

# कार्यालय नगर पालिक निगम, रायगढ़ (छ0ग0)

क्रमांक/27 / लो.क.वि./न.पा.नि./2023

रायगढ़ दिनांक 17/4/2023

## ॥ निविदा आमंत्रण सूचना ॥

नगर पालिक निगम, रायगढ़ क्षेत्रांतर्गत निम्नलिखित कार्य हेतु लोक निर्माण विभाग द्वारा एकीकृत पंजीयन प्रणाली अंतर्गत "डी वर्ग" एवं उच्च श्रेणी में पंजीकृत ठेकेदारों से निविदा प्रपत्र "अ" में पी.डब्ल्यू.डी. के सड़क/भवन एस.ओ.आर. (प्रभावशील दिनांक 01.01.2015) कार्य हेतु प्रचलित दर अनुसूची पर वेबसाइट [www.nagamigamraigarh.com/uad.cg.gov.in](http://www.nagamigamraigarh.com/uad.cg.gov.in) से निविदा प्रपत्र डाउनलोड कर पूर्ण रूप से भरकर निविदा प्रपत्र के साथ निर्धारित प्रपत्र शुल्क डी.डी. के माध्यम से दिनांक 8/05/23 को अपरान्ह 04:00 बजे तक स्पीड पोस्ट/पंजीकृत डाक से मुहरबंद निविदाएं त्रि-लिफाफा पद्धति से आमंत्रित की जाती हैं। प्राप्त निविदाएं दिनांक 8/05/23 को अपरान्ह 04:30 बजे उपस्थित निविदाकारों अथवा उनके अधिकृत प्रतिनिधि के समक्ष खोली जावेगी।

- कार्य के लिए निविदा प्रपत्र का मूल्य रु. 750.00 प्रत्येक कार्य के लिए पृथक-पृथक देय है।
- स.क्र. 01 से 04 तक कार्य पूर्ण करने की समयवधि 02 माह एवं स.क्र. 05 के लिए 03 माह है।
- सभी कार्य एक साथ प्रारंभ किये जायेंगे। अतः उपलब्ध संसाधन के आधार पर उतने गुप में भाग लिया जावे।
- कार्य का लागत मूल्य राशि रुपये लाख में तथा अमानत राशि रुपये में है।

| क्र. | कार्य का नाम                                                                                                                                              | कार्य की लागत अमानत राशि |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1    | वार्ड क्र. 20 देवांगन धर्मशाला के पीछे मेनगेट निर्माण कार्य।(द्वितीय निविदा)                                                                              | 04.95<br>5,000.00        |
| 2    | वार्ड क्र. 24 बैंक कॉलोनी हिमालय हाईट्स आरसीसी नाली निर्माण कार्य।(द्वितीय निविदा)                                                                        | 03.77<br>3,800.00        |
| 3    | वार्ड क्र. 21 में गौचरण घर के पास चबुतरा निर्माण कार्य।(द्वितीय निविदा)                                                                                   | 03.15<br>3,200.00        |
| 4    | वार्ड क्र. 07 मुक्तिधाम शेड निर्माण कार्य।(द्वितीय निविदा)                                                                                                | 07.41<br>5,600.00        |
| 5    | महापौर एवं पार्षद निधि से वार्ड क्र. 15 पटेल घर से बुढ़ीमाई मंदिर गेट तक एवं प्रिया जनरल स्टोर से अमरेन्दु विला तक सीसी सड़क निर्माण कार्य।(तृतीय निविदा) | 12.92<br>9,700.00        |

### नियम एवं शर्तें:-

- उपरोक्त कार्य की निविदा प्रपत्र वेबसाइट [uad.cg.gov.in/www.nagamigamraigarh.com](http://uad.cg.gov.in/www.nagamigamraigarh.com) से डाउनलोड कर प्राप्त किया जावे तथा निविदा प्रक्रिया के संबंध में किसी प्रकार के जानकारी की आवश्यकता होने पर नगर निगम रायगढ़ के तकनीकी शाखा में प्राप्त किया जावे अन्यथा त्रुटि पूर्ण निविदा प्रपत्र मान्य नहीं होगा।
- निविदा त्रि-लिफाफा पद्धति से मान्य किया जावेगा। प्रथम लिफाफा में ठेकेदार का जीवित पंजीयन प्रमाण पत्र, आयकर प्रस्तुत करने का प्रमाण पत्र वर्ष 2021-22 से पुराना मान्य नहीं होगा, जी.एस.टी. विभाग में पंजीयन की प्रति दस्तावेज, ठेकेदार को किसी विभाग अथवा संस्था द्वारा काली सूची में नाम दर्ज नहीं किया गया हो एवं उसे निविदा में भाग लेने से प्रतिबंधित नहीं किया गया हो तथा ठेकेदार द्वारा आवंटित कार्य को अधूरा नहीं छोड़ा गया हो इस आशय का 50 रु. के स्टाम्प पेपर में शपथ पत्र (एक से अधिक कार्यों में भाग लिये जाने की स्थिति में एक कार्य में मूल शपथ पत्र तथा अन्य कार्यों में शपथ पत्र की फोटो कापी जो स्व प्रमाणित हो संलग्न किया जावे परन्तु इस आशय का ध्यान रखे कि जिस कार्य में मूल शपथ पत्र संलग्न किया गया हो उस गुप की निविदा में अनिवार्य रूप से भाग लिया जावे अन्यथा शपथ पत्र के अभाव में अन्य गुप की निविदा मान्य नहीं किया जावेगा।) के साथ निर्धारित प्रपत्र शुल्क का डी.डी. एवं अमानत राशि का टी.डी.आर./एफ.डी.आर. प्रस्तुत करना होगा तथा द्वितीय लिफाफा में ठेकेदार द्वारा भरा हुआ निविदा प्रपत्र होगा। तृतीय लिफाफा में उपरोक्त दोनों लिफाफाएं होंगी। आवश्यकता पड़ने पर मूल अभिलेख प्रस्तुत करना होगा।
- प्रत्येक कार्य का पृथक-पृथक निर्धारित प्रपत्र शुल्क का डी.डी. एवं अमानत राशि का टी.डी.आर./एफ.डी.आर. एवं निविदा प्रपत्र प्रस्तुत करना होगा।
- निविदा प्रपत्र स्पीड पोस्ट/पंजीकृत डाक द्वारा ही प्राप्त किये जावेगे। अन्य किसी माध्यम से जैसे व्यक्तिगत या कोरियर आदि से भेजे गये निविदा स्वीकार नहीं की जावेगी। निर्धारित तिथि व समय के पश्चात प्राप्त निविदायें स्वीकार नहीं की जावेगी एवं न ही खोली जावेगी तथा वापस दी जावेगी, डाक विलम्ब के लिए नगर पालिक निगम, रायगढ़ जिम्मेदार नहीं होगा।
- अमानत राशि के रूप में टी.डी.आर./एफ.डी.आर./एस.टी.डी.आर. आयुक्त नगर पालिक निगम रायगढ़ के नाम से देय होगा।
- रायल्टी क्लियरेंस प्रमाण पत्र प्राप्त कर प्रस्तुत करने के उपरान्त ही अंतिम देयक का भुगतान किया जावेगा।
- निर्माण कार्य में प्रयुक्त सामग्री तथा सी.सी.क्यूब तथा नगरीय प्रशासन कार्यालय से टेस्टिंग रिपोर्ट प्राप्त होने के बाद अन्तिम देयक देय होगा, अन्तिम देयक के लिए कम से कम दस प्रतिशत राशि रोकी जावेगी। टेस्टिंग कार्य ठेकेदार को निगम द्वारा अधिकृत प्रयोगशाला से स्वयं के व्यय से कराना होगा।
- निविदा स्वीकृत की वैधता 180 दिनों की होगी। दरें समस्त करों सहित मान्य होगी। पृथक से किसी भी कर का भुगतान नहीं किया जावेगा। बाजार दर में वृद्धि होने के स्थिति में पृथक से कोई राशि देय नहीं होगी।
- ठेकेदार को उनके निविदा में उल्लेखित प्रस्तुत दर कम/अधिक प्रतिशत पर ही किये गये कार्य का भुगतान किया जावेगा। कार्य के दौरान मूल्य वृद्धि (Price Escalation) की गणना किसी भी स्थिति में नहीं की जावेगी। सभी देयकों में से अन्य आवश्यक कटौतियों के साथ 05% (पांच प्रतिशत) परफॉर्मेंस राशि अतिरिक्त सुरक्षा राशि के रूप में रोकी जावेगी जो लोक निर्माण विभाग में प्रचलित नियमानुसार अवधि तक रोकी जावेगी। आगामी वर्ष के अवधि में निर्देशित सुधार कार्य करने के बाद रोकी राशि देय होगी। जब तक ठेकेदार के द्वारा अन्तिम देयक का भुगतान प्राप्त नहीं कर लिया जाता है तब तक परफॉर्मेंस अवधि प्रभावशील नहीं होगी। सशर्त निविदा मान्य नहीं की जावेगी। ठेकेदार को कार्य पूर्ण होने के बाद प्रतिवर्ष सितम्बर माह सूचना देना होगा कि कार्य स्थल का निरीक्षण कर सुधार हेतु अवगत कराया जावे।
- एस.ओ.आर. से दस प्रतिशत से कम निविदा दर प्रस्तुत करने की स्थिति में लागत मूल्य के आधार पर अन्तर की राशि का एफ.डी.आर. या अन्य माध्यम से पन्द्रह दिवस में निविदा स्वीकृत की सूचना प्राप्त होने में जमा कराना होगा अन्यथा निविदा स्वतः निरस्त हो जावेगी एवं भविष्य की निविदाओं में भाग लेने से प्रतिबंधित किया जा सकता है।
- कार्य स्थल में विवाद होने की स्थिति में निविदा निरस्त करते हुए निविदा प्रपत्र के मूल्य के अलावा अन्य जमा करायी गयी राशि वापस करते हुए अनुबंध समाप्त कर दिया जावेगा। ऐसी स्थिति में कोई क्षतिपूर्ति राशि देय नहीं होगी।
- कार्य गुणवत्ता पूर्ण संपादित कराने का दायित्व ठेकेदार का होगा जिसके समर्थन में संपादित कराये गये कार्य में प्रयुक्त सामग्रीयों के खपत के अभिलेख दैनिक रूप से संधारित किया जाना होगा जिसे कार्यालय द्वारा मांग किये जाने पर प्रस्तुत करना होगा।
- कार्य का अन्य विवरण, देयक से काटी जाने वाली राशि एवं नियम शर्तें कार्यालय में कार्यालयीन अवधि में देखा जा सकता है।
- नियम एवं शर्तें अनुबंध का एक भाग होगा।
- किसी भी निविदा को बिना कारण बताए स्वीकृत/अस्वीकृत/निरस्त करने का अधिकार आयुक्त, नगर पालिक निगम, रायगढ़ के पास सुरक्षित



16. निर्धारित तिथि पर अवकाश होने पर निविदा तिथि आगामी दिवस को मान्य होगी।
17. लिफाफा में स्टेपलर से पिन किया हुआ मान्य नहीं होगा एवं लिफाफा को पूर्णतः बंद करना होगा तभी मान्य होगा अथवा बंद लिफाफा पूर्ण रूप से चिपकाने अथवा स्टेपलिंग करने के बाद चिपकाना अनिवार्य होगा।
18. संचालक नगरीय प्रशासन एवं विकास का पत्र दिनांक 28-05-2020 के तहत कार्य की गुणवत्ता में सुधार हेतु स्नातक/डिप्लोमा, इंजीनियर रखना अनिवार्य होगा। जिन ठेकेदारों के पास निकाय में 20 लाख रु. मूल्य के कार्य आबंटित हैं उन्हें डिप्लोमा, इंजीनियर एवं इससे अधिक मूल्य के कार्यों के पर्यवेक्षण हेतु स्नातक अभियंता को नियुक्त करना होगा, जो चेक लिस्ट तैयार करें। ठेकेदार अपने इंजीनियर से देयक तैयार करारकर प्रस्तुत कर सकेगा जिसका परीक्षण/सत्यापन निगम के अभियंता द्वारा किया जावेगा जो अंतिम एवं बंधनकारी होगा।
19. निविदा राशि का कार्य संपादित नहीं कराने में कोई क्षतिपूर्ति देय नहीं होगी। कार्य की आवश्यकतानुसार 25 प्रतिशत अधिक मूल्य तक का एस.ओ.आर. में प्रावधानित कार्य स्वीकृत निविदा दर से कराया जा सकेगा।
20. कार्य कार्यदेश जारी होने के सात दिवस के अन्दर प्रारंभ कर उल्लेखित समयावधि में पूर्ण किया जाना आवश्यक रहेगा। अतः वही ठेकेदार निविदा में भाग ले जिसके लिए उनके पास संसाधन उपलब्ध हो ऐसी सलाह दी जाती है।
21. प्रस्तावित कार्य आवश्यक स्वरूप के होने से उन्हें तत्काल प्रारंभ कर आबंटित समय सीमा में पूर्ण करना होगा। कार्य प्रारंभ नहीं करने अथवा धीमी गति से संपादित करने पर आनुपातिक रूप से कार्य की प्रगति नहीं होने पर समयवृद्धि समाप्त होने के पूर्व भी कार्य को निरस्त कर दिया जावेगा। ऐसी स्थिति में शेष निविदा राशि के कार्य के लिए अपात्र होंगे। देयक से काटी गई सुरक्षा राशि एवं अन्य भुगतान नियमानुसार कार्य पूर्ण होने के पश्चात् एवं पुनर्निविदा की स्थिति में बड़े हुए निविदा दर एवं विलम्ब शुल्क की कटौती पश्चात् देय होगा।
22. आबंटित समय सीमा में कार्य प्रारंभ नहीं करने पर ठेकेदार द्वारा निविदा में भाग लेते समय जमा कराया गया राशि को राजसात कर अनुबंध समाप्त कर दिया जावेगा तथा एम.आई.सी. में ठेकेदार के विरुद्ध अग्रिम कार्यवाही का प्रकरण प्रस्तुत किया जावेगा जो मान्य होगा।
23. निविदा दर स्वीकृत पश्चात् अनुबंध संपादन का आशय स्वतः कार्य करने की स्वीकृत नहीं है। कार्य प्रारंभ करने की फोटो उपलब्ध कराना ठेकेदार का दायित्व होगा। कार्यदेश जारी होने के बाद उप अभियंता से ले आऊट प्राप्त कर कार्य प्रारंभ किया जावे।
24. समय-समय में शासन/उच्च अधिकारियों द्वारा जारी निर्देश स्वतः प्रभावशील होंगे।
25. विज्ञापन में संलग्न एन.आई.टी. कराये जाने वाले कार्यों का स्वरूप है। वास्तविक कार्य एस.ओ.आर. में उल्लेखित आईटम से जुड़े हो सकते हैं जिन्हें पुनरीक्षित पृथक तकनीकी स्वीकृति के साथ उपलब्ध कराया जावेगा।
26. शासन से आबंटन प्राप्त होने पर ही भुगतान किया जावेगा। शासन से आबंटन किश्तों में प्राप्त होने की स्थिति में प्राप्त आबंटन अनुसार अनुपातिक आधार पर भुगतान किया जावेगा। विलम्ब से भुगतान होने पर कार्य को बंद नहीं किया जा सकेगा व कोई क्षतिपूर्ति देय नहीं होगी।
27. नगरीय प्रशासन एवं विकास के अधिकारियों द्वारा निरीक्षण उपरांत दिये गये निर्देश/सुधार का पालन किया जाना बंधनकारी होगा।
28. सभी कार्य आवश्यक स्वरूप के होने से उन्हें तत्काल सम्पादित करना होगा। ऐसी स्थिति में ठेकेदारों को पंजीयन श्रेणी के अधिकतम मूल्य तक के कार्यों की निविदा में भाग लेने की सलाह दी जाती है। एक ठेकेदार द्वारा प्रस्तुत निविदाओं में ऐसे सभी कार्य जिनकी निविदा दरें न्यूनतम हैं को सम्मिलित कर पंजीयन मूल्य से अधिक होने की स्थिति में समीक्षा पश्चात् कार्यों के आबंटन की कार्यवाही सम्पादित होगी। ऐसी स्थिति में एम.आई.सी. द्वारा कार्यों की समीक्षा करते हुये लिये गये निर्णय अनुसार कार्यवाही सम्पादित किया जावेगा जो बंधनकारी होगा।
29. दो या दो से अधिक संबंधित व्यक्ति जो एक ही प्रोपराइटर अथवा भागीदार के रूप में हितबद्ध हैं, समान कार्य के निष्पादन के लिए निविदा प्रस्तुत नहीं कर सकेंगे। कार्यदेश जारी होने के बाद इस आशय की जानकारी प्राप्त होने की स्थिति में भुगतान स्थगित करते हुये सक्षम प्राधिकारी के निर्णय अनुसार अग्रिम कार्यवाही किया जावेगा जिसमें निविदा निरस्त कर जमा राशि राजसात की स्थिति भी हो सकती है।
30. निविदा के किसी भी सुस्पष्ट भाग अथवा निविदा में संशोधन/स्थगन का अधिकार सक्षम अधिकारी को होगा।
31. ठेकेदार निविदा के अंतर्गत संपूर्ण कार्य अथवा किसी भी भाग किसी अन्य पक्ष अथवा पक्षों का समनुदेश न अथवा उप पट्टे पर नहीं होगा। कार्यों को सबलैट नहीं किया जा सकेगा।
32. निविदा दर एस.ओ.आर. से 10% से अधिक, कम (Tender Rate Below More Than 10% in SOR) होने की दशा में प्राक्कलन राशि के 90% एवं निविदा दर के अंतर की राशि, यदि 10% से 20% तक अधिक कम हो तो एफ.डी.आर./टी.डी.आर. निविदा खोले जाने की तिथि से 15 दिवस के भीतर स्वमेव जमा कराया जाना अनिवार्य होगा। अन्यथा की स्थिति में निविदा निरस्त करते हुए ठेकेदार को आगामी 02 वर्ष के लिये निकाय में किसी भी प्रकार की निविदा में भाग लेने से वंचित करने की कार्यवाही की जावेगी।
33. ठेकेदार को साझेदारी फर्म होने की दशा में पार्टनरशिप डीड की सत्य प्रतिलिपि संलग्न करना होगा।
34. छ.ग. वर्क्स डिपार्टमेंट मेन्युअल में दिये गये समस्त निर्देशों का पालन करते हुए गुणवत्तापूर्वक कार्य निर्धारित समयावधि में पूर्ण किया जाए।
35. मार्ग की डिजाइन अनुसार कैम्बर तथा सुपर एलिवेशन मेंटन करना होगा। ठेकेदार यह सुनिश्चित करेगा कि सम्पादित कार्य स्थल में पानी का ठहराव नहीं हो। अतः स्लोप को ध्यान रखकर कार्य सम्पादित करायेगा।

क्रमांक 127 / लो.क.वि./न.पा.नि./2023

रायगढ़ दिनांक 17/5/23

प्रतिलिपि:-

1. महापौर/सभापति महोदय, नगर पालिक निगम, रायगढ़ को सादर सूचनार्थ।
2. नेता प्रतिपक्ष/प्रभारी सदस्य, लो.क.वि. नगर पालिक निगम, रायगढ़ को सादर सूचनार्थ।
3. आयुक्त, नगर पालिक निगम, रायगढ़ को सादर सूचनार्थ।
4. कार्यालय अधीक्षक, नोटिस बोर्ड में चस्पा करने हेतु।
5. प्रोग्रामर डाटा सेंटर, नगरीय प्रशासन एवं विकास, संवा. रायपुर को विभागीय वेबसाइट में अपलोड किए जाने हेतु सूचनार्थ संप्रेषित।

कार्यपालन अभियंता  
नगर पालिक निगम रायगढ़ (छ.ग.)

कार्यपालन अभियंता  
नगर पालिक निगम रायगढ़ (छ.ग.)

## FORM 'A'

### NAGAR PALIK NIGAM/NAGAR PALIKA PARISHAD/NAGAR PANCHAYAT PUBLIC WORKS DEPARTMENT

Issued to Shri/M/s. ....  
Class of Contractor. ....E-Registration No.....Date.....  
Name of Work .....  
Amount of Contract Rs.....  
Amount of E.M. Rs. Rs. ....  
Cost of Tender Form Rs. Rs. ....  
Vide M.R. No. & Date .....  
Time allowed for Completion .....  
Date of opening Tender .....  
Nagar Nigam/Nagar Palika/Nagar Panchayat .....

#### PERCENTAGE RATE TENDER AND CONTRACT FOR WORKS

(Based on applicable Schedule of Rates)

##### General Rules and Direction for the Guidance of Contractors

1. Tenders must be invited for all works proposed to be given on contract unless the amount of works proposed to be given on contract is Rs 50,000 or less. The N.I.T. shall be posted in public places signed by the authority inviting the tenders.

N.I.T. will state the work to be carried out as well as the date for submitting and opening tenders and the time allowed for carrying out the work, also the amount of earnest money to be deposited with the tender and the amount of the security deposit to be deposited by the successful tenderer & the percentage, if any to be deducted from bills, it will also state whether, royalties and ground rents will be granted. Copies of the specifications, designs and drawings and a schedule of items quantities and rates of the various description of work and any other documents required in connection with the work signed for the purpose of identification by the authority competent to approve the tender shall also be open for inspection by the contractor at the office of the authority selling the tender forms during office hours.

Further that the schedule of items along with the quantities and rates payable shall be attached to the tender documents and in the event of variation in rates given in such list with the schedule of Rates the rates given in the S.O.R. approved by the competent authority shall prevail.

2. In the event of the tender being submitted by a firm it must be signed separately by each member thereof, in the event of the absence of any partner it must be signed on its behalf by a person holding a power of attorney authorizing him to do so, such power of attorney should be produced with the tender and it must disclose that the firm is duly registered under the Indian partnership Act.

3. Any person who submits a tender shall fill up above or below the S.O.R. specified in rule he is willing to undertake the work. Only one rate of percentage above or below the S.O.R. on all the scheduled terms shall be named. Tenders that propose any alteration in the work specified in the said N.I.T. or in the time allowed for carrying out the work or which contain any other conditions of any sort will be liable to rejection. No single tender shall include more than one work but contractors who wish to tender for two or more works shall submit a separate tender for each Tenders shall have the name and number of the work to which they refer written outside the envelope.
4. The authority receiving tenders or his duly authorised assistant will open tenders in the presence of any intending contractors who may be present at the time and will enter the amount of the several tenders in a comparative statement in a suitable form. Receipts for earnest money will be given to all tenders except those whose tenders are rejected and whose earnest money is refunded on the day the tenders are opened.
5. The Officers competent to dispose of the tenders shall have right of rejecting all or any of the tenders **without assigning any reason thereof.**
6. The receipt of a clerk for any money paid by the contractor will not be considered as any acknowledgement of payment to the Commissioner/CMO authority selling the tender form and the contractor shall be responsible for seeing that he procures a receipt signed by that authority or any other person duly authorised by him.
7. The memorandum of work tendered for be filled in and completed before the tender form is issued. If a form is issued to an intending tenderer without having been so filled in and completed he shall request the office to have this done before he completes and delivers his tender.

#### **Tender for Works**

I/We hereby tender for the execution, of the work specified in under written memorandum within time specified in such memorandum at

(In Figures):.....

(In Words):.....

Percent below / above/at par with the applicable Schedule of Rates and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in rule 1 thereof and in clause 12 of the annexed conditions and with such materials as are provided for by, and in all other respects in accordance with such conditions as far as applicable.

#### **Memorandum**

- (a) Name of work .....
- (b) Cost of work put to Tender .....
- (c) Earnest money.....
- (d) Security deposit .....
- (e) Percentage, if any to deducted from bills (Performance Gurantee) .....
- (f) Time allowed for the work .....from the reckoned date including / excluding rainy season  
(From 16th June to 15th October) (Delete whichever is not applicable.)

Should this tender be accepted I/we hereby agree to abide by and fulfil all terms and provisions of the said condition of the contract annexed hereto as far as applicable or in default, thereof to forfeit & pay to the Nagar Nigam/Nagar Palika/Nagar panchayat or his successors in office the sums of money mentioned in the said conditions. A separate sealed cover duly super scribed containing the sum of Rs. .... as earnest money the full value of which is to be absolutely forfeited to the said Nagar Nigam/Nagar Palika/Nagar Panchayat or his successors in office without prejudice to any other rights or remedies of the said Nagar Nigam/Nagar Palika/Nagar Panchayat or his successors in office should I/we fail to commence the work specified in the above memorandum or should I/we not deposit the full amount of security deposit specified in the above memorandum, in accordance with clause 1 of the said conditions of the contract, otherwise the said sum of Rs. .... shall be retained by Nagar Nigam/Nagar Palika/Nagar Panchayat on account of such security deposit as aforesaid or the full value of which shall be retained by Nagar Nigam/Nagar Palika/Nagar Panchayat on account of the security deposit specified in clause 1 of the said conditions of the contract.

Signature of witness to Contractor's Signature

Signature of the Contractor before

submission of tender (with name and seal)

Dated the                      day of  
..... 20

Dated the                      day of  
..... 20

Name and Address of the witness: .....

Occupation of the witness:.....

The above tender is hereby accepted by me for and on behalf of the Nagar Palik Nigam/Nagar Palika Parishad/Nagar Panchayat

Dated the ..... day of ..... 20

.....

Signature of the Officer by whom accepted

With designation and seal of office

## **CONDITIONS OF CONTRACT**

### **Definition**

1. The contract means the documents, forming the notice inviting tenders and tender documents submitted by the tenderer and the acceptance thereof including the formal agreement executed between the Nagar Nigam/Nagar Palika/Nagar panchayat and the contractor.
2. In the contract the following expressions shall unless otherwise required by the context have the meanings hereby respectively assigned to them: -
  - (a) The expression “works” or “work” shall unless thereby mean something either in the subject or context repugnant to such construction be construed and taken to mean the works or by virtue of the contract contracted to be executed whether temporary or permanent and whether original, altered, substituted or additional.
  - (b) The “site” shall mean the land and/or other places on, into or through which work is to be executed under the contract or any adjacent land path or street through which work is to be executed under the contract or any adjacent land, path, or street which may be allotted or used for the purpose of carrying out the contract.
  - (c) The “Commissioner/CMO” means Commissioner/Chief Municipal officer of The Nagar Nigam/Nagar Palika/Nagar panchayat and his successors in Office.
  - (d) The “Officers/Engineer-in-Charge” means the Commissioner/CMO/Engineer as the case may be who shall supervise and be in charge of the work and who shall sign the contract on behalf of the Nagar Nigam/Nagar Palika/Nagar Panchayat.
  - (e) “Competent Authority mean Commissioner/CMO, MIC/PIC, General Body/Parishad as the case may be.
  - (f) The term “Engineer-In Charge” means the Engineer of the Nagar Nigam/Nagar Palika/Nagar Panchayat

**Note: -** “Words” importing the singular number include plural number and vice-versa,

### **SECURITY DEPOSIT**

**Clause 1 -** The person whose tender may be accepted (hereinafter called the contractor which expression shall unless excluded by or repugnant to the context include his heirs executors, administrators representatives and assigns) shall permit Nagar Palik Nigam/Nagar Palika Parishad /Nagar Panchayat at the time of making any payments to him for the value of work done under the contract to deduct the security deposit as under.

The Security Deposit to be taken for the due performance of the contract under the terms & conditions printed on the tender form will be the earnest money plus a deduction of 5 (Five) percent from the payment made in the running bills.

## **COMPENSATION FOR DELAY**

**Clause 2 -** The time allowed for carrying out the work, as entered in the tender form, shall be strictly observed by the contractor and shall be deemed to be the essence of the contract and shall be reckoned from the fifteenth day after the date on which the order to commence the work is issued to the contractor, for a work where completion is up to 6 months

### **For works, for which the completion period is beyond six months: -**

The period will be reckoned from the thirtieth day after the date on which the order to commence the work is issued to contractor.

The work shall throughout the stipulated period of contract be proceeded with all due diligence, keeping in view that time is the essence of the contract. The contractor shall be bound in all cases, in which the time allowed for any work exceeds one month, to complete 1/8th of the whole work before 1/4th of the whole time allowed under the contract has elapsed, 3/8th of the work before 1/2 of such time has elapsed and 3/4th of the work before 3/4th of such time has elapsed. In the event of the contractor failing to comply with the above conditions, the Commissioner/CMO shall levy on the contractor, as compensation an amount equal to: 0.5% (zero point five percent) of the value of work (contract sum) for each week of delay, provided that the total amount of compensation under provision of this clause shall be limited to 6% (six percent) of value of work. (Contract sum)

Provided further that if the contractor fails to achieve 30% (thirty percent) progress in 1/2 (half) of original or validly extended period of time (reference clause 5 below) the contract shall stand terminated after due notice to the contractor and his contract finalised, with earnest money and or security deposit forfeited and levy of further compensation at the rate of 10% of the balance amount of contract left incomplete, either from the bill, and or from available security/performance guarantee or shall be recovered as "Arrears of land revenue".

The decision of the Commissioner/CMO in the matter of grant of extension of time only (reference clause 5 below) shall be final, binding and conclusive. But he has no right to change either the rate of compensation or reduce and or condone the period of delay- once such an order is passed by him (on each extension application of the contractor) it shall not be open for a revision.

Where the Commissioner/CMO decides that the contractor is liable to pay compensation for not giving proportionate progress under this clause and the compensation is recommended during the intermediate period, such compensation shall be kept in deposit and shall be refunded if the contractor subsequently makes up the progress for the lost time, within the period of contract including extension granted, if any failing which the compensation amount shall be forfeited in favour of the Nagar Nigam/Nagar Palika/Nagar Panchayat.

**Action when the work is left incomplete abandoned or delayed beyond the time limit permitted by the Commissioner/CMO**

**Clause 3:-**

- (i) The Commissioner/CMO may terminate the contract if the contractor causes a fundamental breach of the contract.
- (ii) Fundamental breach of contract shall include, but not be limited to, the following: -
  - (a) The contractor stops work for four weeks, when no stoppage of work is shown on the current programme or the stoppage has not been authorised by the Commissioner/CMO.
  - (b) The Commissioner/CMO gives notice that failure to correct a particular defect is a fundamental breach of contract and the contractor fails to correct it within reasonable period of time determined by the Commissioner/CMO in the said notice.
  - (c) The contractor has delayed the completion of work by the number of weeks [12 (Twelve) weeks] for which the maximum amount of compensation of 6% of contract sum is exhausted.
  - (d) If the contractor has not completed at least thirty percent of the value of construction work required to be completed in half of the completion period (Including validly extended period if any).
  - (e) If the contractor fails to appoint the technical staff and if appointed do not function properly for 4 weeks even after due written notice by the Commissioner/CMO.
  - (f) If he violates labour laws.
  - (g) If the Contractor fails to set up field laboratory \* with appropriate equipments, within 30 day from the reckoned date. (\* for each contract valued more than Rupees 3 crores)
  - (h) Any other deficiency which goes to the root of the contract Performance
- (iii) If the contract is terminated, the contractor shall stop work immediately, make the site safe and secure and leave the site as soon as reasonably possible.
- (iv) The Commissioner/CMO shall cause recording and checking of measurements of all items of work done (taking in to account quality and quantity of items actually executed) and prepare the final bill after adjusting all previous outstanding dues. Such recording of measurements shall be done after due notice regarding time and date of recording measurement and directing the contractor to either remain present himself or his authorised representative so as to satisfy himself that the recording of measurement is just and proper. Failure on his parts either to attend and or refusing to acknowledge the measurement so recorded in the department measurement book, shall be at his sole risk and responsibility.
- (v) In addition to the provision contained in clause 2 above the Commissioner/CMO shall forfeit the earnest money and or security deposit and further recover/deduct/adjust a compensation @ 10% (ten percent) of the balance value of work left incomplete either from the bill, and or from available security/performance guarantee or shall be recovered as "Arrears of land revenue"

**Power to take possession of or require removal of Materials Tools and Plants or sale of Contractor's Plants etc**

- Clause 4:** In any case in which any of the powers, conferred upon the Commissioner/CMO by clause - 3 hereof shall have become exercisable and the same shall not be exercised, the non-exercise thereof shall not constitute a waiver of any of the conditions hereof and



such powers shall notwithstanding be exercisable in the event of any future case of default by the contractor for which by any clause or clauses hereof he is declared liable to pay compensation shall remain unaffected. In the event of the Commissioner/CMO putting in force either of the power clause 3 vested in him under the preceding clause he may, if he so desires, take possession of all or any tools, plant materials, and stores in or upon the works, or the site thereof or belonging to the contractor or procured by him and intended to be used for the execution of the work or any part thereof paying or allowing for the same in account at the contract rates, or in case of these not being applicable, at current market rates to be certified by Commissioner/CMO, whose certificate thereof shall be final; otherwise the Commissioner/CMO may by notice in writing to the contractor or his clerk of the works foreman or authorised agent require him to remove such tools plant, materials or stores from the premises (within a time to be specified in such notice) and in the event of the contractor failing to comply with any such requisition, the Commissioner/CMO may remove them at the contractors expense sell them by auction or private sale on account of the contractor & at his risk in all respects and the certificate of the Commissioner/CMO as to the expense of any such removal and the amount of the proceeds and expense of any such sale shall be final and conclusive against the contractor.

### **EXTENSION OF TIME**

#### **Clause 5**

- 5.1 - If the Contractor shall desire an extension of time for completion of work on ground of his having been "UNAVOIDABLY" hindered in its execution or on any other ground, he must apply giving all and complete details of each of such hindrances or other causes in writing, to the Commissioner/CMO positively within 15 days of occurrence of such hindrance(s) and seek specific extension of time (period from ..... to .....)

**In case the grounds shown by the contractor are reasonable, the Commissioner/CMO shall be competent to grant the extension himself :-**

Once the Commissioner/CMO/Competent Authority has decided the case of extension of time with reference to the particular application of the contractor, it will not be competent for them to review/change such a decision later on. However, the Competent Authority and the Commissioner/CMO shall give the contractor an opportunity to be heard (orally and or in writing), before taking any final decision either of granting extension of time or permitting the contractor to complete the work by the delayed date (under clause 2 of the contract) or before refusing both. Provided further where the Commissioner/CMO has recommended grant of extension of particular time under clause 5.1 of the contract or has refused to recommend extension of time but has recommended permitting the contractor for delayed completion, (clause 2) the contractor shall continue with the work till the final decision by Commissioner/CMO/Competent Authority.

Failure on the part of the contractor for not applying extension of time even within 30 days of the cause of such an hindrance, it shall be deemed that the contractor does not

desire extension of time and that he has "Waived" his right if any, to claim extension of time for such cause of hindrance. Once the Commissioner/CMO/Competent Authority has heard (oral and or in writing) the contractor on this subject matter of extension of time and if Commissioner/CMO/Competent Authority fails to communicate his decision within a period of 30 days of such hearing, it shall be **deemed** that the contractor has been granted extension of time for the period as applied by him.

**5.2 Compensation Events: - Compensation Events for consideration of extension of time without penalty.**

The following mutually agreed Compensation Events unless they are caused by the contractor would be applicable;

- (a) The Commissioner/CMO does not give access to a part of the site.
- (b) The Commissioner/CMO modifies the schedule of other contractor in a way, which affects the work of the contractor under the contract.
- (c) The Commissioner/CMO orders a delay or does not issue drawings, specification or instructions /decisions/approval required for execution of works on time.
- (d) The Commissioner/CMO instructs the contractor to uncover or to carry out additional tests upon work, which is then found to have no defects.
- (e) The Commissioner/CMO gives an instruction for additional work required for safety or other reasons.<sup>1</sup>
- (f) The advance payment and or payment of running bills (complete in all respect) are delayed.
- (g) The Commissioner/CMO unreasonably delays issuing a Certificate of Completion
- (h) Other compensation events mentioned in contract if any

**FINAL CERTIFICATE:**

**Clause 6** - On completion of the work the contractor shall be furnished with a certificate by the Commissioner/CMO (hereinafter called the Commissioner/CMO) of such completion in the form appended at the end, but no such certificate shall be given, nor shall the work be considered to be complete until the contractor shall have removed from the premises on which the works shall be executed, all scaffolding surplus materials and rubbish, and cleaned off the dirt from all wood-work, doors windows walls, floors or other parts of any building in upon or about which the work is to be executed or of which he may have had possession for the purpose of the execution there of nor until the work; shall have been measured by the Engineer-in-Charge whose measurements shall be binding and conclusive against the contractor. If the contractor shall fail to comply with the requirements of this clause as to removal of scaffolding surplus materials and rubbish and cleaning of dirt on or before the date fixed for the completion of the work, the Engineer-in-Charge may, at the expense of the contractor remove such scaffolding, surplus materials and rubbish and dispose of the same as he thinks fit and clean off such dirt as aforesaid and the contractor shall forthwith pay the amount of all expenses so incurred, and shall have no claim in respect of any such scaffolding or surplus materials as aforesaid, except for any sum actually realised by the sale thereof.

### **PAYMENT ON INTERMEDIATE CERTIFICATE TO BE REGARDED AS ADVANCES:**

**Clause 7** - No payments shall ordinarily be made for work estimated to cost less than Rs. 1,000/- (Rs. One Thousand) till after the whole of the works shall have been completed and certificate of completion given but if intermediate payment during the course of execution of works is considered desirable in the interest of works, the contractor may be paid at the discretion of the Commissioner/CMO. But in the case of works estimated to cost more than rupees one thousand, the contractor shall on submitting the bill therefore be entitled to receive a monthly payment proportionate to the part thereof then approved by the Engineer - in -charge and passed by Commissioner/CMO whose certificate of such approval and passing of the sum so payable shall be final and conclusive against the contractor. But all such intermediate payments shall be regarded as payments by way of advance against the final payment for works actually done and completed and shall not preclude the requiring of bad unsound and imperfect or unskillful work to be removed and taken away and reconstructed or erected or be considered as an admission of the due performance of the contract or any such part thereof, in any respect, or the accruing of any claim, nor shall it conclude, determine, or affect in any way the powers of the Commissioner/CMO under these conditions or any of them as to the final settlement and adjustment of the accounts or otherwise or in any other way vary or affect the contract. The final bill shall be submitted by the contractor within one month of the date fixed for completion of the work, otherwise the Engineer -in-charge's certificate of the measurement and of the total amount payable for work accordingly shall be final and binding on all parties.

### **Clause 8 - Bills to be submitted monthly:**

"A bill shall be submitted by the contractor by 15th day of each month for all works executed by him till the end of previous month less the gross amount received by him till the last previous month. This bill must be supported by records of detail measurement of quantities of all executed items of work along with true copies of record and result of all tests conducted in the previous month (date wise). The Commissioner/CMO shall take or cause to be taken the requisite measurement for purpose of having the same verified/checked by the sub Engineer/Assistant Engineer Commissioner/CMO concern for quantity, quality and specification and examining all the "test results" and record the same in the Departmental measurement, book. Based on above record measurement bill shall be corrected /prepared afresh. The contractor shall sign the measurement and the bill. The Commissioner/CMO shall pay running bills by 25<sup>th</sup> day of the month subject to availability of the funds. If the contractor fails to submit the bill on or before the day prescribed, the Commissioner/CMO after waiting for another 15 days shall depute a subordinate to measure the said work in the presence of contractor and or his authorised Engineer/Representative, whose counter signature to the measurement recorded with quantity and quality remark will be sufficient proof for acceptance of the same and shall be binding on the contractor.

All such running bill payments are by way of "Advances" and shall be subject to final adjustment.

### **Clause 9 - BILLS TO BE ON PRINTED FORMS:**

The contractor shall submit all bills on printed forms to be had on application at the office of the Engineer- in -charge, and the charges in the bills shall always be entered at the rates specified

in the tender or in the case of any extra work ordered in pursuance of these conditions, and not mentioned or provided for in the tender at the rates hereinafter provided for such work.

The deduction or addition as the case may be of the percentage will be calculated on the amount of the bill for the work done, after deducting the cost of materials supplied departmentally at rates specified in the agreement.

**Clause 10 - RECEIPTS TO BE SIGNED BY PARTNERS OF PERSONS HAVING AUTHORITY TO DO SO:**

Receipts for payments made on account of a work when executed by a firm must also be signed by the several partners, except where the contractors are described in their tender as a firm in which case the receipt must be signed in the name of the firm by one of the partners, or by some other person having authority to give effectual receipt for the firm.

**CLAUSE 11** Reimbursement/Refund on Variation in Prices of Materials / P. O. L. and Labour Wages, only for the works contract value more than Rs.3 Cr.

**Price Adjustment: -**

(A) Contract price shall be adjusted for increase or decrease in rates and price of labour, materials, POL, in accordance with the following principles and procedure and as per formula given below.

Note: - Price adjustment shall be applicable **from reckoned date** and upto validly extended period under clause 5.1 above but shall not apply to the period when, work is carried out under clause 2 above.

(B) The price adjustment shall be determined during each month from the formula given in the hereunder.

(C) Following expressions and meanings are assigned to the work done during each month:

To the extent that full compensation for any rise or fall in costs to the contractor is not covered by the provisions of this or other clauses in the contract, the unit rates and prices included in the contract shall be deemed to include amounts to cover the contingency of such other rise or fall in costs.

**The formula (e) for adjustment of prices are: -**

R= Total value of work done during the month. It would include the amount of secured advance granted, if any, during the month, less the amount of secured advance recovered, if any during the month. It will exclude value for works executed under variations for which price adjustment will be worked separately based on the terms mutually agreed.

**Adjustment for labour component**

(i) Price adjustment for increase or decrease in the cost due to labour shall be paid in accordance with the following formula:

$$V_L = 0.85 \times P_1 / 100 \times R \times (L_i - L_0) / L_0$$

$V_L$  = increase or decrease in the cost of work during the month under consideration due to changes in rates for local labour.

$L_0$  = the consumer price index for industrial workers at the town nearest to the site or work as published by Labour Bureau, Ministry of Labour, Govt. of India. on the date of inviting tender

$L_i$  = The consumer price index for industrial workers at the town nearest to the site of work for the month under consideration as published by Labour Bureau, Ministry of Labour,

Government of India.  
 $P_1$  = Percentage of labour component of the work.

### **Adjustment for cement component**

(ii) Price adjustment for increase or decrease in the cost of cement procured by the contractor shall be paid in accordance with the following formula;

$V_c$  =  $0.85 \times P_c / 100 \times R \times (C_i - C_0) / C_0$

$V_c$  = increase or decrease in the cost of work during the month under consideration due to changes in rates for cement

$C_0$  = The all India wholesale price index for cement as published by the Ministry of Industrial Development, Government of India, New Delhi. on the date of inviting tender

$C_i$  = The all India average wholesale price index for cement for the month under consideration as published by Ministry of Industrial Development, Govt. of India, New Delhi.

$P_c$  = Percentage of cement component of the work.

### **Adjustment for steel component**

(iii) Price adjustment for increase or decrease in the cost of steel procured by the Contractor shall be paid in accordance with the following formula;

$V_s$  =  $0.85 \times P_s / 100 \times R \times (S_i - S_0) / S_0$

$V_s$  = increase or decrease in the cost of work during the month under consideration due to changes in the rates for steel.

$S_0$  = The all India wholesale price index for steel (Bar and Rods) as published by the Ministry of Industrial Development, Government of India, New Delhi. on the date of inviting tender

$S_i$  = The all India average wholesale price index for steel (Bar and Rods) for the month under consideration as published by Ministry of Industrial Development, New Delhi.

$P_s$  = Percentage of steel component of the work.

**Note:-** for the application of this clause, index of Bars and Rods has been to represent steel group.

### **Adjustment of bitumen component**

(iv) Price adjustment for increase or decrease in the cost of bitumen shall be paid in accordance with the following formula;

$V_L$  =  $0.85 \times P_b / 100 \times R \times (B_i - B_0) / B_0$

$V_b$  = Increase or decrease in the cost of work during the month under consideration due to changes in rates for bitumen.

$B_0$  = The official retail price of bitumen at the IOC depot at nearest centre on the date of inviting tender.

$B_i$  = The official retail price of bitumen of IOC depot at nearest center for the 15th day of the month under consideration.

$P_b$  = Percentage of bitumen component of the work.

### **Adjustment of POL (fuel and lubricant) component**

(v) Price adjustment for increase or decrease in cost of POL (fuel and lubricant) shall be paid in accordance with the following formula;

$V_f$  =  $0.85 \times P_f / 100 \times R \times (F_i - F_0) / F_0$

$V_f$  = Increase or decrease in the cost of work during the month under consideration due to changes in rates for fuel and lubricants.

$F_0$  = The official price of High Speed Diesel (HSD) at the existing consumer Diesel pumps out let at nearest center on the date of inviting tender

$F_i$  = The official retail price of HSD at the existing consumer pumps of



IOC at nearest center for the 15th day of month under consideration.

$P_f$  = Percentage of fuel and lubricants component of the work.

**Note:** -For the application of this clause, the price of High speed Diesel Oil has been chosen to represent fuel and lubricants group.

### **Adjustment of Other Materials Component**

(vii) Price adjustment for increase or decrease in cost of local materials other than Cement, steel, Bitumen and POL procured by the contractor shall lay in accordance with the following formula;

$V_m = 0.85 \times P_m / 100 \times R \times (M_i - M_0) / M_0$

$V_m$  = Increase or decrease in the cost of work during the month under consideration due to changes in rates for local materials other than cement, steel, bitumen and POL.

$M_0$  = The all India wholesale price index (all commodities) as published by the Ministry of Industrial Development, Govt. of India, New Delhi. on the date of inviting tender

$M_i$  = The all India Wholesale price index (all commodities) for the month under consideration as published by Ministry of Industrial Development, Govt. of India, New Delhi.

$P_m$  = Percentage of local material component (Other than cement, steel, bitumen and POL) of the work.

**The following percentages will govern the price adjustment for the entire contract:**

| Sl. No. | Components              | For road    | For Building | For bridge  |
|---------|-------------------------|-------------|--------------|-------------|
| 1       | Lbour- $P_1$            | 25%         | 35%          | 30%         |
| 2       | Cement – $P_c$          | 5%          | 10%          | 25%         |
| 3       | Steel – $P_s$           | 5%          | 10%          | 25%         |
| 4       | Bitumen – $P_b$         | 10%         | -            | -           |
| 5       | POL – $P_f$             | 10%         | 10%          | 10%         |
| 6       | Other materials - $P_m$ | 45%         | 35%          | 10%         |
|         | <b>Total: -</b>         | <b>100%</b> | <b>100%</b>  | <b>100%</b> |

Note :-If in the execution of contract for Road works use of certain material(s) is/are not involved (Viz cement, steel, Bitumen etc.), then the percentage of other material- $P_m$  shall be increased to that extent  
Example: - Say in a contract of roadwork steel is not required ( $P_s=5\%$ ). $P_m$  shall become  $45\%+5\%=50\%$

Or

Say cement & steel not required then  $P_m$  shall become  $45\%+5\%+5\%=55\%$  and so on

### **Work to be executed in Accordance with Specification, Drawing, Order, etc.:**

**Clause 12:** The contractor shall execute the whole and every part of work in the most substantial and workman like manner, and both as regards materials and otherwise in every respect in strict accordance with the specifications. The contractor shall also conform exactly fully and faithfully to the designs, drawings and instructions in writing relating to the work signed by the Engineer-in-charge and lodged in his office and to which the contractor shall be entitled to have access at such office or on the site of the work for the purpose of inspection during office hours and the contractor shall, if he so requires, be entitled at his own expense to take or cause to be made copies of the specifications, and of all such designs, drawings and instructions as aforesaid. MORTH/IRC specifications for road and bridges, specifications for rural roads and other I.R.C. publications and their manual, latest CPWD specifications/I.S.I. codes for buildings or special specifications whenever enclosed separately shall apply in the case of any variance the following:-

#### **Order of Precedence Shall Prevail:-**

1. Specifications as per NIT.

2. Specifications as per S.O.R.
3. MORTH/IRC specifications for road and bridges, Specifications for rural roads and other I.R.C. Publications and their manual, latest CPWD specifications/I.S.I. codes for buildings or special specifications whenever enclosed separately
4. Mode of measurements for building shall be as provided in the S.O.R. applicable to the contract. Where such mode of measurement is not specified in the S.O.R. it shall be done as per I.S.I. Code of building measurement. However if any mode of measurement is specifically mentioned in the N.I.T. the same will get precedence over all the above.

**Clause 12 -A:** In respect of all bearings, hinges or similar part intended for use in the superstructure of any bridge, the contractor shall, whenever required, in the course of manufacture, arrange and afford all facilities for the purpose of inspection and test of all or any of the part and the material used therein to any officer of the Directorate of inspection of the Ministry of works production and supply of the Government of India and such bearings, hinges or similar parts shall not be used in the superstructure of any bridge except on production of a certificate of acceptance thereof from the Directorate of inspection. All inspection charges will be payable by the contractors. (This clause may be struck off if the tender is not for bridgework).

### **Variations**

**Clause 13 - Additions, Alterations in Specifications and Designs.**

The Commissioner/CMO shall have power to make any alterations in, omissions from, additions to, or substitutions for, the original specifications, drawings, designs and instruction, that may appear to him to be necessary or advisable during the progress of the work, and the contractor shall be bound to carry out the work in accordance with any instruction which may be given to him in writing, signed by the Commissioner/CMO and such alterations, omissions, additions or substitution shall not invalidate the contract and any altered, additional or substituted work, which the contractor may be directed to do in the manner above specified as part of the work; shall be carried out by the contractor on the same conditions in all respects on which he agreed to do the main work and at the same rates as are specified in the tender for the main work, provided the total value of all such increased or altered or substituted work does not exceed 25% of the amount put to tender inclusive of contractor percentage. If such value exceeds 25% it shall be open to the contractor either to determine the contract or apply for extension.

**Note:** - Such additions, alterations, substitution, shall have to be within the Scope of work tendered for

#### **Rates for works not in schedule of rates**

If during the course of execution, where it is found necessary that certain item/items of work not provided for in the S.O.R. required to be carried out then the Engineer-in-Charge shall identify such item / items including approximate quantity of the contract and ask the contractor to submit his rates in writing supported by the requisite data within a period of 7 days. The Engineer-in-Charge shall obtain approval/ modification of the proposed rate from the Competent Authority after recommendation of Commissioner/CMO and communicate the same within a period of 4 weeks to the contractor, in case the contractor agrees to the above rates as fixed by the Competent Authority then they shall form a part of supplementary schedule of the contract agreement. If the contractor does not agree to the rate of the Competent Authority then it shall be open for the Commissioner/CMO to get the work executed through any other agency. The contractor will not however be entitled to any compensation due to delay or hindrance or loss of profit accruing on account of this extra work executed by alternative agency.

If the contractor commences non-schedule work or incur expenditure in regard thereto before the rates shall have been determined by the Competent Authority, then he shall be entitled for payment for the work done as decided by the Competent Authority. the decision

of the Competent Authority shall be final. Such a decision shall be given by the Competent Authority. Within a period of 30 (Thirty) days and it shall be open to the contractor not to continue that item further. In such an event that item shall be got executed by other agency at such an approved rate by Competent Authority Contractor may either determine his contract if variations exceeds 10 (Ten) % of the Administrative approval, or may apply for extension.

#### **Extension of time in consequence of variations**

The time for the completion of work shall be extended in proportion of the variation of the work bear to the original contract work and certificate of Commissioner/CMO shall be conclusive as to such proportion.

#### **NO CLAIM TO ANY PAYMENT OR COMPENSATION FOR ALTERATION IN OR RESTRICTION OF WORKS:**

**Clause 14 -** If at any time after the execution of the contract documents, the Commissioner/CMO shall for any reason whatsoever require the whole or any part of the work as specified in the tender to be stopped for any period or shall not require the whole or part of the work to be carried out at all or to be carried out by the contractor he shall give notice in writing of the fact to the contractor who shall there upon suspend or stop the work totally or partially, as the case may be.

If any such case, except as provided hereunder, the contractor shall have no claim to any payment or compensation what so ever on account of any profit or advantage which he might have derived from the execution of the work in full, but which he did not so derive in consequence of the full amount of the work not having been carried out, or on account of any loss that he may be put to on account of materials purchased or for unemployment of labour recruited by him. He shall not also have any claim for compensation by reason of any alteration having been made in the original specifications, drawing, designs and instructions, which may involve any curtailment of the work as originally contemplated. Where, however, materials have already been purchased or agreed to be purchased by the contractor shall be paid for such materials at the rates determined by the Commissioner/CMO, provided they are not in excess of requirement and of approved quality and / or shall be compensated for the loss, if any that he may be put to, in respect of materials agreed to be purchased by him, the amount of such compensation to be determined by the Commissioner/CMO whose decision shall be final. If the contractor suffers any loss on account of his having to pay labour charges during the period during which the stoppage of work has been ordered under this clause, the contractor shall, on application be entitled to such compensation on account of labour charges as the Commissioner/CMO, whose decision shall be final, may consider reasonable provided that the contractor shall not be entitled to any compensation on account of labour charges, if in the opinion of the Commissioner/CMO, the labour could have been employed by the contractor elsewhere for the whole or part of the period during which the stoppage of the work has been ordered as aforesaid.

If the total duration of suspension of the work is more than the six months, then this suspension of the work will be considered as permanent stoppage of the work, and the contractor can determine the contract, if he so desires.

#### **ACTION AND COMPENSATION PAYABLE IN CASE OF BAD WORK:**

**Clause 15 -**If at any time before the security deposit is refunded to the contractor, it shall appear to the Commissioner/CMO or his subordinate in charge of the work, that any work has been executed with unsound, imperfect or unskillful workmanship or with material of inferior quality or that any materials or articles provided by him for the execution of the work are unsound, or of a quality

inferior to that contracted for, or are otherwise not in accordance with the contract, it shall be lawful for the Commissioner/CMO to intimate this fact in writing to the contractor and then notwithstanding the fact that the work, materials or articles complained of may have been inadvertently passed, certified and paid for contractor shall be bound forthwith to rectify, or remove and reconstruct the work so specified in whole or in part, as the case may require, or if so required, shall remove the materials or articles so specified and provide other proper and suitable materials or articles at his own proper charge and cost, and in the event of his failing to do so within a period to be specified by the Commissioner/CMO in the written intimation aforesaid, the contractor shall be liable to pay compensation at the rate of one percent on the amount of contract put to tender every day not exceeding ten days, during which the failure so, continues and in the case of any such failure the Commissioner/CMO may rectify or remove and, re-execute the work or remove and replace the materials or articles complained of as the case may be at the risk and expense in all respects of the contractor. Should the Commissioner/CMO consider that any such inferior work or materials as described above may be accepted or made use of it shall be within his discretion to accept to the same at such reduced rates as he may fix therefore

**WORK TO BE OPEN FOR INSPECTION-CONTRACTOR OR RESPONSIBLE AGENT  
TO BE PRESENT:**

**Clause 16-** All work under or in course of execution or executed in pursuance of the contract shall at all time be open to the inspection and supervision of the Commissioner/CMO and his subordinates and the contractor shall at all time during the usual working hours, and at all other times at which reasonable notice of the intention of the Commissioner/CMO or his subordinate to visit the work shall have been given to the contractor, either himself be present to receive orders and instruction or have a responsible agent duly accredited in writing present for that purpose. Orders given to the contractor's agent shall be considered to have the same force as if they had been given to the contractor himself.

**NOTICE TO BE GIVEN BEFORE WORK IS COVERED UP:**

**Clause 17 -** The contractor shall give not less than five days notice in writing to the Commissioner/CMO or his subordinate in charge of the work before covering up or otherwise placing beyond the reach of measurement any work in order that the same may be measured, and correct dimensions thereof be taken before the same is so covered up or placed beyond the reach of measurement, any work without the consent in writing of the Commissioner/CMO or his subordinate in charge of the work and if any work shall be covered up or placed beyond the reach of measurement without such notice having been given or consent obtained, the same shall be uncovered at the contractor's expenses, or in default thereof, no payment or allowance shall be made for such work or the materials with which the same was executed.

**Clause 18- CONTRACTOR LIABLE FOR DAMAGE DONE AND FOR IMPERFECTIONS AFTER  
CERTIFICATE OF COMPLETION**

If the contractor or his work people or servants shall break, deface injure or destroy any part of building in which they may be working or any building, road, road curbs, fences, enclosures, water pipes, cables drains, electric or telephone posts or Wires trees grass or grassland or cultivated ground continuous to the premises on which the work or any part of it is being executed, or if any damage shall happen to the work while in progress, from any cause whatever, or any imperfections become apparent, the contractor shall make good the same at his own expense or in default, the Commissioner/CMO may cause the same to be made good

by other workmen and deduct the expense of which certificate of the Commissioner/CMO shall be final) from any sums that may be then or at any time thereafter, may become due to the contractor or from his security deposits, or the proceeds of sale thereof or of a sufficient portion thereof.

**Clause 19 - CONTRACTOR TO SUPPLY PLANT, LADDERS, SCAFFOLDING, ETC.:**

The contractor shall supply at his own cost materials (except such special materials if any, as may in accordance with the contract be supplied from the Commissioner/CMO's Stores) plants, tool, appliances, implements, ladders, cordage, tackle, Scaffolding and temporary work requisite for the proper execution the work whether original, or altered or substituted, and whether included in the specification or other documents forming part of the contract referred to in these conditions or not or which may be necessary for the purpose of satisfying or complying with the requirement of the Commissioner/CMO as to any matter as to which under these conditions he is entitled to be satisfied, or which he is entitled to require together with carriage there for to and from the work. The contractor shall also supply without charge requisite number of persons with the means and materials necessary for the purpose of setting out works, and counting, weighing & assisting in the measurement or examination at any time and from time to time of the work, or materials. Failing his so doing the same may be provided by the Commissioner/CMO at the expenses of the contractor and the expenses may be deducted from any money due to the contractor under the contract, or from his security deposit or the proceeds of sale thereof, or of a sufficient portion thereof.

Contractor is liable for damages arising from non-provision of lights fencing etc. The contractor shall also provide at his own cost except when the contract specifically provides otherwise and except for payments due under clause all necessary fencing and lights required to protect the public from accident and shall be bound to bear the expenses of defence of every suit, action or proceedings at law that may be brought by any person for injury sustained owing to neglect of the above precautions & to pay any damage and costs which may be awarded in any such suit, action or proceedings to any such person or which may with the consent of the contractor be paid to compromise any claim by any such person.

**Clause 20 - COMPENSATION UNDER SECTION 12 SUB-SECTION (1) OF THE WORKMAN'S COMPENSATION ACT 1923:**

In every case in which by virtue of the provisions of section 12 sub-section (1) of the workman's compensation Act 1923 Commissioner/CMO is obliged to pay compensation to a workman employed by the contractor in execution of the works and will recover from the contractor the amount of compensation so paid Commissioner/CMO shall be at liberty to recover the amount or any part thereof by deducting it from the security deposit or from any sum due by Commissioner/CMO to the contractor whether under this contract or otherwise. Commissioner/CMO may not be bound to contest any claim made against them under section - 12 sub-sections (1) of the said Act except on the written request of the contractor and upon his giving to Commissioner/CMO full security for all cases for which Commissioner/CMO might become liable in consequence contesting such claim.

**LABOUR:**

**Clause 21 -** The contractor should get himself registered under contract - labour regulations and abolition Act 1970 including its amendments after getting a certificate from the principal employer.

**Clause 22 -** Labour below the age of 14 years - No labour below the age of 14 years shall be employed on the work.

#### **FAIR WAGE:**

**Clause 23 -** The contractor shall pay not less than fair wage to labour engaged by him on the work.

#### **Explanation -**

- (a) Fair wage' means wage(s) whether for time or piece work notified during the period of execution of contract for the work and where such wages have not been so notified, the wages prescribed by the revenue Commissioner/Collector for that period
- (b) The contractor shall, notwithstanding the provisions of any contract to the contrary cause to be paid a fair wage to labourers indirectly engaged on the work including any labour engaged by his sub-contractors in connection with the said work, as if the labourers had been immediately employed by him.
- (c) In respect of labour directly or indirectly employed on the work for the performance of the contractors part of this agreement the contractor shall comply with or cause to be complied with the Labour Act in force.
- (d) The Commissioner/CMO shall have the right to deduct, from the moneys due to the contractor, any sum required or estimated to be required for making good the loss suffered by a worker or workers by reasons of non-fulfilment to the conditions of the contract for the benefit of the workers non payment of wages or deductions made from his or their wages, which are not justified by the terms of the contract or non observance of the regulations.
- (e) The contractor shall be primarily liable for all payments to be made under and for observance of the regulations afore said with out prejudice to his right to claim indemnity from his sub-contractors.
- (f) The regulations aforesaid shall be deemed to be a part of this contract and any breach thereof shall be deemed to be a breach of this contract.

#### **Subletting of works**

**Clause 24 :-** The contract may be rescinded and security deposit forfeited, for subletting the work beyond permissible limits as per clause 7.1 of appendix 2.10 or if contractor becomes insolvent: -

**"Note : Such subletting/assignment shall not be made to any other Contractor registered in Class AI to A5 Category in the Public Works Department of Chhattisgarh or in similar Category in other Deptt. of the State or in other organization or Agency (Class with about similar financial capacity) by whatever name these are called."**



**24.1** The contract shall not be assigned or sublet without prior sanction of the authority who has accepted the tender in writing. And if the contractor assign or sublet his contract, for more than permissible limits as per clause 7.1 of appendix 2.10 or attempt to do so, or become insolvent commence any insolvency proceedings or make any composition with his creditors, or attempt to do so or if any gratuity, gift, loan, perquisite, reward of and advantage pecuniary or otherwise, shall either directly or indirectly be given, promised or offered by the contractor, or any of his servants or agents or to any public officer or person in the employ of Government in any way relating to his office or employment, or if any such officer or person shall become in any way directly or indirectly interested in the contract, the Commissioner/CMO may there upon by notice in writing rescind the contract, and the S.D. of the contractor shall there upon stand forfeited and be absolutely at the disposal of Nagar Nigam/Nagar Palika/Nagar Panchayat and the same consequences shall ensure as if the contract had been rescinded under clause 3 thereof, and in addition the contractor shall not be entitled to recover or be paid for any work thereto for actually performed under the contract. Any such assignment/subletting within the limit of 25% by the authority who has accepted the tenders OR 50 % by the next higher authority accepting the tender or Govt. as the case may be ,shall not diminish or dilute the liability/ responsibility of the contractor. If the contractor gets item / items of work executed on a task rate basis **without** materials, this shall not amount to subletting of the contract.

**Any subcontracted work, done in Chhattisgarh state with prior approval of competent authority, such subcontractor will also get the credit for work towards his experience.**

**24.2** The Commissioner/CMO shall be empowered to terminate any contract if the contractor sublets the works to some other person on the basis of power of attorney.

**24.3** Subletting of work shall result in reduction in experience of the main contractor to the extent of the sublet.

**Clause 25:Sum payable by way of Compensation to be considered as Reasonable Compension Without Reference to Actual Loss:**

All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to the use of Nagar Nigam/Nagar Palika/Nagar Panchayat without reference to the actual loss or damage sustained, and whether or not any damage shall have been sustained.

**Clause 26 - CHANGE IN THE CONSTITUTION OF FIRM:**

In the case of tender by partners any change in the constitution of the firm shall be forthwith notified by the contractor to the Commissioner/CMO for his information, and contractor shall initiate steps for fresh & new registration which shall be assessed & decided by the competent authority for fresh registration.

**Clause 27 - WORK TO BE UNDER DIRECTION OF ENGINEER/COMMISSINOR/CMO:**

All works to be executed under the contract shall be executed under the direction and subject to the approval in all respect of the Commissioner/CMO of the Nagar Palik Nigam/Nagar Palika/Nagar Panchayat for the time being who shall be entitled to direct at what point or points and in what manner they are to commenced and from time to time carried on.s

**Clause 28 ARBITRATION CLAUSE:**

Except as otherwise provided in this contract all question and dispute relating to the meaning of the specification, designs, drawings and instruction herein before mentioned as to thing whatsoever in any way arising out of or relating to the contract designs, drawings, specification, estimate, concerning the works, or the execution or failure to execute the same, whether arising during the progress of the work, or a after the abandonment there of shall be referred to the Commissioner/CMO for his decision, within a period of 30 (thirty) days of such an occurrence (s). There upon the Commissioner/CMO shall give his written instructions and/or decisions, after hearing the contractor and Engineer-in-Charge within a period of 15 (fifteen) days of such request. This period can be extended by mutual consent of parties.

Upon receipt of written instructions or decisions, of Commissioner/CMO the parties shall promptly proceed without delay to comply such instructions or decisions. If the Commissioner/CMO fails to give his instruction or decisions in writing within a period of 15 (fifteen) days or mutually agreed time after being requested and/or, if the party (es) is/are aggrieved against the decision of the Commissioner/CMO , the aggrieved party may within 30 days prefer an appeal to the Competent Authority, who shall afford an opportunity to the parties of being heard and to offer evidence in support of his appeal. The, Competent Authority will give his decision within 30 (thirty) days, or such, mutually agreed period.

If any party is not satisfied with the decision of the Competent Authority he can file a petition for resolving the dispute through arbitration in the arbitration tribunal

A reference to Arbitration Tribunal shall be no ground for not continuing the work on the part of the Contractor. Payment as per original terms and condition of the agreement shall be continued by the Commissioner/CMO in accordance with clause 8 above.

**Clause 29 - LUMP SUM IN ESTIMATE:**

When the estimate on which a tender is made includes lump sums in respect of part of the works, the contractor shall be entitled to payment in respect of the items of work involved or the part of the work in the question at the same rates as are payable under this contract for such items, or if the part of the work in question is not, in the opinion of the Commissioner/CMO , capable of measurement, the Commissioner/CMO may at the his discretion pay the lump sum amount entered in the estimates , and the certificate in writing of the Commissioner/CMO shall be final and conclusive against the contractor with regard to any sum or sums payable to him under the provisions of this clause.

**Action where no specification:**

**Clause 30 -** In the case of any class of work for which there is no specification as is mentioned in Rule such work shall be carried out in accordance with the specification approved by Competent Authority /Engineer-in-Charge for application to works.

**Contractor's Percentage whether Applied to Net or Gross Amounts of Bills:**

**Clause 31 -** The percentage referred to at Para 7 of the tender will be deducted from/added to the gross amount of the bills for work done after deduction of the cost of materials supplied by the department.

**Claim for Quantities Entered in the Tender or Estimate:**

**Clause 32 -** Quantities shown in the tender are approximate and no claim shall be entertained for quantities of work executed being either more or less than those entered in the tender of estimate. This is subject to the limitations as provided for in clause 13 and 14 above.

**Claim for Compensation for Delay In Starting the Work:**

**Clause 33 -** No compensation shall be allowed for any delay caused, except as provided under clause 5.3, in starting of the work on any other ground or reasons whatsoever.

**EMPLOYMENT OF SCARCITY LABOUR:**

**Clause 34-** If Government declare a state of Scarcity or famine to exist in any village situated within sixteen kilometres of the work the contractor, shall employ upon such parts of the work as are suitable for unskilled labour, any person certified to him by the Competent Authority or by any person to whom the Competent Authority may have delegated this duty in writing to be in need of relief and shall be bound to pay to such persons wages not below the minimum which Government may have fixed in this behalf. Any dispute, which may arise in connection with the implementation of this clause, shall be decided by the Competent Authority whose decision shall be final and binding on the contractor.

**Royalty on Minor Minerals**

**Clause 35:-** The contractor shall pay all quarries, Royalty charges etc. If the contractor fails to produce the royalty clearance certificate from concerned department then the Commissioner/CMO shall deduct the royalty charges from his bills and keep in deposit head, which shall be refunded to the contractor on production of royalty clearance certificate from the concerned department. If he fails to produce the royalty clearance certificate within 30 days of submission of final bill, then royalty charges which was kept under deposit head by the Commissioner/CMO shall be deposited to the concerned department.

Any change in the royalty rates of minor minerals notified by the state government, after the date of submission of financial offer by the bidder/contractor, then this increase/decrease in the rates shall be reimbursed/deducted on actual basis.

**TECHNICAL EXAMINATION**

**Clause 36 -** The Commissioner/CMO shall have the right to cause Audit and Technical Examination of the works and the final bills of the contractor including all supporting vouchers, abstracts etc. to be made as per payments of the final bills and if as a result of such Audit & Technical Examination the sum is found to have been overpaid in respect of any work done by the contractor under the contract or any work claimed by him to have been done under contract and found not to have been executed, the contractor shall be liable to refund the amount of over payment and it shall be lawful for the Commissioner/CMO to recover the same from the security deposit of the contractor or from any dues payable to the contractor from the Commissioner/CMO account if it is found that the contractor was paid lesser than what was due to him under the contract in respect any work executed by him under it, the amount of such under payment shall be duly paid by the Commissioner/CMO to the contractor.

In the case of any audit examination and recovery consequent on the same the contractor shall be given an opportunity to explain his case and decision of the Competent Authority shall be final.

**DEATH OF PERMANENT INVALIDITY OF CONTRACTOR:**

**Clause 37 -** If the contractor is an individual or a proprietary concern, partnership concern, dies during the currency of the contract or becomes permanently incapacitated, where the surviving partners are only minors the contract shall be closed without levying any damages/compensation as provided for in clause 3 of the contract agreement. However, if Commissioner/CMO is satisfied about the competence of the surviving, then the Commissioner/CMO shall enter into a fresh agreement for the remaining work strictly on the same terms and conditions, under which the contract was awarded.

**PENALTY FOR BREACH OF CONTRACT:**

**Clause 38 -** On the breach of any term or condition of this contract by the contractor the said the Nagar Palik Nigam/Nagar Palika/Nagar Panchayat shall be entitled to forfeit the Security deposit or the balance thereof that may at the time be remaining, and to realise and retain the same as damages and compensation for the said breach but without prejudice to the right of the the Nagar Palik Nigam/Nagar Palika/Nagar Panchayat to recover further sums as damages from any sums due or which may become due to the contractor by.

**NAGAR NIGAM / NAGAR PALIKA PARISHAD / NAGAR PANCHAYAT**  
**DETAILED NOTICE INVITING TENDER (In FORM A,B,C)**

N.I.T. No :- .....

DATE .....

**1. Introduction**

1.1 Tenders are invited in Form "A" with bid capacity online from .....class contractors of **registered in E-Registration (Single window registration applicable )** under Chhattisgarh Government for similar work on GoC e-Procurement System for the following work as per schedule of rates for Road works issued by Eng.In.Chief PWD Raipur in force from 15.5.2013 , Building S.O.R. in force from 1.6.2009, ELECTRICAL S.O.R 15/04/2010, and amendments applicable up to date of issue of NIT and Item Rate. The tender documents can be purchased from the UADD. website <http://uadd.cgeprocurement.gov.in> directly through online of the cost of tender form on or before date .....-up to 5:30-P.M.

Cost of tender form: - Rs. ....( For tenders online)

**For On line tenders:** - The bid seals (hash) of the online bids required to be submitted by the bidders have to be generated and submitted after signing them with Digital Signatures on the system up to **5:30 P.M.** on date ..... then only the On line tenders of those contractors will be received on the Next Tender . Website from ..... -P.M. on date ..... up to ..... P.M. on date .....

Contractors have to submit **Registration Certificate, Earnest Money Deposit, Demand Draft of Processing Fees & Affidavit** in original in a separate Envelope and the same should reach the concerned office of the **Commissioner / Chief Municipal Officer Nagar Nigam/ Nagar Palika Parishad / Nagar Panchayat** before date ..... up to ..... P.M. by registered A.D./Speed post .

As the bids of the contractors have to be digitally signed by the contractor before submitting the bids Online , the bidders are advised to obtain Digital Certificates in order to bid for the work

**Note:** - For online purchase of tender document application letter is not required

(i).Name of the Work: -

(ii). Probable amount of contract :- Rs.

(iii). Amount of earnest money :- Rs.

(iv) Time allowed for completion months including/excluding rainy season (from 16<sup>th</sup> June to 15<sup>th</sup> October)from the date of written order to commence the work ( Delete whichever is not applicable).

1.2 The electrical work shall be executed by civil contractor by engaging the person(s) only who possess proper valid electric license issued by the competent authority of the state Government. He shall also attach a copy of the license before starting electrical items of work.

1.3: Not more than one tender shall be submitted by any contractor or by a firm of contractors.

1.4: No two or more concerns in which an individual is interested, as a proprietor and/ or partner shall tender for the execution of the same Work. If they do so all such tenders shall be liable to be rejected.

1.5 The authority competent to accept the tenders shall be as per Municipal Corporation Act 1956/Municipalities Act 1961 and update Amendments.

1.6: Tender document consisting of plans, specifications, schedule(s) of quantities of the various items of work to be done, the conditions of contract and other necessary documents, together with addressed envelopes to be used for return of forms and other documents will be open for inspection and issued/sold on payment of Rs.----- up to close of office hours of .....

1.7: The copies of others drawings and documents pertaining to the work signed for the purpose of identification by the accepting office or his accredited representative and samples of materials

to be arranged by the contractor will be open for inspection by tenderers at the offices of ..... during working hours between up to the date mentioned in clause 1.1 & 1.6 above.

1.8: Tenders shall not be received by any other means like ordinary post or personal delivery.

1.9. Any manual tender received through registered post (AD.) Speed post after close of office hours of the prescribed dead line for receipt of tenders shall not be received from the postman and or if received shall be returned back to the tenderer unopened. All other tenders received before the prescribed deadline for receipt of tenders shall be in kept in safe custody with the Clerk of the office of Commissioner/ Chief Municipal Officer/Executive Engineer/Engineer incharge (as the case may be) till the prescribed time for opening of tenders.

On line and /or manual **tenders shall be opened** on date ..... at ---**11.30**-A.M./P.M. at the office of the Commissioner/ Chief Municipal Officer/ Executive Engineer / Engineer in charge before the contractors or his authorized representative intending to be present

1.10 All manual tenders received after the prescribed deadline shall be returned back unopened after subscribing the following remarks with dated initials by Municipal Corporation/ Chief Municipal Officer.

"Received late on date..... at.....AM./ P.M. hence not entertained and returned"

#### 1.11 NOTES FOR GUIDANCE OF THE DEPARTMENTAL OFFICERS ONLY

Note (I): Fill in the blanks and strike out whichever is not applicable carefully before issue of N.I.T. for publication and display on the notice board as well as before sale / issue to intending tenderers.

Note (II): Unless the tender forms with complete documents are fully prepared and ready for delivery to intending tenderers; the notice shall not be displayed on the notice board nor sent for publication in the press.

Note (III): All tenders received after the deadline shall be noted in the register to be maintained in the concerned office & shall be counter signed by the head of office in the following format.

| S.No. | Name of work | Time & date of receipt | Initial of person who returned the tender. | Date initials of the head office. |
|-------|--------------|------------------------|--------------------------------------------|-----------------------------------|
|-------|--------------|------------------------|--------------------------------------------|-----------------------------------|

Note (IV): The names of tenderer(s) or their authorized representative present at the time of opening of tender(s) shall be noted in a register and their signature obtained in token of their presence. Rates and conditions, if any, offered by the tenderer(s) shall be read aloud by the officer opening the tender(s), so that the same can be noted by the tenderers or their representatives, if they so desire. The rates as well as conditions contained in the forwarding letter or separately attached to the tender(s) be read out, may also be got signed by all the tenderers or their representatives, who might be present. If they so desire. Comparative statements when ready (this should be as far as possible be got ready on the day after opening tenders) should also be exhibited publicly to the tenderers or their representatives.

Note (V): The officer opening the tender(s) should mark every tender under his dated initials by the fraction, the denominator of each will show the order in which the tenders are opened and the numerator will show the total number of tenders received. This should be done invariably on the first page of the tender form and on page (2) where the tenderers are to sign as well as pages of schedule of items. (Annexure-E) attested and number the corrections and overwriting on each in tender with dated initials. If some words or figure is/are corrected more than once, then all of such corrections must be initialed with date.

#### 1.12 INSTRUCTIONS FOR GUIDANCE OF TENDERERS

The tender will be liable to be rejected out-right, if while submitting it:-

I) The tenderer proposes any alterations in the work specified, in the time allowed for carrying out the work or any conditions thereof - or

- II) Any of the pages of the tenders removed or replaced - or
- III) In the case of item rate tenders, rates are not entered in figures, and in words and the total of the each item and grand totals are not written by the tenderers in the last column of the schedule of items (Annexure-E under his signature - or
- IV) If erasures without attestation are made by him in the tender - or
- V) If all corrections and conditions and pasted slips are not initialed & dated by the tenderer - or
- VI) If the tenderer or in the case, each partner or any partners so authorised thereof, does not sign or signature/signatures is/are not attested by a witness on page 2 of the tender in the space provided for the purpose - or
- VII) If documents are not filled in ink or by ball pen.

## **2 .RATES:**

2.1 The schedule of items: The schedule of all items of work to be executed is enclosed as Annexure - E

2.2:Percentage rate tender in form "A" or "C "

2.2.1 **In respect of percentage rate tenders:-** contractor should quote his separate tender percentage rate above or below or at par the following schedule of rates.

- (a) Building Works : .....
- (b) Electrical Works : .....
- (c) Road Works : .....
- (d) Bridge Works : .....

2.2.2: The percentage of tender above / below or at par with the relevant schedule of rates inclusive of all amendments issued up to the date of the issue of notice inviting tenders should be expressed on the tender form itself, both in words and figures in such a way that interpolation is not possible and all over writings should be neatly scored out and rewritten and the corrections should be duly attested and dated prior to the submission of tender.

Tenders not specifying percentage in words will summarily be rejected. In the case of variation between the rates stated in figure and words, the lesser of the two shall be deemed to be valid.

Any amendments to the schedule or rates after the date of issue of this tender notice or the date of issue of any amendments to the N.I.T. specifically notifying the said amendments to the current schedule of, rates, shall not apply to this tender.

2.2.3: The percentage tendered by the contractor will apply to those rates which find place in the Schedule of rates mentioned in clause 2.2.1 or have been derived from the said Schedule of rates and not to other items of work.

2.2.4: The percentage quoted by the contractor shall not be altered by the contractor during the term of contract. The deduction or addition, as the case may be of the percentage will be calculated on the amount of bill for the work done, after deducting the cost of materials supplied departmentally, if any, at rates specified in the agreement

2.2.5: If the work involves more than one S.O.R. even then the contractor shall quote only single rate, applicable to the concerned S.O.R. (for example- Building S.O.R. and Electrical S.O.R.)

## **2.3: Item Rates tenders in forms 'B': -**

**2.3.1** Item Rate Tenders in form-"B". In respect of item rate tenders, contractor should quoted his rates for the items mentioned in the schedule of item in Annexure-F of this N.I.T. Only rates quoted shall be considered. The rates should be expressed in figures as well as words and the unit should be rates by the department. The contractor will not have the freedom to change the unit. No percentage above or below the schedule be quoted.

**2.3.2.** The rates quoted in the tender for the various items of work will not be altered by the contractor during the item of contract.

**2.4 Lead and lift of water:** No lead and lift for carting of water will be paid.

**2.5 Lead and lift of materials:** No lead and lift for carting of material shall be payable to the contractor except in case of such items for which specific lead and or lift are provided in the Schedule of rates mentioned in clause 2.2.1 of the N.I.T. or in the schedule of items in respect of item rate tender.

**2.6 Addition alteration and Non-Schedule items of works:-** During the execution of the work there is likelihood of addition alteration in the items of work and also of such items of work, which do not find place in the Schedule of rates, referred to above in respect of percentage rate contracts (Form "A"), or such items which are not given in the schedule of items in respect of item rate contracts (Form 'B'), for which contractor has not quoted his rates.

Contractor will have to carry out these items of work

- (i) for percentage rate tender (form A) - as provided in clause 13 the conditions of contract
- (ii) for item rate tender (form B) - as provided in clause 13 of the conditions of contract

### **3 Submission of Tender :-**

**3.1:** Earnest money: -No tender will be considered without the deposit of the specified earnest money which will be returned to the unsuccessful tenderers on the rejection of their tenders, or earlier as may be decided by the competent authority and on production of a certificate of .....that all tender documents have been returned, and will be retained from the successful tenders as part of the security deposit.

### **3.2 Forms of earnest money:**

**3.2.1:** The amount of earnest money shall be accepted only in the shape of Bank drafts or in other interest bearing shapes mentioned in W.D. Manual Para. 2.079 in favour of the Commissioner/ Chief Municipal Officer of concerned ULB. valid for a period of -----months at least and further subject to appropriate verification by the Commissioner/Chief Municipal Officer of concerned ULB

**3.2.2:** The intending tenderers from other state may remit E.M. in the form of the bank draft of any schedule bank payable at par at

**3.3 Earnest Money in separate covers:** The earnest money in one of the prescribed forms should be produced / sent separately and not kept in the covers containing the tender and if the earnest money is not found in accordance with the prescribed mode the tender will be returned unopened to the tenderer in case of tenders to be submitted by registered .A.D. or speed post. In case of on line tenders earnest money submitted shall be verified & if found in accordance with the prescribed mode, then only on line financial offer shall be opened

**3.4 Adjustment of the earnest money:** - Earnest money, which has been deposited for a particular work, will not be adjusted towards the earnest money for another work but can be adjusted (if available) for the same work if tender is recalled and if requested in writing by the tenderer.

#### **3.4.1. Refund of earnest money:**

**3.4.1. (i):** If it is decided on the same day to reject all the tenders, the earnest money of all tenderers shall be refunded immediately after taking decision by the competent authority.

**3.4.1.(ii)** The earnest money of tenderers whose tenders are rejected shall be refunded .Also in case of the tenderer whose tender is accepted, and /or conveyed after expiry of the validity period ,Earnest money shall be refundable unless validity period extended by the tenderer

**3.5 Security Deposit:** (a) The Security Deposit shall be recovered from the Running Bills and final bill @ 5%(five) Percent as per clause – I of the agreement read with Para 3.5 of the N.I.T.



- (b) The amount of the E.M. shall not be adjusted when value of work done reaches the limit of the amount of Contract or exceeds the probable amount of the contract.
- (c) For unbalanced tender rate additional security Deposit shall be deposited as per respective clause of "Special Condition of NIT in percentage rate/item rate tenders.

**3.6 Implication of submission of tender:** Tenderers are advised to visit site sufficiently in advance of the date fixed for submission of the tenders. A tenderer shall be deemed to have full knowledge of the relevant documents, samples site etc. whether he inspects them or not.

**3.7:** The submission of a tender by a contractor implies that he has read the notice, conditions of tender and all other contract documents and made himself aware of the standard and procedure, in this respect, laid down in MORTH / I.R.C. Specification / CPWD Specification / ISI Code for building and electrical works to be done, has thoroughly inspected the quarries with their approaches, site of work, etc., and satisfied himself regarding the suitability and availability of site of work, etc. and satisfied himself regarding the suitability and availability of the materials at the quarries. The responsibility of opening new quarries and construction and maintenance of approaches there to shall lie wholly with the contractor.

**3.8 Income Tax Certificate-** A tenderer purchasing tender documents for works exceeding Rs. 10 lacs shall submit either

(a) Income Tax clearance certificate issued within 12 months from the date of receipt of tender.

OR

(b) His Income Tax return for the preceding 3 years and where law requires shall submit the audited balance sheet of Profit and Loss Account Statements with auditor's report for the preceding 3 years.

**3.8.1:** A financial capacity certificate or attested photocopy thereof, from any schedule bank along with the application for the tender papers be submitted which should not be older than 12 months from the date of application. Amount of financial capacity to be furnished shall be at least 15(fifteen) % of amount put to tender

The financial capacity certificate shall have to be in the following format:

## CERTIFICATE

(on the letter head of the Bank)

On the basis of transactions/turn over in the account of \_\_\_\_\_

\_\_\_\_\_  
(Name and Address)

We are of the opinion that his financial capacity is to the extent of (both figures & words) Rs.

.....

This is without any prejudice and responsibility on our part.

Br Manager  
With seal of Bank

Place:

Date :

\_\_\_\_\_  
00

In case of Online tender, financial offer shall not be opened & In case of manual tenders, tender copies would not be issued/sold in the absence of these documents mentioned in clause 3.8 and 3.9

3.9. List of works In Progress: Tenderer must furnish a list of contracts already held by him at the time of submitting the tender, in the Department and elsewhere showing therein.

3.9.(1): The amount of each contract and total period of completion with information of original stipulated date of completion and actual date of completion.

3.9.(2): Balance of works remaining to be done, and the remaining time allowed as per contract.

3.9.(3): The amount of solvency certificate produced by him at the time of enrolment in the department.

3.9.(4): Details of works where he withdraw his offer or did not-execute the agreement or where his contracts were rescinded in any department/organization (by whatever name these are called) of the Govt. of Chhattisgarh.

3.9(5): Tender submitted and wherever his offer is the lowest with details of work, contract sum& period mentioned for completion there in.

3.9(6): Other required documents

3.10 **Relationship:** The contractor shall not be permitted to tender for works in the Nagar Nigam/Nagar Palika/ Nagar Panchayat (responsible for award and Execution of contracts) in which his near relative is posted as Account Officer. He shall intimate the name of his near relative working in the Nagar Nigam/Nagar Palika/Nagar Panchayat, He shall also intimate the name of persons who are working with him in any capacity or subsequently employed by Nagar Nigam/Nagar Palika/Nagar Panchayat. Any breach of this condition by the contractor would render himself liable to be removed from the approved list of contractors of the Nagar Nigam/Nagar Palika/Nagar Panchayat.

Note: *By the term near relative is meant wife, husband, parents and son, grandson, brothers, sisters, brother-in-law, father-in-law and mother-in-law.*

3.11 Signature of the tenderer for the works shall be witnessed by another person and signature affixed with his name designation and address in the space provided in the Tender document. Failure to observe this condition can render the tender of the contractor liable to rejection.

#### **4. Opening and acceptance of tender:**

4.1: **Place and time of opening** : The tenders shall be opened at 11.30 AM or as suitable on the day subsequent to the dead line prescribed for receipt for tenders as per Para 1.1 above by the concerned Nagar Nigam/Nagar Palika/Nagar Panchayat in the presence of the tenderer or their duly authorised agents who may choose to attend. The officer authorised to open the tender may depute another officer to open the tender under unavoidable circumstances. If that day happens to be a holiday, then it shall be opened on the immediate next working day at the same time and place.

4.2 **Powers of Officer, receiving tenders** : The officer who opens the tender and for which he is not competent to accept , shall forward the tender to the competent authority through proper administrative channel; with his definite recommendation and enclosing therein all the tenders so received along with a complete set of approved NIT.

4.3: Conditional tender are liable to be rejected

4.4 . **Canvassing**: - Canvassing for support in any form for the acceptance of any tender is strictly prohibited. Any tenderer doing so will render himself liable to penalties which may include removal to of his name from the register of approved contractors or penal action under section-8 of the C.G . Vinidishtha Bhrastra Acharan Nivaran vidheyak , 1982.

4.5 Unsealed tenders : The tenders can be rejected if not properly sealed by wax or by sticking tape, in the case of manual tenders

4.6.:The authority competent to accept a tender reserves the right to accept the tender for the whole work or for a distinct part thereof or by distributing the work between one or more tenderers, or reject the tender as a whole without assigning any reason. Such decision shall not be open to challenge in any forum or court of law.

4.7 **Validity of offer**: Tender shall remain open up to 120 (one hundred twenty ) days from the specified deadlines of receipt of tender(s) and in the event of the tenderer withdrawing his offer before the aforesaid date, for any reason whatsoever, earnest money deposited shall be forfeited.

4.7.1: In the event of withdrawing his/her offer before the expiry of the period of validity of offer or failing to execute the agreement as required by condition NO.8.1.1. of the notice inviting tender (N.I.T.) he/she will not be entitled to tender for this work. In case of recall of tenders, in addition to forfeiture of his/her earnest money as per provisions of condition nos. 4.7 & 1.1. of the N.I.T. as may be applicable for the work, If the tenderer has committed a similar default on earlier occasion (s) as well then his/her registration in the department may be suspended temporarily for a period of 2 (Two) years, from such date as may be ordered by the authority who had registered him/her.

#### **5. Specifications -**

5.1 Brief Specifications: - A brief note on construction and specification of all the major items of the work is enclosed in **Annexure- D**

**5.2 Material of construction**: - The materials of construction to be used in the work shall be governed by the MORTH /IRC specifications for Rural roads /other IRC publications and their manual/ latest CPWD specifications/ISI codes for buildings and the relevant Indian standard specification with amendments and revisions issued up to the date of tender notice. Where ever any material has I.S.I. mark such material alone has to be used

5.3 **Workmanship**:- The work shall be carried out according to the specification referred to hereinafter and according to sound engineering practice. The decision of the Executive Engineer, in respect of workmanship will be final.

**5.4 Specification for building work:-** (Including water supply and sanitary fittings.)

5.4.1 The contractor shall execute the work in conformity with the standards and procedure laid down latest CPWD specifications/ISI codes for buildings or special specification when ever enclosed separately and in accordance with the approved drawings

5.4.2 Concrete. All concrete shall be Mixed in concrete mixer and compacted by mechanical vibrators. Slump test shall be carried out during concreting and sample test cubes prepared and tested for strength in accordance with the code. The Department will carry out the testing at the cost of contractor.

The results of the tests shall conform with the required standard and if the Engineer-in-charge considers that a structural test is necessary, the same shall be carried out as instructed by the Engineer-in-charge at the contractor's expense and should the result of this be unsatisfactory the contractor will be bound to take down and reconstruct the particular portion of which has given unsatisfactory test results.

5.4.3 **Bricks.:-** The contractor should use the bricks manufactured on the metric system, as for as possible.

5.4.4 All timber used in the wood work for works must be properly seasoned. In case of important buildings mechanical seasoning should be done in good seasoning plant.

In case the contractor does not procure good seasoned wood, he may be asked to get it seasoned in plant at his own expense

5.4.5 Maintenance of roofs. Subject to the provision in the agreements, it will be the responsibility of the contract to see that the roof does not leak, during the period of the first rainy season in respect of tile and sheet roofing and two consecutive rainy seasons in respect of lime concrete and cement concrete terraced roof, after its completion. He will make good and replace all the defective work on this account at his own cost.

## 5.5 Specification of Electrical works.

5.5.1 The work will be carried out as per the approved drawing and as directed by the ..... the work will be governed by "General specifications " for the Electrical works in Government building in Chhattisgarh in forces from 1972. All electrical materials must bear "ISI mark.

5.5.2 All samples of electrical accessories should be got approved from the Engineer-in-charge prior the their us in work. Contractor will have to arrange and afford all facilities for their inspection and rectify the defects pointed out by them. Item involved in the Electrical work in enclosed in Annexure D.

5.5.3 The period of testing and refund of deposit will be 6 months after completion of work.

5.5.4 In case of supply of ceiling fan, table fan, exhaust fan, cabin fan tube light fixtures will be made by the department as mentioned in the SOR as such labour rates only as per SOR will be paid for fitting of such items in position as per SOR.

5.5.5 The contractor should submit "as build" detailed wiring diagram on tracing cloth showing the point position of switch length of point, position of D.B. and main switch circuit No. in which points fall at time of final bill. Otherwise deduction of ½ percent (Half percent) will be made from the contract sum of all electrical items.

## 5.6. Specifications for road/bridge/culvert works.

The road / bridge / culvert works shall be carried out according to MORST&H specifications for road & bridge works/ Specifications for Rural roads ,its manual / specification in force' and or special specification or the relevant specifications published by the Indian Road congress.

5.7 Contradictions or amendments: In the event of contradiction between the stipulations of the Schedule of rates (schedule of rate relevant to this NIT) and aforesaid specification (vide Para 5.1 to 5.6 above) the stipulations of the schedule of rates shall gain precedence. In the event of contradictions, if any, between different specifications and or codes of practice, referred to above the decision of Commissioner/ Chief Municipal Officer shall be final.

**6. Supply of Materials:** The following materials will be supplied by the department

| Name of Materials | Rate.         | Place of delivery |
|-------------------|---------------|-------------------|
| 1.                |               |                   |
| 2.                | -----Nil----- |                   |
| 3.                |               |                   |

**6.1 Deleted**

6.2 Delay in supply :- If the materials are not supplied in time the contractor will not be allowed any claim for any loss, which may be caused to him but only extension of time will be given at the discretion of the Commissioner/Chief Municipal Officer and ..... if applied for by the contractor with in 15 days of its proposed utilization and as detailed in the latest construction program. Request of such material by the contractor shall be sent with in one month in advance.

**7. Miscellaneous Conditions**

1.:The tenderer or supplier should have a place of business in the State of Chhattisgarh from where the goods would be supplied to various destination in the state and also hold a registration certificate as per rules.

2.:The tenderer or supplier shall also submit the clearance certificate as provided under section 36 of Chhattisgarh Vanijyak Kar Adhiniyam.

7.1 Subletting: The contractor shall not without the prior approval of the authority who has accepted the tender in writing, sublet or assign to any other party or parties, any portion of the work under the contract. Where such approval is granted, the contractor shall not be relieved of any obligation or duty or responsibility, which he undertakes under the contract. However such subletting in no case be more than 25 % of contract value. But if required can be increased up to 50(fifty) % with the prior permission of the next higher authority accepting the tender or the Government as the case may be

7.2 Taxes: The rate quoted by the Contractor shall be deemed to be inclusive of the sales and other levies, duties, royalties, cess, toll, taxes of Central and State Governments, local bodies and authorities that the Contractor will have to pay for the performance of this Contract. The Govt. will perform such duties in regard to the deduction of such taxes at source as per applicable law. **However if “Service Tax” and cess on service tax or any other “New Tax” (not increase or decrease in existing tax, duties, surcharge, except royalty on minor mineral) is levied on the contractor either by Central Govt. or State Govt, then the Commissioner/Chief Municipal Officer shall reimburse the “Service Tax”and cess on service tax and or “New Tax” amount; on submission of proof of such payments by the contractor.**

7.3 Minerals extracted for works carried out on behalf of the Government of India , from the quarries in possession of and controlled by the state Government is subject to payment of Royalty by the contractor to whom it shall not be refundable. The Executive Engineer shall not also issue any certificate in respect of such materials extracted for Government of India work (Applicable to Government of India works only)

7.4 Rules of Labour Camps: The contractor will be bound to follow the Chhattisgarh Model Rules relating to layout, water supply and sanitation on labour camps (vide Annexure-A) and the provision of the National Building Code of India work in regard to constructions and safety.

7.5 Fair Wages: The contractor shall pay not less than fair wages to labourers engaged by him during the contract period of the works (rules enclosed vide Annexure-B).

7.6 Work in the Vicinity: The Commissioner/Chief Municipal Officer reserves the right to take up departmental work or to award work on contract in the vicinity without prejudice to the terms of contract.

7.7 Best quality of construction materials. Materials of the best quality will be used as approved by the Executive Engineer/Engineer in charge. Where ever any material bears I.S.I. stamp(mark), this shall have first preference on other available accepted material(s)

7.8 Removal of undesired persons: The contractor shall on receipt of the requisition from the Executive Engineer/Engineer in Charge at once remove any person(s) employed by him on the work who in the opinion of the Executive Engineer/Engineer in Charge is/are unsuitable or undesirable.

7.9 Amount due from contractor: Any amount due to the Government of Chhattisgarh/ Nagar Nigam/Nagar Palika/Nagar Panchayat from the contractor on any account concerning work may be recovered from him as arrears of land revenue.

7.10 Tools and Plants: - The contractor shall arrange at his own cost tools and plant required for the proper execution of the work. Certain plants may however be issued at the sole discretion of the Executive Engineer/Engineer in Charge and at the approved rate to the contractor as a special case.

7.11 Right to Increase or decrease work: The Engineer-in-charge reserves the right to increase or decrease with- in the scope of work any item of the work during the currency of the contract as per Provision given in clause (13) of the conditions of contract.

7.12 Time Schedule: The work shall be done by the contractor according to time schedule approved by the Engineer-in-Charge.

7.13 Time of Contract:- Time allowed for carrying out the work as entered in the N,I,T shall be strictly observed by the contractor and shall be reckoned from the date of work order to commence the work after taking in to account the prescribed 15/30 days of preparatory period

7.14 Payment by Cheque: The payment will be made by cheques/e-payment only. No bank commission charges on realising such payments will be born by the Department

7.15 Transport of materials: The contractor shall make his own arrangements for transport of all materials. The Executive Engineer/Engineer in charge is not bound to arrange for priority in getting wagons or any other materials though all possible assistance by way of recommendation will be given if it is found necessary in his opinion, if the recommendation proves to be ineffective, the contractor shall have no claim for any compensation on that account.

7.16 The methodology and equipment, material, labour, transport to be used on the project shall be furnished by the contractor to the Engineer-in-charge well in advance of commencement of work and approval of the Engineer-in-charge obtained prior to its adoption and use.

The contractor shall give a trial run of the equipment for establishing its capability to achieve the laid down specifications and tolerance to the satisfaction of the Engineer-in charge before commencement of work, if so desired by the Engineer-in-charge.

All equipment provided shall be of proven efficiency and shall be operated and maintained at all time in a manner acceptable to the Engineer-in-charge.

No equipment or personnel will be removed from site without permission of the Engineer-in-charge.

7.17 Work Programme and methodology of construction: The contractor shall furnish his programme of construction for execution of the work within the stipulated time and obtain the approval of the Engineer-in-Charge prior to actual commencement of work. For works costing more than **10** crores The contractor shall furnish his programme of construction for execution of the work within the stipulated time including the time and quantity schedule of material, transport, equipment, labour etc. The contractor shall also submit a statement of "Cash Flow" (as per the

format enclosed) Together with methodology construction of each item of work and obtain the approval of the Engineer-in-Charge prior to actual commencement of work.

7.18 Revised programme of work in case of slippage: In case of slippage from the approved work programme at any stage, the contractor shall furnish revised programme to make up the slippage within the stipulated time schedule and obtain the approval of the Engineer-in-Charge to the revised programme. Such progress report shall be submitted monthly (by 5<sup>th</sup> of each month) in the prescribed format in the tender documents.

7.19 Documentation: The contractor will prepare drawing(s) of the work as constructed and will supply original with three copies to the Engineer-in-Charge who will verify and certify these drawings, finally Constructed drawing(s) shall then be prepared by the contractor and supplied in triplicate along with a microfilm in case of minor and major bridges and on tracing cloth in all other cases to the Engineer-in-Charge for record and reference purpose.

7.20: The contractor shall have to provide a ruled duplicate register at site named "Site order book". It shall be in the custody of departmental supervisory staff. The Engineer-in Charge or his authorized representative shall record their instructions in this book, which shall be noted by the contractor or his authorized representative for compliance.

7.21: If any item of work is found to be substandard but the Engineer-in-Charge is of the opinion that the same is structurally adequate and can be accepted at the reduce rate, then in such cases, the Engineer-in-Charge shall have to submit proposals for appropriate reduction of rates supported by an analysis, in justification thereof, through a letter to the Commissioner/Chief Municipal Officer concerned and obtain his approval expeditiously (ordinarily within 15 days). The approved analysis along with orders of the Commissioner/Chief Municipal Officer shall have to be appended IN the bills of the contractor.

## **8. SPECIAL CONDITIONS:**

(i) To be inserted in the N.I.T of a particular work if found necessary in the interest of the work.

(Note:- Any such special condition can not over rule or be on contravention of the prescribed clauses and conditions)

### **8.1 Agreement: -**

8.1.1 Execution of agreement: The tenderer whose tender has been accepted (here in after referred to as the contractor,) shall produce an appropriate solvency certificate, if so required by the Commissioner/Chief Municipal Officer and will execute the agreement In the prescribed form, within a fortnight of the date of communication of the acceptance of his tender by the department. Failure to be so will result in the earnest money being forfeited to the Nagar Nigam/Nagar Palika/Nagar Panchayat and tender being cancelled.

8.1.2 (a) The contractor shall employ the following Technical Staff during the execution of work-

- (i) One graduate engineer when the work to be executed is more than Rs. 25 lakhs.
- (ii) One diploma engineer when the cost of work to be executed is from Rs. 5 lakhs to 25 lakhs.
- (b) The Technical Staff should be available at site and take instructions from the Engineer-in-Charge or other supervisory staff
- (c) Incase the contractor fails to employ the technical staff as aforesaid, the Commissioner/Chief Municipal Officer shall have the right to take suitable remedial measures.
- (d) The contractor shall give the names and other details of the graduate engineer/diploma engineer to whom he intends to employ or who is under employment with him , at the time of agreement and also give his curriculum vitee.
- (e) The contractor shall give a certificate to the effect that the graduate engineer/diploma engineer is exclusively in his employment.

- (f) A graduate engineer or diploma engineer may look after more than one work in the same locality but the total value of such works under him shall not exceed Rs. 100 lakhs in the case of a graduate engineer and Rs. 50 lakhs in the case of a diploma engineer
- (g) It shall not be necessary for the firm/company whose one of the partner is a graduate engineer / diploma engineer to employ another graduate engineer / diploma engineer subject to the conditions provided under 8.1.2 (a),(b) and (f)
- (h) The Retired Assistant engineer who is holding a diploma may be treated at par with a Graduate for the operation of the above clause.

**Note:-** Such Degree or Diploma engineer must be always available on works site on day to day basis and actively supervise, instruct and guide the contractor's works force and also receive instruction from the Departmental Engineers/Sub engineers.

In case the contractor fails to employ the above technical staff or fails to employ technical staff /personnel as submitted by the contractor in Pre qualification documents if prequalification is called and or the technical staff/personnel so employed are generally not available on work site and or does not receive or comply the instructions of the Department Engineers, Commissioner/Chief Municipal Officer shall recover/deduct from his bills, a sum of Rs. 2500/per week of such default. If the default continues for more than 4 weeks then such default can be treated as "Fundamental Breach of Contract" and the contract can be terminated and action shall be taken under clause 3

## 8.2 Conditions applicable for contract:-

All the conditions of the tender notice will be binding on the contractors in addition to the conditions of the contract in the prescribed form :-

Following documents annexed with this N.I.T shall form an integral part of the contract document. Annexure- "A" : Model Rules relating to labour water supply etc.

Annexure-"B" : Contractor's labour regulations.

Annexure-"C":

### (a) Drawing (for buildings and Bridges)

- (i) Site plan/location
- (ii) Plan, Cross section and elevation structural drawing, bar bending schedule etc.
- (iii) Circuit wiring and plumbing drawing (for Buildings only)
- (iv) Founding and formation levels, for C.D. Works

### (b) For road work :- Index plan and locations of C.D. Works with type of C.D. (H.P. box culvert, flush/raised, causeway, slab culvert/ Bridge)



## **ANNEXURE - "A"**

### **MODEL RULES RELATING TO LABOUR, WATER SUPPLY AND SANITATION IN LABOUR CAMPS**

Notes: These model rules are intended primarily for labour camps, which are not of a permanent nature. They lay down the minimum desirable standard, which should be adhered to standards in permanent or semi-permanent labour camps should not be obviously be lower than those for temporary camps.

- 1. Location-:** The camp should be located in elevated and well drained ground in the locality.
- 2.** Labour huts to be constructed for one family of 5 persons each. The layout to be shown in the prescribed sketch.
- 3.Hutting:** The huts to be built of local material. Each hut should provide at least 20 sqm. of living space.
- 4.Sanitary facilities:** Latrines and urinals shall be provided at least 15 meters away from the nearest quarters separately for man and women specially so marked on the following scale.
- 5.Latrines -** Pit provided at the rate of 10 users or two families per scat, separate urinals as required as the privy can also be used for this purpose.
- 6.Drinking Water -** Adequate arrangement shall be made for the supply of drinking water. If practicable filtered and chlorinated supplies shall be arranged when supplies are from intermittent sources overhead storage tank shall be provided with capacity of five liters a person per day. Where the supply is to be made from a well, it shall conform to the sanitary standard laid down in the report of the Rural Sanitation Committee. The well should be at least 30 meters away from any latrine or other source of pollution. If possible, hand pump should be installed for drinking water from well. The well should be effectively disinfected once every month and the quality of water should be got tested at the public Health Institution between each work of disinfecting.
- 7. Bathing and Washing -** Separate bathing and washing place shall be provided for men and women for every 25 persons in the camp. There shall be one gap and space of 2 sqm. for washing and bathing. Proper drainage for the wastewater should be provided.
- 8. Waste Disposal -** (A) Dustbin shall be provided at suitable places in camp and the residents shall be directed to throw all rubbish into these dustbin. The dustbins shall be provided with cover. The contents shall be removed every day and disposed off by trenching.
- 9. Medical facilities**
  - (A) Every camp where 1000 or more persons reside shall be provided with whole time Doctor and Dispensary. If there are women in the camp, a whole time nurse Shall be employed.
  - (B) Every camp where less than 1000 but more than 250 persons reside shall be provided with Dispensary and a part time Nurse/Midwife.
  - (C) If there are less than 250 persons in any camp a First Aid Kit shall be maintained in-charge

of whole time persons, trained in First Aid.

All the medical facilities mentioned above shall be for all residents in the camp including a dependent of the worker, if any free of cost.

**Sanitary Staff** - For each labour camp, there shall be qualified Sanitary Inspector and Sweeper should be provided in the following scales:

- (1) For camps with strength over 200 but not exceeding 500 persons. One sweeper for every 75 persons above the first 200 for which 3 sweepers shall be provided.
- (2) For camps with strength over 500 persons one sweeper for every 100 persons above 1 st 500 for which 6 sweepers should be provided.

#### **ANNEXURE - "B"** **CONTRACTOR'S LABOUR REGULATIONS**

The Contractor shall pay not less than fair wages to labourers engaged by him in the work.

Explanation

- (a) "Fair Wages" means wages whether for time or piece works as notified during the period of execution of the works and where such wages have not been so notified the wages prescribed by the department in which the work is done.
- (b) The contractor shall not with standing the provision of any contract to the contrary, cause to be paid a fair wage to labourers indirectly engaged on the work i/e any labour engaged by his subcontractors in connection with the said work as if labourers had been immediately employed by him.
- (c) In respect of all labour directly or indirectly employed on the works or the performance of his contract, the contractor shall comply with or cause to be complied with the Labour Act, in force.
- (d) The Commissioner/Chief Municipal Officer shall have the right to deduct from the money due to the contractor any sum required or estimated to be required for making good the loss suffered by a worker or workers by reason of non-fulfillment of the conditions of the contract for the benefit of the workers nonpayment of wages or of deductions made from his or their wages which are not justified by their terms of contract on non observance of regulations.
- (e) The contractor shall be primarily liable for all payments to be made under and for the observance of the regulations aforesaid without prejudices to his right to claim indemnity from his sub-contract.
- (f) The regulations aforesaid shall be deemed to be a part of this contract and any breach there of shall be deemed to be a breach of this contract.
- (g) The contractor shall obtain a valid license under the Contract (Regulation and Abolition) Act, 1970 and rules made there under by competent authority from time to time before commencement of work, and continue to have a valid license until the completion of the work.

Any failure to fulfill this requirement shall attract the penal provisions of this contract arising out of the recalled non-execution of the work assigned to the contractor.

## **ANNEXURE - C**

- (a) Drawing (for buildings and Bridges)
- (v) Site plan/location
  - (vi) Plan, Cross section and elevation, structural drawing, bar bending schedule etc.
  - (vii) Circuit wiring and plumbing drawing (for Buildings only)
  - (viii) Founding and formation levels, also for C.D. Works
- (b) For road work :- Index plan and locations of  
C.D. Works with type of C.D.  
(H.P. box culvert, flush/raised,  
causeway, slab culvert/ Bridge with bench mark all levels and  
details of each

**“Attach Prints” N.A.**

## **Annexure-"D"**

Brief Specifications for major items of the work of construction of -----

(Mention the Items involved with details )

### **Annexure – “E” (For percent rate tenders)**

| Schedule of Items. |                 |                     |      |      |
|--------------------|-----------------|---------------------|------|------|
| S.No.              | S.O.R. Item No. | Description of Item | Unit | Qty. |
| 1                  |                 |                     |      |      |
| 2                  | Attached        |                     |      |      |
| 3<br>etc.          |                 |                     |      |      |

**Note:-** In case of any discrepancy in this table vis-à-vis the applicable S.O.R. the provisions contained in the applicable S.O.R. Shall prevail.

### **Annexure – “E” (For Item rate tenders)**

| Schedule of Items.   |                                       |                     |      |      |                     |               |                  |
|----------------------|---------------------------------------|---------------------|------|------|---------------------|---------------|------------------|
| S.No.                | S.O.R. Item No.<br>(reference in any) | Description of Item | Unit | Qty. | Rate in Figure      | Rate in Words | Amount in figure |
| 1                    |                                       |                     |      |      |                     |               |                  |
| 2                    |                                       | Deleted             |      |      |                     |               |                  |
| 3<br>etc.            |                                       |                     |      |      |                     |               |                  |
| Grand Total Rs. .... |                                       |                     |      |      | (in Figure)         |               |                  |
|                      |                                       |                     |      |      | And .....(in words) |               |                  |

(use separate sheet)

**Note:-** In case of any discrepancy in the rate written in figure and in word of any item the lesser rate of the two shall be deemed to be the offered rate and amount of that item calculated and corrected accordingly.

**ANNEXURE F**  
(Revised from Bank Guarantee Bond)  
**(GUARANTEE BOND)**  
(In lieu of performance Security Deposit)  
(To be used by approved Scheduled bank )

1. In consideration of the Nagar Nigam/Nagar Palika/Nagar Panchayat having agreed to exempt ..... (Herein after called the contractor (s) from the demand under the terms and conditions of an agreement dated ..... made between ..... for the work (Name of work) ..... (here in after called the said Agreement) of security deposit for the due fulfilment by the said contractor (s) of the terms and conditions contained in the said agreements on production of a bank Guarantee for Rs. .... Rupees .....

Only we. (.) ..... (hereinafter referred to as " the bank (at the request of the said contractor (s) do here by undertake to pay the Nagar Nigam/ Nagar Palika/ Nagar Panchayat, an amount not exceeding Rs. .... against any loss or damage caused to or would be caused to or suffered by the Nagar Nigam/Nagar Palika/Nagar Panchayat, by reasons of any breach by the said contractor (s) of the terms or conditions contained in the said agreement.

2. We (.) ..... do here by undertake to pay the amount due and payable under this guarantee without any demur merely on demand from the Nagar Nigam/Nagar Palika/Nagar Panchayat stating the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Nagar Nigam/Nagar Palika/Nagar Panchayat, by reason of breach by the said contractor (s) of any of the terms or conditions contained in the said agreements or by reasons of the contractor (s) failure to perform the said agreement, Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee, Howere our liability under this Guarantee. shall be restricted to an amount not exceeding .....

3. We undertake to pay to the Nagar Nigam/Nagar Palika/Nagar Panchayat any money so demanded not with standing any dispute or disputes raised by the contractor (s) in any suit or proceedings pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor (s) shall have no claim against us for making such payments.

4. We (.) ..... further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of said agreement and that it shall continue to be enforce able till all the dues o the Nagar Nigam/Nagar Palika/Nagar Panchayat under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till the Commissioner/Chief Municipal Officer,. certified that the terms and conditions of the said agreement have been fully and

property carried out by the said contractor (s) and terms and conditions of the said agreement have been fully and property carried out by the said contractor

(s) and accordingly discharged this guarantee, unless a demand to claim under this Guarantee is made on us in writing on or before the (here indicate a date which falls 9 months beyond the due date of completion of the work) ..... we shall be discharged from all liability under the guarantee.

**5. We (.)** ..... further agree with the Nagar Nigam/Nagar Palika/Nagar Panchayat that the Nagar Nigam/Nagar Palika/Nagar Panchayat shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor (s) from time to time or to postpone for any time or for time to time any of the powers exercisable by Nagar Nigam/Nagar Palika/Nagar Panchayat, against the said contractor (s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reasons of any such variations or extension being granted to the said contractor (s) or forbearance, act or commission on the part of the Nagar Nigam/Nagar Palika/Nagar Panchayat, or any indulgence by the Nagar Nigam/Nagar Palika/Nagar Panchayat, to the said contractor (s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

**6.** This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor (s).

**7. We (.)** ..... lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Nagar Nigam/Nagar Palika/Nagar Panchayat writing :-\Dated the ..... day of .....  
..... for ( ) .....

(>) indicate the Name of the Bank .....

**Annexure-G**  
**SPECIAL CONDITIONS OF N.I.T.**  
**(Reference Clause 8 of NIT)**

(1) Additional performance security (APS) shall be deposited by the successful bidder at the time of signing of agreement when the bid amount is seriously unbalanced i.e. less than the estimated cost by more than 10%. In such an event the successful bidder will deposit the additional performance security (APS) to the extent of difference of 90% of the PAC and bid amount in the shape of FDR , in favour of the Commissioner/Chief Municipal Officer before signing the agreement .The same shall be refunded along with the normal S.D. after completion of the work. If the contractor fails to complete the work or left the work incomplete, this additional performance security (APS) , shall be forfeited by the department , & the agreement shall be terminated and the action shall be taken accordance with clause 3 of the agreement . In case the tenderer / Contractor refuse to deposit Additional performance security (APS) then his bid will be rejected by the sanctioning authority and earnest money shall be forfeited.

(2) If the tenderer, whose tender has been accepted, and after signing the agreement, (i) does not start regular actual physical items of work within 25% (twenty five percent) of the time allowed for completion, or abnormally slowdown the work or (iii) abandons the work, or (iv) merely goes on applying for extension of time; the Commissioner/Chief Municipal Officer/Engineer in Charge shall serve a "show cause" notice with details to the contractor in this regard and if the contractor does not reply, or if his reply is considered not satisfactory (at the sole discretion of the Commissioner/Chief Municipal Officer/Engineer incharge), his earnest money and the performance security money or the Bank Guarantee in this regard shall be forfeited in favour of the Nagar Nigam/Nagar Palika/Nagar Panchayat .If the contractor has committed a similar default on earlier occasion (s) in previous three consecutive years the contractor shall be debarred from participating in any future tender of any working in Nagar Nigam/Nagar Palika/Nagar Panchayat for a period of 2 (two) years from the date of such order, by the authority which had registered him/her.

Such orders & action shall be final binding and conclusive

**(3) Detailed programme of Construction:**

(i) Within 15 days of issue of order to start work, the contractor shall submit in the prescribed proforma a detailed construction programme month wise mentioning start and completion of each item/event involved in the due performance of the contract For contract more than 10 Crores Contractor shall also submit detailed programme monthwise for

(a) Materials procurement

(b) Their transport arrangement to worksite with details of No. of truck/tippers

(c) Detailing of construction plants & equipments

(d) Cash flow/revised Cash flow

(ii) The contractor shall submit in the first week of each month a statement of “**target vis-à-vis actual performance**” of each item/event with slippage, if any; mentioning reasons of slippage and proposal for revised construction programme to complete the same in targeted date or validly extended date. Failure to submit this monthly statement

for 4(four) months can be treated as “fundamental Breach of Contract” and can result in invoking clause 3 of the conditions of contract.

**(4). Performance Guarantee:**

(i) The contractor shall also be responsible for performance of work carried out by him for a period of 12 (Twelve) month beyond the completion of work for which performance security has to be furnished by him @ 5%(five percent)of amount of contract. For this purpose contractor has to submit to the department a Bank Guarantee of 5% amount of the value of work done on every running and final bill payable to him. If contractor fails to submit bank guarantee of 5% amount of the gross bill, then 5% amount of bill shall be deducted from his running and final bill payment. However, the contractor can get refund of such performance cash security amount deducted if he submits appropriate bank guarantee valid for the period as stated above or 12 (Twelve) month after actual completion.

If require, the Commissioner/ Chief Municipal Officer shall ask the contractor to extend the validity period of the Bank Guarantee(s) for such period which he considers it proper and the contractor shall extend the validity period of such Bank Guarantee accordingly. If the contractor fails to extend the period accordingly, the Commissioner/ Chief Municipal Officer shall encash the B.G. before the expiry of the validity period.

(ii) The contractor shall have to carry out all necessary "Rectification" of defects noticed, caused due to any reasons at his own cost within such reasonable period mentioned in such communication notice from the Commissioner/Chief Municipal Officer/ Engineer in Charge to him.

(iii) Failure of the contractor to rectify the defects properly in the given period, it shall be open for the Commissioner/Chief Municipal Officer/Engineer in Charge to get the defect(s) rectified either departmentally or through other agency (without calling any tender /quotation) and recover the actual cost plus 15 % (fifteen percent) of such cost from the contractor from any sum, in any form, and available with the department or can be recovered as "Arrears of Land Revenue"

(iv) After One years of completion of construction, Amount of available performance Bank guarantee shall be returned to the contractor subject to the satisfaction of the Executive Engineer.

(v) Deleted

The performance guarantee will be in addition to the normal security to be deducted as per clause 1 of agreement for the execution of contract.

**(5)** The tenderer/contractor shall give in advance authority letter(s) in favour of the Commissioner/ Chief Municipal Officer, authorizing him to get all Bank's Fixed Deposit receipts, Bank Guarantees (either normal security deposit and or for performance

security) to get these Bank Receipts and Guarantee deeds verified and got confirmed from the concerned Bank. It will be only after getting such confirmation that the Commissioner/ Chief Municipal Officer shall pay any amount accordingly or refund the equal amount for which BG submitted has been duly verified and confirmed.

**(6)** The contractor shall not remove minor mineral from borrow areas, quarries without prior payment of Royalty charges.

**(7) For Bituminous Road Works**

**(a)** Bitumen of required penetration grade or emulsion shall be procured by the contractor directly from any or all of the Govt. Oil Company viz. Indian Oil Company (IOCL), Hindustan Petroleum (HPCL) and Bharat Petroleum Company (BPCL).

**(b)** It shall be obligatory on the contractor to submit within one week of receipt of Bitumen, original first copy of Bitumen invoice(s) (meant for the Buyer/Customer) (not other copies meant for Storage, Transporter etc. etc.) to the concerned Division or Divisions and get the invoice duly stamped and see that suitable entry is recorded by the Division of its use with grade, quantity proposed to be used in particular contract agreements (s)/Division. On the original invoice the contractor shall have to write "..... MT quantity of Bitumen of this invoice is proposed to be used in agreement No. .... of ..... of ..... ULB and ..... quantity in agreement No. .... of ..... of this or (other named) ULB in that ULB agreement No. .... of ..... and sign the same.

Contractor(s) shall also furnish a certificate that "This is to certify that I/We have submitted the original and true bill(s) & I am responsible for its veracity"

The Engineer in Charge there after shall countersign the same and submit the invoice(s) and shall cause the same to be photocopied and return the photocopy duly certified to the contractor. All original invoices shall be retained by the Commissioner/Chief Municipal Officer till the payments final bill. There after the contractor shall return the attested photocopies of all invoices and take back the original invoices of Bitumen.

**(c)** The contractor shall have to install hot mix plant as per clause 504.3.4 of MORTH specification 15 days before starting of bituminous work nearer to the site of work, so as to maintain the temperature of hot mixed materials at work site as per MORTH norms. In case of failure in installing the hot mix plant, it shall be treated as breach of contract and penalty shall be imposed under agreement clause 38

**(d)** "Contractor shall submit the certificate of availability with him (Owned or leased or by procurement against mobilization advances) regarding computerized hot mix plant, Sensor paver/mechanical paver, Vibratory Roller [ for 50 mm or more thickness of B.M./D.B.M. (with M.S.S./S.D.B.C. & B.C.)] and other plants and machineries duly certified by Executive Engineer or Equivalent officer, along with the E.M.D. envelope, otherwise tender will be disqualified while opening.

**(8)** The contractor has to fix reflecting information board, size 120 cms X 90 cms. One at starting point of the road and another from end point of the road describing the details of work as instructed by Engineer in Charge at his costs.

**(9)** In case of conflict between "General condition of contract- and the special condition" the terms of special condition s shall prevail.



## **SPECIAL CONDITION**

1. In the event of withdrawing his/her after before the expiry of the period of validity of offer or failing to execute the agreement as required by condition No. 8.1.1 of the notice inviting tender (N.I.T) he/ she will not be entitled to tender for this work in case of recall of tenders. In addition to forfeiture of his/her earnest money as per provisions of condition No. 4.7 and 8.1.1 of N.I.T as may be applicable for the work, the registering authority will demote the contractor/ firm for a period of one year. If the tenderer has committed a similar default of earlier occasion (s) as will, then such demotion in registration will be permanently.

This special condition will supersede anything contrary to it in the tender document.

2. Cess @ 1% (One percent) shall be deducted at source. From every bill of contractor by the Commissioner/Chief Municipal Officer under "Building and other construction for Workers Welfare, Cess Act 1996"
3. It is mandatory for the contractor (s) to get himself/themselves registered with "C.G. Building and other construction Welfare Board" as soon as the work order is issued to him/ them for the work amounting to Rs. 10.00 (Ten) Lakhs and above and submit a copy of the same to the same to the concern Engineer in Charge, otherwise no payment will be made under the contract.
4. Contractors are advised to go through the Notice Inviting tenders & the tender/PQ/Bid Capacity document thoroughly. Certificates, annexures, enclosures as mentioned in the document will have to be submitted by the tenders strictly in the prescribed format at the time of submission of Technical/ Financial bid, failing which the contractor shall disqualify for the work & his financial offer shall not be opened and no representation appeal or objection, what so ever in this regard shall be entertained by the department.