any other relevant documents which the firms wish to submit.
- vi) The bidder/ tenderer will submit the signed copy ( all page to be signed ) of the Tender notice under his seal
- vii) Complete postal address of contractor/Firm along with copy of valid I/Card/Voter I/D Card.
- viii) Technical qualification of skilled person.
- ix) Copy of valid Govt. labor license certificate.

(b) **SECOND** should contain the following (**PRICE BID**)

- i) Details of rates, taxes, duties and discounts if any quoted by the bidder.

- ii) Rates must be clearly written in figures as well as in words.
  - iii) There must not be any cutting/over writing.
  - iv) **The offered rates should be quoted/mentioned in the letter head of the firm/contractor.**
10. The composite bid i.e. rate indicated in the technical bid "OPENLY" SHALL BE IGNORED. Price should be quoted as per price bid format along with tender documents at e-procurement site <http://eprocure.gov.in/eprocure.gov.in/eprocure/app>. The composite bid i.e. rates indicated in the technical Bid **OPENLY IN TENDER IS LIABLE TO BE IGNORED.**
11. Only the first cover shall be opened on the date of tender opening. Price bids of only those firms will be **considered for opening online** whose offer has passed in all tender condition and technical evaluation. ii) After opening of price bids, ranking statement will be prepared and the finalization of tender will be done on L-1 (the least price) basis.
12. The tenderer may survey the site and decide/change the quantum of staff (skilled & unskilled) if required. However **name of work and as per schedule of quantity given in the tender document – Appendix "A"**.
13. Bidders should deposit earnest money along with their Tender through online. Earnest Money should be in form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks in an acceptable form in favour of **DIGP, GC CRPF, Guwahati, Payable at Account No. 33507719403. Branch Code 07829, Branch -AMERIGOG-GC CRPF CAMPUS. IFS Code: SBIN0007829.** (Personal/Company cheque will not be accepted)
14. The tender document is consisting of specifications, schedule of quantities of various types of works to be executed and terms and conditions of this contract to be complied with and other necessary documents.

#### **I. IMPORTANT INSTRUCTIONS AND GUIDELINES**

- a). Full name and status of the person signing the tender documents must be clearly mentioned.
- b). Intending tenderer is eligible to submit the tender 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.
- c). License issued by State government/union territory/CPWD etc should be kept renewed as per periodicity laid down by the authority concerned and submit an attested copy of the same to DIGP, GC, CRPF, Guwahati after each renewal. The contractor should produce valid Registration license of Govt/CPWD showing appropriate class of Contractor, with the tender (Technical Bid).
- d). They shall employ the required technical staff as per the terms and conditions of each contract/agreement [No. of skilled (S) / Un-skilled (UnS)] required-mentioned **at Sl. No.7 above**. They should intimate names of personnel employed by them along with their complete address including Police Station. The worker should maintain discipline inside of the campus.

- e). The contractor shall comply with the orders issued there by DIGP, GC CRPF, Guwahati from time to time. If he fails to do so, his failure will be breach of contract and DIGP, GC CRPF, Guwahati 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.
- f). Contractor should be in possession of Labour License under the Contract Labour (Regulation and Abolition) Act, 1970 & 1971 from Regional Labour Commission (Central) of area concerned.
- g). Time allowed for carrying out the work will be 12 months from **01/01/2022 to 31/12/2022 on day to day basis for each month.**
- h). The Contractor whose tender is accepted will be required to furnish **PERFORMANCE SECURITY** for an amount of five to ten percent of the value of the contract within 15 days. Performance Security may be furnished in the form of an Account payee Demand draft, Fixed Deposit receipt from a Commercial Bank, Bank Guarantee from Commercial bank in a acceptable form safeguarding. Performance Security should remain valid for a period of Sixty days beyond the date of completion of all contractual obligation of the supplier including warranty obligations. In case the contractor fails to deposit the performance security within the stipulated period including extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.
- i). Intending Bidders are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting their bids as to the nature of the ground and sub soil, (So far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise is specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice terms & conditions mentioned there in, all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant etc. will be issued to him by the Government and location conditions and other factors having a bearing on the execution of the work.
- j). The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assigning of any reasons. All bids in which any of the prescribed condition are not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
- k). 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.
- l). The Competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.
- m) The notice is inviting bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority shall **start the repair/maintenance work wef January 2022.**
- n). 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 untoward incidents.

o). The officer inviting bid or his duly authorized assistant will open bid in the presence of any intending contractors who may be present at the time and will enter the amounts of the several bids in a comparative statement in a suitable form, in the event of a bid being accepted, a receipt for the earnest money forwarded therewith shall thereupon be given to the contractor who shall thereupon for the purpose of identification sign copies of the specification and other documents. In the event of a bid being rejected, the earnest money forwarded which such unaccepted bid shall thereupon be returned to the contractors remitting the same, without any interest.

p). 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.

q). GST or any other Tax in respect of the contract shall be payable by the contractor, direct to the concerned Department /Government.

r). The contractor submitting the tenders against the subject tender enquiry are informed that all relevant details with reference to the tender enquiry stipulations are clearly responded to. In case any of the tender enquiry stipulations are not clearly stated to or replied to by any of the contractor, no (repeat) no clarifications will be sought from the concerned firm and its offer will be rejected outright.

s). Tenderers who have past experience of the above work as per T/E Specification should furnish their performance statement attached a Appendix "D". In case, it is found that information furnished is incomplete or incorrect, their tender will be liable to be ignored.

## **II. TERMS AND CONDITIONS OF TENDER ENQUIRY**

1. Terms of price	<p>1.1 Rates quoted by the Contractor should be quoted in Indian rupees both in figures as well as in words for complete units as per specifications.</p> <p>1.2 Contractor should clearly indicate different taxes and duties, which they propose to charge as extra, along with the present rates thereof. Offers with such stipulations like 'as applicable' will be treated as vague and are liable to be ignored.</p>
2. Payment terms	<p>2.1 Works are required to be executed on <b>credit basis only</b> and payment will be made after drawl of amount from RPAO, CRPF, Guwahati.</p> <p>2.2 Payment in advance or immediately cannot be made.</p>
3. Earnest money deposit	<p>3.1 All the contractors are required to deposit earnest money of Rs. 33,850/- of the works along with the quotation, failing which their offers will be summarily rejected.</p> <p>3.2 The earnest money can be deposited through any of the following alternative forms :</p> <p>(a) A <b>Crossed Bank Draft</b> drawn in favour of DIGP, GC, CRPF Guwahati payable at SBI Account No. <b>33507719403</b>. Branch Code <b>07829</b>, Branch <b>-AMERIGOG-GC CRPF CAMPUS</b>. IFS Code: <b>SBIN0007829</b>. (Personal/Company cheque will not be accepted).</p>

	<p>(b) An <b>irrecoverable Bank Guarantee</b> of any nationalized, scheduled bank or reputed commercial bank in the attached format as at appendix 'C'.</p> <p>3.3 The earnest money shall remain valid and be deposited with the purchaser/department for a <b>period of 90 days</b> from the date of tender opening. If the validity of the tender is extended, the validity of the BG/or any other alternate document submitted in lieu of earnest money will also be suitably extended by the tenderer, failing which their tender after the expiry of the aforesaid period shall not be considered by the purchaser/department.</p> <p>3.4 <b>No interest</b> shall be payable on the earnest money deposited by the tenderer.</p> <p>3.5 The earnest money deposited <b>is liable to be forfeited</b> if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of his tender.</p> <p>3.6 The earnest money of the successful tenderer shall be returned after the security deposit as required in terms of the contract is furnished by the tenderer.</p> <p>3.7 If the successful tenderer fails to furnish the security deposit as required in the contract within the stipulated period, the earnest money shall be treated as performance security deposit for all practical purposes.</p> <p>3.8. Earnest money deposits of all the unsuccessful tenderers will be returned as early as possible after the expiry of bid's validity, but not later than 30 days after placement of contract. Tenderers are advised to send a <b>pre-receipt challan</b> along with their bids so that refund of earnest money can be made in time.</p> <p>3.9. Any tender, where the tenderer is required to deposit earnest money in terms of conditions mentioned in preceding paras, not accompanied with earnest money in any one of the approved forms acceptable to the competent authority, shall be summarily rejected.</p>
<p>4. Performance security deposit clause</p>	<p>4.1.The successful contractor shall have to deposit a performance security <b>equivalent 3% of the estimated value</b> of the work to be executed <b>within 10 days from the date of acceptance</b> for due performance. Failure on the part of the firm to deposit the security deposit within the stipulated time, empowers the competent authority to cancel the contract.</p> <p>4.2. The performance security deposit submitted by the supplier will remain valid at least <b>for 60 days beyond the date of completion of all contractual obligations of the supplier including guarantee/warranty obligations.</b></p> <p>4.3.The earnest money can be deposited in any of the following alternative forms :</p> <p>(a) A <b>crossed Bank Draft</b> drawn in favour of DIG, GC CRPF Guwahati payable at SBI Account No. <b>33507719403</b>. Branch Code <b>07829</b>, Branch <b>-AMERIGOG-GC CRPF CAMPUS</b>. IFS Code: <b>SBIN0007829</b>. (Personal/Company cheque will not be accepted).</p>

	<p>(b) An <b>irrevocable Bank Guarantee</b> of any nationalized/Scheduled Bank or reputed commercial bank in <b>any other form prescribed</b>.</p> <p>4.4. If the contractor fails to start the work within the stipulated period and places requests for extension of time, he shall submit an undertaking on Non Judicial stamp paper of Rs.10/- duly attested by the Notary public stating that the performance security deposit has already been extended for sixty days beyond the guarantee/warranty period.</p> <p>4.5 The performance security deposit shall be withheld or forfeited in full or part in case the work order is not executed satisfactorily within the stipulated period or requisite standard within the guarantee period is not undertaken to the best satisfaction of the user/department.</p>
5. Two bid system	<p>5.1. Since the execution of the work is of a complex and technical nature, bids are required to be submitted in two parts as under :-</p> <p><b>a) TECHNICAL BID</b> : Consisting of all the technical details along with commercial terms and conditions as mentioned in the tender enquiry. The <b><u>cover superscribed as technical bid</u></b> should contain the following documents:</p> <ul style="list-style-type: none"> <li>i) All pages of tender documents duly completed and signed <b><u>without indicating the rates quoted</u></b>.</li> <li>ii) Performance, Details of similar work executed during the last 3 years, work experience statements etc of last 03 years if any.</li> <li>iii) Valid Govt authorized Registration or CPWD Registration details which specifies appropriate class of Contractor.</li> <li>iv) Attested Xerox Copies of the following documents like PAN, GST, service registration.</li> <li>v) Copy of valid Govt. labor license certificate.</li> <li>vi) Any other relevant documents which the firms wish to submit.</li> </ul> <p><b>b) FINANCIAL / PRICE BID</b> : The <b><u>cover superscribed as “financial / price bid”</u></b> should be contain the following :</p> <ul style="list-style-type: none"> <li>i) Details of rates, taxes, duties, discounts if any, work completion period, validity of rates etc. quoted by the bidder. These details should be submitted on the letter pads of the suppliers/Contractor.</li> <li>ii) Rates must be clearly mentioned in figures as well as in words and in INR.</li> <li>iii) There should not be any cutting / over writing.</li> </ul>
6. Method of submission of tender enquiry	<p>6.1. The technical bid and price bid should be” <b><u>submitted in original and online through e-procurement site <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a></u></b>. Department is not responsible for any postal delay/late receipt of tenders.</p> <p>6.2. The technical bids are to be opened at the first instance and evaluated by the competent authority. In the second stage, financial bids of only the technically</p>

acceptable offers will be opened for further evaluation and ranking before awarding the contract.
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### **III. ADDITIONAL CONDITIONS**

01. The prospective tenderer shall quote for operation and maintenance of the installation/buildings without spares.
02. The prospective tenderer should visit the site and acquaint themselves of the conditions existing, restrictions in movement/working hours/security aspects/conditions of the job. No complaints of losses of labour items of work not included in the scope of work, variation etc., will be entertained at a later date. The prospective tenderer should have adequate past experience in handling similar works.
03. Separate complaint register for each of the above mentioned categories of works will be kept at Service Centre, GC Guwahati Campus.
04. All the complaints of above cited categories shall be attended by hired staff as soon as they are entered in the Complaints Register or when directed to do any work by concerned branch in-charges of CRPF or as directed by the AC(Genl) or other officer of GC.
05. The contractor shall strictly provide the staff for manning installation as per the requirement of shift and qualifications prescribed in the tender documents. He will follow the local Labour laws, rules and regulations regarding such employment.
06. Hired persons/staff will report at designated place daily and take the assignments.
07. The prospective tenderer shall inspect the installations to be operated and list out the short comings and clearly state them in a letter separately on award of work, before taking over the installation.
08. Upkeep and maintenance of the log books and periodical inspection registers in a neat and presentable manner is the responsibility of the contractor as per the proforma decided by the competent authority, including the maintenance of the attendance register, which shall be got invariably signed by the AC(Genl) concerned daily, all the above form part of the office record. However, a copy of the attendance can be had by the contractor for the purpose of disbursement etc.
09. As the maintenance has to be carried out with least down time of the installation, the competent authority shall have the right to get the installation operated by other agencies/departmentally if in his opinion, the contractor. Any operation will not be considered if it is only for a period of 4 months. For longer periods, 1/30 of the monthly contract amount shall be deducted for every day of default in operation. The work being such no notice is possible to be given before undertaking such operation/maintenance through other agencies arrangements are made during any emergency. The decision of the Competent authority whether any situation warranted such an action and to be considered as emergency is final and binding on the contractor.
10. The work includes routine maintenance and check as per good and accepted maintenance practices or as specified in the schedule and replacement of defective/worn out parts/spares free of cost. In addition call



back service shall be provided by the contractor and the repair work commenced within 12 hours of such as call and completed as expeditiously as possible. The call back shall be for 24 hours in a day including central Government holidays.

11. The contractor shall clearly state the details and periodicity of routine/periodic maintenance proposed to be carried out by him and shall execute the same in the presence of the authorized representative of Competent authority and his certificate obtained. In case the representative was not available the position should be indicated in the log book.

12. No advance payment shall be made. However monthly payment or at such higher interval as desired by the contractor can be made within 15 days of the succeeding month subject to satisfactory maintenance. However, the decision of DIGP cum Estate Officer in this regard will be final.

13. The contractor shall employ qualified/trained person for operation/maintenance and shall be fully responsible to obtain such licenses for taking up the above work as prescribed by the State/ local bodies/CPWD both for execution and operating staff.

14. The contractor shall be fully responsible for setting all claims and indemnify the department against any claims arising out of any accidents to the hired staff/ labourers.

15. This contract can be determined by the Competent authority without assigning any reasons by giving a notice of a period of 15 days 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.

16. The contractor and or his representative labour should not remove/disturb/dislocate the existing installation and its parts from its locations until and unless it is authorized by the competent authority. The entire installation should be intact at any time of inspection and as handed over to him at the time of initial taking over of its maintenance and operation. Care should be taken not to damage by improper handling etc. The contractor shall be responsible for any damage or theft and shall have to make good to its original shape and description as and when damage/theft etc., takes place/is noticed.

17. Upkeep and maintenance of the log books and periodical inspection registers in a neat and presentable manner is the responsibility of the contractor as per the proforma decided by the competent authority, including the maintenance of the attendance register, which shall be got invariably signed by the AC(Genl) concerned daily, all the above form part of the office record. However, a copy of the attendance can be had by the contractor for the purpose of disbursement etc.

18. The staff shall attend to their duties in neatly done uniform of prescribed color and pattern with shoes, Every day, failing which a recovery of Rs.25/- per day person will be made from the bills of the contractor at the discretion of the competent authority.

19. Materials shall be issued by the department free of cost for use on works. Such materials will be issued as per the daily requirement and all dismantled materials issued as per the site requirements shall be returned to the department immediately. The contractor includes providing the following consumable materials by the contractor without claiming extra payment for it. These have to be replaced with new ones as and when the existing materials get unserviceable/ineffective in such as a way that the concerned service shall not get disturbed under any circumstances.

20. **Contractor to provide all sundries required for day-to-day maintenance.**
21. No travelling allowance, overtime allowance dearness allowance, transport facilities etc., shall be provided for carrying out the routine works. These are deemed to be included within the quoted rates.
22. All tools required for daily works viz electrician tools, plumber tools, masonry items and sewer man materials/items etc shall be provided by the contractor. No extra payment shall be made on this account.
23. The contractor should carry out tests periodically and as directed by the competent authority or his authorized representatives.
24. Preventive maintenance is the responsibility of the contractor. All log books, complaint registers etc., shall be provided by the contractor for the work and shall be the record of the department and these shall be maintained in presentable form.
25. On any day during the contract period, if the number of staff present for shift is less than of minimum staff mentioned in additional condition, recovery for less staff will be effected as per the rates quoted by the contractor and in addition 50% penalty shall be imposed in case of absence is more than 4 days. However, if the department asks the contractor to reduce the staff, recovery at pre-rate basis as decided by the competent authority will be affected.
26. All safety measure shall be provided to the workmen whenever required during the course of the maintenance works.
27. The minimum staff strength to be deployed shall be as per Appendix "B".

THE OPERATION SHALL BE AS UNDER :-

- 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:-
- AC(Genl)
  - Insp/SI Civil
  - Building SO
- iii) Qualification and experience and Physical fitness required for operation staff.
- iv) Immediately after award of work, the contractor shall submit a list of persons to be employed on the job, along with relevant certificate of trade & experience, and also arrange to issue identity cards to such persons engaged on the job, the whole process, carried out to the entire satisfaction of the competent authority of his designate. The staff shall invariably display the identity card on his pocket when on duty.
- v) The contractor should make minimum fair wages to the staff as per prevailing labour laws, The wages shall be made in presence of the representative of the department.

- vi) 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.
- vii) 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.
- viii) Prospect of maintenance/repair or renovation works, etc., where the labour have easy and accessible to the individual houses, the contractor shall issue identity cards to the labourers, whether temporary or permanent and he shall be responsible for any untoward incident on the part of such labour. Estate Officer/AC(Genl) will display a list of contractors working in the colony/blocks on the notice board colony and also at the service centre, to appraise the residents about the same.
- ix) 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.
- x) 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 are liable to issue notices to the contractor in writing directing immediate replacement of such workmen.
- xi) The successful tenderer should take over the above installation/buildings(residential and non-residential) for maintenance from the date of award of work and hand over back to the department in good working condition after expiry of the contract.
- xii) All the dismantled materials, are to be returned back to the Department.

*SD/- 11/11/2021*  
**Commandant (Engr)**  
**NEZ at SZ Hyd.**

#### **IV STANDARD FORMS TO BE USED**

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

- ⇒ Appendix 'A' - Name of work/Details - Supply/Providing of Labour (Skilled) for Civil Works, Electrics and Plumbing works and Sewer line maintenance at GC CRPF Guwahati .
- ⇒ Appendix 'B' - Requirement of skilled & un-skilled labour / Their work distribution.
- ⇒ Appendix 'C' - Proforma of bank guarantee for submitting earnest money.
- ⇒ Appendix 'D' - Proforma of bank guarantee for furnishing performance security deposit.
- ⇒ Appendix 'E' - Performance statement for last three years. ( if applicable) (Duly attested by a Gazetted Officer).

*SD/- 11/11/2021*  
**Commandant (Engr)**  
**NEZ at SZ Hyd.**

**SCHEDULE OF WORK/QUANTITIES**

**Name of Work:-** Details of Supply/Providing of Labour (Skilled) for Civil Works, Electrics and Plumbing works and Sewer line maintenance at GC CRPF Guwahati

**I) DETAILS OF RESIDENTIAL BUILDINGS**

Sl. No.	Type of Quarters	No of Quarters
1	TYPE-I	96
2	SPL TYPE I	504
3	TYPE-II	172
4	TYPE-III	38
5	TYPE-IV	22
6	TYPE-V	11
7	TYPE-VI	01
	TOTAL	844

**II) DETAILS OF NON-RESIDENTIAL BUILDINGS :**

Sl.No	Name of building (for example)	Nos of Build
1	120 MEN BARRACK	4
2	SOS AND HCS BARRACK I/C MESS BUILDING	3
3	OFFICER SUIT AND MESS BLDGS	1
4	DIG RANGE OFFICE	1
5	STORE BLOCK & TRADE SHOP	1
6	QUARTER GUARD RIFLE KOTE AND MAGAZINE BUILDING	3
7	60 Vehicle GARAGES	1
8	STORE GRAIN GODOWN	1
9	MT STORE & WORK SHOP	1
10	DHOBI GHAT	3
11	SERVANT QTRS FOR OFFICER MESS	1
12	160 MEN BARRACK	3
13	GROUP CENTRE OFFICE	1

14	POWER HOUSE AT KHANAPARA	1
15	POWER HOUSE AT JORABAT AND BURNIHAT	2
16	TRANSMITTING STATION AND SIGNAL CENTRE	1
17	SQUASH COURT	1
18	BADMINTON COURT	1
19	BIN TYPE MAGAZINE WITH VERANDAH	2
20	GUARD ROOM AT GATE	2
21	EXTENSION OF ARM WORK SHOP	1
22	ISOLATED WARD AT 3RD BASE HOSPITAL	1
23	C/O SEPRATE TOILET BLOCK FOR UPGRADATION OF 40 TO 100 BEDDED	1
24	TEMPORARY TB WARD AT BH-III	1
25	SLOTTER HOUSE	1
26	WC'S	10
27	BATHROOM	3
28	100 BEDDED HOSPITAL	1
29	GUARD ROOM AT JAWAN TILLA	1
30	CYCLE/SCOOTER SHED	
31	TOILET ADJACENT TO DIG OFFICE	1
32	GARAGE AT POWER HOUSE	1
33	STORE AT POWER HOUSE	1
34	FWC	1
35	PRIMARY SCHOOL	1
36	ARM WORKSHOP	1
37	MENS CLUB WITH CANTEEN	1

SD/- 11/11/2021  
**Commandant (Engr)**  
**NEZ at SZ Hyd.**

**REQUIREMENT OF SKILLED & UN SKILLED LABOUR / WORK DISTRIBUTION**

**SCHEDULE:** - *Supply/Providing of Labour (Skilled) for Civil Works, Electrics and Plumbing works and Sewer line maintenance at GC CRPF Guwahati, campus for as per details given in Appendix-'A'*

Sl. No	Name of work & Location and its description	Category	Amount payable for one month per individual staff	No. of personnel proposed to be employed for the work	
				Proposed	Changes if any
(1)	(2)	(3)	(4)	(5)	(6)
1	<i>Supply/Providing of Labour (Skilled) for Civil Works, Electrics and Plumbing works and Sewer line maintenance at GC CRPF Guwahati, campus for as per details given in Appendix-'A'</i>	Electrician (S)		03	
		Plumber (S)		02	

Total Personnel employed : \_\_\_\_\_

Consolidated Amount : Rs. \_\_\_\_\_ per month.

**Note:-**

- a) The Tenderer will mention/furnish the amount payable/charged per individual (category wise) as per column 4 above.
- b) Consolidated Amount charged for employing the total personnel as per column 5 above to be furnished in the Price Bid.

SD/- 11/11/2021  
**Commandant (Engr)**  
**NEZ at SZ Hyd.**

**PROFORMA OF BANK GUARANTEE FOR SUBMITTING  
EARNEST MONEY**

(On banks letter head with adhesive stamp)

To

The Deputy Inspector General of Police,  
Group Centre, C.R.P.F, Guwahati,  
Assam State.  
Pin – 781023.

Dear Sir,

In accordance with your invitation to Tender No-----

M/s. \_\_\_\_\_ (here in after called "The tenderer") with the following Directors on their Board of Directors/Partners of the firm.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

wish to participate in the said tender enquiry for *Supply/Providing of Labour (Skilled) for Civil Works, Electrics and Plumbing works and Sewer line maintenance at GC CRPF Guwahati*, campus for as per details given in Appendix-'A' work to you (here in after called "The purchaser"). Whereas a bank guarantee against Earnest Money for a sum of Rs. \_\_\_\_\_ (in words) \_\_\_\_\_ Valid for 90 days from the date of tender opening viz. up to \_\_\_\_\_ is required to be submitted by "the tenderer" as a precondition for the participation, this bank hereby guarantees and undertakes to pay the purchaser upto the above amount upon receipt of its first written demand, without the purchaser/contractor having to substantiate its demand, provided that in its demand the purchaser/contractor will note that the amount claimed by it is due to it owing to the occurrence of any one of the three conditions mentioned below, specifying the occurred condition or conditions during the above said period of 90 days without any reservation and recourse.

1. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of its validity.
2. If the tenderer after submitting his tender, modifies the rates or any of the terms and conditions thereof, except with the previous written consent of the purchaser.
3. If the tenderer having been notified of the acceptance of this tender by the purchaser during the period its validity and



- a) If the tenderer fails to furnish the performance security for the due performance of the contract.
- b) If the tenderer fails or refuses to accept and or execute the contract as provided in the general conditions of the contract.

The guarantee shall be irrevocable and shall remain valid up to 90 days from the date of opening of tender. If further extension to this guarantee is required, the same shall be extended to such period on receiving instructions from the tenderer on whose behalf this guarantee is issued and any demand in respect thereof should reach the Bank not later than the above date.

Date. \_\_\_\_\_ **Signature of authorized officer of the bank** \_\_\_\_\_

Place \_\_\_\_\_ **Printed Name.** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Name and address of the bank**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of the tenderer**

**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 labour (skilled and unskilled *Supply/Providing of Labour (Skilled) for Civil Works, Electrics and Plumbing works and Sewer line maintenance at GC CRPF Guwahati*, campus for as per details given in Appendix-‘A’

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 **01/01/2022 to 31/12/2022**.

***Signature of the Tenderer***

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

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

***Signature of the Tenderer***

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

**Banker’s common seal**

**PERFORMANCE STATEMENT FOR LAST THREE YEARS**

Name of Firm:

M/S \_\_\_\_\_

- 1) Contract Nos. :
  
- 2) Description of Work / Stores / Contract:
  
- 3) Quantity on order :
  
- 4) Value :
  
- 5) Original D.P.:
  
- 6) Qty. supplied within original D.P.:
  
- 7) Final Ext. D.P.:
  
- 8) Last supply position. :
  
- 9) Reasons for Delay in supplies:(If any):

***Signature of the tenderer***